

Course Information

Improving Microsoft Office Skills Level 1

Based at: Matthew Boulton College, Jennens Road, Birmingham B4 7PS

To book a place on this course please call the Employability Skills Team on **0121 362 1174**

Hours and times per week

2 days per week: 9:30am – 3:30pm (12 hours)

Duration

Part time 5 week course

Course content

Spreadsheets, word processors and presentation tools have been business essentials since the earliest days of the PC. Microsoft Office knowledge is an essential basic skill that helps businesses and individuals work more effectively.

This course will provide people with valuable knowledge to enable them to fulfil the daily demands of many work environments

We will deliver 9 credits at Level 1 to meet the client needs:

Unit 129 – Word Processing Software

Unit 125 – Presentation Software

Unit 127 – Spreadsheet Software

The course is delivered by an experienced tutor with a great deal of expertise in teaching IT skills in an entertaining, patient and informative way.

Qualification

Level 1 Award for IT Users

Entry and eligibility requirements

Motivation and willingness to learn. Applicants will be required to complete an initial assessment of Entry Level 3 in English and Mathematics. Applicants will need to be unemployed and provide proof of benefits in order to be assessed for full fee remission.

ID Requirements

Bank statement (or other form of ID) with address details on plus National Insurance Number.

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Jennens Road, Birmingham, B4 7PS

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