



Certificate I in Wider Opportunities for Work

Includes a
Certificate I in Information, Digital Media and Technology

NATIONAL ID: 52770WA

STATE ID: YU03

Open to both male and female participants, the Wider Opportunities for Work (WOW) is an engaging program with the aim to increase your skills and knowledge of computer technology and becoming work ready. On completion of this course you will receive two certificates.

The WOW program will provide you with the information and skills you need to explore your future options regarding:

- IT Training
- Entering or Re-entering the Workforce
- Further Education

On completion of this course, participants will receive two certificates, thus providing an excellent base for either employment or further study.

Program Subjects

- Technology for Work
- Use Digital Devices
- Operate a Personal Computer
- Operate a Word-Processing Application
- Communicate/ Search Securely on the Internet
- Operate Spreadsheet Applications
- Operate Presentation Packages
- Communication for Work
- Career Development
- Workplace Practice 2

Duration

13 February 2017 to 23 June 2017
16 weeks

Timetable

Designed to be flexible to fit in with school hours and holidays
4 days per week
9:00 a.m. to 2:30 p.m.

Location

North Metropolitan TAFE
Joondalup Campus
35 Kendrew Crescent, Joondalup

Course Fees

Approximately \$260 (including GST)

Entry Requirements

No pre-requisites needed for this course but knowledge of how to use a keyboard and mouse would be beneficial.

For further information, please contact Jackie Pedley on 9233 1189 or email jackie.pedley@nmtafe.wa.edu.au