



Certificate I in New Opportunities for Women

NATIONAL ID: 52771WA

STATE ID: YU05

New Opportunities for Women (NOW) is an exciting program with the aim to increase your confidence and raise your self-esteem

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

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

Program Subjects

- Introduction to Computing and Technology
- Provide First Aid
- Personal Management
- Effective Communication
- Practical Math
- Preparation for Employment
- Exploring Education, Training and Career Options
- Work Placement

Duration

31 July 2017 to 1 Dec 2017
16 weeks

Timetable

Designed to be flexible to fit in with school hours and holidays
3 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 \$250 (including GST)

Entry Requirements

There are no formal requirements to enrol in this accredited course.

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



Wider Opportunities for Work (WOW) is designed to boost your computer knowledge and skills in order to enhance your job opportunities or expand your study options.

On completion of this course, you will receive two certificates:

- ❖ Certificate I in Wider Opportunities for Work (WOW)
- ❖ Certificate I in Information, Digital Media and Technology

NATIONAL ID: 52770WA

STATE ID: YU03

Why WOW?

The WOW program will give you information and skills needed for future options in:

- Entering or re-entering the workforce
- Further education
- IT training

What does WOW Cover?

- Working out Work Technology
- Digital Devices for Dummies
- My Word! Word-Processing
- Avoiding 'Google Eye'
- Exceling with Spreadsheets
- Presentations that Package a Punch
- Get Widget! Creating QR Code
- Cool Coding Basics
- WWW.O: Working Well With Others
- Caring About Your Career!
- Practical Workplace Practice

Future Skills WA
Training for tomorrow's opportunities

How long is WOW?

31 July 2017 – 1 Dec 2017 (16 weeks)

When is WOW?

4 days per week
9:00 am – 2:30 pm

Where is WOW?

North Metropolitan TAFE
Joondalup Campus
Cnr Lakeside Drive and Kendrew Crescent

What will WOW cost?

\$260. Wow! That's cheap!

What do I need to get into WOW?

Only a basic knowledge on using a keyboard and mouse would be beneficial.

Who can give me more WOW info?

Jackie Pedley: 9233 1189
jackie.pedley@nmtafe.wa.edu.au



Government of Western Australia
North Metropolitan TAFE