

Certificate II in Information Technology (Applications) Computer Skills Training for Women

- **Learn "real world" skills that will improve your employability**
- **Complete the course at your own pace**
- **Government funding makes this very affordable**
- **Concession rates available**



YMCA Perth is offering an opportunity for women in Maddington, Kenwick, and surrounding areas to enhance their computer skills. Through assistance from the City of Gosnells and the Department of Education and Training, we are able to offer this training at extremely affordable rates, compared to similar programs.

The Certificate II in Information Technology (Applications) is a nationally recognised qualification, providing participants with the basic computer skills that are so important in many jobs today. It covers topics such as:

- using a personal computer
- using different computer hardware
- sending and receiving information via the internet and email
- using programs such as word processors, spreadsheets, presentation packages and databases.



Because the Certificate II is nationally recognised, successful participants could also use it as a way to enter further education and training at TAFE or with other providers. A Certificate III in Information Technology is the natural progression from the Certificate II, however the computer skills gained through the Certificate II will also help participants progress to a range of other educational opportunities.

The flexible nature of the program means that it is up to participants to decide how long it will take to complete the course. Participants can choose to develop their skills over a number of weeks, or they can take all year if they wish.

**Places for this course are limited....
so hurry, enrol now!**

**To find out more or to register your interest
call Andrew Ballam at YMCA Perth
on (08) 9473 8400.**

