

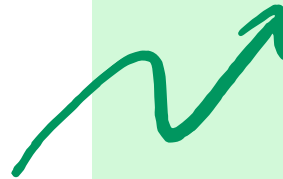
WYWM Career Development

WYWM Career Development Pathway



What is it about?

Fundamental courses to help get you started in your tech career journey.





WYWM **Career Development** **courses**

- Introduction to Digital Skills
- Becoming a Technologist
- Introduction to Human Skills
- TQ01 Augmented Reality and Virtual Reality
- Consulting Fundamentals

Introduction to Digital Skills

Learning objectives

This course provides you with the foundational knowledge and skills required to embark on a career in tech and in the corporate environment.

In this course, you'll learn the basics including:

- What is Potential?
- Using the internet with a security mindset
- Video conferencing using Microsoft Teams and Zoom
- Online communication and collaboration
- How to prevent texts and emails from interfering with your relationships
- How to write a business email
- An overview of Microsoft Office and Office 365, this includes;
 - Teams
 - Outlook
 - Word
 - PowerPoint
 - Excel
 - OneDrive
 - One Note



Prerequisites:

Nil

Course Hours:

40 hrs

Assessments:

Formative Quizzes
& Practical Tasks

Difficulty:

Beginner

Becoming a Technologist

Learning objectives

Entry level digital skills for non-digital natives.

In this course you'll learn:

- The 4 basic drills of a Technologist
- Discord and chatrooms – what they are, how they're used in business and why they're important
- Video conferencing – online meetings and virtual lessons
- Security – keep yourself secure online with the basics of passwords and 2FA (two-factor authentication)
- Troubleshooting

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|----------------|----------|
| Prerequisites: | Nil |
| Course Hours: | 10 hrs |
| Assessments: | Nil |
| Difficulty: | Beginner |



Introduction to Human Skills

Learning objectives

This course encompasses lessons on how to cultivate relationships, express yourself, communicate effectively and build business relationships.

The course includes modules on:

- Emotional intelligence
- Communication
- Creating confidence
- Wellbeing
- How to tackle uncomfortable conversations

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|----------------|----------|
| Prerequisites: | Nil |
| Course Hours: | 10 hrs |
| Assessments: | Nil |
| Difficulty: | Beginner |



TQ01 Augmented Reality and Virtual Reality

Learning objectives

The aim of the TQ short courses is to improve the overall technical literacy of students to better support job outcomes, client interactions, technical competency, innovation and overall company performance as a technology provider.

This 2-hour course will provide an overview of augmented and virtual reality by covering the following:

- Introduction to Augmented Reality and Virtual Reality
- Virtual Reality (VR)
- Augmented Reality (AR)
- XR in Industry
- XR in Education and Training
- XR in Entertainment and Retail



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|----------------|----------|
| Prerequisites: | Nil |
| Course Hours: | 2 hrs |
| Assessments: | Nil |
| Difficulty: | Beginner |



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