




Centre for Social Inclusion

*because everyone can
learn and discover.*





Literacy - Numeracy

English Language Skills

If English is your second language and you're headed to college or a job, this course will teach you the grammar, spelling and structure of the English Language that you'll need to succeed. You will also come away from this course speaking more fluently. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

SWELRN101A Basic learning strategies

VU21297 Develop and document a learning plan and portfolio with guidance

WESTFIELD PENRITH

Thursday 10 May 2018, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$ \$0 or \$150 for non-permanent residents.

English Language Skills - Advanced

Certificate III in Spoken and Written English is an advanced course for learners who already have some formal or informal exposure to English. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

SWECON302A Comprehending and participating in casual conversations

WESTFIELD PENRITH

Thursday 10 May 2018, 9:30 am to 11:30 am

Duration: 8 Weeks, \$ \$0 or \$150 for non-permanent residents.

English Language Skills - Intermediate

Come and experience spoken and written communication skills including grammar, pronunciation and spelling. This course is for people from a non-English speaking background and will cover modules from Certificate II in Spoken and Written English. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

SWELRN201A Intermediate learning strategies

WESTFIELD PENRITH

Tuesday 8 May 2018, 9:30 am to 11:30 am

Duration: 8 Weeks, \$ \$0 or \$150 for non-permanent residents.

English Language: Beginners

This course is suitable for those who require practice to speak the language in a relaxed atmosphere as well as to obtain reading and writing skills. This course will cover modules from Certificate I in Spoken and Written English. For people who satisfy certain requirements as determined by the Government, this course fee may be reduced.

SWEDEC002A Decoding words and simple sentences

WESTFIELD PENRITH

Thursday 10 May 2018, 12:00pm to 2:00pm

Duration: 8 Weeks, \$ \$0 or \$150 for non-permanent residents.

IELTS Preparation

IELTS is the English test to enable you to study, settle and/or work in Australia. This new intensive course will prepare you in the reading, writing, speaking and listening skills necessary to sit for the IELTS examination. Our experienced trainer will also give you all the tips that you require to pass the exam. You will need to be an Advanced or Intermediate student to participate in this course.

SWEINF308A Comprehending and composing complex information texts

SWECOR307A Composing formal correspondence and completing formatted texts

SWEEXP311A Comprehending and composing expositions

SWEXC303A

SWEDIS306A Comprehending and participating in discussions

SWEDSN310A Comprehending and composing discussions

SWECON302A Comprehending and participating in casual conversations

WESTFIELD PENRITH

Tuesday 8 May 2018, 10:00 am to 2:00 pm

Duration: 8 Weeks, \$ 2 days a week Wednesday Thursday

Pronunciation

This course is for individuals from a non English-speaking background who are interested in learning techniques to improve their English pronunciation and have intermediate to advanced English language skills. The course is delivered through interactive exercises focusing on speech, sounds, intonation and social context. The course fee may be reduced for those who satisfy certain requirements as determined by the Government.

SWEINF204A Comprehending and giving spoken information

WESTFIELD PENRITH

Tuesday 8 May 2018, 12:15 pm to 2:15 pm

Duration: 8 Weeks, \$ \$0 or \$150 for non-permanent residents.

Reading and Writing 1 for People with a Mild Intellectual Disability

This course is designed for those with a disability who would like to learn how to read and write. We will use texts in everyday contexts and use computers to support our learning. Please note that carers are required to help during the class. The course fee may be reduced for those who satisfy the requirements determined by the Government.

VU21282 Develop a learning plan and portfolio with support

WESTFIELD PENRITH

Friday 11 May 2018, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$ Please contact the college to see if you are eligible for funding

Reading and Writing 2 for People with a Mild Intellectual Disability

This course is designed for those with a disability who would like to learn how to read and write. We will use texts in everyday contexts and use computers to support our learning. Please note that carers are required to help during the class. The course fee may be reduced for those who satisfy the requirements determined by the Government.

VU21282 Develop a learning plan and portfolio with support

WESTFIELD PENRITH

Friday 11 May 2018, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$ Please contact the college to see if you are eligible for funding

Reading and Writing for Adults

This course aims to increase confidence in reading, writing and spelling skills in a relaxed atmosphere. It is aimed at those who would like to improve their literacy and numeracy skills for employment purposes.

VU21305 Create simple texts for employment purposes

VU21301 Engage with simple texts for employment purposes

PENRITH HIGH SCHOOL

Tuesday 8 May 2018, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$ Please contact the college to see if you are eligible for funding. \$0 or \$150 for non-permanent residents.

WESTFIELD PENRITH

Tuesday 8 May 2018, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$ Please contact the college to see if you are eligible for funding. \$0 or \$150 for non-permanent residents.

The current Certificate in General Education for Adults expires in June this year.

Please be aware that the following Units may change at that date.

VU21282 Develop a learning plan and portfolio with support

VU21297 Develop and document a learning plan and portfolio with guidance

VU21301 Engage with simple texts for employment purposes

VU21305 Create simple texts for employment purposes

**WE'D LOVE TO ADD VALUE TO YOUR SERVICE WITH EDUCATION AND TRAINING.
CALL US TO DISCOVER HOW YOU CAN CRAFT PROGRAMS TO PUT YOUR CLIENTS ON PATHWAYS.
FUNDED PLACES UNDER THE CSO PROGRAM CALL US ON 02 4724 9000**

Digital - Literacy

Computers : Beginners

If you are thinking of buying a computer or just don't know how to use it, this course is the right choice. In this fully accredited course learn about the Windows operating system, virus protection, make a spreadsheet, write a letter and go on the internet in a relaxed and informative environment. No experience is required.

ICTICT101 Operate a personal computer

ICTICT102 Operate word-processing applications

ICTICT105 Operate spreadsheet applications

ICTICT103 Use, communicate and search securely on the internet

KATOOMBA CENTRE

Monday 7 May 2018, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292

WESTFIELD PENRITH

Tuesday 8 May 2018, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$195

WESTFIELD PENRITH

Thursday 7 June 2018, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292

WESTFIELD PENRITH WEEKEND

Saturday 9 June 2018, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292 Workshop, no concession

Computers : Excel Level 1

This course aims to give the new spreadsheet user a thorough grounding in the basics of creating spreadsheets and using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques and sound formatting and design principles.

BSBITU101 Operate a personal computer

BSBITU202 Create and use spreadsheets

WESTFIELD PENRITH WEEKEND

Sunday 27 May 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

Computers : Excel Level 2

Microsoft Excel 2010 Level 2 is the second of a 3-Level study program for Microsoft Excel 2010. This level extends your basic knowledge of Excel and provides you with the skills and knowledge to produce more effective and productive workbooks. It covers formulae and function techniques, more intricate formatting, setting complex printing options, using intricate charting features and working more effectively with existing worksheets and workbooks.

BSBITU304 Produce spreadsheets

BSBWOR204 Use business technology

WESTFIELD PENRITH WEEKEND

Sunday 10 June 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

i Ready to enrol?

See pages 30-31 for Enrolment Information.

Computers : Excel Level 3

This course will provide you with the skills and knowledge to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, PivotTables, data consolidations, goal seeking and Solver and create and use macros.

BSBITU402 Develop and use complex spreadsheets

WESTFIELD PENRITH WEEKEND

Sunday 24 June 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$152 Workshop, no concession

Computers : Excel Workshop

Using Microsoft Excel learn how to create a basic spreadsheet including graphs and charts, writing formulae and formatting options. Basic computer experience required.

BSBITU101 Operate a personal computer

BSBITU202 Create and use spreadsheets

KATOOMBA CENTRE

Saturday 2 June 2018, 9:30 am to 5:30 pm

Duration: 1 day, \$152 Workshop, no concessions

Computers : Internet and Email Workshop

Been using the net for a while and can't find what you're looking for? Want to know about online shopping and how to send an email? Try this course. You will also learn about different types of connections, organising your favourites and many other useful tips. No experience required.

BSBWOR204 Use business technology

BSBITU203 Communicate electronically

WESTFIELD PENRITH

Wednesday 23 May 2018, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

Employability

Job Ready Workshop

Have you been unsuccessful in gaining the job of your dreams? Do you want to know the "secret" that will turn that around? This workshop will prepare you to be job ready. You will gain confidence in communication and interview techniques as well as how to write your job application letter and resume.

BSBLED101 Plan skills development

VU20009 Participate in job seeking activities

WESTFIELD PENRITH

Friday 1 June 2018, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, no concession

Skills For Work

This program is aimed at young people between the ages of 15 and 24 who are currently not working yet are thinking about employment and further education. The program will cover nine units of competencies from Certificate I, II in Business and Certificate III in Business Administration. This course will give you skills in communication, working with others, organising your work and computer skills - essentially a suite of marketable work skills.

BSBLED101 Plan skills development

BSBSUS201 Participate in environmentally sustainable work practices

BSBCMM201 Communicate in the workplace

BSBWOR203 Work effectively with others

BSBWOR202 Organise and complete daily work activities

BSBWOR301 Organise personal work priorities and development

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

WESTFIELD PENRITH

Thursday 10 May 2018, 10:00 am to 4:00 pm

Duration: 10 Weeks



Computers for Total Beginners

If you're terrified of a computer, this short course will get you started and give you the confidence to do more.

BSBITU101 Operate a personal computer

Digital Hub Westfield

Tuesday 15 May 2018, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

Discover Apple Mac OS X

In this introductory course you will learn how to navigate the Apple computer environment and perform basic tasks.

BSBITU101 Operate a personal computer

Digital Hub Westfield

Tuesday 22 May 2018, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

Getting Started with Facebook

Join the world's largest online community and learn how to catch up with your family and friends using Facebook.

ICTWEB201 Use social media tools for collaboration and engagement

Digital Hub Westfield

Tuesday 29 May 2018, 10:00 am to 2:00 pm

Duration: 1 Day, \$100

Getting Started with Twitter

Learn how to join Twitter, a huge social networking site where you can follow your friends, family and even your favourite celebrities.

ICTWEB201 Use social media tools for collaboration and engagement

Digital Hub Westfield

Tuesday 5 June 2018, 10:00 am to 2:00 pm

Duration: 1 Day, \$100

Google Maps

Discover how to use Google Maps, the navigation tool which will let you set a driving route, check out your house with satellite views, street view and more.

Digital Hub Westfield

Tuesday 12 June 2018, 10:00 am to 12:00 pm

Duration: 1 Lesson, \$50

iPad

Get the most out of your Apple iPad by adjusting settings, learning how to download apps and much more.

Digital Hub Westfield

Tuesday 19 June 2018, 10:00 am to 12:00 pm

Duration: 1 Lesson, \$50

iPad II

If you've done the iPad course, this will give you a little extra. Learn about using iTunes cards, downloading Apps and organising your screen.

Digital Hub Westfield

Tuesday 19 June 2018, 12:30 pm to 2:30 pm

Duration: 1 Lesson, \$50

Learn about E-Readers

Learn about the different types of e-readers and their capabilities, so that you can get the most out of it and choose the one that's right for you.

Digital Hub Westfield

Tuesday 26 June 2018, 10:00 am to 12:00 pm

Duration: 1 Lesson, \$50

Online Banking

Start paying your bills, keep track of your credit cards and look after your finances with this introductory course in online banking.

Digital Hub Westfield

Tuesday 12 June 2018, 12:30 pm to 2:30 pm

Duration: 1 Lesson, \$50

Protect Yourself from Viruses

Gain the skills you'll need to protect your computer from nasty things like viruses, spyware and malware.

Digital Hub Westfield

Tuesday 26 June 2018, 12:30 pm to 2:30 pm

Duration: 1 Lesson, \$50

Searching with Google

Get handy tips and tricks on how to make the most of Google, the world's most popular search engine.

Digital Hub Westfield

Tuesday 3 July 2018, 10:00 am to 12:00 pm

Duration: 1 Lesson, \$50

Shopping Online

Learn how to buy online in this short course, and learn how to be secure and safe while picking up the best bargains.

Digital Hub Westfield

Tuesday 3 July 2018, 12:30 pm to 2:30 pm

Duration: 1 Lesson, \$50

Skype

Start using Skype, the free voice communication software. Skype will save you a lot of money on calls while allowing you to keep in touch via video or voice.

Digital Hub Westfield

Tuesday 10 July 2018, 12:00 pm to 1:00 pm

Duration: 1 Lesson, \$25

Start Using the Internet

If you haven't used the Internet or find it too daunting, this short course will take you through the steps you'll need.

Digital Hub Westfield

Tuesday 10 July 2018, 10:00 am to 11:00 am

Duration: 1 Lesson, \$25

Watching TV Online

Learn how to catch up on your favourite shows using a variety of online resources.

Digital Hub Westfield

Tuesday 10 July 2018, 12:00 pm to 1:00 pm

Duration: 1 Lesson, \$25