



# 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

SWEPER102A Giving personal information

#### WESTFIELD PENRITH

Wednesday 18 October 2017, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$0 \$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.

SWEDSN310A Comprehending and composing discussions

SWEDIS306A Comprehending and participating in discussions

#### WESTFIELD PENRITH

Thursday 19 October 2017, 9:30 am to 11:30 am

Duration: 8 Weeks, \$0 \$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.

SWEEXC203A Comprehending and participating in transactional exchanges

VU21320 Identify features of the health care system

#### WESTFIELD PENRITH

Tuesday 17 October 2017, 9:30 am to 11:30 am

Duration: 8 Weeks, \$ \$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.

SWEDC002A Decoding words and simple sentences



SWEPRN008A Giving basic personal information

#### WESTFIELD PENRITH

Thursday 19 October 2017, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$0 \$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

SWEEXC303A Comprehending and negotiating complex exchanges

SWEDIS306A Comprehending and participating in discussions

SWEDSN310A Comprehending and composing discussions

SWECON302A Comprehending and participating in casual conversations

#### WESTFIELD PENRITH

Tuesday 17 October 2017, 10:00 am to 2:00 pm

Duration: 8 Weeks, \$400 2 days a week Tues, Wed

### 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.

SWEINT07A Comprehending and participating in simple interviews

VU21285 Engage with short simple texts for employment purposes

#### WESTFIELD PENRITH

Tuesday 17 October 2017, 12:15 pm to 2:15 pm

Duration: 8 Weeks, \$ \$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.

VU21298 Conduct a project with guidance

VU21284 Engage with short simple texts for learning purposes

#### WESTFIELD PENRITH

Friday 20 October 2017, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$0 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.

VU21298 Conduct a project with guidance

VU21284 Engage with short simple texts for learning purposes

#### WESTFIELD PENRITH

Friday 20 October 2017, 12:00 pm to 2:00 pm

Duration: 8 weeks, \$0 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

VU21305 Create simple texts for employment purposes

#### PENRITH HIGH SCHOOL

Tuesday 17 October 2017, 7:00 pm to 9:00 pm

Duration: 8 weeks, \$0 Please contact the college to see if you are eligible for funding

#### KATOOMBA CENTRE

Tuesday 17 October 2017, 1:00 pm to 3:00 pm

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

#### WESTFIELD PENRITH

Thursday 19 October 2017, 10:00 am to 12:00 pm

Duration: 8 weeks, \$0 Please contact the college to see if you are eligible for funding

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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

### Apps on your iPad

Just bought an iPad? Wondering what apps to download? This course will give you some great ideas on seeing movies and TV shows for free. You can also get the iWork suite including word processor (Pages) and presentation software (Keynote). Also an app called Evernote allows you to store and retrieve your notes from the cloud. Your iPad can even replace your stereo with a versatile app. Selecting a restaurant will never be the same again enabling you to find the best restaurant or repair shop based on their reviews. The possibilities are endless and exciting.

#### WESTFIELD PENRITH WEEKEND

Saturday 14 October 2017, 9:00 am to 3:00 pm

Duration: 1 Day, \$114

### 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.

BSBITU101 Operate a personal computer

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

BSBITU203 Communicate electronically

#### WESTFIELD PENRITH

Wednesday 18 October 2017, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$195

#### WESTFIELD PENRITH

Thursday 2 November 2017, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292

#### WESTFIELD PENRITH WEEKEND

Saturday 4 November 2017, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292 4th, 11th & 18th Nov. Workshop, no concession

#### KATOOMBA CENTRE

Monday 6 November 2017, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292

### 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 29 October 2017, 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 12 November 2017, 9:30 am to 5:30 pm

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

### 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 26 November 2017, 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 28 October 2017, 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 22 November 2017, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop, No Concessions

### Ready to enrol?

See pages 30-31 for Enrolment info & form and venue addresses.



## 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

Wednesday 29 November 2017, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

### 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

BSBMM201 Communicate in the workplace

BSBMM101 Apply basic communication skills

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 19 October 2017, 10:00 am to 4:00 pm

Duration: 10 Weeks, \$0

**Did you know you might be eligible for Funded training ?**

Call the College to see if you're eligible on 4724 9000.

**THE CSO PROGRAM IS A NSW GOVERNMENT INITIATIVE TO CREATE PATHWAYS TO TRAINING AND EMPLOYMENT FOR PEOPLE WHO EXPERIENCE BARRIERS TO PARTICIPATION.**



### Tech Savvy Seniors Computers

Bookings are essential for this course. This is a Tech Savvy Seniors Initiative supported by the NSW Government Ageing Strategy and is funded through a partnership between the NSW Government and Telstra. This course is suitable for those with limited or no computer experience. During this course you will learn basic computer skills, how to set up and use email, use social media such as facebook, twitter and youtube as well as online privacy and security.

#### WESTFIELD PENRITH

Tuesday 17 October 2017, 10:00 am to 2:00 pm

Duration: 8 Weeks, \$0

### KATOOMBA CENTRE

Wednesday 18 October 2017, 11:30 am to 1:30 pm

Duration: 8 Weeks, \$0

Tech Savvy Seniors Initiative supported by the NSW Government Ageing Strategy and Telstra



### 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.

Digital Hub Westfield

Monday 23 October 2017, 2:00 pm to 3:00 pm

Duration: 1 Lesson, \$25

### Discover Apple Mac OS X

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

Digital Hub Westfield

Monday 16 October 2017, 2:00 pm to 3:00 pm

Duration: 1 Lesson, \$25

### Getting Started with Facebook

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

Digital Hub Westfield

Monday 30 October 2017, 3:00 pm to 4:00 pm

Duration: 1 Lesson, \$25

### 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.

Digital Hub Westfield

Monday 30 October 2017, 2:00 pm to 3:00 pm

Duration: 1 Lesson, \$25

### 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

Monday 6 November 2017, 2:00 pm to 3:00 pm

Duration: 1 Lesson, \$25

### iPad

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

Digital Hub Westfield

Monday 13 November 2017, 3:00 pm to 4:00 pm

Duration: 1 Lesson, \$25

### 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

Monday 13 November 2017, 3:30 pm to 4:30 pm

Duration: 1 Lesson, \$25

### 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

Monday 13 November 2017, 2:00 pm to 3:00 pm

Duration: 1 Lesson, \$25

### 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

Monday 20 November 2017, 2:00 pm to 3:00 pm

Duration: 1 Lesson, \$25

### 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

Monday 20 November 2017, 3:00 pm to 4:00 pm

Duration: 1 Lesson, \$25

### 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

Monday 27 November 2017, 2:00 pm to 3:00 pm

Duration: 1 Lesson, \$25

### 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

Monday 27 November 2017, 3:00 pm to 4:00 pm

Duration: 1 Lesson, \$25

### 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

Monday 4 December 2017, 2:00 pm to 3:00 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

Monday 4 December 2017, 3:00 pm to 4:00 pm

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

Monday 11 December 2017, 2:00 pm to 3:00 pm

Duration: 1 Lesson, \$25

### Word Processing 1

Learn the basics of a word processor in this short course.

Digital Hub Westfield

Monday 11 December 2017, 3:00 pm to 4:00 pm

Duration: 1 Lesson, \$25

### Word Processing 2

Gain more skills in this second level of Word Processing.

Digital Hub Westfield

Monday 18 December 2017, 2:00 pm to 3:00 pm

Duration: 1 Lesson, \$25



## PENRITH CITY COUNCIL LIBRARY

### Digital Help Desk

Penrith City Library offers a drop-in Help Desk service available 7 days a week from 10am - noon for minor technology issues and questions such as:

- using your computer
- connecting to Wi-Fi
- searching the internet
- using Penrith City Library's online resources, and
- help with new technology like iPads, smart phones, e-readers, etc.

No need to book - the Digital Help Desk is run on a first-in, first-served basis. You are encouraged to bring along your own equipment for help desk support.

(This service is for technology training only. Technical support for faults and repairs on the Library's public PC network should be referred to staff at the Library's main Service Desk.)

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