



# Tech Savvy for Small Business

Are you a small business owner that wants to upskill yourself or your staff?



## Microsoft Word

Do you run a small business or have staff that need additional training in word-processing and using the Cloud to store and share data? This course is designed for participants that have basic computer skills but have never had the time to increase their intermediate Word skills.

Save and retrieve your documents from the Cloud. This is an accredited course and you will receive a Statement of Attainment for BSBITU303 Design and produce text documents and BSBITU306 Design and produce business documents.

**Tuesdays x 6 weeks**

**9:00am - 12:00pm**

**27 February - 3 April 2018**

**This is a free program for eligible businesses and their staff**

Eligibility criteria overleaf

# Are you eligible?

**Tech Savvy for Small Business** training is subsidised by the NSW government for eligible businesses.

The Tech Savvy Small Business program is part of Smart and Skilled funding and aims to support small business owners and their staff by providing fully subsidised training in targeted courses.

## To be eligible for Smart and Skilled training, you must be:

An Australian Citizen, permanent resident or humanitarian visa holder, or a New Zealand citizen and

Be aged 15 years or older, and

Live or work in NSW, and

No longer be at school or equivalent.

## To be eligible for Tech Savvy Small Business training, you must be the above, plus:

An owner of a small business, OR

An employee of a small business.

A Small Business is defined as a business with:

20 employees or less, OR

An annual turnover of less than \$2,000,000.



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The full fee is \$290 if you do not fit the above criteria.

Other funding options may be available -  
please contact the college for more information.