

# WESTTECH

## WestTECH - Community Technology Education

**Welcome to our Term 4 2023 programme.**

WestTECH comes under the umbrella of WCTET (West Coast Technology Education Trust). The provision of our courses has been supported by WCTET, to make them affordable and accessible.

Courses run at

- Te Whare Matihiko, **The House Of Digital**, 25 Hamilton St, Hokitika register and pay through the House of Digital website: [www.houseofdigital.org](http://www.houseofdigital.org)
- **Westland High School** (2023.05 Cheese Making; 2023.13 and 2023.14 Personalised Christmas Decorations) register through the Google Link provided.

Please contact me with any queries: Yvonne Simpson, Manager, WestTECH  
[yvonne@wctet.org](mailto:yvonne@wctet.org). Cell: 022 6787 194



**Course: Cheese Making**

**Course No:** 2023.05

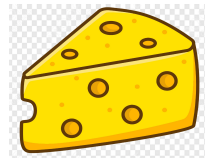
**Tutor:** Miriam Rees

**When:** Sunday 22 October 2023

**Time:** 10 am - 4pm

**Location:** WHS Food Room

**Cost:** Incl GST and materials \$115



Miriam Rees has 10 years experience teaching cheesemaking and we offer this food technology course in response to many requests. Learn to make and take home, slipcote cheese, hard cheese, halloumi, feta and ricotta cheeses. Bring a shared lunch and empty containers to take cheese home, and empty bottles, etc for whey. Restricted to 12 participants. No experience required.

[Register at this link](#) or <https://forms.gle/omkig7ZnqQRRENAAA> You will be sent an invoice.

**Course: Publish Your Own eBook**

**Course No:** 2023.04

**Tutor:** Andy Wright

**Starts:** Thursday 16 November 2

**Duration:** 5 weeks

**Time:** 7 - 9 pm

**Location:** HOD

**Cost:** \$75



Andy Wright has run his own international company for over 30 years and never purchased a piece of proprietary software. This course will use open source software to create an eBook. There are many uses: Personal eg family histories, poetry; Community groups eg annual reports, magazines; Businesses eg promotion through an eBook (which could be added to the website).

Register and pay through the House of Digital website: [www.houseofdigital.org](http://www.houseofdigital.org)

**Course: Digital Marketing - Master The Basics**

**Course No:** 2023.06

**Tutor:** Samantha Beneke

**Duration:** 6 sessions

**Time:** 7 - 8.30pm

**Starts:** Wednesday 25 October 2023

**Location:** HOD

**Cost:** \$75



Samantha has 13 years of industry experience in Marketing & Communications. Her course covers the fundamentals of digital marketing. Walk away with the knowledge and tools to amplify your business's online presence. Course Content includes Social Media, Content creation, Analytics, Website marketing, FaceBook and Google advertising, How to measure success, and Free online tools to use. Bring a laptop for exercises

Register and pay through the House of Digital website: [www.houseofdigital.org](http://www.houseofdigital.org)

**Course: Excelerate Your Business: From Excel Basics to Report Dashboards**

**Course No:** 2023.07

**Time:** 7 - 9pm - one evening

**Tutor:** Nick Warner

**Location:** HOD

**When:** Tues 31 October

**Cost:** \$25



Nick is the Business Process Improvement Manager at Westland Milk Products, and uses Excel daily. He will share how to unlock Excel's potential. Designed for small to medium-sized businesses, this course will take you beyond spreadsheets and into actionable insights. We demystify key Excel functions, teach you quick data analysis techniques, and guide you through creating your own real-time dashboards—all in a hands-on clinic session. Whether you're a business owner, a team lead, or just someone who loves the power of data, this course offers immediate, impactful skills. Don't just work hard—work smart. Reserve your spot today and start leveraging Excel to elevate your business. Limited to 6.

Register and pay through the House of Digital website: [www.houseofdigital.org](http://www.houseofdigital.org)

**Course: Maximise Linked In - Presenting yourself professionally online**

**Course No:** 2023.08

**Time:** 7 - 9pm - one evening

**Tutor:** Samantha Beneke

**Starts:** Tues 7 November 2023

**Location:** HOD

**Cost:** \$25



Get the most out of your LinkedIn profile to promote your professional services and establish yourself as a thought leader online.

Register and pay through the House of Digital website: [www.houseofdigital.org](http://www.houseofdigital.org)

**Course: Avoid scams - be secure online**

**Course No:** 2023.09

**Time:** 7 - 9pm - one evening

**Tutor:** Samantha Beneke

**Starts:** Tues 21 November 2023

**Location:** HOD

**Cost:** \$25



Learn basic cybersecurity measures to prevent yourself from becoming the target of a phone or email scam.

Register and pay through the House of Digital website: [www.houseofdigital.org](http://www.houseofdigital.org)

**Course: Deep Dive: Google Drive****Course No:** 2023.10**Tutor:** Latham Martin**Starts:** Tues 14 November 2023**Time:** 7 - 9pm - one evening**Location:** HOD**Cost:** \$25

This beginners' course covers Google Drive and Google Docs. A Gmail account is free and it offers access to G-Suite a suite of email, documents, forms, slides and much more. Latham Martin, a certified Google Educator, will provide an overview of how to create a Gmail account and navigate Google Drive (a file storage and synchronisation service) and create documents. Limited to 12.

Register and pay through the House of Digital website: [www.houseofdigital.org](http://www.houseofdigital.org)

**Course: Deep Dive: Google Calendar****Course No:** 2023.11**Tutor:** Latham Martin**Starts:** Tues 28 November 2023**Time:** 7 - 9pm - one evening**Location:** HOD**Cost:** \$25

This course is for those who have attended the Google Drive Course or are familiar with Google. Google Calendar is a powerful, free service you can use to organise your schedule and coordinate events with others. It has many useful features, including the ability to share calendars with others and easily switch what is currently being displayed. You can access your calendar from any computer or mobile device as long as you are signed in to your Google account. Limited to 12. Register and pay through the House of Digital website:

[www.houseofdigital.org](http://www.houseofdigital.org)

**Course: Personalised Christmas Decorations created by laser cut wood****Course No:** 2023.13**Tutor:** Flow Ir In**When:** Monday 13 and 20 November**Time:** 7 - 9pm**Location:** WHS Rm 16A**Cost:** Incl materials \$40

Engage in the design process on your laptop for making a laser cut MDF board Christmas decoration. Laser cut the design in particle board. The course covers the operating principles of a CO2 laser, design and safety principles, practical considerations and an introduction to software used to create 2D and 3D designs. Limited to 6 participants per course. [Register at this LINK](https://forms.gle/jtWmjTckX6yKGyzH7). or <https://forms.gle/jtWmjTckX6yKGyzH7>. You will be sent an invoice.

**A second course:** 2023.14 on Mon 27 Nov and 4 Dec 2023. [Register at this link](https://forms.gle/8BkBaGBLX3qFiKYd7) or <https://forms.gle/8BkBaGBLX3qFiKYd7> You will be sent an invoice