



# Centre for Office Productivity

*because there is always  
an easier, better and  
faster way to work.*





# Skills for Business in the Digital Age

because there is always an easier, better and faster way.



## IT and Digital Courses

### Computers : Access Level 1

Microsoft Access Level 1 is designed for those who need to know how to create databases with reports and queries and to manipulate this data to provide viable information.

ICTICT210 Operate database applications

#### WESTFIELD PENRITH

Tuesday 15 May 2018, 9:30 am to 5:30 pm

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

#### WESTFIELD PENRITH WEEKEND

Sunday 20 May 2018, 9:30 am to 5:30 pm

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

### Computers : Access Level 2

Microsoft Access Level 2 is designed for those who have an understanding of how tables are created, records are entered, modified and deleted and how simple queries, reports and forms are created.

BSBITU301 Create and use databases

#### WESTFIELD PENRITH

Tuesday 29 May 2018, 9:30 am to 5:30 pm

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

#### WESTFIELD PENRITH WEEKEND

Sunday 3 June 2018, 9:30 am to 5:30 pm

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

### Computers : Access Level 3

This course is primarily designed for people who need to know how to design and develop relational databases and automate operations in Microsoft Access.

BSBITA401 Design databases

#### WESTFIELD PENRITH

Tuesday 12 June 2018, 9:30 am to 5:30 pm

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

#### WESTFIELD PENRITH WEEKEND

Sunday 17 June 2018, 9:30 am to 5:30 pm

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

### Computers : Bookkeeping with MYOB

Use your existing accounting / bookkeeping knowledge and experience and apply them to MYOB accounting software. This course will include GST, but not payroll. Please note this course is self paced.

FNSACC406 Set up and operate a computerised accounting system

BSBFIA301 Maintain financial records

#### WESTFIELD PENRITH

Monday 7 May 2018, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$320 Must have bookkeeping and computer knowledge

#### WESTFIELD PENRITH

Monday 7 May 2018, 9:15 am to 11:15 am

Duration: 8 Weeks, \$320 Must have bookkeeping and computer knowledge

#### WESTFIELD PENRITH WEEKEND

Saturday 19 May 2018, 9:30 am to 5:30 pm

Duration: 2 Weeks, \$320 19th & 26th May. Must have bookkeeping & computer knowledge. Workshop, no concession

### Computers : Desktop Publishing

For those with pressing time commitments, this workshop will introduce you to Microsoft Publisher. This is a great tool for creating many unusual documents that are hard to manage in other programs, such as greeting cards, business cards and newsletters. Basic computer experience required.

BSBITU309 Produce desktop published documents

BSBWOR204 Use business technology

#### WESTFIELD PENRITH

Wednesday 16 May 2018, 10:00 am to 4:00 pm

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

#### WESTFIELD PENRITH WEEKEND

Saturday 2 June 2018, 10:00 am to 4:00 pm

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

### Computers : Electronic filing

If you are having problems finding files and wasting time trying to locate them on your computer, then this workshop will teach you how to arrange them for easy storage and retrieval.

BSBITU101 Operate a personal computer

#### WESTFIELD PENRITH

Friday 25 May 2018, 10:00 am to 4:00 pm

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

### Computers : Excel Level 1 For Business

This course aims to provide the basics of spreadsheeting using Microsoft Excel 2010. Particular emphasis is placed on the importance of accuracy, good formula building techniques and sound formatting and design principles. This course is run in partnership with Rel Pattison Business Consulting.

BSBITU101 Operate a personal computer

BSBITU202 Create and use spreadsheets

#### WESTFIELD PENRITH

Tuesday 22 May 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$330 Workshop, no concession

### Computers : Excel Level 2 For Business

Microsoft Excel Level 2 aims to provide 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. This course is run in partnership with Rel Pattison Business Consulting.

BSBWOR204 Use business technology

BSBITU304 Produce spreadsheets

#### WESTFIELD PENRITH

Tuesday 5 June 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$330 Workshop, no concession



## IT and Digital Courses

### Computers : Excel Level 3 For Business

This course provides the skills and knowledge to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations, use pivot tables, consolidate data, set goals, use Solver and learn about the functions of macros. This course is run in partnership with Rel Pattison Business Consulting.

BSBITU402 Develop and use complex spreadsheets

#### WESTFIELD PENRITH

Tuesday 19 June 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$330 Workshop, no concession

### Computers : iWork Pages

Pages is a word processor developed by Apple, it is part of the iWork productivity suite that runs on the iOS operating system. During this workshop you will learn about the different tools and their functionality and how to style and format a document.

BSBITU201 Produce simple word processed documents

#### WESTFIELD PENRITH

Wednesday 30 May 2018, 10:00 am to 4:00 pm

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

### Computers : Office Skill Set

If you've decided to get back into the workforce or are wanting to upskill then this course is for you. Microsoft Office is a computer package which includes a variety of programs. This course includes many keyboarding shortcuts and will help familiarise you with the most common Office products: Word, Excel, PowerPoint and Microsoft Publisher. Basic computer experience preferred.

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

BSBITU302 Create electronic presentations

BSBITU309 Produce desktop published documents

BSBITU306 Design and produce business documents

#### WESTFIELD PENRITH

Wednesday 9 May 2018, 6:00 pm to 8:00 pm

Duration: 12 Weeks, \$320

#### KATOOMBA CENTRE

Monday 4 June 2018, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320

#### WESTFIELD PENRITH WEEKEND

Saturday 30 June 2018, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320 Workshop, no concession

#### WESTFIELD PENRITH

Wednesday 1 August 2018, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320

### Computers : Powerpoint Workshop

Using Microsoft Powerpoint, learn the tools to create dynamic slideshows with animation, adding pictures, clipart and content from the Internet. Powerpoint is also useful for those who wish to display their digital photos in a slide-show format. Basic computer experience preferred.

BSBWOR204 Use business technology

BSBITU302 Create electronic presentations

#### WESTFIELD PENRITH

Wednesday 6 June 2018, 10:00 am to 4:00 pm

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

### Computers : Project Level 1

You will acquire the skills and knowledge to create a new project, enter and work with tasks and resources, create a schedule and print effective project information using Microsoft Office. This course is run in partnership with Rel Pattison Business Consulting.

#### WESTFIELD PENRITH

Tuesday 15 May 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$660 Workshop, no concession

### Computers : Project Level 2

Microsoft Project Level 2 is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects. This course is run in partnership with Rel Pattison Business Consulting.

#### WESTFIELD PENRITH

Tuesday 29 May 2018, 9:30 am to 5:30 pm

Duration: 1 Day, \$660 Workshop no concession

### Computers : Word

Microsoft Word is a popular and most powerful Word Processing application. This course will familiarise you with all the basic concepts and features used in Word such as creating form letters and mailing lists.

BSBITU101 Operate a personal computer

BSBITU201 Produce simple word processed documents

#### WESTFIELD PENRITH

Wednesday 13 June 2018, 10:00 am to 4:00 pm

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

#### WESTFIELD PENRITH WEEKEND

Saturday 16 June 2018, 10:00 am to 4:00 pm

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

### Computers : Word Level 2

Microsoft Word is a popular and powerful Word Processing application. This course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, styles, merging and working with pictures and illustrations.

BSBITU303 Design and produce text documents

BSBWOR204 Use business technology

#### WESTFIELD PENRITH WEEKEND

Saturday 23 June 2018, 10:00 am to 4:00 pm

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

### Computers : Xero

This course is an introduction to Xero. You will learn about Xero's functions and capabilities such as invoicing, bank reconciliation, contacts, payroll, inventory, quotes, expense claims and reporting and formulating BAS statements.

FNSACC406 Set up and operate a computerised accounting system

BSBFIA301 Maintain financial records

#### WESTFIELD PENRITH

Monday 7 May 2018, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$320

#### KATOOMBA CENTRE

Friday 11 May 2018, 2:00 pm to 4:00 pm

Duration: 8 Weeks, \$320

### Typing

At the end of this accredited course, you will learn to touch type and develop speed and accuracy whilst mastering keyboard functions using computer technology.

BSBITU307 Develop keyboarding speed and accuracy

#### WESTFIELD PENRITH

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

Duration: 8 Weeks, \$195

#### WESTFIELD PENRITH

Thursday 10 May 2018, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$195

*Ready to enrol?*

See pages 30-31 for Enrolment Information.

**LESS THAN 20 EMPLOYEES ? SEE PAGE 24 FOR FUNDED TRAINING.**



## Work Related Courses

### Be the Best you can be - Confidence building

Do you feel you lack self confidence and are not getting the outcomes you want in life? This course will give you the skills to turn this around, and to attract positive outcomes for your goals.

BSBLED101 Plan skills development

BSBIND201 Work effectively in a business environment

#### WESTFIELD PENRITH

Friday 18 May 2018, 10:00 am to 4:00 pm

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

### Bookkeeping for Small Business

This course will teach you the basic principles of bookkeeping necessary for small business, including GST. The emphasis will be on preparing a full set of manual accounting records and taking these through to Profit and Loss.

BSBFIA301 Maintain financial records

BSBFIA303 Process accounts payable and receivable

BSBFIA304 Maintain a general ledger

#### WESTFIELD PENRITH

Monday 7 May 2018, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195

### Come Alive with Colour

Learn how to project confidence and master the art of illusion through colour and contrast. You will discover your best clothing and makeup colours so that you will look healthy and bright. Your clothes will co-ordinate and you will save time and money.

#### WESTFIELD PENRITH WEEKEND

Saturday 26 May 2018, 9:00 am to 1:00 pm

Duration: 1 Day, \$73 Workshop, no concession

### Conducting a Successful Business Appraisal

Do you conduct performance appraisals with your employees? Whether you're a manager looking to implement employee appraisals for the first time or concerned with improving the quality and effectiveness of the appraisal process, or simply trying to save time and mental anguish, this workshop will be helpful. It will provide you with the tools to save time and energy to evaluate your employees fairly and accurately and foster your employees growth.

#### WESTFIELD PENRITH

Thursday 17 May 2018, 2:00 pm to 5:00 pm

Duration: 1 Day, \$55

### Create a Winning Team Workshop

This workshop will give you the basics of becoming a successful team leader. We will discuss ways to create a balanced team, the basics of working as a team, ideas on how to help your team succeed and methods to improve your skills in developing your team. We will also help you find the right way to talk to your team.

#### WESTFIELD PENRITH WEEKEND

Saturday 26 May 2018, 9:30 am to 12:30 pm

Duration: 1 Day, \$55

### Dealing with Difficult People : Workshop

This workshop will focus on the behaviours of difficult people. We will identify the behaviours and causes that make people difficult to be around. We will discuss your skills in managing these behaviours and pick up some proven tips and techniques that will work on the most intractable individuals. This course will improve your peace of mind and make your interactions with these behaviours easier to manage.

Identify the different types of difficult behaviour and learn how to deal with them.

Give feedback that works and make conversations easy, learn to manage conflict between members of your team and others and learn when to give support and when to escalate issues.

#### WESTFIELD PENRITH WEEKEND

Saturday 26 May 2018, 1:00 pm to 4:00 pm

Duration: 1 Day, \$55

### Deliver and monitor a service to customers

In your work role, you may need a few tips to get the most out of your customers to provide the support you know your customers want. This course will give you the skills and knowledge to identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service.

BSBCUS301 Deliver and monitor a service to customers

#### KATOOMBA CENTRE

Saturday 14 July 2018, 10:00 am to 4:00 pm

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

**Program Partners working with Nepean Community College to deliver training and education to our communities.**



Penrith CBD  
CORPORATION

Penrith CBD Corporation actively promotes and supports small business, driving real change and improvements to Penrith CBD. Working collaboratively with local business on key initiatives for their business growth; including education and training.

(02) 4722 5556  
www.penrithcbdcorp.com.au



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BUSINESS CENTRE

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www.wsbusiness.com.au



## Work Related Courses

### Dress to Impress : Men Only

Looking good makes you feel good. Spend a day learning how to choose clothes and accessories that compliment your body shape, image and colouring so that you look more confident, streamlined and in proportion. Learn how to buy clothes and suits that fit correctly and how to develop a wardrobe to suit your lifestyle and budget. Included in the cost of this workshop is the "Suit Yourself" workbook.

#### WESTFIELD PENRITH WEEKEND

Saturday 16 June 2018, 9:00 am to 3:00 pm

Duration: 1 Day, \$124 Workshop, no concession

### How to Manage a Bed and Breakfast

There is an extraordinary change in the bed and breakfast industry – Learn where the changes exist. Earning money from your home by listing with international reservation platforms like Airbnb, Stayz is very affordable as there is very little capital outlay. This course shows you what you need to furnish your spare room/s for guest use, how to manage breakfast and how to set the room rate, about local government regulations, tax obligations, fire safety and public liability cover. This course is very comprehensive and deals with all issues as they apply to responsible hosting. Your tutor Stewart Whyte who is an internationally published author, has just had a book published on this subject that will be available at the end of the course.

#### WESTFIELD PENRITH WEEKEND

Sunday 13 May 2018, 10:00 am to 2:00 pm

Duration: 1 Day, \$160 Workshop, no concession

### Implement and Monitor WHS policy and programmes

Have you been made a supervisor at work? Do you need WHS knowledge in your work role? This course will give you tips on implementing and monitoring work health and safety (WHS) policies, procedures and programs.

BSBWHS201 Contribute to health and safety of self and others

#### KATOOMBA CENTRE

Saturday 23 June 2018, 10:00 am to 4:00 pm

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

### Marketing and Sales Techniques

Would you like to make a bigger impact in your marketing or sales life? You may be a representative, small or home business owner or just looking to start in a position that requires the knowledge of sales and marketing skills. If you want to be successful in these skills, come to this course and discover the techniques to keep you ahead of the competition.

BSBREL402 Build client relationships and business networks

BSBREL401 Establish networks

#### PENRITH HIGH SCHOOL

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

Duration: 8 Weeks, \$195

### Plan and Organise a Meeting or Event

This course will cover the following topics - how to take an event brief, what is involved in sourcing and evaluating venues or sites, how to conduct a site inspection, how to complete budgets and read contracts along with presenting venue options. You will learn how to prepare, set up and process on site registrations for your event.

BSBPMG416 Apply project procurement procedures

#### PENRITH HIGH SCHOOL

Monday 7 May 2018, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

### Provide Cardiopulmonary Resuscitation – HLTAID001

Nationally Recognised Training. Unit of Competency issued via a Statement of Attainment. 2.5 hours of practical training and assessment, valid for 1 year from date of final assessment. It is recommended by the Australian Resuscitation Council (ARC) that cardiopulmonary resuscitation is updated annually.

#### WESTFIELD PENRITH WEEKEND

Saturday 19 May 2018, 9:00 am to 11:30 am

Duration: 1 Day, \$80 Workshop, no concession

#### WESTFIELD PENRITH

Wednesday 13 June 2018, 9:00 am to 11:30 am

Duration: 1 Day, \$80 Workshop, no concession

#### WESTFIELD PENRITH WEEKEND

Saturday 14 July 2018, 9:00 am to 11:30 am

Duration: 1 Day, \$80 Workshop, no concession

### Provide First Aid – HLTAID003 Full Course

Nationally Recognised & WorkCover Approved First Aid Training. Unit of Competency issued via a Statement of Attainment. 1 day of practical training and assessment (approximately 8 hours) plus a Flexible Delivery workbook to be completed prior to practical day. Flexible delivery workbook can be completed online or supplied in hardcopy. Valid for 3 years from date of final assessment. It is recommended by the Australian Resuscitation Council (ARC) that the cardiopulmonary resuscitation component be updated annually.

#### WESTFIELD PENRITH WEEKEND

Saturday 19 May 2018, 9:00 am to 5:00 pm

Duration: 1 Day, \$170 Workshop, no concession

#### WESTFIELD PENRITH

Wednesday 13 June 2018, 9:00 am to 5:00 pm

Duration: 1 Day, \$170 Workshop, no concession

#### WESTFIELD PENRITH WEEKEND

Saturday 14 July 2018, 9:00 am to 5:00 pm

Duration: 1 Day, \$170 Workshop, no concession

### Provide First Aid– HLTAID003 Update Refresher Course

Nationally Recognised Training & WorkCover Approved. Unit of Competency issued via a Statement of Attainment. 1 day of practical training and assessment (approximately 8 hours). Valid for 3 years from date of final assessment. Participants must present evidence of a current Provide First Aid Statement of Attainment to be eligible for the Update / Refresher Course (prior to the 3 year expiry date). It is recommended by the Australian Resuscitation Council (ARC) that the cardiopulmonary resuscitation component be updated annually.

#### WESTFIELD PENRITH WEEKEND

Saturday 19 May 2018, 9:00 am to 5:00 pm

Duration: 1 Day, \$140 Workshop, no concession

#### WESTFIELD PENRITH

Wednesday 13 June 2018, 9:00 am to 5:00 pm

Duration: 1 Day, \$140 Workshop, no concession

#### WESTFIELD PENRITH WEEKEND

Saturday 14 July 2018, 9:00 am to 5:00 pm

Duration: 1 Day, \$140 Workshop, no concession

### Self-confidence and Public Speaking

This course will give you a better understanding of your strengths and your motivations whilst increasing your self-confidence and belief in yourself. You will also discover some techniques for effective public speaking using your voice, body language and speech.

#### WESTFIELD PENRITH

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

Duration: 8 Weeks, \$179

### Simply Stylish : Your Ideal Silhouette

Learn how to understand your figure, where to camouflage your imperfections and how to improve your silhouette. Your figure will be analysed and your best clothing styles will be identified. You will receive a print out of your personal body shape analysis and a workbook valued at \$40 is included in the cost of the course. Workshop no concessions.

#### WESTFIELD PENRITH WEEKEND

Saturday 2 June 2018, 9:00 am to 1:00 pm

Duration: 1 Day, \$115 Workshop, no concession

### Starting up your own home based business

This is an introductory course about setting up your own business. You will organise your business ideas and use your organisational skills to plan and research your business and evaluate your competitors. You will also research marketing and advertising ideas as well as the registrations and approvals required to run a successful business.

#### WESTFIELD PENRITH WEEKEND

Saturday 2 June 2018, 9:30 am to 4:30 pm

Duration: 3 Weeks, \$235 Workshop, no concession



## Full Qualification Programs

### Looking for a Full Nationally Recognised Qualification?

The College provides the following face to face and supported with online tutorial support.

As a Community Education provider your investment contributes not only to your learning but your community as well.  
(You may also be eligible for Fee Free Scholarships or Concessions for training subsidised by the NSW Government)

#### Typing Test

One hour typing tests by appointment only, please call 4724 9000

#### WESTFIELD PENRITH

Duration: 1 Hour, \$55 Phone to Register

#### What to Wear

Do you have a wardrobe full of clothes, but never seem to have anything to wear? Perhaps you are entering or re-entering the workforce or just need a change of image. Learn how to choose clothing to enhance your figure and the image you wish to project at work and for leisure. We will also look at how to plan a wardrobe to suit your budget, needs and accessories and what is suitable attire for a variety of occasions. No concessions.

#### WESTFIELD PENRITH WEEKEND

Saturday 19 May 2018, 9:00 am to 3:00 pm

Duration: 1 Day, \$84 Workshop, no concession



#### Certificate II in Information, Digital Media & Technology

Are you looking for work? Do you have some IT skills yet need more? If this describes you, come and do Certificate II in Information, Digital Media & Technology (ICT20115). This course will give you the skills to work in an IT environment operating software programs like Microsoft Word, Excel and Powerpoint.

BSBWHS201 Contribute to health and safety of self and others

BSBSUS201 Participate in environmentally sustainable work practices

ICTICT202 Work and communicate effectively in an ICT environment

ICTICT206 Install software applications

ICTICT210 Operate database applications

ICTICT204 Operate a digital media technology package

ICTICT203 Operate application software packages

ICTSAS206 Detect and protect from spam and destructive software

ICTICT201 Use computer operating systems and hardware

ICTWEB201 Use social media tools for collaboration and engagement

CUADIG201 Maintain interactive content

ICTICT205 Design basic organisational documents using computing packages

ICTSAS201 Maintain inventories for equipment, software and documentation

ICTSAS203 Connect hardware peripherals

#### WESTFIELD PENRITH

Friday 11 May 2018, 2:00 pm to 5:00 pm

Duration: 16 Weeks, \$880 If this is your second Full Qualification the standard fee is \$1050

#### Certificate III in Business Administration

Certificate III in Business Administration (BSB30415) consists of 2 core and 11 elective units. This course will give you the skills to use a keyboard, skills in customer service and powerpoint presentations, WHS and spreadsheets, work priorities and writing documents using business technology. You will be able to apply these skills in a broad range of administrative roles. This course is a combination of classroom activities and self paced learning.

BSBITU307 Develop keyboarding speed and accuracy  
BSBWHS201 Contribute to health and safety of self and others

BSBADM307 Organise schedules

BSBCUS301 Deliver and monitor a service to customers

BSBWRT301 Write simple documents

BSBWOR301 Organise personal work priorities and development

BSBITU302 Create electronic presentations

BSBITU303 Design and produce text documents

BSBITU304 Produce spreadsheets

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBADM302 Produce texts from notes

BSBWOR204 Use business technology

#### WESTFIELD PENRITH

10:00 am to 4:00 pm

Duration: 16 weeks, \$1320 If this is your second Full

Qualification the standard fee is \$1580

# LEARN



# CONNECT



# EXPLORE



### Certificate III in Individual Support

This qualification, Certificate III in Individual Support CHC33015, is suitable for support workers who work in a community and/or residential setting as well as those who support people with a disability. If you follow an individualised plan to provide person-centred support to people who may require support, this course is for you. To achieve this qualification, you must complete at least 120 hours of work in a suitable agency or support group home.

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

HLTWHS002 Follow safe work practices for direct client care

CHCDIS002 Follow established person-centred behaviour supports

CHCCCS015 Provide individualised support

CHCCCS023 Support independence and wellbeing

HLTAAP001 Recognise healthy body systems

CHCDIS003 Support community participation and social inclusion

CHCDIS001 Contribute to ongoing skills development using a strengths-based approach

CHCDIS007 Facilitate the empowerment of people with disability

CHCLEG001 Work legally and ethically

CHCADV001 Facilitate the interests and rights of clients

CHCGRP001 Support group activities

#### WESTFIELD PENRITH

Wednesday 9 May 2018, 9:00 am to 1:00 pm

Duration: 20 weeks, \$1450 Two days Wed & Thur

If this is your second Full Qualification the standard fee is \$1450

### Certificate III in Information, Digital Media & Technology

Are you looking for work? Do you have some IT skills yet need more? If this describes you, come and do Certificate III in Information, Digital Media & Technology (ICT30115). This course will give you the confidence and skills to work in basic PC support, basic network / system administration or in help desk roles.

BSBWHS304 Participate effectively in WHS communication and consultation processes

BSBSUS401 Implement and monitor environmentally sustainable work practices

ICTICT202 Work and communicate effectively in an ICT environment

ICTICT301 Create user documentation

ICTICT302 Install and optimise operating system software

ICTSAS301 Run standard diagnostic tests

ICTICT203 Operate application software packages

BSBIPR301 Comply with organisational requirements for protection and use of intellectual property

ICTICT304 Implement system software changes

ICTICT308 Use advanced features of computer applications

ICTICT307 Customise packaged software applications for clients

ICTICT409 Develop macros and templates for clients using standard products

ICTICT305 Identify and use current industry specific technologies

ICTICT306 Migrate to new technology

ICTNWK306 Evaluate characteristics of cloud computing solutions and services

BSBEBU401 Review and maintain a website

ICTWEB201 Use social media tools for collaboration and engagement

#### WESTFIELD PENRITH

Wednesday 9 May 2018, 10:00 am to 4:00 pm

Duration: 20 Weeks, \$1740 If this is your second Full

Qualification the standard fee is \$2080

### Certificate IV Business (Governance)

If you are a board member or a public servant working with Aboriginal and/ or Torres Strait Islander people, this is the course for you. This course, Certificate IV in Business (Governance) BSB41915, is about protecting the cultural values of the organisational implementing plan and communicating with other board members and the community. It's delivered in workshops and also by distance.

BSBATSIC412 Maintain and protect cultural values in the organisation

BSBATSIL411 Undertake the roles and responsibilities of a board member

BSBATSIL413 Review and apply the constitution

BSBATSIM416 Oversee organisational planning

BSBATSIM417 Implement organisational plans

BSBATSIM418 Oversee financial management

BSBATSIM419 Contribute to the development and implementation of organisational policies

BSBATSIC411 Communicate with the community

BSBATSIL408 Manage a board meeting

BSBATSIL412 Participate effectively as a board member

BSBATSIM421 Support a positive and culturally appropriate workplace culture

BSBATSIW417 Select and use technology

#### WESTFIELD PENRITH

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

Duration: 10 Weeks, \$1980 If this is your second Full

Qualification the standard fee is \$2310

### Certificate IV in Business Administration

You already have well-developed administrative skills however if you need to develop skills in organising meetings and administering projects, maintaining business resources and developing your team's skills, this course, Certificate IV in Business Administration (BSB40515) is the correct choice for you. This course is aimed at people in a leadership role or those aspiring to be a leader.

BSBCUS402 Address customer needs

BSBCUS401 Coordinate implementation of customer service strategies

BSBWRT401 Write complex documents

BSBITU401 Design and develop complex text documents

BSBCMM401 Make a presentation

BSBITS401 Maintain business technology

BSBADM407 Administer projects

BSBINN301 Promote innovation in a team environment

BSBITA401 Design databases

BSBADM405 Organise meetings

#### WESTFIELD PENRITH

10:00 am to 4:00 pm

Duration: 20 Weeks, \$1580 If this is your second Full

Qualification the standard fee is \$1850

### Certificate IV in New Small Business

Certificate IV in New Small Business (BSB42615) consists of 4 core and 6 elective units. To obtain this qualification it is necessary to complete all 10 units. You may have your job specific skills but like many Small Business people you lack well-rounded business management skills. This training is a blend of face to face and self-paced learning with ongoing support by your trainer.

BSBSMB401 Establish legal and risk management requirements of small business

BSBSMB402 Plan small business finances

BSBSMB403 Market the small business

BSBSMB404 Undertake small business planning

BSBREL402 Build client relationships and business networks

BSBCUS402 Address customer needs

BSBSMB407 Manage a small team

BSBSMB408 Manage personal, family, cultural and business obligations

BSBINN301 Promote innovation in a team environment

BSBSMB414 Time Management for small business

#### WESTFIELD PENRITH

Tuesday 8 May 2018, 6:00 pm to 9:00 pm

Duration: Duration 20 weeks \$1580, if this is your second Full

Qualification the standard fee is \$1850



Accredited Training



NATIONALLY RECOGNISED

## Seminars and Workshops

### Business blogging

No matter what kind of company you have, you need to be blogging. Even if you don't consider yourself a writer or blogger, it's essential because your business blog offers another touch point with your customers. It's easy to do and there are several good reasons you should do it.

#### WESTFIELD PENRITH

Monday 14 May 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

### Connecting With Customers Online

This course is an introduction to Social Media Strategy, Online Advertising and Content Marketing to help business owners connect with their ideal prospects online.

#### WESTFIELD PENRITH

Monday 28 May 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

### Content Creation

It's an old cliché but it's true: content is king. In any kind of online business, you need a constant stream of fresh content. However, creating and publishing this content on a regular basis is one of the most challenging tasks for small business owners. This is why you need a well thought-out content strategy.

#### WESTFIELD PENRITH

Monday 21 May 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

### Create Traffic Through Social Media

Learn about the different traffic management strategies available to help you boost your social media traffic. Learn how to design your profile to achieve maximum effectiveness, exposure and traffic.

#### WESTFIELD PENRITH

Tuesday 15 May 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

### Facebook for Business

More than 1 billion people use Facebook, marketing on Facebook will help your business to create relationships and find new customers. Learn how to deliver your message to the right audience and improve your brand awareness online by creating engaging and compelling advertisements that will reach the right audience.

#### WESTFIELD PENRITH

Tuesday 22 May 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

#### WESTFIELD PENRITH

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

Duration: 1 day, \$50 Phone to Register

### From values to profit

Strong core values are the glue that holds together a business and allows it to thrive in day-to-day circumstances and stay true to its unique mission. They lie at the heart of the business model and affect every area of its operation. It's no exaggeration to say that values can be the key to whether the business succeeds or fails. Come to this exciting course to pick up tips about making a profit in your business!

#### DIGITAL ENTERPRISE WESTFIELD PENRITH

Tuesday 29 May 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

### Instagram for Business

With over 500 million active accounts, Instagram is a highly engaged online community that has the capacity to reach your audience. You can promote your brand and products directly to your customers through creative images and videos to drive your businesses sales and enhance your online presence.

#### WESTFIELD PENRITH

Tuesday 5 June 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

### Killer Headlines

Have you ever wondered how the big guys get people to buy their product or services? You guessed it- with killer headlines. Learn how you can create these headlines to attract your prospective customers!

#### WESTFIELD PENRITH

Monday 11 June 2018, 11:30 am to 2:30 pm

Duration: 1 day, \$50 Phone to Register

### Linkedin for Business

Establishing a presence for your business on LinkedIn is an excellent way to build your brand awareness. Create a profile that will allow your business to connect with new networks as you join the over 53 million users currently on LinkedIn.

#### WESTFIELD PENRITH

Monday 18 June 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

### Magnetic Content

Consistently Create Content that Attracts & Engages Your Market. There are five keys to creating a solid content creation and publishing system, and you're going to learn these five keys in this workshop. By the end, you'll have a system in place to get started.

#### WESTFIELD PENRITH

Tuesday 12 June 2018, 11:30 am to 2:30 pm

Duration: 1 day, \$50 Phone to Register

#### WESTFIELD PENRITH

Monday 25 June 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register



## Marketing Plan

This workshop will show you how to create a successful marketing plan. Once you have mastered your goals, you will ultimately gain a rapid increase in revenue and profit.

### WESTFIELD PENRITH

Tuesday 19 June 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

### WESTFIELD PENRITH

Monday 2 July 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

## Mind Mapping for Business

In this course you will identify the benefits of using mind maps. Mind maps enable you to manage and organise information both on a personal and business level as well as planning and brainstorming and problem solving. Mind maps can even be used to design and plan websites. This tool is essential in your business and personal life.

### WESTFIELD PENRITH

Monday 16 July 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

## Pinterest for Business

Use Pinterest to get discovered by millions of people looking for things to plan, buy and do. Pinterest is a great platform to showcase your business products discovered by millions of users and increase your brand awareness.

### WESTFIELD PENRITH

Tuesday 26 June 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

## Social Media Engagement Strategies

Do you want to build a rock solid Social Media Presence that can't be ignored? How to build interaction and deepen relationships with your customers and followers on social media

### WESTFIELD PENRITH

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

Duration: 1 day, \$50 Phone to Register

## Website Content

How to make the pages of your website work for you. Did you know that people research before they buy or connect with you? This is why you need to make sure that the content you put on your site will help them determine that you are the right person for them. It is very important that your content provides the right message to your readers so they can identify you as the expert in your industry.

### WESTFIELD PENRITH

Tuesday 3 July 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

## Website Optimisation

Learn the basics of Search Engine Optimisation and Conversion Optimisation to empower you to make changes to your website that will improve search rankings, increase qualified traffic and lead to more sales.

### WESTFIELD PENRITH

Monday 9 July 2018, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

## some things our customers have said...



# TECH SAVVY SMALL BUSINESS

Tech Savvy Small Business is an initiative of the NSW Government to bring the power of Community College to Small Business.

Mix and match programs or call for a custom build to grow your business.

## SEMINARS AND WORKSHOPS

Call now on 4724 9000