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.
(02) 4724 9000

IT and Digital Courses

Computer : Beginners (Certificate I Computer, Digital Media and Technology)
Would you like to feel confident about using a computer? Beginners Computers may be the course for you! In this practical course, you will become familiar with the computer environment & equipment (like creating and saving documents), use computer software (for styling text and performing simple calculations) as well as explore the fundamentals of using the Internet and sending e-mail.
ICTICT101 Operate a personal computer
ICTICT104 Use digital devices
ICTICT105 Operate spreadsheet applications
ICTICT103 Use, communicate and search securely on the internet
ICTICT108 Use digital literacy skills to access the internet
KATOOMBA CENTRE
Monday 6 February 2017, 9:30 am to 12:30 pm
Duration: 8 Weeks, $220

Computers : Access Level 1
Microsoft Access 2010 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 7 February 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $152 Workshop, no concession

WESTFIELD PENRITH WEEKEND
Sunday 12 February 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $152 Workshop, no concession

Computers : Access Level 2
Microsoft Access 2010 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

KATOOMBA CENTRE
Monday 13 February 2017, 9:30 am to 1:30 pm
Duration: 4 Weeks, $320 Must have bookkeeping and computer knowledge

WESTFIELD PENRITH WEEKEND
Sunday 5 March 2017, 9:00 am to 5:30 pm
Duration: 2 Days, $340 5th & 12th Mar. Must have bookkeeping & computer knowledge. Workshop, no concessions

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 2010.
BSBITA401 Design databases
WESTFIELD PENRITH
Tuesday 7 March 2017, 9:30 am to 5:30 pm
Duration: 1 Day, $152 Workshop, no concession

WESTFIELD PENRITH WEEKEND
Sunday 12 March 2017, 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
BSBFIN301 Maintain financial records
WESTFIELD PENRITH
Monday 6 February 2017, 6:30 pm to 8:30 pm
Duration: 8 Weeks, $320 Must have bookkeeping and computer knowledge

WESTFIELD PENRITH WEEKEND
Saturday 25 February 2017, 10:00 am to 2:00 pm
Duration: 1 Day, $114 Workshop, no concessions

Computers : Creating Websites with Wordpress
Use WordPress as a short-cut to the creation of your website content. Ideal for beginners and the not so technically-minded, WordPress provides easily customisable templates with separate content and layout. All content creation and management is done using a web browser with the website look and feel. WordPress is mainly known for building blogs but this structure can be expanded as required.
KATOOMBA CENTRE
Wednesday 8 February 2017, 5:00 pm to 7:00 pm
Duration: 8 Weeks, $195

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
Thursday 9 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, no concession

WESTFIELD PENRITH WEEKEND
Saturday 3 March 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114 Workshop, no concessions
This course aims to provide the basics of spreadsheet 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 Pattisson Business Consulting.

- BSBITU101 Operate a personal computer
- BSBITU202 Create and use spreadsheets

**WESTFIELD PENRITH**
- Tuesday 14 February 2017, 9:30 am to 5:30 pm
- Duration: 1 Day, $330 Workshop, no concession

**Computers : Excel 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 Pattisson Business Consulting.

- BSBITU304 Produce spreadsheets
- BSBWOR204 Use business technology

**WESTFIELD PENRITH**
- Tuesday 28 February 2017, 9:30 am to 5:30 pm
- Duration: 1 Day, $330 Workshop, no concession

**Computers : Excel 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 Pattinson Business Consulting.

- BSBITU402 Develop and use complex spreadsheets

**WESTFIELD PENRITH**
- Tuesday 14 February 2017, 9:30 am to 5:30 pm
- Duration: 1 Day, $330 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 11 February 2017, 10:00 am to 4:00 pm
- Duration: 1 Day, $114 Workshop, no concessions

**Computers : MYOB Payroll Workshop**

This course will provide skills to set up payroll and run a payroll period using MYOB Accounting Software, including end-of-year requirements. Must have completed a MYOB course prior to commencing. No concessions.

- BSBFIN302 Process payroll

**WESTFIELD PENRITH**
- Saturday 1 April 2017, 10:00 am to 4:00 pm
- Duration: 1 Day, $114 Workshop, no concessions

**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 1 March 2017, 10:00 am to 4:00 pm
- Duration: 12 Weeks, $320

**WESTFIELD PENRITH WEEKEND**
- Saturday 25 March 2017, 10:00 am to 4:00 pm
- Duration: 1 Day, $320 Workshop, no concessions

**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 23 February 2017, 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 Pattinson Business Consulting.

**WESTFIELD PENRITH**
- Thursday 2 March 2017, 10:00 am to 4:00 pm
- Duration: 1 Day, $114 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 Pattinson Business Consulting.

**WESTFIELD PENRITH**
- Saturday 11 February 2017, 10:00 am to 4:00 pm
- Duration: 1 Day, $660 Workshop, no concessions

**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**
- Tuesday 7 February 2017, 9:30 am to 5:30 pm
- Duration: 1 Day, $660 Workshop no concessions

**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 11 February 2017, 10:00 am to 4:00 pm
- Duration: 1 Day, $114

**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.

**WESTFIELD PENRITH**
- Monday 6 February 2017, 6:30 pm to 8:30 pm
- Duration: 8 Weeks, $320

**WESTFIELD PENRITH**
- Friday 10 February 2017, 9:15 am to 11:15 am
- Duration: 8 Weeks, $320

**Digital Media : Camera Techniques**

BYO (Bring your own) camera with tripod and discover camera techniques within a creative industries perspective. Part of the digital cinema series.

**KATOOMBA CENTRE**
- Sunday 12 February 2017, 9:30 am to 1:30 pm
- Duration: 4 Days, $779

**KATOOMBA CENTRE**
- Sunday 12 February 2017, 10:00 am to 12:30 pm
- Duration: 4 Days, $779
IT and Digital Courses

Digital Media : Lighting Techniques
Discover techniques (how and why) of lighting people for the screen within a creative industries perspective. This course is part of the digital cinema series.

KATOOMBA CENTRE
Saturday 11 February 2017, 9:30 am to 1:30 pm
Duration: 3 Days, $179 5th, 11th, 12th & 18th Mar.

Digital Media : Video Editing
Tell compelling stories in a creative industry style within a digital cinema series. Engage an audience by exploring the interactions of audio. This course is part of the digital cinema series.

KATOOMBA CENTRE
Sunday 5 March 2017, 9:30 am to 1:30 pm
Duration: 4 Days, $179 5th, 11th, 12th & 18th Mar.

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.

BSBITU100 Operate a personal computer
WESTFIELD PENRITH
Wednesday 22 February 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114

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
BSBFIA304 Maintain a general ledger
BSBFIA303 Process accounts payable and receivable
WESTFIELD PENRITH
Monday 6 February 2017, 6:30 pm to 8:30 pm
Duration: 8 Weeks, $195

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.

BSBIND201 Plan skills development
WESTFIELD PENRITH
Wednesday 29 March 2017, 10:00 am to 4:00 pm
Duration: 1 Day, $114

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
BSBFIA304 Maintain a general ledger
BSBFIA303 Process accounts payable and receivable
WESTFIELD PENRITH
Monday 6 February 2017, 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 18 March 2017, 9:00 am to 1:00 pm
Duration: 1 Day, $73 Workshop, no concessions

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 a service to customers
KATOOMBA CENTRE
Thursday 9 February 2017, 6:00 pm to 8:00 pm
Duration: 8 Weeks, $195

Dress to Impress: Men Only
Looking good makes you feel good. Spend a day learning how to choose clothes and accessories that complement 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
Sunday 12 February 2017, 9:00 am to 3:00 pm
Duration: 1 Day, $124 Workshop, no concessions

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

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

Afford provides employment support, work readiness, social and community participation, supported living and respite for people with disability across Greater Western Sydney. Let us help you to achieve your goals.

1300 233 673
www.afford.com.au

Centre for Office Productivity

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

www.afford.com.au
1300 233 673
**Centre for Office Productivity**

**Grant Writing for the Community Sector**

This is the ideal, practical writing a ‘Winning Grant’ course for those who participate in community organisations who wish to seek and attain funding through grants. This insightful and informative step-by-step course presents a thorough exploration of topics that will encourage the writer to develop, direct and edit creative ideas. In addition, the writer will receive invaluable guidance on presentation skills for submission.

**WESTFIELD PENRITH WEEKEND**

- **Tuesday 28 February 2017, 10:00 am to 4:00 pm**
- Duration: 1 Day, $130

**How to Manage a Bed and Breakfast**

You too can be part of the fastest growing sector in tourism today. Find out if you and your house are ready to enter this industry. Decide the level of commitment you are prepared to make to succeed with your new venture. Learn about the daily issues that confront Bed & Breakfast operators and list responsibly with Airbnb. This course enables you to better understand why B&B is a trend and not a fad and gives you tips and hints on how to be efficient and successful. Stewart Whyte, your tutor, is the author of “Starting & Running a B&B in Australia and New Zealand”, “A feasibility Study for aspiring B&B Operators” and “A Business Plan for B&B Owners”. These books are available for purchase.

**WESTFIELD PENRITH WEEKEND**

- **Sunday 5 March 2017, 10:00 am to 2:00 pm**
- Duration: 1 Day, $129 Workshop, no concessions

**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. BSWHHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

**KATOOMBA CENTRE**

- **Thursday 16 February 2017, 10:00 am to 4:00 pm**
- Duration: 1 Day, $114 Workshop, No Concessions

**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.

BSRREL402 Build client relationships and business network

**BSRBMKG401 Profile the market**

**PENRITH HIGH SCHOOL**

- **Tuesday 7 February 2017, 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 6 February 2017, 7:00 pm to 9:00 pm**
- Duration: 8 Weeks, $195

**Reception Skills**

A receptionist is the first point of call in any organisation. They are often referred to as the “Director of First Impressions”. They greet visitors, patients and clients and answer telephone calls. This course will teach you to be a professional and efficient Receptionist to impress your employer and their clients. You will learn communication skills, basic computer skills, personal presentation and essential reception skills. Students will receive the Certificate II in Business BSB20115

BSRADM101 Use business equipment and resources

**BSBWOR301 Organise work effectively in a business environment**

BSBCMM201 Communicate in the workplace

**BSBIND201 Organise personal work priorities and development**

BSBRNM202 Handle mail

BSBTU203 Communicate electronically

BSBRM201 Process and maintain workplace information

**BSBKO203 Organise and complete daily work activities**

BSCCUS201 Deliver a service to customers

BSBTU201 Produce simple word processed documents

BSBTU202 Create and use spreadsheets

**WESTFIELD PENRITH**

- **Monday 6 February 2017, 10:00 am to 4:00 pm**
- Duration: 16 Weeks, $870 Please contact the office to see if you are eligible for concession or a free life scholarship, payment plans are available

**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**

- **Sunday 10 February 2017, 9:00 am to 3:00 pm**
- Duration: 1 Day, $84 Workshop, no concessions
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. See page 24)

Certificate I in Information, Digital Media and Technology
Are you looking for work? Do you feel left out because you haven’t any IT skills? If this describes you, come and do Certificate I in IT. This course will give you the skills to operate a computer, use word-processing packages as well as enable you to be connected with the world wide web.

ICTICT101 Operate a personal computer
ICTICT102 Operate word-processing applications
ICTICT103 Use, communicate and search securely on the internet
ICTICT104 Use digital devices
ICTICT105 Operate spreadsheet applications
ICTICT106 Operate presentation packages

WESTFIELD PENRITH
Friday 10 February 2017, 2:00 pm to 5:00 pm
Duration: 8 Weeks, $220

Certificate II in Business
This qualification is aimed at those who are employed in, or wishing to be employed in an administrative position performing a range of mainly routine tasks. To achieve the full qualification, BSB20115 Certificate II in Business, you must complete the 12 units. These include communication skills, working in a team, WHS, using business equipment, customer service and prioritising work tasks.

BSBADM101 Use business equipment and resources
BSBHSW201 Contribute to health and safety of self and others
BSBIND201 Work effectively in a business environment
BSBCM201 Communicate in the workplace
BSBINM201 Handle mail
BSBITU201 Communicate electronically
BSBINM201 Process and maintain workplace information
BSBWR301 Use business technology
BSBITU301 Produce spreadsheets
BSBITU302 Design and produce business documents
BSBITU303 Design and produce text documents
BSBITU304 Produce desktop published documents
BSBITU305 Produce spreadsheets
BSBITU306 Design and produce business documents
BSBITU309 Produce desktop published documents
BSBADM302 Produce texts from notes
BSBADM303 Produce spreadsheets

WESTFIELD PENRITH
Friday 10 February 2017, 10:00 am to 4:00 pm
Duration: 16 Weeks, $1310

KATOOMBA CENTRE
Thursday 9 February 2017, 9:30 am to 3:30 pm
Duration: 16 Weeks, $1310

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 Part 1 of Certificate II in IT. This course will give you the skills to install software packages and use digital media as well as become familiar with databases.

BSBHSW201 Contribute to health and safety of self and others
BSBUS201 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
ICTWEB201 Use social media tools for collaboration and engagement
ICTICT205 Design basic organisational documents using computing packages
CUADIG201 Maintain interactive content
ICTSAS201 Maintain inventories for equipment, software and documentation
ICTSAS203 Connect hardware peripherals
ICTSAS206 Detect and protect from spam and destructive software
ICTICT201 Use computer operating systems and hardware

WESTFIELD PENRITH
Wednesday 8 February 2017, 10:00 am to 4:00 pm
Duration: 16 Weeks, $870

Certificate III in Business Administration
Certificate III in Business Administration (BSB33015) consists of 2 core and 11 elective units. This course will give you the skills to use a keyboard, customer service skills 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
BSBHSW201 Contribute to health and safety of self and others
BSBADM307 Organise schedules
BSBCUS301 Deliver and monitor a service to customers
BSBADM302 Produce texts from notes
BSBITU301 Produce personal work priorities and development
BSBITU302 Create electronic presentations
BSBITU303 Design and produce text documents
BSBITU304 Produce spreadsheets

WESTFIELD PENRITH
Tuesday 14 March 2017, 10:00 am to 4:00 pm
Duration: 16 Weeks, $1440

KATOOMBA CENTRE
Friday 10 February 2017, 9:30 am to 3:30 pm
Duration: 16 Weeks, $870

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 individua- lisated 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
HLYWEB001 Use media and technology as enable you to be connected with the world wide web.

KATOOMBA CENTRE
Friday 10 February 2017, 9:30 am to 3:30 pm
Duration: 16 Weeks, $1310

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 individua- lisated 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
HLYWEB001 Use media and technology as enable you to be connected with the world wide web.

KATOOMBA CENTRE
Friday 10 February 2017, 9:30 am to 3:30 pm
Duration: 16 Weeks, $1310
Centre for Office Productivity

**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 IT. This course will give you the skills to install and operate software packages and run diagnostic tests in sustainable environments.

BSBWSHS304 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

ICTICT303 Run standard diagnostic tests

ICTICT305 Operate application software packages

ICTICT306 Comply with organisational requirements for protection and use of intellectual property

ICTICT307 Implement system software changes

ICTICT308 Use advanced features of computer applications

ICTICT309 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

BSRERU401 Review and maintain a website

ICTWEB201 Use social media tools for collaboration and engagement

**WESTFIELD PENRITH**

Wednesday 8 February 2017, 10:00 am to 4:00 pm

Duration: 20 Weeks, $1720

**Certificate IV in Business Administration**

You already have well-developed administrative skills however you need to develop skills in organising meetings and administer projects, maintaining business resources and developing your team’s skills. 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

BSBMMM401 Make a presentation

BSBADM405 Organise meetings

BSBADM407 Administer projects

BSRINN301 Promote innovation in a team environment

BSBTS401 Maintain business technology

BSBITA401 Design databases

**WESTFIELD PENRITH**

Thursday 9 February 2017, 10:00 am to 2:00 pm

Duration: 10 Weeks, $1940

**Certificate IV in Disability**

This qualification, Certificate IV in Disability CHC43115, will give you the skills to train and support and empower the person with a disability to achieve greater levels of independence, self-reliance, community participation and well-being. You will gain the knowledge to promote a person-centred approach for the person with a disability and the skills to supervise and/or co-ordinate a small team.

To achieve this qualification, you must complete at least 120 hours of work in a suitable agency or support group home.

CHCCCS015 Provide individualised support

CHCDS002 Follow established person-centred behaviour supports

CHCDS005 Develop and provide person-centred service responses

CHCDS007 Facilitate the empowerment of people with disability

CHCDS008 Facilitate community participation and social inclusion

CHCDS009 Facilitate ongoing skills development using a person-centred approach

CHCDS010 Provide person-centred services to people with disability with complex needs

CHCDIV001 Work with diverse people

CHCLEG003 Manage legal and ethical compliance

**WESTFIELD PENRITH**

Tuesday 7 February 2017, 6:00 pm to 9:00 pm

Duration: 16 Weeks, $1970

**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

BSRREL402 Build client relationships and business networks

BSBCUS402 Address customer needs

BSBSMB407 Manage a small team

BSBSMB408 Manage personal, family, cultural and business obligations

BSRINN301 Promote innovation in a team environment

BSBMKG401 Profile the market

**WESTFIELD PENRITH**

Wednesday 8 February 2017, 10:00 am to 4:00 pm

Duration: 20 Weeks, $1570

See page 19 for the Learning Design and Work Skills cluster dates for this term.

TAE10 Training and Assessment Clusters

Nepean Community College is a Registered Training Organisation (RTO Number 1223). Our aim is to ensure that your learning is recognised. In keeping with this aim the courses in this program provide you with Statements of Attainment where the Units of Competency are listed with the Course Description.
Seminars and Workshops

**Basic Google Plus**
Google Plus is not just another ‘social network’ it is about using Google Plus as an identity network that connects people and businesses across the web.

**WESTFIELD PENRITH**
Monday 27 March 2017, 11:30 am to 2:30 pm
Duration: 1 Session, $50

**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.

**DIGITAL ENTERPRISE WESTFIELD PENRITH**
Wednesday 29 March 2017, 11:30 am to 2:30 pm
Duration: 1 Lesson, $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.

**DIGITAL ENTERPRISE WESTFIELD PENRITH**
Wednesday 15 February 2017, 11:30 am to 2:30 pm
Duration: 1 Lesson, $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**
Wednesday 8 February 2017, 11:30 am to 2:30 pm
Duration: 1 Session, $50

**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**
Monday 13 February 2017, 11:30 am to 2:30 pm
Duration: 1 Session, $50

**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**
Wednesday 12 April 2017, 11:30 am to 2:30 pm
Duration: 1 Lesson, $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**
Monday 13 March 2017, 11:30 am to 2:30 pm
Duration: 1 Session, $50

**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 6 February 2017, 11:30 am to 2:30 pm
Duration: 1 Session, $50

**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 over 53 million users currently on Linkedin.

**WESTFIELD PENRITH**
Monday 20 February 2017, 11:30 am to 2:30 pm
Duration: 1 Session, $50

**Mail Chimp For Business**
Email marketing is a powerful tool for communicating with your customers. Learn how to interact with your customers using creative campaigns to keep them engaged and grow your business.

**WESTFIELD PENRITH**
Monday 27 February 2017, 11:30 am to 2:30 pm
Duration: 1 Session, $50

**Mail Chimp For Business**
Email marketing is a powerful tool for communicating with your customers. Learn how to interact with your customers using creative campaigns to keep them engaged and grow your business.

**WESTFIELD PENRITH**
Monday 27 February 2017, 11:30 am to 2:30 pm
Duration: 1 Session, $50
## Seminars and Workshops

### 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.

**DIGITAL ENTERPRISE WESTFIELD PENRITH**
Wednesday 5 April 2017, 11:30 am to 2:30 pm  
Duration: 1 Lesson, $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.

**DIGITAL ENTERPRISE WESTFIELD PENRITH**
Wednesday 22 February 2017, 11:30 am to 2:30 pm  
Duration: 1 Lesson, $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**
Monday 6 March 2017, 11:30 am to 2:30 pm  
Duration: 1 Session, $50

### The art of persuasive selling
Does the thought of selling something make you feel uncomfortable? You’ve probably seen all those long, scrolling sales letters online that seem to scream at you and go on forever. No doubt you’ve been snatched up by the vendor in the mall who wants you to try their product, or the sales clerk in a store who knows just what you want … even if they’ve never met you before. That doesn’t have to be the case at all. In fact, you’ll be far more successful in the long run and make more sales if you take a completely different approach. If you hate the idea of “selling”, then you’re already on the right track!

**WESTFIELD PENRITH**
Monday 20 March 2017, 11:30 am to 2:30 pm  
Duration: 1 Session, $50

### Visual Content Marketing
Are you using a variety of visuals in your content marketing? If not, you’re missing out on one of the biggest engagement and conversion strategies available to you as a business owner.

**DIGITAL ENTERPRISE WESTFIELD PENRITH**
Wednesday 1 March 2017, 11:30 am to 2:30 pm  
Duration: 1 Lesson, $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.

**DIGITAL ENTERPRISE WESTFIELD PENRITH**
Wednesday 8 March 2017, 11:30 am to 2:30 pm  
Duration: 1 Lesson, $50  
Phone to Register

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**A new Digital Age awaits your business**

With so many ways to digitally market your business, how do you choose where to focus your attention?

We offer seminars and workshops designed to help you build your digital skill set.

So, if you need help to navigate Social Media or to sharpen your marketing skills, our range of workshops and seminars have been specifically designed for businesses looking to explore the digital world.

**Call today to book yourself in or talk to us about selecting a course on 4724 9000**
**Fee Free Scholarships and Concessions.**

Are you Eligible for Concessions Under Smart and Skilled?

Concession-eligible means that you receive a Commonwealth Government payment/allowance or you or your parent/guardian hold one of the following pensioner concession cards issued by Centrelink:

- Age Pension
- Austudy
- Carer Payment (this does not include the Carer Allowance or Carer Adjustment Payment)
- Disability Support Pension
- Family Tax Benefit Part A (maximum rate)
- Parenting Payment (Single)
- Exceptional Circumstances Relief
- Farm Household Allowance Payment
- Newstart Allowance
- Sickness Allowance
- Veterans’ Affairs Pensions - Widow Allowance
- Wife Pension
- Special Benefit
- Veterans’ Children Education Scheme - Widow B Pension
- Youth Allowance

Note: A NSW Apprentice on a Newstart Allowance is not eligible for a concession fee.

A NSW New Entrant Trainee on a Newstart Allowance is not eligible for a concession fee.

Fee-Free Scholarships are designed to help people (15-30 years old) who are eligible for concession fees to complete their training under Smart and Skilled without paying a student fee. Concession-eligible young people living in NSW Social Housing or on the waiting list for NSW Social Housing are given priority under Fee-Free Scholarships.

Call (02) 4724 9000 to find out about your eligibility.