

Summer 2019 | Jan-March

Share the Joys of Learning...



www.ncc.nsw.edu.au



Ph: 4724 9000

RTO 1223



3

A-Z Index of Courses

5

Community College

Art and Craft Courses..... 6-9

Cookery Courses10-11

D.I.Y Courses 11

Health Courses12-13

General Interest Courses13

Language Courses14-15

17

Centre for Office Productivity

IT and Digital Courses18-19

Work Related Courses 20-21

Full Qualifications 22-23

Penrith Digital Enterprise24-25

26

Centre for Social Inclusion

Literacy Numeracy Courses27

Digital - Literacy28

Penrith Digital Hub29

30

Registration Form & Information

Share the Joys of Learning . . .

I recently had the pleasure of attending the Sudanese women's awards celebration at the Mamre Farm program.

A story was told that I had heard before but I was struck by the realisation that the joy in the story was not in its novelty but in the participation of all the women in the room in the telling.

With that came the recognition that this is close to what Community College does everyday.

For thirty years it has built on the foundation of people connecting and experiencing the joy of sharing learning.

This is reflected in the feedback students leave like:

"Informative creative learning experience-friendly"

- Sewing All About The Basics

"Opportunity to learn by observing other peoples projects."

- Upholstery

"Friendliness and energy" - Facebook for Business



So why not share in the joy so many experience at the College or call us about bringing it to your company or service designing the experience to your needs.

Eric Wright,
Principal.

A

Acrylic Nails	11
African Drums - Beginner	6
Antique and Furniture Restoration	11
Arabic : Beginners	14
Armenian : Beginners	14
Art : An Introduction	6
Art : Botanical Drawing and Painting	6
Art : Botanical Illustration	6
Art : Drawing	6
Art : Drawing, Painting and Watercolour	6
Art : Glass Painting	6
Art : How to Draw	6
Art : Intense Drawing for Beginners	6
Art : Oil Painting	6
Art : Oil Painting for Beginners	6
Art : Painting	6
Art : Pressing Flowers and Designing Artwork	6
Art : Silk Painting	6
Art : Working with Clay	7

B

Basics in buying property in NSW	13
Beauty Therapy	11
Belly Dancing : Beginners	7
Bonsai	7
Bookkeeping for Small Business	20
Bush Walking	12
Business blogging	24

C

Cake Decorating : Beginners	10
Cake Decorating : Cup Cake Decorations	10
Cake Decorating : For the Experienced	10
Cake Decorating : Intermediate	10
Cake Decorating : Workshop	10
Cake Decorating Workshop : Wedding Cakes	10
Calligraphy	7
Certificate III in Business Administration	23
Certificate III in Individual Support	22
Certificate III in Information, Digital Media & Technology	23
Certificate II in Business	23
Certificate II in Information, Digital Media & Technology	23
Certificate I in Information, Digital Media & Technology	23
Certificate IV in Business Administration	23
Certificate IV in Disability	22
Chinese : Mandarin Beginners	14
Chinese : Mandarin Intermediate	14
Come Alive with Colour	20

Computers : Access Level 1	18
Computers : Beginners	28
Computers : Bookkeeping with MYOB	18
Computers : Desktop Publishing	18
Computers : Electronic filing	18
Computers : Excel Level 1	28
Computers : Excel Level 1 For Business	18
Computers : Excel Level 2	28
Computers : Excel Level 2 For Business	18
Computers : Excel Level 3	28
Computers : Excel Level 3 For Business	18
Computers : Excel Workshop	28
Computers for Total Beginners	29
Computers : Internet and Email Workshop	28
Computers : iWork Pages	18
Computers : Office Skill Set	19
Computers : Powerpoint Workshop	19
Computers : Project Level 1	19
Computers : Project Level 2	19
Computers : Word	19
Computers : Word Level 2	19
Computers : Xero	19
Cookery : French Cuisine	10
Cookery : Gluten Free Baking Made Easy	10
Cookery : Gluten Free Vegetarian Indian Cooking	10
Cookery : Italian Regional	10
Cookery : Learn to Bake Sweets and Treats	10
Cookery : Lebanese	10
Cookery : Mediterranean	10
Cookery : Vegan Indian Cooking	11
Cookery : Vegetarian Indian Cooking	10
Creative Writing	7

D

Dance : 50's Rock & Roll, American Swing	7
Dance : Modern Jive	7
Dance : Slow Swing and Jive	7
Debating and Public Speaking	20
Deliver and monitor a service to customers	20
Discover Apple Mac OS X	29
Drawing	7
Dressmaking	7
Dressmaking : For Beginners	7
Dress to Impress : Men Only	20

E

English Language: Beginners	27
English Language Skills	27
English Language Skills - Advanced	27
English Language Skills - Intermediate	27
English Language Skills : Level 2	27

F

Facebook for Business	24
Fitness for All Ages	12
French : Beginners	14
French : Beginners 3	14
French : Beginners 4	14
Fruit & Vegetable Carving	11

G

German : Beginners	14
German : Beginners 3	14
German : Intermediate 1-5	14
Getting Started with Facebook	29
Getting Started with Twitter	29
Google Maps	29
Guitar - Beginner	7
Guitar: Beginners	7

H

Hindi : Beginners	14
How to attract and engage with visuals	24
How to build an email list from scratch	24
How to create an online course	24
How to create a realistic content marketing plan	24
How to Manage a Bed and Breakfast	20
Hungarian : Beginners	14

I

Implement & participate in WHS procedures & policies	20
Indonesian : Beginners	14
Instagram for Business	24
Interior Design and Decorating Workshop	11
Interview Skills	20
iPad	29
iPad II	29
Italian : Beginners	15
Italian : Beginners 2	15
Italian : Intermediate	15
Italian : Intermediate 4	15

J

Japanese : Beginners	15
Japanese : Beginners 2	15
Jewellery : Beading an Introduction Workshop	7
Jewellery : Beading Intermediate Workshop	8
Job Ready Workshop	28

L

Learn about E-Readers	29
Linkedin for Business	24
Looking 10 years younger using makeup techniques... ..	11

M

Macrame	8
Magnetic Content.....	24
Mailchimp.....	24
Marketing and Sales Techniques.....	20
Massage : Basic.....	12
Massage : Basic Swedish	12
Massage : Indian Head Massage.....	12
Meditation : Beginners.....	12
Mind Mapping for Business.....	24
Music Theory 101	8

O

Online Banking	29
----------------------	----

P

Patchwork & Quilting Workshop for Beginners	8
Penrith City Council Library.....	29
Photography : Basic SLR	8
Photography : Beginners.....	8
Photography : Digital	8
Piano/Keyboard - Beginner	8
Pinterest for Business.....	25
Plan and Organise a Meeting or Event	20
Plan, shoot & edit the Interview.....	19
Pronunciation	27
Property Development	13
Property Investment and How to Retire.....	13
Protect your online reputation	25
Protect Yourself from Viruses.....	29
Provide Cardiopulmonary Resuscitation – HLTAID001	21
Provide First Aid – HLTAID003 Full Course	21
Provide First Aid – HLTAID003 Update Refresher Course	21

R

Rapid Results Marketing Formula.....	25
Reading and Writing 1 for People with a Mild Intellectual Disability.....	27
Reading and Writing 2 for People with a Mild Intellectual Disability.....	27
Reading and Writing for Adults.....	27
Recipe for the future... ..	1
Russian : Beginners.....	15

S

Self-confidence and Public Speaking	21
Seminars and Workshops	25
Sewing : All About the Basics & Beyond	8
Sewing for Beginners.....	9
Sewing : Pants That Fit.....	8
Sewing : Pattern Fit Workshop	8
Sewing : Vintage Clothes	8
Shopping Online	29
Simply Stylish : Your Ideal Silhouette	21
Singing - Beginner.....	9
Skills For Work	28
Skype	29
Social Media Engagement Strategies	25
Songwriting 101	9
Spanish : Beginners.....	15
Spanish : Beginners 3.....	15
Spanish : Intermediate.....	15
Starting up your own home based business.....	21
Start Using the Internet.....	29

T

Tai Chi : Basic	12
Tai Chi : Beginners	12
Tai Chi : Chuan Beginners 2.....	12
Tai Chi : Chuan Complete Beginners.....	12
Tai Chi : Intermediate.....	13
Tailoring Made Easy.....	9
Take Control of your Financial Future.....	13
Tamil : Beginners.....	15
Thai : Beginners	15
Typing.....	19
Typing Test.....	21

U

Ukulele.....	9
Ukulele : Beginners Workshop.....	9
Upholstery.....	11

W

Website Content.....	25
Website Optimisation.....	25
What to Wear	21
Wine Appreciation	11
Writing : Beginners	9
Writing believable characters	9
Writing : Creative "A Good Story Well Told".....	9
Writing Your Family History	13
Writing Your Memoir	9

Y

Yoga	13
Yoga - Hatha and Pranayama.....	13
Yoga : Hatha Yoga and Relaxation	13
Yoga : Relaxation and Meditation	13



**Nepean Community
College » P.5-15**



**Centre for Office
Productivity » P.17-25**



**Centre for Social
Inclusion » P.26-29**



Nepean Community College

*because we believe in
life long, life wide,
learning communities.*





Art & Craft Courses

African Drums - Beginner

Our African drumming workshops allow you to know and 'feel' the rhythms through a variety of powerful techniques that support the many varied ways we all learn. You'll build confidence whilst exploring the fundamentals of: good groove, technique, etiquette, phrasing, listening and dynamics. African rhythms feel great to play!

STORMER MUSIC

Tuesday 12 February 2019, 1:00 pm to 3:00 pm

Duration: 8 Weeks, \$179

Art : An Introduction

A fun class taking you on a creative journey through a range of materials and techniques, experimenting with drawing using pencil, charcoal, pen, ink, wash, twigs and pastels. We'll then mix it up with acrylics, or gouache. Additional cost for materials.

KATOOMBA CENTRE

Friday 15 February 2019, 5:00 pm to 7:00 pm

Duration: 8 Weeks, \$179

Art : Botanical Drawing and Painting

During this course you will learn how to draw and paint plant life using watercolour. No experience is required. Additional cost for materials.

KATOOMBA CENTRE

Tuesday 12 February 2019, 5:00 pm to 7:00 pm

Duration: 8 Weeks, \$179

Art : Botanical Illustration

Learn how to draw and paint a Botanical specimen with accuracy using graphite and watercolour. Additional cost for materials.

SPRINGWOOD HIGH SCHOOL

Monday 11 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

Art : Drawing

In this class you will learn new ways of drawing using a range of techniques. You will obtain a different perspective using these new skills that will help you with your creativity. Additional cost for materials.

WESTFIELD PENRITH

Wednesday 13 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179



The Centre for Social Inclusion
because everyone can learn and discover

(02) 4724 9000

Art : Drawing, Painting and Watercolour

In this course our experienced tutor will offer practical demonstrations in the various media so that you can build your talent and improve your techniques in drawing and painting with watercolour. Additional cost for materials.

SPRINGWOOD HIGH SCHOOL

Monday 11 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

KATOOMBA CENTRE

Tuesday 12 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

WESTFIELD PENRITH

Friday 15 February 2019, 10:00 am to 12:00 pm

Duration: 8 weeks, \$179

Art : Glass Painting

This course will introduce you to some of the basic and advanced techniques of painting on glass. You will discover how to mix and apply glass-based pigment, add glitter and use shading techniques to create beautiful works of art. You don't need any experience so come along and create! Additional cost for materials.

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Art : How to Draw

Drawing is a skill that can be learnt by anyone! Discover the secrets of drawing by following a series of progressive tasks. Explore the potential of pencils and charcoal as you learn to draw shapes in their correct proportions and render depth with perspective and tone. Awaken the creative right side of your brain to see as an artist and apply your new skills to a realistic animal portrait study. Additional cost for materials.

WESTFIELD PENRITH

Monday 11 February 2019, 1:00 pm to 3:00 pm

Duration: 8 Weeks, \$179

Art : Intense Drawing for Beginners

This course will give you the confidence to draw buildings and landscapes using perspective, lighting and shading. Additional cost for materials.

KATOOMBA CENTRE

Monday 11 February 2019, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$179

KATOOMBA CENTRE

Thursday 14 February 2019, 2:00 pm to 4:00 pm

Duration: 8 Weeks, \$179

Art : Oil Painting

Come along and explore the endless possibilities in painting with oils. During the class you will gain the necessary skills to produce quality work in this medium. Additional cost for materials.

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179



Art : Oil Painting for Beginners

Learn the basics of working with oil paint, from colour mixing, to materials, to composition. Through various transcribing activities, learn about the properties of oils, and gain the confidence to direct your own paintings. Additional cost for materials.

KATOOMBA CENTRE

Wednesday 13 February 2019, 1:30 pm to 3:30 pm

Duration: 8 Weeks, \$179

Art : Painting

You will learn and expand your knowledge of painting including techniques, the ways to apply paint, as well as the principles of composition. Additional cost for materials.

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Art : Pressing Flowers and Designing Artwork

Come to this exciting new course and use nature to create beautiful art works. You will press flowers to create unique and stunning art designs that can be given as gifts or to re-decorate your home. Additional cost for materials.

WESTFIELD PENRITH

Monday 11 February 2019, 9:30 am to 11:30 am

Duration: 8 Weeks, \$179

Art : Silk Painting

Discover your creativity in this course that covers many aspects of fabric painting. Surprise your friends by giving them a handmade gift of a painting on silk. You will pick up different techniques of applying paint to silk fabrics and perhaps creating a masterpiece. Additional cost for materials.

WESTFIELD PENRITH

Friday 15 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

Art : Working with Clay

Have you always liked working with clay? In this course you will learn how to use and manipulate clay using the techniques taught in this class. You will also use tools appropriately and learn how to store clay. By the end of the course you will have created a clay sculpture. Additional cost for materials.

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Belly Dancing : Beginners

This beginners class introduces you to a mix of oriental and tribal bellydance styles with influences from traditional middle eastern, flamenco, classical Indian and folkloric dance. We will perform elegant, beautiful and fun dance styles suitable for women of all ages, shapes and sizes. Meet other like-minded ladies looking for a gentle, fun way to exercise mind and body with a bit of GLAM!

WESTFIELD PENRITH

Monday 11 February 2019, 6:30 pm to 7:30 pm

Duration: 8 Weeks, \$112

Bonsai

Come to this course and learn the basics of bonsai and apply your new skills to your very own 'tree in a pot'. Additional cost for materials.

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Calligraphy

A simple definition of the practice of calligraphy is "The art of beautiful writing". Introduction to calligraphy is a course designed for beginners in developing useful skills making a basic alphabet, as well as learn about the uses of different tools such as fountain pens, inks, and papers.

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Creative Writing

Want to write a novel but unsure where to start? Started your story but ran out of steam after the first few chapters? Using a combination of Post-it notes and various writing techniques, this course will help you plan the basic framework on which to hang your story with minimum confusion and maximum creativity. By creating your very own A3 storyboard there will be lots of hands-on opportunities to work on your novel, so come prepared to think!

WESTFIELD PENRITH

Wednesday 13 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

Dance : 50's Rock & Roll, American Swing

Dancing is great fun and what better way to start than with Rock and Roll? Learn American Swing and Rock and Roll. No partner is necessary. Just come along. No concessions.

ST MARYS RSL

Monday 11 February 2019, 7:00 pm to 8:00 pm

Duration: 8 Weeks, \$112 No concessions

NEPEAN ROWING CLUB

Thursday 14 February 2019, 7:00 pm to 8:00 pm

Duration: 8 Weeks, \$112 No concession

Dance : Modern Jive

Modern Jive is a mixture of RNR, Latin, Salsa and Jive. Dancing to music from all eras, modern Jive is fun and easy to learn. Couples only please.

NEPEAN ROWING CLUB

Thursday 14 February 2019, 8:30 pm to 9:30 pm

Duration: 8 Weeks, \$112 Couples only, no concession

Dance : Slow Swing and Jive

Born from the styles of the roaring 20's, Swing has remained one of the most sought after dances for social occasions over the decades. Swing is easy and fun to learn. Once you get the hang of Slow Swing why not try dancing to a faster beat and give Jive a go. Same steps but a faster tempo. Learning to dance is a great way to meet new friends – as well as being a great way to keep fit.

ST MARYS RSL

Monday 11 February 2019, 8:30 pm to 9:30 pm

Duration: 8 Weeks, \$112 No concession

Drawing

A drawing course which will explore the fundamentals of drawing and different approaches to drawing in mixed media.

WESTFIELD PENRITH

Wednesday 13 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

Dressmaking

Learn to adjust patterns to individual figures and create garments professionally. Do you have an overlocker, but are too frightened to use it? Come and have fun! We also teach you to alter ill-fitting garments you have purchased. (Additional cost for materials)

WESTFIELD PENRITH

Monday 11 February 2019, 6:30 pm to 9:30 pm

Duration: 6 Weeks, \$201

WESTFIELD PENRITH

Friday 15 February 2019, 9:30 am to 12:30 pm

Duration: 6 Weeks, \$201

Dressmaking : For Beginners

In this class you will learn to use a sewing machine, choose and print a commercial pattern of choice and adjust the pattern to fit. To create your garment you will need to bring your pins, scissors, thread, fabric, tape measures and preferably your own sewing machine as there is only a limited number available.

KATOOMBA CENTRE

Friday 15 February 2019, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$179

Guitar - Beginner

Learn how to pick, strum and play the guitar in a range of styles and learn how to take what you've learnt into any style you like! You'll come away with a good understanding of the basics, how to hold the guitar to get the best sound, and be able to play some chords and songs.

STORMER MUSIC

Wednesday 13 February 2019, 1:00 pm to 3:00 pm

Duration: 8 Weeks, \$179

Guitar: Beginners

The course is designed for first time guitar players. You will learn some basic chords and strumming techniques as well as some basic music theory.

PENRITH HIGH SCHOOL

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Jewellery : Beading an Introduction Workshop

Make your own gorgeous beaded jewellery items using the techniques introduced in this workshop. You will have the chance to complete at least 3 projects to take home with you. This workshop is suitable for beginners. (Additional cost for materials).

WESTFIELD PENRITH WEEKEND

Saturday 23 March 2019, 9:00 am to 1:00 pm

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



**Ready to
register?**

See pages 30-31 for
Registration Information.



Art & Craft Courses

Jewellery : Beading Intermediate Workshop

Take the next step to use your knowledge of basic jewellery-making techniques in combination with design concepts to create a more complex project. You will also learn some additional finishing methods. This workshop is suitable for those with a knowledge of crimping, basic looping and jumping use. (Additional cost for materials).

WESTFIELD PENRITH WEEKEND

Saturday 30 March 2019, 9:00 am to 1:00 pm

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

Macrame

Discover the art of Macramé. We will explore about different knots of Macramé and learn about the basic of Macramé. By the end of the course you will have made a stylish wall hanging or pot plant holder. Material needed will be discussed in first class

PENRITH HIGH SCHOOL

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Music Theory 101

Come and learn how to crack the code of music theory. We'll explore the dots and the notes, talk about scales, key signatures, time signatures and much more. What we'll cover here is directly practical to any instrument and a great exercise in learning an important tradition and way of thinking about music.

STORMER MUSIC

Monday 11 February 2019, 1:00 pm to 3:00 pm

Duration: 8 Weeks, \$179

Patchwork & Quilting Workshop for Beginners

Create a double-sided quilt using the Quilt-as-you-go method. Begin by identifying appropriate tools and cutting the fabric pieces. Then bind your quilt to create a professional, quality product. Additional cost for materials.

WESTFIELD PENRITH WEEKEND

Saturday 9 March 2019, 9:00 am to 4:30 pm

Duration: 2 Days, \$184 9th & 16th Mar. Workshop, no concessions

WESTFIELD PENRITH WEEKEND

Sunday 17 March 2019, 9:00 am to 4:30 pm

Duration: 2 Weeks, \$184 Workshop, no concession

Did you know you might be eligible for Funded training ?

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

Photography : Basic SLR

Explore the amazing possibilities of your Digital SLR camera. This course will cover the Manual and Auto settings so that you can achieve the type of shots you want from your camera, allowing you to be as creative as you would like to be with your photography. You will cover everything from taking your shots, editing them and preparing your images for printing. We all have a lot of fun while learning the basic through to some advanced techniques. Studio lighting and 'Photoshop' basics are also covered.

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Photography : Beginners

This course is designed for the Digital SLR camera. Learn how to use your camera and take those pictures that you always wanted. You will learn to turn auto off and some tips about aperture, shutter speed and bracketing. Discover the techniques behind composition and design and get the most out of your camera.

SPRINGWOOD HIGH SCHOOL

Tuesday 12 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

Photography : Digital

During this course you will process images using your computer and share pictures on a web gallery. If you own a computer and a camera and have basic skills in their uses, you will use the techniques of cropping, image re-sizing and the rule of thirds to create portraits, still life or macro photos that you will be proud to display.

KATOOMBA CENTRE

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Piano/Keyboard - Beginner

Ever wanted to play the piano? Our tutor will have you playing in no time! The lessons will be delivered in a group and you will learn all about the instrument, notes and playing in time. We will also look at a bunch of different styles and enjoy exploring the keyboard together.

STORMER MUSIC

Monday 11 February 2019, 11:30 am to 1:30 pm

Duration: 8 Weeks, \$179

Sewing : All About the Basics & Beyond

Learn to sew or build on your existing skills in a class designed for the absolute beginner, those with basic sewing skills or the more advanced sewer. Master sewing basics and how to use your sewing machine, expand your sewing knowledge and skills, finish those unfinished items, have assistance with fitting or just enjoy the opportunity to sew with help at hand if needed. You will sew an item/s of your choice using commercial patterns and will select a pattern, alter and layout the pattern, use cutting and construction methods and operate a sewing machine. The more experienced sewers will be guided through the construction of garments of their own choice and will be encouraged to explore new techniques. By the end of the course you will have completed a basic garment or item. Additional costs for materials

WESTFIELD PENRITH

Wednesday 13 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179



Sewing : Pants That Fit

Tired of pants that don't fit? In this hands-on tissue-fitting workshop you will learn your correct pattern size and how to alter a commercial pants pattern to fit your body. Discover solutions to fix problems and pick up tips in order to create a flattering style. We will be using the Palmer / Pletsch fitting concepts to make alterations to the basic McCall's patterns to give you a pattern that you can use over and over again. (Additional cost for materials).

WESTFIELD PENRITH WEEKEND

Sunday 10 March 2019, 9:00 am to 3:00 pm

Duration: 2 Weeks, \$134 10th & 17th Mar. Workshop, no concession

Sewing : Pattern Fit Workshop

Learn how to alter any pattern to fit you using hands-on tissue fitting. In this workshop we do very little measuring, because measuring does not tell you all you need to know about your body. Discover what size you really are, so that you can start out with the correct pattern. Focus on making bodice and skirt alterations using Palmer / Pletsch fitting techniques and McCall's pattern 2718. Once changes are made to the basic pattern, you will go home with your own personal body map and the ability to alter any fashion pattern of your choice. You will be encouraged to tissue fit and alter additional dress patterns of your choice. (Additional cost for materials)

WESTFIELD PENRITH WEEKEND

Sunday 24 February 2019, 10:00 am to 4:00 pm

Duration: 2 Weeks, \$134 24th Feb and 3rd Mar Workshop, no Concession

Sewing : Vintage Clothes

This is an advanced level sewing class for those wanting to learn how to sew vintage clothing. You will read vintage patterns and construct a simple vintage style garment with the help of our experienced tutor. Additional cost for materials.

WESTFIELD PENRITH

Thursday 14 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

Art & Craft Courses

Sewing for Beginners

Gain confidence in using your sewing machine and learn some basic sewing techniques. Have fun as you complete a couple of easy sewing projects for yourself or the kids. Please bring your own sewing machine to this course. Additional cost for materials.

WESTFIELD PENRITH

Tuesday 12 February 2019, 12:30 pm to 2:30 pm

Duration: 8 Weeks, \$179

Singing - Beginner

Learn how to sing correctly and develop a strong voice. Find out your range, about timing, pitch etc. Practise singing scales, breathing techniques and discover song interpretation. We will sing from a range of styles and learn from the masters. We'll also have a great time together exploring the most universal instrument in the world.

STORMER MUSIC

Wednesday 13 February 2019, 1:00 pm to 3:00 pm

Duration: 8 Weeks, \$179

Songwriting 101

"I tried to look at writing a song almost like solving a mystery. The song was there, buried somewhere in my brain. All I had to do was follow the clues until I figured it out." — Jon Skovron. We'll teach you to write, create, form, and express your own song by understanding structure, basic theory and learning how to listen to your own creative voice. We'll look at great songs and songwriters and learn from the best. No music experience needed!

STORMER MUSIC

Thursday 14 February 2019, 1:00 pm to 3:00 pm

Duration: 8 Weeks, \$179

Tailoring Made Easy

Be guided through the construction of a tailored jacket using a commercial pattern, Palmer/Platts fitting concepts and modern tailoring techniques. Your sewing will improve after you learn these techniques. You will learn how to cut and mark accurately, interfacing and proper fusing, shoulder and chest shaping, shaped darts, careful trimming and quality pressing, sleeve heads, buttonholes and pockets and lining and perfect hems. You will need some basic sewing skills. (Additional cost for materials).

WESTFIELD PENRITH WEEKEND

Sunday 24 March 2019, 9:00 am to 5:00 pm

Duration: 2 Weeks, \$179 24th & 31st Mar. Workshop, no Concession

Ukulele

This course will introduce you to the parts of a ukulele, tuning it and learning strumming techniques. By the end you will be finger picking and learning songs using simple chords and rhythm.

STORMER MUSIC

Friday 15 February 2019, 1:00 pm to 3:00 pm

Duration: 8 Weeks, \$179

Ukulele : Beginners Workshop

The ukulele is one of the most versatile stringed instruments around. You do not need to be able to read music, but in fact will become familiar with printed chord charts as well as learning a variety of strums and styles of playing. You will learn a brief history of the Ukulele, the varieties available, simple chord and fingering techniques and how to hold and tune the Ukulele. You may bring your Ukulele or purchase a new pre-prepared one from the tutor from \$35.

WESTFIELD PENRITH WEEKEND

Sunday 17 March 2019, 10:00 am to 3:00 pm

Duration: 1 Day, \$70 Workshop, no concessions

Writing : Beginners

In this beginner's writing course, you will learn the rudiments of writing short stories and novels with a view towards publication. Learn about creating believable characters and compelling plots with a professional writer.

KATOOMBA CENTRE

Monday 11 February 2019, 5:00 pm to 7:00 pm

Duration: 8 Weeks, \$179

Writing : Creative "A Good Story Well Told"

Have you always wanted to write a novel but have no idea how to get started? This course will take you from the creative to the practical aspects of writing fiction. To get you started, we will explore story ideas - the sources of inspiration, the hook and the structure: How to find a good story and tell it well. From the inspirational, we move to the practical: finding your voice, character profiling, point-of-view, plotting, dialogue and exposition, setting the scene and how to move the plot forward.

WESTFIELD PENRITH

Monday 11 February 2019, 2:00 pm to 4:00 pm

Duration: 8 Weeks, \$179

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179



Writing believable characters

Strong, well-rounded characters are what drives successful popular fiction. If you're writing or planning to write a novel, this course will help you discover who your characters are, what makes them tick, what they need, how they achieve their goals and how this affects your story. There will be lots of hands-on opportunities to work on your own novel so come prepared to work!

WESTFIELD PENRITH

Monday 11 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

Writing Your Memoir

Writing your memoirs will lead you into emotionally difficult territory. However it can also be a therapeutic and beneficial experience demanding emotional honesty and bravery. How much of what you write will be the truth? And how do you select what to write about? Be prepared for a complex journey of self-discovery and soul-searching. In "Writing Your Memoir," we discuss how to choose a subject, plan, focus, and begin a memoir. We will also discuss what makes for good subjects in memoirs, the differences between an autobiography and memoir and address the idea of self-disclosure.

WESTFIELD PENRITH WEEKEND

Saturday 30 March 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$84

STORMER MUSIC

In conjunction with Stormer Music the College is excited to be able to offer music tuition in groups for you to grow and enjoy learning music in a whole new way.

Commencing this Summer we have:

- Piano/Keyboard - Beginner
- African Drums - Beginner
- Singing - Beginner
- Songwriting 101
- Music Theory 101

www.ncc.nsw.edu.au for more details

Cookery Courses

Cake Decorating : Beginners

Surprise your family with your new-found talent. Learn to make marzipan fruit and vegetables, basic flowers and use pipe work to create great and exciting looking cakes. (Additional cost for ingredients)

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

KATOOMBA CENTRE

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

WESTFIELD PENRITH

Thursday 14 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

Cake Decorating : Cup Cake Decorations

Learn different techniques to decorate cupcakes from novelty to more formal cakes. This course is designed for beginners to the experienced. (Additional cost for ingredients)

WESTFIELD PENRITH WEEKEND

Saturday 30 March 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$84 Workshop, No Concessions

Cake Decorating : For the Experienced

This course is designed for more advanced work including wild flowers, lilies, orchids etc. We will be doing more advanced piping techniques as well as arranging the sugar flowers. (Additional cost for ingredients).

WESTFIELD PENRITH

Tuesday 12 February 2019, 12:30 pm to 2:30 pm

Duration: 8 Weeks, \$179

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Cake Decorating : Intermediate

This course is designed for the more advanced cake decorators. During this course we will be doing more advanced piping techniques as well as arranging the sugar flowers. (Additional cost for ingredients).

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

WESTFIELD PENRITH

Tuesday 12 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

WESTFIELD PENRITH

Wednesday 13 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

Cake Decorating : Workshop

Do you want to enhance your hospitality and organisational skills as well as decorating cakes? Come and discover the joys of making flowers and ornaments in sugar paste, icing cakes and using decorative pipe work on that special cake. (Additional cost for ingredients)

WESTFIELD PENRITH WEEKEND

Sunday 28 April 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$84 Workshop, No Concessions

Cake Decorating Workshop : Wedding Cakes

During this workshop you will learn how to decorate and assemble a two tier wedding or birthday cake.

WESTFIELD PENRITH WEEKEND

Sunday 10 March 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$84 Workshop, No Concessions

Cookery : French Cuisine

Come along for a long look at French Cuisine that will lead to a life time of inspirational home cooking. We will use ingredients commonly found in your pantry but used in uncommon ways that will result in fabulous meals. Extra cost for ingredients.

PENRITH HIGH SCHOOL

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Cookery : Gluten Free Baking Made Easy

Does the idea of baking and making gluten-free cakes, biscuits and slices instil fear and trepidation in you? Then relax and let Margaret show you easy recipes and great tips and techniques so that you can make delicious gluten-free goodies that everyone will enjoy. (Additional cost for ingredients).

SPRINGWOOD HIGH SCHOOL

Tuesday 12 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

Cookery : Italian Regional

Come and enjoy a friendly night of preparing traditional Italian cuisine. After this course you will never go out for good Italian food! This course is suitable for beginners as well as the skilled cook. (Additional cost for ingredients).

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Cookery : Learn to Bake Sweets and Treats

Come along to this course and learn how to bake delicious treats like cakes, slices, biscuits and much more. (Additional costs for ingredients)

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Cookery : Lebanese

Do you want to know how to prepare Kafta and Tabouli or perhaps stuffed cabbage rolls? Come and learn how to cook traditional Lebanese cuisine in this 8 week course. (Additional cost for ingredients)

PENRITH HIGH SCHOOL

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Cookery : Mediterranean

This cookery course will teach you how to cook a variety of dishes including Greek, Italian Lebanese and Egyptian food. You will feel as though you are eating a banquet on the banks of the Mediterranean Sea each week. Additional costs for ingredients.

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Cookery : Vegetarian Indian Cooking

This course will teach you how to make flavourful, delicious and nutritious vegetarian Indian dishes - from breakfast to dinner You will also learn the various health benefits derived from the Indian spices used in the cuisine, based on the ancient school of Ayurveda. Cost of ingredients will be extra.

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Cookery: Gluten Free Vegetarian Indian Cooking

Learn how to make healthy, gluten-free vegetarian Indian recipes - from breakfast to dessert. You will also learn the various health benefits derived from the Indian spices used in the cuisine, based on the ancient school of Ayurveda.

Cost of ingredients will be extra.

PENRITH HIGH SCHOOL

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179



Ready to register?

See pages 30-31 for
Registration Information.

Cookery Courses



Cookery: Vegan Indian Cooking

This 8-week workshop will teach students to make delicious, easy and healthy vegan dishes using flavourful Indian spices. Students will also be explained the Ayurvedic health benefits of the spices and vegetables used. Cost of ingredients will be extra.

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm
Duration: 8 Weeks, \$179

Fruit & Vegetable Carving

Regardless of its origins, vegetable carving is flaunted in many different Asian restaurants, cruises, hotels, and other various places. In the mid 20th Century, the art of vegetable carving began to grow outside Asia. Since then other cultures have slowly come to appreciate the beauty and culture associated with the practice. Today, one can marvel at vegetable carving throughout the world. The products of vegetable carving are generally flowers or birds; however, the only limit is one's imagination. The techniques of vegetable carving vary from person to person, as does the final result. Some carvings present more artistic detail, while others have simple, yet beautiful shapes. Vegetable carving is generally used as a garnish, but it can also be used as a unique way of gift presentation for any occasion. Extra cost for ingredients

WESTFIELD PENRITH

Tuesday 12 February 2019, 6:30 pm to 8:30 pm
Duration: 8 Weeks, \$179

Wine Appreciation

This course will give you an overview of all the basic concepts in appreciating wines. By tasting each wine, you will develop your palate so that you will be able to identify and enjoy both overseas and Australian wines. There will be extra costs for the wines.

WESTFIELD PENRITH WEEKEND

Saturday 9 March 2019, 9:00 am to 3:00 pm
Duration: 1 Day, \$84 Workshop, no concessions

WESTFIELD PENRITH WEEKEND

Saturday 20 April 2019, 9:00 am to 3:00 pm
Duration: 1 Day, \$84 Workshop, no concessions

D.I.Y Courses

Acrylic Nails

This nail course covers how to apply acrylic nail treatments. You will learn skills that will help you enhance your own nails and the nails of the people around you. (Additional costs for materials).

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm
Duration: 8 Weeks, \$179

Antique and Furniture Restoration

Repair or strip that old piece of furniture. This course covers upholstery, French polishing and alteration repairs. Bring a small piece of furniture and turn it into a masterpiece.

KATOOMBA CENTRE

Wednesday 13 February 2019, 7:00 pm to 9:00 pm
Duration: 8 Weeks, \$179

Beauty Therapy

Using your own products learn how to apply make up for both day and evening. You will discover what colours suit you and also learn manicuring techniques.

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm
Duration: 8 Weeks, \$179

Interior Design and Decorating Workshop

During this one day workshop you will learn the skills to create beautiful, practical and individual home interiors with the designer touch. We look at elements of colour, design principles, determining decorating styles, choosing furniture, wall, floor and window coverings, artwork and soft furnishings as well as other decorative accessories.

WESTFIELD PENRITH WEEKEND

Saturday 16 March 2019, 9:00 am to 3:00 pm
Duration: 1 Day, \$84 Workshop, no concessions

WESTFIELD PENRITH WEEKEND

Saturday 20 April 2019, 9:00 am to 3:00 pm
Duration: 1 Day, \$84 Workshop, no concessions

Looking 10 years younger using makeup techniques

Are you wearing the same make-up that you did 10 or more years ago? Are you clueless about how to apply make up and what suits you? In this workshop you will develop the skills and techniques to apply make up that will freshen your face and give you a younger look.

SPRINGWOOD HIGH SCHOOL

Tuesday 12 February 2019, 7:30 pm to 9:30 pm
Duration: 4 Weeks, \$112 Workshop, no concessions

Upholstery

Learn to restore your upholstered furniture, starting with small projects such as a dining chair. You will learn the basic techniques that will give you the confidence to progress to larger pieces. Additional cost for materials.

WESTFIELD PENRITH

Tuesday 12 February 2019, 6:30 pm to 8:30 pm
Duration: 8 Weeks, \$179



Health Courses

Bush Walking

Come and explore some of the many walking tracks in our beautiful Blue Mountains. Observe flora and fauna and enjoy the social aspects of bushwalking. Easy pace, but you need to be reasonably fit. Meet at the College for the first session with morning tea - ready for walking. Please contact the tutor to discuss any medical condition prior to enrolling.

KATOOMBA CENTRE

Friday 15 February 2019, 9:30 am to 11:30 am

Duration: 8 weeks, \$134

Fitness for All Ages

The focus of this class for participants 15 and over is FUN! You will increase your fitness, boost your fat loss, improve your strength and most of all - an awesome stress reliever. Class will consist of body weight exercises, low impact exercises and agility circuits using ladder, hurdles, skipping ropes, medicine ball, etc to improve your cardiovascular fitness and energy levels. No complicated exercises and routines. Wear loose comfortable workout clothes and running shoes and bring a towel and bottle of water. Conducted by fully qualified personal trainer registered with Fitness Australia. No concession.

WESTFIELD PENRITH

Monday 11 February 2019, 7:00 pm to 8:00 pm

Duration: 8 Weeks, \$134 No Concession

WESTFIELD PENRITH

Tuesday 12 February 2019, 7:00 pm to 8:00 pm

Duration: 8 Weeks, \$134 No Concession



Massage : Basic

Come along and learn basic massage techniques that are safe and effective. This is a "hands on" class where you will give and receive a massage every night of the course. Please ask for a materials list.

SPRINGWOOD HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:30 pm

Duration: 6 Weeks, \$167

WESTFIELD PENRITH

Thursday 14 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

Massage : Basic Swedish

Come and learn Swedish Massage techniques to massage limbs, head and back. Enjoy learning how to relax completely. This is a hands-on, practical course right from the first week and includes a little theory. Please ask for a materials list.

WESTFIELD PENRITH

Wednesday 13 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

Massage : Indian Head Massage

Learn the traditional art of Indian Head Massage. This technique is based on the ancient system of medicine known as "Ayurveda" meaning an approach to health and balance of body mind and spirit.

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Meditation : Beginners

This course is an introduction to a range of meditation styles and relaxation techniques. By the end of the course you will have practised a variety of meditations and be able to create your own personalised meditation routine relevant to your own daily routine.

SPRINGWOOD HIGH SCHOOL

Monday 11 February 2019, 7:30 pm to 9:00 pm

Duration: 8 Weeks, \$134

Tai Chi : Basic

This is an introductory course revealing the benefits of inner harmony through movement. Start with balance, both physical and mental and progress to co-ordination of movements. These exercises will reduce stress and tension and improve flexibility. This ancient technique will benefit people of all ages and outlooks.

WESTFIELD PENRITH

Wednesday 13 February 2019, 7:00 pm to 8:30 pm

Duration: 8 Weeks, \$134

Tai Chi : Beginners

Tai Chi is a fluid and gentle form of exercise suitable for anyone. It has been shown to be one of the most effective means of improving general health and fitness, relaxation and flexibility. We will learn a simple and fun set of Tai Chi movements that can also become the basis for further progression.

SPRINGWOOD HIGH SCHOOL

Monday 11 February 2019, 7:30 pm to 8:30 pm

Duration: 8 Weeks, \$112

Tai Chi : Chuan Beginners 2

This course is most suitable for students who have undertaken 'Beginners' Tai Chi Chuan' and/or 'Improve Your Balance'. We will revise Tai Chi Chuan to internalise its principles and complete the 'Form'. Come to this class if you would like to strengthen your muscles, improve your balance and ultimately reduce your stress.

KATOOMBA CENTRE

Wednesday 13 February 2019, 10:00 am to 11:00 am

Duration: 8 Weeks, \$112

Tai Chi : Chuan Complete Beginners

Discover the magic and health benefits of Tai Chi - simple movements and exercises to enhance harmony & well being.

KATOOMBA CENTRE

Wednesday 13 February 2019, 9:00 am to 10:00 am

Duration: 8 weeks, \$89



Health Courses

Tai Chi : Intermediate

Learn and refine the world's most popular set of Tai Chi with its 24 forms. Based on the Yang style, it is characterised by its gentle and graceful movements. It is as suitable for promoting health as it is for increasing fitness. This course is for those familiar with the Tai Chi for Beginners Set or anyone looking to progress further with their Tai Chi.

SPRINGWOOD HIGH SCHOOL

Monday 11 February 2019, 8:30 pm to 9:30 pm

Duration: 8 Weeks, \$112

Yoga

Come along and see for yourself how Yoga can change your life. Yoga's benefits include firm, supple muscles and a flexible spine and joints. Your internal organs and glands are also massaged whilst holding the posture, keeping them functioning well. As well as the exercises, this course will focus on breathing and relaxation techniques that will add to the quality of your life.

SPRINGWOOD HIGH SCHOOL

Monday 11 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

Yoga - Hatha and Pranayama

Recharge your batteries and rejuvenate your body and mind through 8-weeks of relaxing, meditative traditional yoga lessons for beginners. Improve your flexibility, increase your stamina and learn the right way to breathe for maximum relaxation. Through vitalising breathing and warm up exercises followed by traditional yoga poses, you will leave each class feeling energised and light as a feather.

WESTFIELD PENRITH WEEKEND

Saturday 16 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

Yoga : Hatha Yoga and Relaxation

You are welcome to join our friendly group and learn how to relax and breathe properly. Yoga works wonders for the whole body, so stretch your way to better health. Move your spine and get rid of those back and neck problems. Learn to breathe properly and handle life's problems better. Everybody will improve their life condition. Please ask for a materials list.

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Yoga : Relaxation and Meditation

Leave behind the humdrum tasks and duties and the stress. This class is about you: just moving, breathing and resting. Traditional Hatha yoga poses, relaxation and some breathing and a meditation at the end will leave you feeling like a new person. Our experienced tutor has 30 years of teaching experience which he will share with you.

KATOOMBA CENTRE

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

General Interest Courses

Basics in buying property in NSW

This course is an excellent introduction to buying property in NSW. We will explore the conveyancing procedure and all the little things that will make a difference when purchasing a property from the loan application to settlement of the property.

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 4 Weeks, \$112

Property Development

This course will show you how to undertake small property development projects that may be the start of a new career. During this one day workshop you will be introduced to the processes necessary to build duplexes, townhouses, units or to do a land subdivision. You will learn about local council planning requirements, the consultants you need for your property development, how to conduct a financial feasibility analysis, the elements of good development design, development finance, marketing, construction and creative development strategies.

WESTFIELD PENRITH WEEKEND

Saturday 6 April 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$215 Workshop, no concession

Property Investment and How to Retire

Discover the most critical steps to property investment before you start to invest, learn the knowledge you need to take control of your own Financial future and how to be confident that you can locate the best quality investment properties at the lowest prices.

Learn how to build your property portfolio using a little known tax strategy and leverage how to find the right property at the right time in the right location.

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Take Control of your Financial Future

All you will learn in Successful Financial Education is geared to one objective - to give you the confidence to make decisions based solely on what is right for you and you alone.

WESTFIELD PENRITH

Wednesday 13 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

Writing Your Family History

Family history is more than just names and dates on a tree, it's also about telling the stories. Even the most mundane details of your ancestors' lives can be turned into an interesting narrative that you will want to share with your family and a wider audience. In this course, you will plan your project, find inspiration, discover how to use resources and timelines, and finally learn where and how to share your ancestors' stories.

KATOOMBA CENTRE

Wednesday 13 February 2019, 5:00 pm to 7:00 pm

Duration: 4 Weeks, \$112

KATOOMBA CENTRE

Wednesday 13 March 2019, 4:00 pm to 6:00 pm

Duration: 4 Weeks, \$112



Language Course

Arabic : Beginners

This is a beginner's course for those interested in learning the Arabic language. Vocabulary and grammatical conventions will be practised as well as writing the language so that you are confident in work or travel situations.

PENRITH HIGH SCHOOL

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Armenian : Beginners

This is a beginner's course for those interested in learning Armenian and is suitable for work or travel purposes. We will practise vocabulary and grammatical conventions as well as writing the language so that you can take part in familiar and informal conversations.

WESTFIELD PENRITH

Wednesday 13 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

Chinese : Mandarin Beginners

At the end of this course, you will be able to read and pronounce basic Pin Yin and be able to conduct a basic conversation in Chinese that may be suitable in a work situation. Alongside acquiring conversational hints, the course provides an introduction and guide to appreciate the pictographs of Chinese writing.

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

KATOOMBA CENTRE

Friday 15 February 2019, 4:00 pm to 6:00 pm

Duration: 8 Weeks, \$179



Chinese : Mandarin Intermediate

This course is for students who have completed Mandarin Beginners 4 or who have a basic knowledge of the language. This knowledge may also be used in work situations.

WESTFIELD PENRITH

Thursday 14 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

French : Beginners

This course will provide you with the phrases suitable for independent travel in France - you will learn the basic grammar and vocabulary for a basic conversation in the French language.

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

SPRINGWOOD HIGH SCHOOL

Tuesday 12 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

KATOOMBA CENTRE

Tuesday 12 February 2019, 2:15 pm to 4:15 pm

Duration: 8 Weeks, \$179

French : Beginners 3

This course builds on the conversation and grammar skills developed in French for Beginners 1 & 2 or its equivalent.

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

French : Beginners 4

Venture ahead on your French journey, for those who have already completed 3 terms or have equivalent knowledge. Vocabulary suitable for work or travel.

SPRINGWOOD HIGH SCHOOL

Monday 11 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

German : Beginners

Learn to speak German. This course is for beginners focusing on speaking skills while introducing elementary knowledge of the structure of the language suitable for work and/or travel. You will not only gain an understanding of an interesting culture and its people, but also discover that learning the German language can be a lot of fun.

KATOOMBA CENTRE

Monday 11 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

WESTFIELD PENRITH

Wednesday 13 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

German : Beginners 3

This course is a continuation of German Beginners 2. We will build on furthering our knowledge of the German language and delve further into German culture. You may need this course if you are considering travelling to or working in Germany.

WESTFIELD PENRITH

Thursday 14 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

KATOOMBA CENTRE

Thursday 14 February 2019, 12:00 pm to 2:00 pm

Duration: 8 Weeks, \$179

German : Intermediate 1-5

German Intermediate builds on some previous knowledge of the German language. (Approximately 1.5 to 2 years of previous study would be an advantage). We will focus on conversation, chat about German culture and continue to work on all other language skills (speaking, listening, reading and a little writing). This course would suit anyone considering travelling and/or working in a German speaking country.

KATOOMBA CENTRE

Thursday 14 February 2019, 9:30 am to 11:30 am

Duration: 8 Weeks, \$179

Hindi : Beginners

An eight-week workshop that will give you basic knowledge of Hindi language. Enrol to speak, read, write and communicate with your Indian friends and colleagues. You can finally fulfil your long-standing dream of visiting the vibrant land of India without the fear of a language barrier.

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Hungarian : Beginners

Learn to speak Hungarian. This course is for beginners focusing on speaking skills while introducing elementary knowledge of the structure of the language suitable for work and/or travel. You will not only gain an understanding of an interesting culture and its people, but also discover that learning the Hungarian language can be a lot of fun.

KATOOMBA CENTRE

Thursday 14 February 2019, 2:00 pm to 4:00 pm

Duration: 8 Weeks, \$179

Indonesian : Beginners

An introduction to Bahasa Indonesia taught by a native speaker. This course focuses on basic everyday conversations and communicating in Bahasa Indonesian for those who plan to travel or work in Indonesia.

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Language Course

Italian : Beginners

If you are interested in communicating in Italian with colleagues, friends and relatives or travelling in Italy, come to this class and learn to speak, read and write the language spoken by the Italian people.

SPRINGWOOD HIGH SCHOOL

Tuesday 12 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

KATOOMBA CENTRE

Friday 15 February 2019, 2:00 pm to 4:00 pm

Duration: 8 Weeks, \$179

Italian : Beginners 2

If you have a basic knowledge of Italian or you have done a Beginner's course and you know some basic greetings and phrases, then this may be the course for you. Come along and build on the Italian you know in a fun, relaxed atmosphere.

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

KATOOMBA CENTRE

Friday 15 February 2019, 11:30 am to 1:30 pm

Duration: 8 Weeks, \$179

Italian : Intermediate

If you have a basic knowledge of Italian or you have done the beginners courses and you would like to expand your skills, then this may be the course for you. Come along and build on the Italian you know in a fun and relaxed atmosphere.

PENRITH HIGH SCHOOL

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Italian : Intermediate 4

Learn to speak, write and read the language. Particular attention is given to the language as it is spoken by the Italian people, idiomatic expression being used extensively. Students should have completed Italian: Intermediate 3 or have equivalent knowledge. Tutor can be contacted for assessment. This course is suitable for work situations.

KATOOMBA CENTRE

Thursday 14 February 2019, 2:00 pm to 4:00 pm

Duration: 8 Weeks, \$179



Japanese : Beginners

This course is designed for Japanese beginners to provide essential Japanese linguistic and cultural knowledge such as Japanese Hiragana letters, basic conversational Japanese and numbers.

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

SPRINGWOOD HIGH SCHOOL

Tuesday 12 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

Japanese : Beginners 2

This course is for students who have completed "Japanese Beginners" or for those who have a basic knowledge of the language.

SPRINGWOOD HIGH SCHOOL

Monday 11 February 2019, 7:30 pm to 9:30 pm

Duration: 8 Weeks, \$179

Russian : Beginners

This course will cover the basic language needed in everyday situations on a visit to Russia and indeed many surrounding countries. We will cover pronunciation and learn a few phrases that may come in handy in a work or travel context.

WESTFIELD PENRITH

Thursday 14 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$179

Spanish : Beginners

This course is for people interested in learning about the language and culture of Spain and Latin America and may come in useful for travel, personal enrichment and work situations.

PENRITH HIGH SCHOOL

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

KATOOMBA CENTRE

Friday 15 February 2019, 9:30 am to 11:30 am

Duration: 8 Weeks, \$179

Spanish : Beginners 3

This is a course for people wishing to continue and further develop their basic knowledge and experience and if you are interested in learning about the language and culture of Spain and Latin America for travel and personal enrichment. Can also be used at work

KATOOMBA CENTRE

Wednesday 13 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$179

Spanish : Intermediate

This is a course for people wishing to continue and further develop their basic knowledge and experience in the language and culture of Spain and Latin America. This course is suitable for travel, work and personal enrichment.

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Tamil : Beginners

An eight-week workshop that will give you basic knowledge of the Tamil language. Enrol to speak, read, write and communicate with your Tamilian friends and colleagues. You can finally fulfil your long-standing dream of visiting the vibrant Tamil speaking lands of South India, Sri Lanka and Malaysia without the fear of a language barrier.

PENRITH HIGH SCHOOL

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Thai : Beginners

This Thai language course includes pronunciation and basic conversation for those who are interested in working or travelling in Thailand.

PENRITH HIGH SCHOOL

Wednesday 13 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179



NSW GOVERNMENT SUBSIDISED TRAINING

AM I ELIGIBLE?



I live or work
in NSW

I'm an Aust or NZ citizen,
permanent resident or
IMMI Card holder



I'm 15 years
or older & not
at school



Are **ANY** of the following barriers
for me to complete training?

I'm an Aboriginal or
Torres Strait Islander

I'm on a Centrelink
Benefit
(Except Family Benefit Part B)

I live in
Social Housing

I struggle
with reading

I struggle to keep a job

I'm physically ill

I struggle with
conversation

I struggle
with numbers

I can't afford transport
for training out of area

I have a
mental illness

Do I own or work in a
Small Business that ...

Has 20 or less
employees

Turnover
of under
\$2,000,000

YOUR COURSE IS **FEE FREE!**



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

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.

WESTFIELD PENRITH WEEKEND

Sunday 17 February 2019, 9:30 am to 5:30 pm

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

WESTFIELD PENRITH

Tuesday 19 February 2019, 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.

BSBFIA401 Prepare financial reports

BSBFIA301 Maintain financial records

WESTFIELD PENRITH

Monday 11 February 2019, 6:30 pm to 8:30 pm

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

WESTFIELD PENRITH

Monday 11 February 2019, 9:15 am to 11:15 am

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

WESTFIELD PENRITH WEEKEND

Sunday 7 April 2019, 9:00 am to 5:30 pm

Duration: 2 Weeks, \$340 7th & 14th Apr. Must have bookkeeping & computer knowledge. Workshop, no concession

 **Ready to register?**

See pages 30-31 for
Registration Information.

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 WEEKEND

Saturday 16 February 2019, 10:00 am to 4:00 pm

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

WESTFIELD PENRITH

Wednesday 27 February 2019, 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.

BSBITU111 Operate a personal Digital device

WESTFIELD PENRITH

Friday 1 March 2019, 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.

BSBITU111 Operate a personal Digital device

BSBITU212 Create and use spreadsheets

WESTFIELD PENRITH

Tuesday 26 February 2019, 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

BSBITU212 Create and use spreadsheets

WESTFIELD PENRITH

Tuesday 12 March 2019, 9:30 am to 5:30 pm

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

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 26 March 2019, 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.

BSBITU211 Produce digital text documents

WESTFIELD PENRITH

Wednesday 1 May 2019, 10:00 am to 4:00 pm

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

IT and Digital Courses

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.

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

BSBITU302 Create electronic presentations

BSBITU309 Produce desktop published documents

BSBITU306 Design and produce business documents

KATOOMBA CENTRE

Monday 11 February 2019, 2:00 pm to 4:00 pm

Duration: 12 weeks, \$320

WESTFIELD PENRITH

Tuesday 12 February 2019, 6:30 pm to 8:30 pm

Duration: 12 Weeks, \$320

WESTFIELD PENRITH

Thursday 21 March 2019, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320

WESTFIELD PENRITH WEEKEND

Saturday 23 March 2019, 10:00 am to 4:00 pm

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

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

BSBITU312 Create electronic presentations

WESTFIELD PENRITH

Wednesday 20 February 2019, 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 19 February 2019, 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 5 March 2019, 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 tables.

BSBITU111 Operate a personal Digital device

BSBITU211 Produce digital text documents

WESTFIELD PENRITH WEEKEND

Saturday 23 February 2019, 10:00 am to 4:00 pm

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

WESTFIELD PENRITH

Wednesday 6 March 2019, 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.

BSBITU313 Design and produce digital Text documents

BSBWOR204 Use business technology

WESTFIELD PENRITH WEEKEND

Saturday 2 March 2019, 10:00 am to 4:00 pm

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

WESTFIELD PENRITH

Wednesday 13 March 2019, 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.

BSBFIA401 Prepare financial reports

BSBFIA301 Maintain financial records

WESTFIELD PENRITH

Monday 11 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$320

Plan, shoot & edit the Interview

During this course you will learn the structures of commercial interview techniques used in business. Techniques in planning, shooting & editing the interview for business.

KATOOMBA CENTRE

Saturday 16 February 2019, 10:00 am to 1:00 pm

Duration: 8 Weeks, \$322

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

Thursday 14 February 2019, 10:00 am to 12:00 pm

Duration: 8 Weeks, \$195

WESTFIELD PENRITH

Thursday 14 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195



LESS THAN 20 EMPLOYEES ? SEE PAGE 25 FOR INFORMATION ON FUNDING FOR THESE COURSES.

Work Related Courses

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 11 February 2019, 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 23 February 2019, 9:00 am to 1:00 pm

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

Debating and Public Speaking

Learn debating and Public Speaking skills to improve your confidence, critical thinking and professional presentation skills.

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

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 9 March 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114 Workshop

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

Sunday 17 February 2019, 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

Saturday 23 March 2019, 10:00 am to 2:00 pm

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

Implement & participate in WHS procedures & policies

Do you need WHS knowledge in your work role? You will learn the basic skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents.

BSBWHS201 Contribute to health and safety of self and others

KATOOMBA CENTRE

Saturday 20 April 2019, 10:00 am to 4:00 pm

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

Interview Skills

First impressions are lasting and, no matter what you know, you need to present the best of yourself at the interview. This workshop will give you some tips to make that first impression, how to build rapport in the interview, develop a framework for responding to the questions and knowing how to answer that difficult question.

WESTFIELD PENRITH

Friday 22 February 2019, 12:00 pm to 2:00 pm

Duration: 1 Day, \$36

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.

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 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.

BSBADM405 Organise meetings

PENRITH HIGH SCHOOL

Monday 11 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179



Work Related Courses

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 23 March 2019, 9:00 am to 11:30 am

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

WESTFIELD PENRITH WEEKEND

Saturday 27 April 2019, 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 23 March 2019, 9:00 am to 5:00 pm

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

WESTFIELD PENRITH WEEKEND

Saturday 27 April 2019, 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 23 March 2019, 9:00 am to 5:00 pm

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

WESTFIELD PENRITH WEEKEND

Saturday 27 April 2019, 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 14 February 2019, 6:30 pm to 8:30 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 9 March 2019, 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 March 2019, 9:30 am to 4:30 pm

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

Typing Test

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

WESTFIELD PENRITH

10:00 am to 11:00 am

Duration: 1 lesson, \$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

Sunday 10 February 2019, 9:00 am to 3:00 pm

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



Full Qualification Programs

CALL US TO REGISTER YOUR INTEREST



Community Services & Health

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
- HLTWHS002 Follow safe work practices for direct client care
- CHCDIV001 Work with diverse people
- 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

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.

REGISTER



Contact Us & Complete Your Registration Form (page 31)

CONNECT



Let us confirm your choice is the best course for you and confirm your fee & subsidies

COMMIT



Complete your Enrolment and get ready to start your journey.



RTO ID 1223



Call 4724 9000



or go to www.ncc.nsw.edu.au

Business Administration

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.

BSBITU201 Produce simple word processed documents

BSBWHS201 Contribute to health and safety of self and others

BSBADM101 Use business equipment and resources

BSBIND201 Work effectively in a business environment

BSBCMM201 Communicate in the workplace

BSBINM202 Handle mail

BSBINM201 Process and maintain workplace information

BSBCUS201 Deliver a service to customers

BSBWOR202 Organise and complete daily work activities

BSBITU203 Communicate electronically

BSBITU202 Create and use spreadsheets

BSBWOR203 Work effectively with others

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.

BSBWHS201 Contribute to health and safety of self and others

BSBITU307 Develop keyboarding speed and accuracy

BSBWRT301 Write simple documents

BSBITU303 Design and produce text documents

BSBCUS301 Deliver and monitor a service to customers

BSBITU306 Design and produce business documents

BSBADM307 Organise schedules

BSBITU302 Create electronic presentations

BSBITU304 Produce spreadsheets

BSBITU309 Produce desktop published documents

BSBADM302 Produce texts from notes

BSBWOR204 Use business technology

BSBWOR301 Organise personal work priorities and development

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

BSBADM405 Organise meetings

BSBADM407 Administer projects

BSBINN301 Promote innovation in a team environment

BSBITS401 Maintain business technology

BSBITA401 Design databases

Info Tech

Certificate I in Information, Digital Media & Technology

Certificate I in Information, Digital Media & Technology (ICT10115) will provide you with the skills and knowledge to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices. This Qualification will assist you with obtaining an entry level job as a clerical or administrative worker in IT.

Certificate II in Information, Digital Media & Technology

Do you have some IT skills and are interested in entering a career in IT? Certificate II in Information, Digital Media & Technology (ICT20115) is the entry level Qualification that provides you with the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

Certificate III in Information, Digital Media & Technology

The Qualification Certificate III in Information, Digital Media and Technology will provide you with the skills and knowledge to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self sufficiency as an advanced ICT user. The level of this Qualification gives you the ability to work in a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.



Accredited Training



NATIONALLY RECOGNISED
TRAINING

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

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. Workshop no concessions.

WESTFIELD PENRITH

Monday 18 February 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$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. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 5 March 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 This is a one to one workshop. Phone to book an appointment.

How to attract and engage with visuals

In today's world of content overwhelm online, visuals can make all the difference to whether someone looks at your content or not. People love visuals because they have an immediate emotional impact and they're easy to take in at a glance. No matter what industry you're in, visual content should be an important component of your content marketing strategy. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 9 April 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

How to build an email list from scratch

In this course, you'll learn exactly what you need to do to build a targeted email list from scratch. You'll put automated systems in place to attract potential clients on a consistent basis. You'll discover the best ways to find your ideal subscribers, as well as how to entice them to provide their email details. And by the time you've finished the course, you'll have a detailed plan to use your growing email list to get your business on track and achieve the results you want. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 26 February 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

How to create a realistic content marketing plan

Creating content isn't done on the fly. Small business owners don't get struck by inspiration and crank out blog posts that magically turn leads into customers. Successful content marketers have a process they use to plan their content over the long-term for sustainable results. To count yourself among their ranks, you need a content marketing plan, and this course will teach you step-by-step how to create and implement one that you can realistically commit to. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 19 February 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50, Phone to Register

**MIX AND MATCH PROGRAMS OR CALL FOR
A CUSTOM BUILD TO GROW YOUR BUSINESS.**

How to create an online course

The benefits of online courses are extraordinary, both for your business and for your clients. Online courses have revolutionised learning, and with all the amazing and affordable tools and technology available to us today, there's never been an easier and better time to create your own online training program. Workshop no concessions.

WESTFIELD PENRITH

Monday 15 April 2019, 10:00 am to 1:00 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. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 26 March 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$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. Workshop no concessions.

WESTFIELD PENRITH

Duration: Single Session, \$100 This is a one to one workshop. Phone to book an appointment.

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. Workshop no concessions.

WESTFIELD PENRITH

Monday 4 March 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Mailchimp

In this course, you will be shown step by step how to use Mailchimp to create stylish emails and newsletters to send out to your customers. Workshop no concessions.

WESTFIELD PENRITH

Duration: Single Session, \$100 This is a one to one workshop. Phone to book an appointment.

WESTFIELD PENRITH

Monday 15 April 2019, 10:00 am to 1:00 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. Workshop no concessions.

WESTFIELD PENRITH

Monday 18 March 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Seminars and Workshops

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. Workshop no concessions.

WESTFIELD PENRITH

Duration: Single Session, \$100 This is a one to one workshop. Phone to book an appointment.

Protect your online reputation

Online reputation management, also called ORM, refers to building, improving, or restoring your brand's name on the Internet. It means taking control of your reputation online by employing various strategies that are both proactive and reactive (for any damage control needed). Whether tackling negative Google search results, removing risky personal information on social media, or eliminating troubling images that shouldn't be online, ORM is essential to any brand's image. Workshop no concessions.

WESTFIELD PENRITH

Monday 25 March 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

Rapid Results Marketing Formula

This course will help you to see some results from your marketing efforts, and to see them quickly. It will guide you away from the tendency to jump on the latest marketing trends and the typical desire to work on several marketing strategies at once. Instead, it will help you focus on one short-term goal and strategy that makes the most sense for your business, so that you can put all your energy into that and follow it through to success. Workshop no concessions.

WESTFIELD PENRITH

Monday 1 April 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$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. Workshop no concessions.

WESTFIELD PENRITH

Monday 11 March 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$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. Workshop no concessions.

WESTFIELD PENRITH

Tuesday 19 March 2019, 10:00 am to 1:00 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. Workshop no concessions.

WESTFIELD PENRITH

Monday 8 April 2019, 10:00 am to 1:00 pm

Duration: 1 Lesson, \$50 Phone to Register

FULLY FUNDED TRAINING FOR SMALL BUSINESS

some things our customers have said...



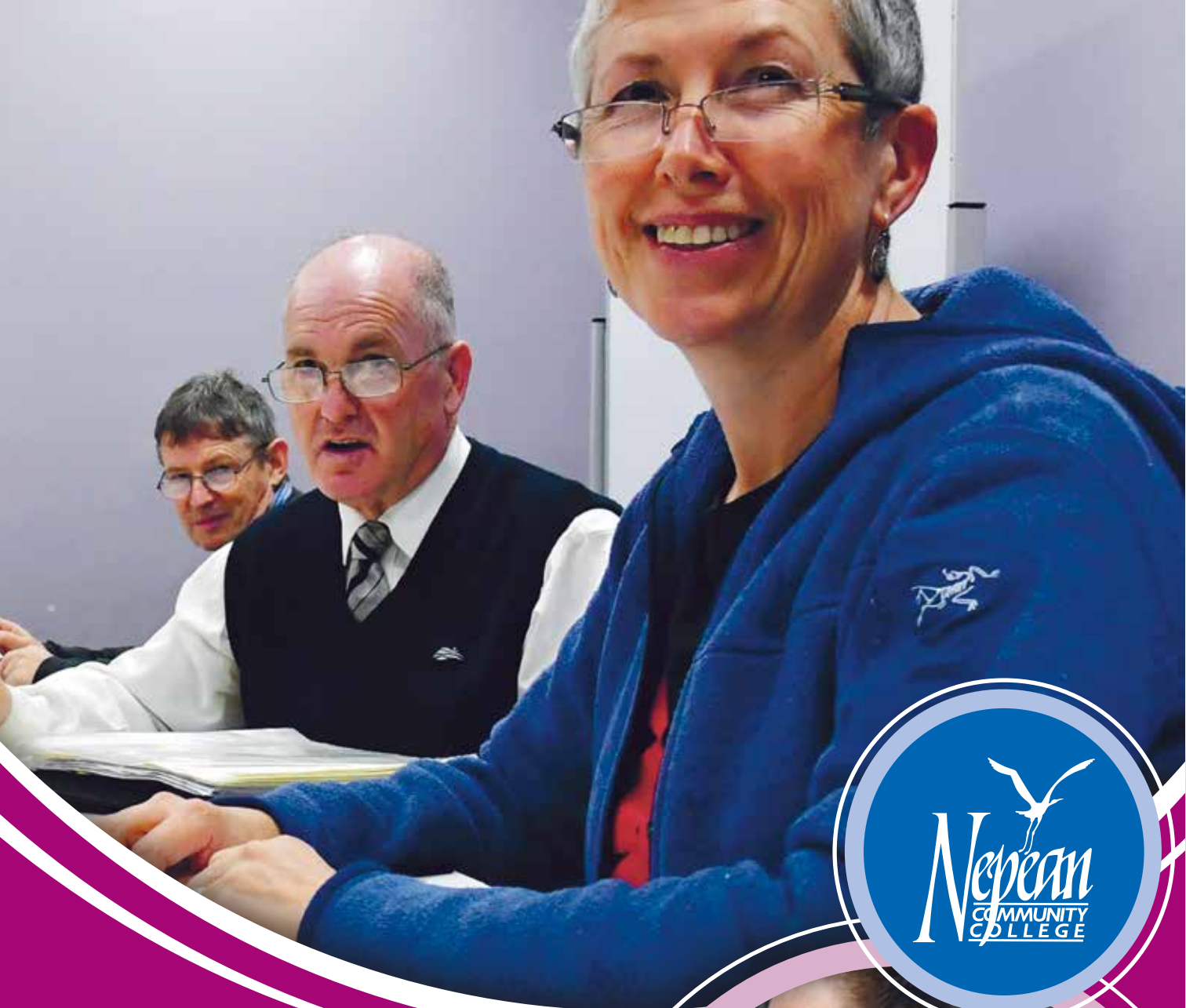
TECH SAVVY SMALL BUSINESS

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



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.

SWEMTN212A Comprehending and composing information reports

FSKWTG03 Write basic workplace information

WESTFIELD PENRITH

Thursday 14 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$0 or \$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.

SWECOR307A Composing formal correspondence and completing formatted texts

FSKWTG08 Complete routine workplace formatted texts

WESTFIELD PENRITH

Thursday 14 February 2019, 9:30 am to 11:30 am

Duration: 8 Weeks, \$0 or \$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.

SWEFOR208A Comprehending written instructions and completing formatted texts

FSKRDG03 Read and respond to basic workplace instructions

WESTFIELD PENRITH

Tuesday 12 February 2019, 9:30 am to 11:30 am

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

English Language Skills : Level 2

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.

SWEMTN212A Comprehending and composing information reports

FSKWTG03 Write basic workplace information

WESTFIELD PENRITH

Tuesday 12 February 2019, 10:00 am to 12:00 pm

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

SWEINS108A Comprehending written instructions and completing a short form

FSKRDG03 Read and respond to basic workplace instructions

WESTFIELD PENRITH

Thursday 14 February 2019, 12:00 pm to 2:00 pm

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

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.

SWETIM007A Understanding time and money

FSKOCM02 Engage in basic spoken exchanges at work

WESTFIELD PENRITH

Tuesday 12 February 2019, 12:15 pm to 2:15 pm

Duration: 8 Weeks, \$0 or \$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. The course fee may be reduced for those who satisfy the requirements determined by the Government.

SWELTR003A Recognising and writing letters

WESTFIELD PENRITH

Friday 15 February 2019, 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. The course fee may be reduced for those who satisfy the requirements determined by the Government.

SWELTR003A Recognising and writing letters

WESTFIELD PENRITH

Friday 15 February 2019, 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.

SWELRN201A Intermediate learning strategies

SWETXT210A Comprehending & composing informal texts

PENRITH HIGH SCHOOL

Tuesday 12 February 2019, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$0 Please contact the college to see if you are eligible for funding. \$0 or \$150 for non-permanent residents.

KATOOMBA CENTRE

Wednesday 13 February 2019, 5:00 pm to 7:00 pm

Duration: 8 Weeks, \$0 Please contact the college to see if you are eligible for funding. \$0 or \$150 for non-permanent residents.



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Digital - Literacy

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.

BSBITU111 Operate a personal Digital device

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

BSBITU213 Use digital technologies to communicate remotely

KATOOMBA CENTRE

Monday 11 February 2019, 11:30 am to 1:30 pm

Duration: 8 Weeks, \$195

WESTFIELD PENRITH

Wednesday 13 February 2019, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195

WESTFIELD PENRITH

Thursday 21 February 2019, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292

WESTFIELD PENRITH WEEKEND

Saturday 2 March 2019, 10:00 am to 4:00 pm

Duration: 3 Weeks, \$292 Workshop, no concession

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.

BSBITU111 Operate a personal Digital device

BSBITU212 Create and use spreadsheets

WESTFIELD PENRITH WEEKEND

Sunday 24 February 2019, 9:30 am to 5:30 pm

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



Ready to register?

See pages 30-31
for Registration info
plus 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

Friday 8 March 2019, 10:00 am to 4:00 pm

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

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

BSBCEM201 Communicate in the workplace

BSBWOR203 Work effectively with others

BSBWOR202 Organise and complete daily work activities

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

WESTFIELD PENRITH

Monday 11 February 2019, 10:00 am to 4:00 pm

Duration: 10 Weeks, \$0

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.

BSBITU314 Design and produce spreadsheets

BSBWOR204 Use business technology

WESTFIELD PENRITH WEEKEND

Sunday 10 March 2019, 9:30 am to 5:30 pm

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

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 24 March 2019, 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.

BSBITU111 Operate a personal Digital device

BSBITU212 Create and use spreadsheets

KATOOMBA CENTRE

Saturday 23 March 2019, 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

BSBITU213 Use digital technologies to communicate remotely

WESTFIELD PENRITH

Wednesday 24 April 2019, 10:00 am to 4:00 pm

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

*If you work
with people
who experience
barriers to
participation
call us to explore
custom programs
and pathways.*

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

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

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.

BSBITU111 Operate a personal Digital device

Digital Hub Westfield

Monday 11 February 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

Discover Apple Mac OS X

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

BSBITU111 Operate a personal Digital device

Digital Hub Westfield

Monday 18 February 2019, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

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

Tuesday 19 February 2019, 12:00 pm to 2:00 pm

Duration: 1 Day, \$50

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

Tuesday 12 February 2019, 12:00 pm to 2:00 pm

Duration: 1 Day, \$50

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

Tuesday 26 February 2019, 12:00 pm to 2:00 pm

Duration: 1 Lesson, \$50

iPad

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

Digital Hub Westfield

Tuesday 12 March 2019, 12:00 pm to 2:00 pm

Duration: 1 Lesson, \$50

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

Tuesday 19 March 2019, 12:00 pm to 2:00 pm

Duration: 1 Lesson, \$50

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

Tuesday 26 March 2019, 12:00 pm to 2:00 pm

Duration: 1 Lesson, \$50

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

Tuesday 2 April 2019, 12:00 pm to 2:00 pm

Duration: 1 Lesson, \$50

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 25 February 2019, 10:00 am to 12:00 pm

Duration: 1 Lesson, \$50

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 25 February 2019, 12:30 pm to 2:30 pm

Duration: 1 Lesson, \$50

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

Tuesday 12 March 2019, 3:00 pm to 5:00 pm

Duration: 1 Lesson, \$50

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

Tuesday 5 March 2019, 12:00 pm to 2:00 pm

Duration: 1 Day, \$50

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.)

Cancellation of Courses

The College reserves the right to cancel or postpone any class due to under-enrolment or unexpected unavailability of the tutor.

Fees

Are listed with each course and are a once only cost payable on enrolment. This cost provides for Tuition and Administration costs only. Enrolment into a class will only be accepted on payment.

Note: The College will not accept pre-payments of over \$1500 in accordance with the NSSC policy on the Protection of Student Fees Paid in Advance. These guidelines are available for your reference at <https://tps.gov.au/Static-Content/Get/Faqs>

Confirmation

The College does not confirm bookings. Enrolments in a course or workshop should be considered effective, unless we contact you to state otherwise. Include your email address on your enrolment form and we will be able to confirm your booking by email if required.

Receipts

For telephone, fax or mail enrolments, receipts will be available on request.

Who can enrol?

Unless otherwise stated, all courses and workshops are for people 15 years and over. Younger participants may be accepted if accompanied by a fee paying adult.

Materials

Please ask for a materials list on enrolment. Materials are not provided

by the College unless stated. Students should allow for this cost when choosing a course.

Refunds

A refund will only be made where the College cancels a course. Please choose your course carefully as the College cannot accept responsibility for changes in personal circumstances which prevent attendance. Once a course is planned, funds are then committed to course costs and cannot be refunded. Once a course has commenced, we regret we cannot arrange a transfer to another course.

Concessions

New NSW Government Support provides Concessions and Fee Free programs. Contact the College for eligibility information. For other programs Pensioners and Seniors Cards where the fee is up to and including \$120 the reduction is \$15, for all other courses the reduction is \$20. No concessions on seminars and workshops.

Child Minding

The College does not provide facilities for child minding. Children cannot accompany participants in adult classes, both for the child's sake and the comfort of other participants.

Companion Program for People With a Disability

Enrolment (excluding course materials) in any course for companions of people with disabilities is FREE where that Companion has enabled a person with a disability to participate in a College course. Contact the College for details as to which courses are easily accessible.

Student Support

The College exists to provide opportunities to learn. It will make every effort to provide reasonable adjustments where it is financially able. Additionally if you believe language, literacy or numeracy is a barrier to participation please advise any staff member to be put in touch with our Literacy Coordinator. Where learning is evaluated in our courses it will be done so in a manner sensitive to your individual needs. Don't hesitate to raise any concerns you have with whichever staff you feel comfortable doing so.

Accredited Certificates

When you have demonstrated competence against the Assessment Criteria for an Accredited training program you will be issued with a Statement of Attainment or Certificate. For non-accredited courses you may request a Participation Certificate

Legislative Compliance

The College's activities are governed by compliance with a range of legislative frameworks. Key among these are:

- Children & Young Persons (Care and Protection Act) 1998.
- Disability Services Standards 2013.
- Standards for Registration of Training Organisations 2015.

For a comprehensive list of governing legislation please refer to our web site.

Recognition of Prior Learning (RPL)

Nepean Community College recognises that adults in the community have achieved skills, knowledge and competence through a variety of life experiences. Therefore, it is an important part of our provision of accredited vocational education and training to offer recognition of these competencies through recognition of prior learning.

Customer Service Guarantee

Nepean Community College has been awarded the ACE Endorsed Quality Award. We are responsible for the quality of the training and assessment and for issuing AQF certificates for accredited courses. We are committed to the provision of quality education and business training services. If at the completion of your training program you consider that the course did not

cover the advertised content, please inform the College Principal in writing. If you feel the College has been unjust and not acted in good faith in any issue including assessment, enrolment and course delivery, please address your concerns in the first instance to your Centre Coordinator or Program Manager. If you feel the matter remains unresolved you are encouraged to contact the Principal. In turn the Principal has the opportunity to take matters to the College Council as required.

Evaluation

At some stage during a course your tutor will ask you to complete an evaluation form. Your feedback is important to us. Evaluation forms may be handed to your tutor or sent in direct to the College office.

Access to Information

Personal details are kept in secure electronic and hard copy format. We use your contact details to contact you about your course and inform you about upcoming courses. We will provide, on written request, access to your own records. We will not disclose Personal Information we collect from you to a third party without your written permission, except where it is required by funding bodies, by law or to send course information to you.

Recognition of Qualifications

Nepean Community College recognises the AQF qualifications and Statements of Attainment issued by other Recognised Training Organisations throughout Australia in line with the AQTF Standards.

Membership

Anyone can become a member of Nepean Community College. Membership offers the entitlement to be mailed College programs, attendance at the Annual General Meetings and allows for voting on issues of importance. Membership is set at \$2 and is separate to enrolment fees for courses.

The Unique Student Identifier

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). It is easy to create and the How To is available at www.usi.gov.au/Students/Pages/default.aspx

Where to find your Venue...

Digital Hub Westfield	Shop 115b Westfield, Penrith
Digital Enterprise Westfield Penrith	Shop 115b Westfield Penrith
Katoomba Centre	TAFE Block B Parke Street, Katoomba
Nepean Rowing Club	Bruce Neale Drive, Penrith
Penrith High School	158 - 240 High Street, Penrith
Springwood High School	Grose Road, Faulconbridge
St Clair High School	6 Endeavour Road, St Clair
St Marys RSL	Cnr Mamre Road & Hall Road, St Marys
Westfield Penrith	Shop 115b Westfield, Penrith
Westfield Penrith Weekend	Shop 115b Westfield, Penrith

DATE <input style="width: 100%;" type="text"/>	OFFICE USE ONLY: METHOD <input style="width: 100%;" type="text"/>	CODE <input style="width: 100%;" type="text"/>
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ENROL HERE: Course Name:

Location: Day of the week: ☐ Morning ☐ Afternoon ☐ Evening

Name: <input style="width: 100%;" type="text"/> Address: <input style="width: 100%;" type="text"/> Town: <input style="width: 100%;" type="text"/> Postcode: <input style="width: 100px;" type="text"/> Date of Birth: <input style="width: 150px;" type="text"/> H Phone: <input style="width: 150px;" type="text"/> W Phone: <input style="width: 150px;" type="text"/> Mobile: <input style="width: 150px;" type="text"/> Email: <input style="width: 150px;" type="text"/> USI (page 30): <input style="width: 150px;" type="text"/>	Company: <input style="width: 100%;" type="text"/> Building: <input style="width: 100%;" type="text"/> Street: <input style="width: 100%;" type="text"/> Town: <input style="width: 100%;" type="text"/> Phone: <input style="width: 150px;" type="text"/> Email: <input style="width: 150px;" type="text"/>
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For Postal Enrolments Send To
 Nepean Community College
 Shop 115B Westfield Penrith
 High St Penrith, NSW. 2750

Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> EFTpos <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Card Number: <input style="width: 250px;" type="text"/> Expiry Date: <input style="width: 100px;" type="text"/> CCV <input style="width: 50px;" type="text"/> Signature: <input style="width: 150px;" type="text"/>	Amount: \$ <input style="width: 100px;" type="text"/> RECEIPT NUMBER (Office Use Only): <input style="width: 150px;" type="text"/>
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Statistical Data below is collected for compliance with the Australian Vocational Education Management Information System Standard.

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Where did you hear about this College course? <input type="checkbox"/> Brochure (via newspaper) <input type="checkbox"/> Brochure (from a shop) <input type="checkbox"/> Workplace <input type="checkbox"/> Brochure (posted to you) <input type="checkbox"/> Poster in a shop <input type="checkbox"/> Email <input type="checkbox"/> Friend <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Social Media <input type="checkbox"/> Web Indigenous Status: <input type="checkbox"/> Nil <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Country of Birth: <input style="width: 150px;" type="text"/> Do you speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, which language? <input style="width: 150px;" type="text"/> How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	Which of the following best describes your employment? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Self-employed <input type="checkbox"/> Employer <input type="checkbox"/> Unpaid Family Worker <input type="checkbox"/> Not employed and not seeking work Unemployed: <input type="checkbox"/> Seeking full time work <input type="checkbox"/> Seeking part time work Do you have a disability? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes: <input type="checkbox"/> Hearing <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Aquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other: <input style="width: 100px;" type="text"/> Highest level of school completed? <input type="checkbox"/> still at school Year: <input type="checkbox"/> 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9 <input type="checkbox"/> 8 or lower. Completed when: <input style="width: 50px;" type="text"/> Highest Qualification since turning 17: <input type="checkbox"/> Degree or higher <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Diploma. Certificate: <input type="checkbox"/> IV <input type="checkbox"/> III <input type="checkbox"/> II <input type="checkbox"/> I <input type="checkbox"/> Other Was this qualification completed at school? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Which of the following best describes your reason for studying?

☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion

☐ I wanted extra skills for my job ☐ To get into another course of study ☐ Other reasons ☐ For personal interest or self-development

Do you live in Social Housing? <input type="checkbox"/> No <input type="checkbox"/> Yes Do you receive a Centrelink or other Benefit? <input type="checkbox"/> No <input type="checkbox"/> Yes Are you an Employment Service Provider client? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, what is your Providers Organisation ID? <input style="width: 150px;" type="text"/> Are you Long Term Unemployed? <input type="checkbox"/> No <input type="checkbox"/> Yes	What is your Australian Residency Status? <input style="width: 150px;" type="text"/> If Yes, what is its name? <input style="width: 150px;" type="text"/> If Yes, what is your Client ID? <input style="width: 150px;" type="text"/> If Yes do you have evidence? <input type="checkbox"/> No <input type="checkbox"/> Yes
--	---

Signed: _____ Date: _____



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