



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.

ICTICT210 Operate database applications

WESTFIELD PENRITH

Tuesday 17 October 2017, 9:30 am to 5:30 pm

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

WESTFIELD PENRITH WEEKEND

Sunday 22 October 2017, 9:30 am to 5:30 pm

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

Computers : Access Level 2

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

BSBITU301 Create and use databases

WESTFIELD PENRITH

Tuesday 31 October 2017, 9:30 am to 5:30 pm

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

WESTFIELD PENRITH WEEKEND

Sunday 5 November 2017, 9:30 am to 5:30 pm

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

Computers : Access Level 3

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

BSBITA401 Design databases

WESTFIELD PENRITH

Tuesday 14 November 2017, 9:30 am to 5:30 pm

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

WESTFIELD PENRITH WEEKEND

Sunday 19 November 2017, 9:30 am to 5:30 pm

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

Computers : Bookkeeping with MYOB

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

FNSACC406 Set up and operate a computerised accounting system

BSBFIA301 Maintain financial records

WESTFIELD PENRITH

Monday 16 October 2017, 9:15 am to 11:15 am

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

WESTFIELD PENRITH

Monday 16 October 2017, 6:30 pm to 8:30 pm

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

WESTFIELD PENRITH WEEKEND

Sunday 5 November 2017, 9:30 am to 5:30 pm

Duration: 2 Days, \$320 5th & 12th Nov. Must have bookkeeping & computer knowledge. Workshop, no concessions

WESTFIELD PENRITH WEEKEND

Saturday 2 December 2017, 9:30 am to 5:30 pm

Duration: 2 Days, \$320 2nd & 9th Dec. Must have bookkeeping & computer knowledge. Workshop, no concessions

Computers : Desktop Publishing

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

BSBITU309 Produce desktop published documents

BSBWOR204 Use business technology

WESTFIELD PENRITH

Wednesday 25 October 2017, 10:00 am to 4:00 pm

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

WESTFIELD PENRITH WEEKEND

Sunday 5 November 2017, 10:00 am to 4:00 pm

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

Computers : Electronic filing

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

BSBITU101 Operate a personal computer

WESTFIELD PENRITH

Wednesday 1 November 2017, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

Computers : Excel Level 1 For Business

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

BSBITU101 Operate a personal computer

BSBITU202 Create and use spreadsheets

WESTFIELD PENRITH

Tuesday 24 October 2017, 9:30 am to 5:30 pm

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

Computers : Excel Level 2 For Business

Microsoft Excel Level 2 aims to provide you with the skills and knowledge to produce more effective and productive workbooks. It covers formulae and function techniques, more intricate formatting, setting complex printing options, using intricate charting features and working more effectively with existing worksheets and workbooks. This course is run in partnership with Rel Pattison Business Consulting.

BSBWOR204 Use business technology

BSBITU304 Produce spreadsheets



IT and Digital Courses

WESTFIELD PENRITH

Tuesday 7 November 2017, 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 21 November 2017, 9:30 am to 5:30 pm

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

Computers : Office Skill Set

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

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

BSBITU302 Create electronic presentations

BSBITU309 Produce desktop published documents

BSBITU306 Design and produce business documents

WESTFIELD PENRITH

Tuesday 17 October 2017, 6:00 pm to 8:00 pm

Duration: 12 Weeks, \$320

WESTFIELD PENRITH

Thursday 23 November 2017, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320

WESTFIELD PENRITH WEEKEND

Saturday 25 November 2017, 10:00 am to 4:00 pm

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

KATOOMBA CENTRE

Monday 27 November 2017, 10:00 am to 4:00 pm

Duration: 4 Weeks, \$320

Computers : Powerpoint Workshop

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

BSBWOR204 Use business technology

BSBITU302 Create electronic presentations

WESTFIELD PENRITH

Wednesday 15 November 2017, 10:00 am to 4:00 pm

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

Computers : Project Level 1

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

WESTFIELD PENRITH

Tuesday 17 October 2017, 9:30 am to 5:30 pm

Duration: 1 Day, \$660 No Concessions

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 31 October 2017, 9:30 am to 5:30 pm

Duration: 1 Day, \$660 Workshop no concessions

Computers : Word

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

BSBITU101 Operate a personal computer

BSBITU201 Produce simple word processed documents

WESTFIELD PENRITH WEEKEND

Sunday 5 November 2017, 10:00 am to 4:00 pm

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

WESTFIELD PENRITH

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

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

Computers : Word Level 2

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

BSBITU303 Design and produce text documents

BSBWOR204 Use business technology

WESTFIELD PENRITH WEEKEND

Sunday 19 November 2017, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

Computers : Xero

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

FNSACC406 Set up and operate a computerised accounting system

BSBFIA301 Maintain financial records

WESTFIELD PENRITH

Monday 16 October 2017, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$320

KATOOMBA CENTRE

Saturday 2 December 2017, 9:30 am to 5:30 pm

Duration: 8 Weeks, \$320

Networking with Social Media

Wondering how to boost your business? Use social media! Employers expect their staff to know how to network and this course will open up a new world in accessing and contributing to Facebook, Twitter, Instagram and Messenger. Come and see how it's done and surprise your employer with your new found knowledge.

ICTICT104 Use digital devices

WESTFIELD PENRITH WEEKEND

Sunday 12 November 2017, 9:00 am to 3:00 pm

Duration: 1 Day, \$114

Podcasting - An introduction

Learn how to produce a Podcast. Share your passion by telling your story. An Introduction to recording, publishing and promoting a Podcasts.

WESTFIELD PENRITH WEEKEND

Saturday 4 November 2017, 9:00 am to 5:00 pm

Duration: 1 Day, \$112

WESTFIELD PENRITH WEEKEND

Saturday 2 December 2017, 9:00 am to 5:00 pm

Duration: 1 Day, \$112

Typing

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

BSBITU307 Develop keyboarding speed and accuracy

WESTFIELD PENRITH

Tuesday 17 October 2017, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$195

WESTFIELD PENRITH

Thursday 19 October 2017, 6:00 pm to 8:00 pm

Duration: 8 Weeks, \$195



Work Related Courses

Be the Best you can be - Confidence building

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

BSBLED101 Plan skills development

BSBIND201 Work effectively in a business environment

WESTFIELD PENRITH

Wednesday 29 November 2017, 10:00 am to 4:00 pm

Duration: 1 Day, \$114

Bookkeeping for Small Business

This course will teach you the basic principles of book-keeping 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 16 October 2017, 6:30 pm to 8:30 pm

Duration: 8 Weeks, \$195

Come Alive with Colour

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

WESTFIELD PENRITH WEEKEND

Saturday 4 November 2017, 9:00 am to 1:00 pm

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

Debating and Public Speaking

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

PENRITH HIGH SCHOOL

Tuesday 17 October 2017, 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 21 October 2017, 10:00 am to 4:00 pm

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

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 22 October 2017, 9:00 am to 3:00 pm

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

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 25 November 2017, 10:00 am to 2:00 pm

Duration: 1 Day, \$129 Workshop, no concessions

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



Penrith CBD
CORPORATION

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

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



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

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WESTERN SYDNEY
BUSINESS CENTRE

Local business advisors ready to assist you with starting or running your business.

(02) 4721 5011
www.wsbusiness.com.au



Implement and Monitor WHS policy and programmes

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

BSBWHS201 Contribute to health and safety of self and others

KATOOMBA CENTRE

Saturday 11 November 2017, 10:00 am to 4:00 pm

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

Marketing and Sales Techniques

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

BSBREL402 Build client relationships and business networks

BSBMKG401 Profile the market

PENRITH HIGH SCHOOL

Tuesday 17 October 2017, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$195

Plan and Organise a Meeting or Event

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

BSBPMG416 Apply project procurement procedures

PENRITH HIGH SCHOOL

Monday 16 October 2017, 7:00 pm to 9:00 pm

Duration: 8 Weeks, \$179

Simply Stylish : Your Ideal Silhouette

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

WESTFIELD PENRITH WEEKEND

Saturday 11 November 2017, 9:00 am to 1:00 pm

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

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 11 November 2017, 9:30 am to 4:30 pm

Duration: 3 Weeks, \$235 11th, 18th & 25th Nov. Workshop, no concessions

Typing Test

One hour typing tests by appointment only, please call 47249000

WESTFIELD PENRITH

Duration: 1 Hour, \$55 Phone to Register

What to Wear

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

WESTFIELD PENRITH WEEKEND

Saturday 28 October 2017, 9:00 am to 3:00 pm

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

Writing : Grant Writing for the Community Sector

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

WESTFIELD PENRITH WEEKEND

Saturday 2 December 2017, 10:00 am to 4:00 pm

Duration: 1 Day, \$125

Ready to enrol?

See pages 30-31 for Enrolment info & form and venue addresses.

Full Qualification Programs

Looking for a Full Nationally Recognised Qualification?

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

As a Community Education provider your investment contributes not only to your learning but your community as well.
(You may also be eligible for Fee Free Scholarships or Concessions. See page 24)

Certificate II in Business

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

- BSBADM101 Use business equipment and resources
- BSBWHS201 Contribute to health and safety of self and others
- BSBIND201 Work effectively in a business environment
- BSBMM201 Communicate in the workplace
- BSBINM202 Handle mail
- BSBITU203 Communicate electronically
- BSBINM201 Process and maintain workplace information
- BSBWOR202 Organise and complete daily work activities
- BSBCUS201 Deliver a service to customers
- BSBWOR203 Work effectively with others
- BSBITU201 Produce simple word processed documents
- BSBITU202 Create and use spreadsheets

WESTFIELD PENRITH

Monday 16 October 2017, 9:30 am to 3:30 pm

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

Certificate II in Information, Digital Media & Technology

Are you looking for work? Do you have some IT skills yet need more? If this describes you, come and do Certificate II in Information, Digital Media & Technology (ICT20115). This course will give you the skills to install & operate software packages and use digital media as well as become familiar with databases & social media.

- BSBWHS201 Contribute to health and safety of self and others
- BSBSUS201 Participate in environmentally sustainable work practices
- ICTICT202 Work and communicate effectively in an ICT environment
- ICTICT206 Install software applications
- ICTICT210 Operate database applications
- ICTICT204 Operate a digital media technology package
- ICTICT203 Operate application software packages
- ICTWEB201 Use social media tools for collaboration and engagement
- ICTICT205 Design basic organisational documents using computing packages
- CUADIG201 Maintain interactive content
- ICTSAS201 Maintain inventories for equipment, software and documentation

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

WESTFIELD PENRITH

Friday 20 October 2017, 2:00 pm to 5:00 pm

Duration: 8 Weeks, \$850 If this is your second Full Qualification the standard fee is \$1050

Certificate III in Business Administration

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

- BSBITU307 Develop keyboarding speed and accuracy
- BSBWHS201 Contribute to health and safety of self and others
- BSBADM307 Organise schedules
- BSBCUS301 Deliver and monitor a service to customers
- BSBWRT301 Write simple documents
- BSBWOR301 Organise personal work priorities and development
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents
- BSBITU304 Produce spreadsheets
- BSBITU306 Design and produce business documents
- BSBITU309 Produce desktop published documents
- BSBADM302 Produce texts from notes
- BSBWOR204 Use business technology

WESTFIELD PENRITH

Thursday 19 October 2017, 10:00 am to 4:00 pm

Duration: 16 weeks, \$1320 If this is your second Full Qualification the standard fee is \$1580

Certificate III in Individual Support

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

- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 Work with diverse people
- HLTWS002 Follow safe work practices for direct client care
- CHCDIS002 Follow established person-centred behaviour supports
- CHCCCS015 Provide individualised support
- CHCCCS023 Support independence and wellbeing
- HLTAAP001 Recognise healthy body systems
- CHCDIS003 Support community participation and social inclusion
- CHCDIS001 Contribute to ongoing skills development using a strengths-based approach
- CHCDIS007 Facilitate the empowerment of people with disability
- CHCLEG001 Work legally and ethically
- CHCDIS007 Facilitate the empowerment of people with disability
- CHCGRP001 Support group activities

WESTFIELD PENRITH

Wednesday 18 October 2017, 9:00 am to 1:00 pm

Duration: 28 weeks, \$2016 Two days Wed & Thur

If this is your second Full Qualification the standard fee is \$1750

Certificate III in Information, Digital Media & Technology

Are you looking for work? Do you have some IT skills yet need more? If this describes you, come and do Certificate III in Information, Digital Media & Technology (ICT30115). This course will give you the skills to install and operate software packages and run diagnostic tests in sustainable environments.

- BSBWHS304 Participate effectively in WHS communication and consultation processes
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- ICTICT202 Work and communicate effectively in an ICT environment
- ICTICT301 Create user documentation
- ICTICT302 Install and optimise operating system software
- ICTSAS301 Run standard diagnostic tests



ICTICT203 Operate application software packages
 BSBIPR301 Comply with organisational requirements for protection and use of intellectual property
 ICTICT304 Implement system software changes
 ICTICT308 Use advanced features of computer applications
 ICTICT307 Customise packaged software applications for clients
 ICTICT409 Develop macros and templates for clients using standard products
 ICTICT305 Identify and use current industry specific technologies
 ICTICT306 Migrate to new technology
 ICTNWK306 Evaluate characteristics of cloud computing solutions and services
 BSBEBU401 Review and maintain a website
 ICTWEB201 Use social media tools for collaboration and engagement

WESTFIELD PENRITH

Wednesday 18 October 2017, 10:00 am to 4:00 pm
 Duration: 20 Weeks, \$1740 If this is your second Full Qualification the standard fee is \$2080

Certificate IV Business (Governance)

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

BSBATSIC412 Maintain and protect cultural values in the organisation
 BSBATSIL411 Undertake the roles and responsibilities of a board member
 BSBATSIL413 Review and apply the constitution
 BSBATSIM416 Oversee organisational planning
 BSBATSIM417 Implement organisational plans
 BSBATSIM418 Oversee financial management
 BSBATSIM419 Contribute to the development and implementation of organisational policies
 BSBATSIC411 Communicate with the community
 BSBATSIL408 Manage a board meeting
 BSBATSIL412 Participate effectively as a board member
 BSBATSIM421 Support a positive and culturally appropriate workplace culture
 BSBATSIW417 Select and use technology

WESTFIELD PENRITH

Thursday 19 October 2017, 10:00 am to 2:00 pm
 Duration: 10 Weeks, \$1980 If this is your second Full Qualification the standard fee is \$2310

Certificate IV in Business Administration

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

BSBCUS402 Address customer needs

BSBCUS401 Coordinate implementation of customer service strategies
 BSBWRT401 Write complex documents
 BSBITU401 Design and develop complex text documents
 BSBCMM401 Make a presentation
 BSBADM405 Organise meetings
 BSBADM407 Administer projects
 BSBINN301
 Promote innovation in a team environment
 BSBITS401 Maintain business technology
 BSBITA401 Design databases

WESTFIELD PENRITH

Friday 20 October 2017, 10:00 am to 4:00 pm

Duration: 10 Weeks, \$1580 If this is your second Full Qualification the standard fee is \$1850

Certificate IV in New Small Business

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

BSBSMB401 Establish legal and risk management requirements of small business

BSBSMB402

Plan small business finances

BSBSMB403 Market the small business

BSBSMB404 Undertake small business planning

BSBREL402 Build client relationships and business networks

BSBCUS402 Address customer needs

BSBSMB407 Manage a small team

BSBSMB408 Manage personal, family, cultural and business obligations

BSBINN301 Promote innovation in a team environment

BSBMKG401 Profile the market

WESTFIELD PENRITH

Tuesday 17 October 2017, 6:00 pm to 7:30 pm

Duration: 30 Weeks, \$1580 Please contact the office to see if you are eligible for concession or a fee free scholarship, payment plans are available. If this is your second Full Qualification the standard fee is \$1850

 **Accredited Training**



NATIONALLY RECOGNISED

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.

WESTFIELD PENRITH

Monday 30 October 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Connecting With Customers Online

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

WESTFIELD PENRITH

Monday 13 November 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Content Creation

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

WESTFIELD PENRITH

Monday 20 November 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Create Traffic Through Social Media

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

WESTFIELD PENRITH

Tuesday 5 December 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Facebook for Business

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

WESTFIELD PENRITH

Monday 6 November 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

WESTFIELD PENRITH

Monday 11 December 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

From values to profit

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

DIGITAL ENTERPRISE WESTFIELD PENRITH

Monday 27 November 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Instagram for Business

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

WESTFIELD PENRITH

Tuesday 14 November 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Killer Headlines

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

WESTFIELD PENRITH

Monday 4 December 2017, 11:30 am to 2:30 pm

Duration: 1 day, \$50 Phone to Register

Linkedin for Business

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

WESTFIELD PENRITH

Monday 18 December 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Magnetic Content

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

WESTFIELD PENRITH

Tuesday 31 October 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

WESTFIELD PENRITH

Tuesday 7 November 2017, 11:30 am to 2:30 pm

Duration: 1 day, \$50 Phone to Register

Marketing Plan

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

WESTFIELD PENRITH

Tuesday 7 November 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Seminars and Workshops

WESTFIELD PENRITH

Tuesday 28 November 2017, 11:30 am to 2:30 pm

Duration: 1 day, \$50 Phone to Register

Mind Mapping for Business

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

WESTFIELD PENRITH

Tuesday 14 November 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Pinterest for Business

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

WESTFIELD PENRITH

Tuesday 21 November 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50

Social Media Engagement Strategies

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

WESTFIELD PENRITH

Monday 16 October 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

Website Content

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

WESTFIELD PENRITH

Tuesday 24 October 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50

Website Optimisation

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

WESTFIELD PENRITH

Monday 23 October 2017, 10:00 am to 1:00 pm

Duration: 1 day, \$50 Phone to Register

some things our customers have said...



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SEMINARS AND WORKSHOPS

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