Other Courses Available

**Work Skills**
- Microsoft Word 2013
- Microsoft Excel 2013
- Microsoft Outlook 2013
- MYOB
- School Administration

**Computers and Technology**
- Computer Basics 1: Getting Started
- Computer Basics 2: Discovering your PC
- Everyday Computer Skills: Using Windows 8
- Computer & Internet Survival Skills for Tradies
- Tablets and Smartphones Made Easy
- iPad and iPhone Made Easy
- Get to know the Internet
- Buying and Selling with Ebay
- Welcome to Google
- Facebook Fundamentals
- Create Youtube Content
- Introduction to Skype

**Arts and Crafts**
- Flower Arrangement for Beginners
- Cake Decorating for Beginners
- Photography Beginners
- Photography Intermediate
- Make your own Cards and Invitations
- Beaded Jewellery
- Drawing with Charcoal
- Drawing with Pastels
- Painting with Acrylics
- Specialty Coffee Master Class

**Health and Wellbeing**
- Yoga
- Stretch & Flexibility
- Tummies, Hips & Thighs
- Pilates

**Languages**
- English - Beginners to Advanced (6 levels)
- Arabic for Beginners
- French for Beginners
- Greek for Beginners
- Spanish for Beginners
- Vietnamese for Beginners

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**How to enrol**

Students can enrol in a number of ways:

1. **Credit Card**
   - Online: www.bankstowncc.edu.au
   - By phone: 02 9793 8155

2. **EFTPOS, Cheque or Money order**
   - In person: Level 1, 457 Chapel Rd, Bankstown (Opposite Aldi Supermarket)

3. **Cheque or Money order**
   - By mail: PO Box 3004 Bankstown Square NSW 2200

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**Office Hours:** 9:00AM - 5:00PM  
**Phone:** 02 9793 8155  
**Website:** www.bankstowncc.edu.au  
**Email:** info@bankstowncc.edu.au  
**Location:** Level 1, 457 Chapel Rd Bankstown NSW 2200  
**RTO Number:** 90357

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## CHC50113 Diploma of Early Childhood Education and Care
This qualification covers how to use organisation policies, procedures and individual children's profiles to plan and manage activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Successful completion of the Diploma allows students to be eligible to work as Directors and/or supervisors in a children’s service environment. This is done in accordance with licensing, accreditation and duty of care requirements.

| **Start date:** | 9 February 2015 for Orientation |
| **Course Duration:** | Fast track! 36 weeks class and workplace training |
| **Attendance:** | 3 days (2 days at College Wednesday and Thursday, 1 to 2 days at a Centre) 9:30am - 2:30pm |
| **Entry Requirements:** | VET eligibility test plus successful Working with Children Check |
| **Course:** | 28 units (25 core + 3 elective) |
| **Workplace Training:** | 300 hours |
| **Course Fee:** | $3,888 |

## CHC30113 Certificate III in Early Childhood Education and Care
This qualification is an entry level qualification which will enable you to gain employment and work with children in child care centres, out-of-school hours care and family day care. During the course you will learn about children’s development, the important role family and society play in how children develop as well as be given practical input to teach you how to care for and provide play activities to help the development of children in a centre-based facility.

| **Start date:** | 9 February 2015 for Orientation |
| **Course Duration:** | Fast track! 16 weeks class and workplace training |
| **Attendance:** | 3 days (2 days at College Monday and Tuesday, 1 day at a Centre) 9:30am - 2:30pm |
| **Entry Requirements:** | VET eligibility test plus successful Working with Children Check |
| **Course:** | 18 units (15 core + 3 elective) |
| **Workplace Training:** | 120 hours |
| **Course Fee:** | $2,188 |

## BSB30412 Certificate III in Business Administration
This qualification is suitable for individuals who wish to work or are already working in an administrative role, such as:
- Clerk
- Data Entry Operator
- Personal Assistant
- Receptionist
- Office Administrator

| **Start date:** | 3 February 2015 |
| **Course Duration:** | Fast track! 10 weeks (1 term) |
| **Attendance:** | 2 days at College Tuesday and Thursday 9:30am - 2:30pm |
| **Entry Requirements:** | VET eligibility test |
| **Course:** | 13 units (2 core + 11 elective) |
| **Course Fee:** | $1,588 |