

MONDAYS

06/02	English Level 1	(Permanent Res.)	10:00am - 1:00pm	\$130
		(Non-Permanent Res.)	10:00am - 1:00pm	\$399
06/02	English Level 2	(Permanent Res.)	10:00am - 1:00pm	\$130
		(Non-Permanent Res.)	10:00am - 1:00pm	\$399
06/02	English Level 3	(Permanent Res.)	10:00am - 1:00pm	\$130
		(Non-Permanent Res.)	10:00am - 1:00pm	\$399
06/02	French for Beginners 2		4:00pm - 6:00pm	\$175
06/02	School Admin and OASIS		4:00pm - 7:00pm	\$299
		(Permanent Res.)	6:30pm - 8:30pm	\$85
06/02	English Level 1	(Non-Permanent Res.)	6:30pm - 8:30pm	\$350
		(Permanent Res.)	6:30pm - 8:30pm	\$85
06/02	English Level 2	(Permanent Res.)	6:30pm - 8:30pm	\$350
		(Non-Permanent Res.)	6:30pm - 8:30pm	\$85
06/02	English Level 3	(Permanent Res.)	6:30pm - 8:30pm	\$350
		(Non-Permanent Res.)	6:30pm - 8:30pm	\$350
06/02	French for Beginners 1		7:00pm - 9:00pm	\$175

TUESDAYS

07/02	English for Further Study	(Permanent Res.)	10:00am - 1:00pm	\$250
		(Non-Permanent Res.)	10:00am - 1:00pm	\$399
07/02	Skin Biology		3:30pm - 6:00pm	\$399
07/02	Arabic for Beginners 1		4:30pm - 6:30pm	\$175
07/02	Arabic for Beginners 2		6:30pm - 8:30pm	\$175
07/02	Design & Apply Makeup		6:00pm - 8:30pm	\$399
07/02	English Pronunciation	(Permanent Res.)	6:30pm - 8:30pm	\$95
		(Non-Permanent Res.)	6:30pm - 8:30pm	\$199
07/02	Photography for Beginners		6:30pm - 8:30pm	\$210
07/02	Total Body Workout		7:00pm - 8:00pm	\$105
07/02	Yoga		7:00pm - 8:30pm	\$110
14/02	Flower Arrangement for Beginners 1		10:00am - 12:00pm	\$150
14/02	Flower Arrangement for Beginners 2		12:30pm - 2:30pm	\$325

WEDNESDAYS

08/02	Creative Short Story Writing		10:00am - 12:00pm	\$150
	English Level 1	(Permanent Res.)	10:00am - 1:00pm	\$130
		(Non-Permanent Res.)	10:00am - 1:00pm	\$399
	English Level 2	(Permanent Res.)	10:00am - 1:00pm	\$130
		(Non-Permanent Res.)	10:00am - 1:00pm	\$399
	English Level 3	(Permanent Res.)	10:00am - 1:00pm	\$130
		(Non-Permanent Res.)	10:00am - 1:00pm	\$399
08/02	Creative Photography		4:00pm - 6:00pm	\$210
	English Level 1	(Permanent Res.)	6:30pm - 8:30pm	\$85
		(Non-Permanent Res.)	6:30pm - 8:30pm	\$350
	English Level 2	(Permanent Res.)	6:30pm - 8:30pm	\$85
		(Non-Permanent Res.)	6:30pm - 8:30pm	\$350
	English Level 3	(Permanent Res.)	6:30pm - 8:30pm	\$85
		(Non-Permanent Res.)	6:30pm - 8:30pm	\$350
08/02	Cake Decorating for Beginners		6:30pm - 8:30pm	\$150
08/02	Yoga		7:00pm - 9:00pm	\$130

THURSDAYS

09/02	Computers for Absolute Beginners		9:30am - 3:30pm	\$199
09/02	Computers for Beginners - Windows 7		4:00pm - 6:30pm	\$215
09/02	Greek for Beginners 2		4:30pm - 6:30pm	\$175
09/02	Cake Decorating for Beginners		6:30pm - 8:30pm	\$150
09/02	English Grammar and Literacy	(Permanent Res.)	6:30pm - 8:30pm	\$95
		(Non-Permanent Res.)	6:30pm - 8:30pm	\$199
09/02	Photography Intermediate		6:30pm - 8:30pm	\$210
09/02	Greek for Beginners 1		6:30pm - 8:30pm	\$175
09/02	Stretch & Flexibility		7:00pm - 8:00pm	\$105
09/02	Stretch & Flexibility		8:00pm - 9:00pm	\$105
16/02	Word Processing: Upgrading to MS Office 2007		9:30am - 4:30pm	\$120
23/02	Email: Using Outlook		4:00pm - 6:30pm	\$75
15/03	Presentation Skills Using PowerPoint (Office 2007)		9:30am - 4:30pm	\$250
22/03	First Aid		9:00am - 3:00pm	\$135
05/04	Internet for Seniors and Beginners		10:00am - 3:30pm	\$99

FRIDAYS

03/02	MS Excel 2007 - Beginners		5:00pm - 7:30pm	\$210
10/02	MS Word 2007 - Beginners		9:30am - 12:30pm	\$210
10/02	Japanese for Beginners 2		4:00pm - 6:00pm	\$175
10/02	Spanish for Beginners 2		4:00pm - 6:00pm	\$175
10/02	Massage		6:00pm - 8:00pm	\$199
10/02	Japanese for Beginners 1		6:00pm - 8:00pm	\$175
10/02	Spanish for Beginners 1		6:00pm - 8:00pm	\$175
17/02	MYOB		6:00pm - 8:30pm	\$399
24/02	MS Excel 2007 - Intermediate		4:30pm - 7:30pm	\$350
09/03	MS Word 2007 - Intermediate		9:30am - 12:30pm	\$210
09/03	Writing Emails for Work		4:00pm - 6:00pm	\$210

SATURDAYS

04/02	Cupcake Decorating		9:30am - 2:30pm	\$95
11/02	Yoga		8:30am - 10:00am	\$99
11/02	Cake Decorating for Beginners		10:00am - 12:00pm	\$150
11/02	Traditional Scrapbooking		10:00am - 12:00pm	\$85
11/02	French for Beginners 3		10:00am - 12:00pm	\$175
11/02	Japanese for Beginners 3		10:00am - 12:00pm	\$175
11/02	Spanish for Beginners 3		10:00am - 12:00pm	\$175
11/02	Arabic for Beginners 3		12:00pm - 2:00pm	\$175
11/02	Greek for Beginners 3		12:00pm - 2:00pm	\$175
11/02	Cake Decorating Intermediate		12:30pm - 2:30pm	\$150
18/02	MYOB - Bookkeeping Essentials		9:30am - 2:30pm	\$450
25/02	Hands-on with Art		10:00am - 2:00pm	\$85
24/03	Scrapbooking: Create a Paper Album		10:00am - 2:30pm	\$95

SUNDAYS

05/02	School Admin and OASIS		9:00am - 12:00pm	\$299
12/02	Waxing Workshop		10:00am - 3:00pm	\$399
12/02	Wine Appreciation - An Introduction		10:00am - 3:00pm	\$150
26/02	Meditation		9:30am - 4:30pm	\$99

NATIONALLY RECOGNISED TRAINING

CHC30708 Certificate III in Children's Services



The Certificate III in Children's Services is an entry-level qualification that will enable you to gain employment and work with children in childcare centres and out-of-school-hours care.

During the qualification 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.

Tuesdays & Thursdays 7/02/12 9:30am - 2:00pm \$1999

CHC50908 Diploma in Children's Services (Early childhood education and care)



This qualification is suitable for those who hold the Certificate III or are already employed in the industry. If you wish to expand your knowledge, skills and employment opportunities, successful completion of the Diploma will allow you to be eligible to work as Directors and/or supervisors in a children's service environment.

Mondays & Wednesdays 6/02/12 9:00am - 2:30pm \$3999

BSB30407 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

Students who have completed BCC's 'MYOB - Bookkeeping Essentials' course will receive RPL for three Units of Competency.

Similarly, students who have 5 years recent industry experience may be eligible for RPL in certain Units of Competency. Contact the College for details prior to enrolment for evidence requirements.

Saturdays 11/02/12 9:30am - 2:30pm \$1599

BSB40807 Certificate IV in Frontline Management



This qualification is suitable for individuals who wish to work and/or are already working in positions, which include:


- Co-ordinator of a workplace
- Leading hand
- Supervisor
- Team leader

The qualification will focus on managing work priorities, customer service, operational plans and information systems in the workplace. Whilst the qualification requires the completion of 10 Units of Competency, BCC is offering 11 Units of Competency at no extra charge to give our clients a competitive edge in the job market.

Saturdays 11/02/12 9:30am - 2:30pm \$1999


For course descriptions please visit our website or call the College:
(02) 9793 8155
www.bankstowncc.com.au
Find us on Facebook and Twitter.

Design and Apply Make-up

 This single Unit of Competency is one of the electives within the SIB30110 Certificate III in Beauty Services. If you have an interest in make-up and are working in the beauty industry or perhaps entertaining starting a career as a make-up artist this short course will allow you to gain skills which you can use for either personal or professional use and will also give you the chance to earn a nationally-recognised Statement of Attainment towards completion of the Certificate III.


Tuesdays 07/02/12 6:30pm – 8:30pm \$350

Skin Biology

 This single Unit of Competency will introduce you to the fundamentals of skin biology. Your trainer will teach you about the composition and function of normal skin and how to enhance skin care in the application of various beauty treatments and products. Other components of the course include knowledge of relevant legislation in regard to safety and hygiene and advising clients on home-care products.

Tuesdays 07/02/12 4:00pm – 8:30pm \$350

Waxing Workshop

 This single Unit of Competency will deliver training to meet the performance outcomes, skills and knowledge required to safely apply waxing treatments on the face and body to reduce unwanted hair. Please note that this unit is part of a suite of waxing units.

Saturdays 11/02/12 9:30am – 12:00pm \$399

English for Further Study


This course is suitable for adults from language backgrounds other than English who have completed Year 12 in Australia or overseas. The course is designed for students with a minimum English language proficiency of International English Language Testing System (IELTS) 5 or above. The course helps you to develop English language skills for writing and spoken presentation so you can apply to do further study at post-secondary education institutions with more confidence.

The course will include activities to help you:

- produce a number of spoken texts for further study purposes,
- listen and respond to a range of English texts for further study purposes
- read and respond to several English texts for further study purposes
- use English to write a range of texts for further study purposes
- practice the 4 sections of the IELTS exam by doing various activities from several IELTS Preparation materials.

Tuesdays 07/02/12 10:00am – 1:00pm \$250

School Administration Procedures & OASIS Training

 This ever-popular course is offered to members of the school community and anyone interested in enhancing their employment opportunities in a school-based administration position. Topics covered include: enrolling students, student data entry, recording absences, printing class rolls, reports, receipting and banking, placing orders, processing deliveries invoices and batch payments, monthly reconciliations, business activity statements, mail merge letters, envelopes and labels using MS Word 2007, mail merge exporting information from OASIS, enhancing newsletters, importing photographs & graphics, creating watermarks and finally applying for an advertised position as well as preparing for an interview.

Sunday Mornings 05/02/12 9:00am – 12:00pm \$299

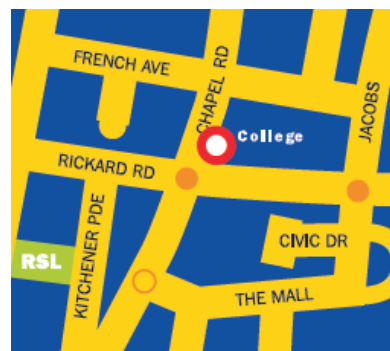
Monday Evenings 06/02/12 4:00pm – 7:00pm \$299

TERM 1 2012

MONDAY 6 FEBRUARY – SATURDAY 31 MARCH



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BANKSTOWN COMMUNITY COLLEGE



TERM 1 FEBRUARY 6th – MARCH 31st 2012

