CENTENNIAL COLLEGE

Diverse Learning Environment • Commitment To Excellence

QUALITY & DIVERSITY

LEARNING COMMUNITY

cc.nsw.edu.au

CENTENNIAL COLLEGE

Diverse Learning Environment • Commitment To Excellence

WELCOME TO CENTENNIAL COLLEGE

Centennial college is one of the leading Vocational Education Training (VET) providers in Sydney with the core specialisation in Leadership and Management; and Accounting and Bookkeeping courses. Our vision is to provide high quality training and assessment services with the intent of issuing competent learners with nationally recognised qualifications and/or statements of attainment.

We are passionate about teaching and embrace diversity with the knowledge that it significantly enhances the quality of vocational education. We believe that our training should allow all students to improve their wellbeing, improve their employment prospects and improve their quality of life.
Students are supported and challenged to be well positioned to respond critically and intelligently to our changing world and demand.

Our mission is to provide quality learning opportunities responsive to individual needs and organisational needs.
We aim for each student to be proficient in the skills required, mindful of ethical practices and create outstanding opportunities for its community of students, encouraging and inspiring all to be positive contributors to broader world.

REASONS WHY YOU SHOULD *CHOOSE* CENTENNIAL COLLEGE

Our campus is centrally located in the heart of Sydney CBD, which is convenient to public transport and where students can experience the cafes, restaurants, entertainment venues, and shopping that Sydney offers.

Centennial College (CC) specialises in Leadership and Management; and Accounting and Bookeepping courses and our students will benefit from a well-structured courses that are delivered by highly qualified and experienced trainers and assessor. Furthermore, our students benefit from interactive face-to-face classes, participate in interesting case studies, develop analytical skills to broaden their communication and team skills.

CC provides a modern study environment with facilities that include air-conditioned classrooms, access to computers and laptops with broadband internet connection and multi-media programs, a well-equipped kitchen, and a resources lounge.

The staff at CC are highly experienced in providing students with advice across all aspects of student life in Sydney, such as homesickness, stress or study problems.

LEARN
FROM THE BEST

Excellent Sydney CBD Location

Professional and Multilingual Staff from diverse backgrounds

Accredited Courses and Programs

Affordable Course Fees

Friendly Student Support

Highly Qualified Trainers & Assessors

Intensive English Learning Workshop

For new international students taught by TESOL qualified English teacher. Workshops are usually held during term breaks before the orientation day.

C:Coach

Support for new students experiencing anxiety towards their first semester.

Work Ready Workshops

We will provide variety of work-ready programs that have been designed by the college and industry-wide employers to assist you in boosting those key employability skills.

Please contact Centennial College with questions, comments or for more information on our courses.

Email : team@cc.nsw.edu.au
Phone : 02 9089 8629 between 9:30am - 4:30pm
Address : Level 6, 11-17 York Street Sydney NSW 2000

4 REASONS TO STUDY IN AUSTRALIA

Quality Education and Pathways

Australia has a world-class education system, and many amazing cities. For students considering college or university pathways, Australia offers internationally-recognised qualifications from excellent higher education institutions. Centennial College has a supportive program to prepare you for success on your learning journey.

1

Friendly and Multicultural Cities

Australia's major cities are friendly, diverse, and welcoming, and will make it easy to make friends. This country has a broad cultural mix of over 200 cultures speaking more than 260 languages. Australia is a place where you can feel welcome, and find something familiar, no matter where you come from.

2

More than 10,000 Beaches

Most Australians live along the coastline and it's not hard to understand why. The country is overflowing with stunning beaches. You'll have lots of opportunities to enjoy sand, surf and sunshine in your free time.

3

Stunning Natural Wonders

Australia is filled with flora, fauna, and landscapes that are completely unique. Discover iconic Aussie animals like Koalas, Kangaroos, and more in their natural habitat. Also you can visit amazing places like Uluru, The Great Ocean Road, Blue Mountains, The Great Barrier Reef, and so much more.

4

THINGS TO DO IN SYDNEY

ONE OF THE WORLD'S MOST DAZZLING CITY

Sydney is one of the largest city in Australia home to over 5 million people.
Sydney is home to iconic Sydney Harbour Bridge, Sydney Opera House and Sydney Tower that offers natural beauty to foreigners, travellers, students and locals alike.
It is truly a multicultural city with about 180 nationalities and ethnic groups with over 140 spoken languages.

Sydney New Year's Eve

Sydney Lunar Festival

Australia Day Experiences

Royal Easter Show

Humpback Whale Watching

Vivid Sydney

Christmas in July

Christmas in the City

Boxing Day Yacht Race

LEADERSHIP AND MANAGEMENT

OUR COURSES

BSB42015

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

52 WEEKS

Course Description

This program is designed to suit supervisors and leading hands who wish to develop their leadership approach, advance their personal performance and improve team effectiveness for business success. In this leadership and management qualification, you will undertake training in the key areas of operational planning, business finance, reporting, WHS, meeting, communication and Leadership and Management.

Leaders at this level:

- Assume responsibility or their own performance
- Provide support to others
- May be responsible for organising the workload of other team member
- Analyse and evaluate information to inform leadershipdecisions

Students who complete this course can expect to gain roles as team leaders, manager, supervisor or coordinators in various industry and enterprise settings with titles varying across industries, but which may include:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader
- Manager

Student who complete this course may wish to continue their education in courses such as:

- BSB51918 Diploma of Leadership and Management
- BSB61015 Advanced Diploma of Leadership and Management

Unit of Competency

Code	Title
BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan
BSBMGT403	Implement continuous improvement
BSBRSK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR404	Develop work priorities
BSBCMM401	Make a presentation
BSBMKG413	Promote product and services
BSBRES411	Analyse and present research information
BSBWRT401	Write complex documents

Course Details

Course Code : BSB42015
CRICOS Provider : 09744B
Course Title : Certificate IV in Leadership and Management
Course Duration : 52 Weeks
Delivery Method : Face to Face / Online
Assessments : Assessment will occur through a variety of methods including projects, incorporating role-plays, case studies and short answer questions.

Fee Information

The course fee is inclusive of the following items

- The learning resources
- Support Services
- Certificate and Statement of Attainment
  (does not include replacement certificates)

$6,000

Requirements

- Student must be at least 18 years old;
- Have completed at least the equivalent of Year 12;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course
  (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
- are able to provide evidence of an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) OR be able to provide any of the following evidence of English language competence
  - that they were educated for 5 years in an English speaking country
  - that they have successfully completed the College English Placement Test
  - that they have successfully completed their Year 12 or equivalent in English language

BSB51918

DIPLOMA OF LEADERSHIP AND MANAGEMENT

64 WEEKS

Course Description

This program is designed for people who wish to develop their existing skills and prepare for a management role. The program focuses on the key Leadership and Management skills of leading people, building teams, planning, managing performance, leading quality customer service and leading innovation.

Possible employment outcomes with this qualification includes:

- Area Manager
- Business Manager
- Department Manager
- Human Resource Manager
- Business Administration Manager
- Store Manager

Student who complete this course may wish to continue their education in courses such as :

- BSB61015 Advanced Diploma of Leadership and Management

Unit of Competency

Code	Title
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBWHS501	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBWRK520	Manage employee relations

Course Details

Course Code : BSB51918
CRICOS Provider : 098927J
Course Title : Diploma of Leadership and Management
Course Duration : 64 Weeks
Delivery Method : Face to Face / Online
Assessments : Assessment will occur through a variety of methods including projects, incorporating role-plays, case studies and short answer questions.

Fee Information

The course fee is inclusive of the following items

- The learning resources
- Support Services
- Certificate and Statement of Attainment (does not include replacement certificates)

$7,500

Requirements

- Student must be at least 18 years old;
- Have completed at least the equivalent of Year 12;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
- are able to provide evidence of an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) OR be able to provide any of the following evidence of English language competence
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BSB60420

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

65 WEEKS

Course Description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in Leadership and Management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of Leadership and Management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Licensing / Regulatory Information

- No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Unit of Competency

Code	Title
BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement
BSBSUS601	Lead corporate social responsibility
BSBXCM501	Lead communication in the workplace
BSBTEC601	Review organisational digital strategy
BSBHRM614	Contribute to strategic workforce planning
BSBFIN601	Manage organisational finances

Course Details

Course Code : BSB60420
CRICOS Provider : 106044G
Course Title : Advanced Diploma of Leadership and Management
Course Duration : 65 Weeks
Delivery Method : Face to Face / Online
Assessments : Assessment will occur through a variety of methods including projects, incorporating role-plays, case studies and short answer questions.

Fee Information

The course fee is inclusive of the following items

- The learning resources
- Support Services
- Certificate and Statement of Attainment (does not include replacement certificates)

$7,500

Requirements

Entry to this qualification is limited to those who :

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- Student must be at least 18 years old;
- Have completed at least the equivalent of Year 12;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
- are able to provide evidence of an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) OR be able to provide any of the following evidence of English language competence
  - that they were educated for 5 years in an English speaking country
  - that they have successfully completed the College English Placement Test
  - that they have successfully completed their Year 12 or equivalent in English language

ACCOUNTING AND BOOKKEEPING

OUR COURSES

FNS40217

CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

83 WEEKS

Qualification Description

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Student who complete this course may wish to continue their education in courses such as :

- FNS50217 Diploma of Accounting

Unit of Competency

Code	Title	Core / Elective
BSBFIA401	Prepare financial reports	Core
BSBSMB412	Introduce cloud computing into business operations	Core
FNSACC311	Process financial transactions and extract interim reports	Core
FNSACC312	Administer subsidiary accounts and ledgers	Core
FNSACC408	Work effectively in the accounting and bookkeeping industry	Core
FNSACC416	Set up and operate a computerised accounting system	Core
FNSTPB401	Complete business activity and instalment activity statements	Core
FNSTPB402	Establish and maintain payroll systems	Core
FNSACC411	Process business tax requirements	Listed Elective
BSBITU402	Develop and use complex spreadsheets	Listed Elective
FNSACC412	Prepare operational budgets	Listed Elective
FNSACC407	Produce job costing information	Listed Elective
FNSACC313	Perform financial calculations	Listed Elective

Course Details

Course Code : FNS40217
CRICOS Provider : 106042J
Course Title : Certificate IV in Accounting and Bookkeeping
Course Duration : 83 Weeks
Delivery Method : Face to Face / Online
Assessments : Assessment will occur through a variety of methods including projects, incorporating role-plays, case studies and short answer questions.

Fee Information

The course fee is inclusive of the following items

- The learning resources
- Support Services
- Certificate and Statement of Attainment (does not include replacement certificates)

$10,500

Requirements

- Student must be at least 18 years old;
- Have completed at least the equivalent of Year 12;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
- are able to provide evidence of an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) OR be able to provide any of the following evidence of English language competence
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  - that they have successfully completed the College English Placement Test
  - that they have successfully completed their Year 12 or equivalent in English language

FNS50217

DIPLOMA OF ACCOUNTING

70 WEEKS

Qualification Description

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

Unit of Competency

Code	Title	Core / Elective
FNSACC511	Provide financial and business performance information	Core
FNSACC512	Prepare tax documentation for individuals	Core
FNSACC513	Manage budgets and forecasts	Core
FNSACC514	Prepare financial reports for corporate entities	Core
FNSACC516	Implement and maintain internal control procedures	Core
FNSACC517	Provide management accounting information	Core
FNSACC601	Prepare and administer tax documentation for legal entities	Listed Elective
FNSTPB503	Apply legal principles in consumer and contract law	Listed Elective
FNSTPB504	Apply legal principles in corporations and trust law	Listed Elective
FNSTPB505	Apply legal principles in property law	Listed Elective
BSBITU402	Develop and use complex spreadsheets	Imported Elective

Course Details

Course Code : FNS50217
CRICOS Provider : 106043H
Course Title : Diploma of Accounting
Course Duration : 70 Weeks
Delivery Method : Face to Face / Online
Assessments : Assessment will occur through a variety of methods including projects, incorporating role-plays, case studies and short answer questions.

Fee Information

The course fee is inclusive of the following items

- The learning resources
- Support Services
- Certificate and Statement of Attainment (does not include replacement certificates)

$9,000

Requirements

- Completion of the FNSSS00014 Accounting Principles Skill Set or Completion of FNS40217 Certificate IV in Accounting and Bookkeeping or equivalent;
- or its superseded versions (FNS40215 Certificate IV in Bookkeeping
- or FNS40615 Certificate IV in Accounting) or their equivalent.

- Student must be at least 18 years old;
- Have completed at least the equivalent of Year 12;
- Are able to demonstrate a level of language, learning and numeracy skills suitable to this course (test to be administered by Centennial College includes written assessment and face-to-face/phone interview); or
- are able to provide evidence of an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) OR be able to provide any of the following evidence of English language competence
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  - that they have successfully completed their Year 12 or equivalent in English language

2022 - 2023 ACADEMIC CALENDAR

2022
COLLEGE CALENDAR

- Intake Date
- School Holiday
- Public Holiday

JANUARY

S	M	T	W	T	F	S
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Australia Day	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Good Friday	16 Easter Saturday
17 Easter Sunday	18 Easter Monday	19	20	21	22	23
24	25 Anzac Day	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Queen's Birthday	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
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31						

AUGUST

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SEPTEMBER

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OCTOBER

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						1
2	3	4 Labour Day	5	6	7	8
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16	17	18	19	20	21	22
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30	31					

NOVEMBER

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27	28	29	30			

DECEMBER

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 Christmas Day	26 Boxing Day	27	28	29	30	31

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Address : Level 6, 11-17 York St, Sydney NSW 2000
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CRICOS Provider Code : 03674M RTO : 45336

2023
COLLEGE CALENDAR

- Intake Date
- School Holiday
- Public Holiday

JANUARY

S	M	T	W	T	F	S
1 New Year's Day	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26 Australia Day	27	28
29	30	31				

FEBRUARY

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MARCH

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APRIL

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2	3	4	5	6	7 Good Friday	8 Easter Saturday
9 Easter Sunday	10 Easter Monday	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Anzac Day	26	27	28	29
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MAY

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JUNE

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4	5	6	7	8	9	10
11	12	13	14 Queen's Birthday	15	16	17
18	19	20	21	22	23	24
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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

S	M	T	W	T	F	S
1	2	3	4 Labour Day	5	6	7
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NOVEMBER

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DECEMBER

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