

*Finalist Victorian
Training Awards '09*



ACCREDITED CERTIFICATE TO ADVANCED DIPLOMA COURSES IN

English (ELICOS)
Business / Marketing / Management
Commerce (Accounting)
Information Technology

Why Academia International

Academia International's Business, Commerce and Information Technology programs provide you with a great starting point to gain employment in business, industry, government or non-government organisations. Students interested in further study can continue to a degree program at a number of Academia International's partner universities.

1 Academia International is a true International school with over 40 nationalities including Australian students attending our Vocational and English courses. We have a good balance of nationalities in every class without a single nationality dominating the rest. Study at Academia International and experience a world of cultures and nationalities.

2 Academia International is recognised by Industry and the Australian Government. (as a leader in quality tuition)

3 Situated in the geographical centre of Melbourne, Australia, our students enjoy being in the middle of Melbourne's central shopping, entertainment, restaurant and business district. Twice voted as the most livable city in the world, Melbourne is Australia's capital of food, fashion sport and entertainment. Clubs and bars, central markets, the main tourist district, fashionable stores, restaurants and much more are all within walking distance of our college. Being one of the most multicultural cities in the world, international students are made to feel welcome.

4 All Academia International courses are nationally accredited.

5 As a mid-sized tertiary institution you will be treated as an individual at Academia International, with personalised care and a tailored training plan for students who encounter difficulties in progressing in certain subjects.

6 Counseling staff, employment officers, student services and marketing personnel are available to assist you with your specific needs.

7 A number of universities offer pathways with Academia International allowing students to continue their education to obtain a degree.

Facilities

Academia International Business / Commerce and IT Students have access to spacious, sunlit classrooms, electronic projectors, computer lab and dedicated Business/Commerce and IT PCs with free internet access during and outside class hours.

Career prospects

Students who complete diplomas or advanced diplomas at Academia International's school of Business / Commerce and IT have opportunities to enter a large number of fields including:

- Finance
- Banking
- Accountancy
- Taxation
- Human Resources
- Consulting
- Government
- Retail
- Industry

All courses are Nationally Recognised by the Department of Education, Science and Training (DEEWR).

The principal of Academia International, Mr. Philip Koumides, believes that a practical training environment provides straight-forward learning and flexibility for students who wish to study and work at the same time. What we believe sets us apart from other colleges is the supportive and fun learning environment that we offer whilst maintaining our high quality delivery of education.

Academia International's vocational trainers average over 10 years of teaching and industry experience. All English teachers have a university degree and a Certificate in Teaching English as well as experience teaching international students. A number of our English teachers have Master's degrees.

Our flexible learning delivery of 3 days per week gives our students the opportunity to work within their field at the same time as completing their studies.

Job placement support is provided to students through job postings on student notice boards, resume support, reference letter development and industry workshops among other things.

Centrally located at 152 Elizabeth Street, our recently refurbished college has brand new facilities and equipment with state of the art resources.

Our students have free access to broadband email and internet facilities. At our Elizabeth St campus, our spacious classrooms (all with natural lighting) are designed to accommodate a balanced student/teacher ratio. This campus is complemented by a student common room and open air patio area.

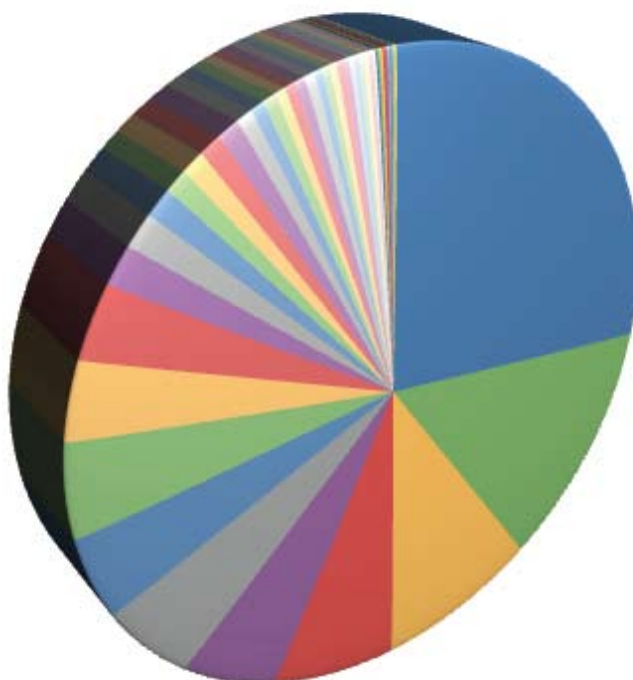
Under the guidelines of the Australian Quality Training Framework, Academia International aims towards excellence in education where you can be assured we will do our best to help you achieve your goal of becoming a professional in your chosen career.

Australian students who are eligible may apply for the Victorian Training Guarantee / Youth Allowance / Austudy / Abstudy payments and return to work funding.

Academia International invites you to make an appointment to discuss your course requirements, career paths, structure and fees. For any further information please call the course advisor on (03) 9671 4755 (+61 3 9671 4755 if you are calling internationally) or visit our website www.academia21.com

In addition to our Australian Student population, Academia International is proud to also have students from all over the world.

International Student Nationality Chart - July 2009



- | | |
|------------------|------------------|
| ● South Korea | ● South Africa |
| ● Thailand | ● Bangladesh |
| ● India | ● Germany |
| ● China | ● Portugal |
| ● Malaysia | ● USA |
| ● Nepal | ● Bulgaria |
| ● Mauritius | ● Canada |
| ● Viet Nam | ● Chile |
| ● Japan | ● Hungary |
| ● Israel | ● Peru |
| ● Turkey | ● Argentina |
| ● United Kingdom | ● Czech Republic |
| ● Philippines | ● Iran |
| ● Brazil | ● Myanmar |
| ● Italy | ● New Caledonia |
| ● Sri Lanka | ● New Zealand |
| ● Taiwan | ● Pakistan |
| ● Egypt | ● Panama |
| ● Hong Kong | ● Poland |
| ● Singapore | ● Spain |
| ● Colombia | ● Switzerland |
| ● Indonesia | ● Yugoslavia |
| ● Lebanon | |

English As A Second Language



Academia International School of English

Academia International's School of English provides a range of English study programs:

English for General Purposes (GE)

Designed for students ranging in level from complete beginners to upper-intermediate, this course provides students with the opportunity to practice their English in a supportive, encouraging environment.

English for Academic Purposes (EAP)

Students hoping to attend further studies in Australia need practice in the use of Academic English. This course provides the support that international students need to reach their goal of attending a tertiary institution.

Certificates III-IV in Spoken and Written English (CSWE)

These are nationally recognised certificates that students can attain after 15 weeks study and the completion of 6 or 7 modules.

What course is right for me?

I want to learn English for travelling or out of interest.

You should join the General English course. You will learn how to communicate effectively in English and build your confidence when speaking with native speakers.

I want to attend a VET course at Academia international.

Both the GE/EAP and CSWE pathways are suitable for your needs.

I want to attend university in Australia.

The GE/EAP pathway is right for you. In EAP you will learn how to cope with many of the issues that International students have when attending university, such as taking effective notes, writing essays, making presentations and doing group-work.

English for General Purposes (Beginner to Upper Intermediate) 2-50 weeks

CRICOS: 064318D

Academia International is a provider of English Language Intensive Courses for Overseas Students (ELICOS). Running over 5 days in the morning or afternoon, students may join the course on any Monday and may study from 2-50 weeks.

Academia International has 5 levels of General English, from Beginning to Upper-Intermediate, which allows students to be placed in an appropriate-level class.

A communicative approach is taken in the General English program, focusing on Speaking and Listening. Writing and reading will focus on tasks that an international student living in Australia might expect to do (filling in forms, applying for a job, reading classified ads). This allows students to use the language right away in Australia.

All students are provided with a course book and supplementary materials will also be provided by the teacher. Academia International has a fully equipped computer learning lab, which students use to supplement their learning experience.



Academia International is accredited by the National ELT Accreditation Scheme

ENGLISH



AUSTRALIA
MEMBER
COLLEGE

English for Academic Purposes (Intermediate-Advanced)

5-20 weeks

CRICOS: 064320K

EAP courses prepare students for further studies in Australian institutions. There are two levels offered at Academia International. Courses start every 5 weeks and run Monday to Friday in the morning or afternoon. It takes approximately 10 weeks for a student to raise her or his IELTS score by .5.

Studies in EAP courses will focus on formal English, especially reading and writing skills. Students are expected to write essays, make presentations and read and summarize articles.

All students are provided with a course book, and supplementary materials will also be provided by the teacher. Students are also given weekly IELTS training.

Students entering EAP1 will need at least an intermediate level of English (approximately IELTS 5.0). Students completing EAP1 will be eligible for entry into EAP2. EAP2 is for university preparation, and students must have an upper-intermediate or advanced level of English competence (approximately IELTS 5.5).



Academia International is accredited by the National ELT Accreditation Scheme

ENGLISH



AUSTRALIA
MEMBER
COLLEGE

Welcome from the Director of Studies – English

Welcome to Academia International School of English.

Academia International is a growing English language school with a range of English courses to meet your needs. Whether you wish to practice your conversational skills in a General English course, prepare for tertiary education in an English for Academic Purposes class or attain a nationally recognised Certificate in Spoken and Written English, Academia has a course for you.



Teachers at Academia International are highly qualified and motivated to provide you with the supportive environment that you need to excel in your studies. My door is always open to students who want to discuss their current studies, plan their future studies or even just want to come in for a chat!

Academia International is conveniently located in the CBD of Melbourne, close to the Yarra River, museums, National Gallery of Victoria and other sights of interest. Students can also find the City Library within easy walking distance of the college.

Academia International will try to make your English learning experience a memorable one.

Chris Collins
Director of Studies – English
M. Ed. (TESOL)

Sample Weekly Schedule (GE 4)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-10:00	Discussion Questions – Making comparisons Grammar - Comparisons	Reading – skimming & scanning Speaking – Pair work	Writing – Compare and contrast Australia and your home country	- Brainstorming - Things to see and do in Australia - Listening – Tour in Australia	Project work – travel brochure
10:00-10:15	Break	Break	Break	Break	Break
10:15-12:15	Group work Intensive Listening Exercise	Grammar – Comparisons vs superlatives Worksheet - Pairwork	Student Electives – Choice of: - Conversation - Film Studies - Vocabulary - Grammar practice	- Speaking/ Writing – Design a talk about a tour of Australia - Book a flight to one of the destinations on the tour	Speaking – making presentations

English As A Second Language



English for IELTS Preparation (Intermediate to Advanced) 5-20 weeks

CRICOS: 068514A

DURATION: 5 to 20 weeks full time

IELTS preparation courses prepare students to take the IELTS test. There are two levels offered at Academia International. Courses start every 5 weeks. It takes approximately 10 weeks for a student to raise her or his IELTS score by .5.

Studies in IELTS preparation courses will focus on improving student's IELTS skills and test-taking techniques. Students will practice all components of the IELTS test (speaking, reading, writing, listening) and have regular opportunities to take part in practice IELTS tests. All students are provided with a course book.

Students entering IELTS Intermediate will need at least an intermediate level of English (approximately IELTS 5.0). Students completing IELTS1 will be eligible for entry into IELTS2.

IELTS Preparation Intermediate

Students entering IELTS 1 will need at least an intermediate to upper-intermediate level of English (approximately IELTS 5.0-5.5). Students completing IELTS1 will be eligible for entry into IELTS2.

IELTS Preparation Advanced

Students in IELTS 2 will focus on advanced test taking techniques needed to get a 6.0 or 6.5 IELTS score.



Academia International is accredited by the National ELT Accreditation Scheme



English for IELTS Preparation - Part time

Students must have a current Australian visa.

DURATION: From 5 weeks (6 hours per week)

- Convenient – study part-time from 3:30-6:30 twice a week
- Focus on the IELTS General Purposes Test
- Highly qualified and experienced teachers
- Modern facilities

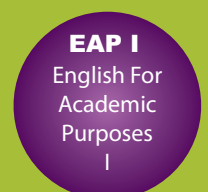
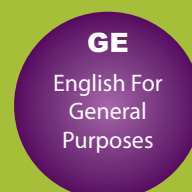
IELTS Preparation Intermediate

Students entering IELTS 1 will need at least an intermediate to upper-intermediate level of English (approximately IELTS 5.0-5.5). Students completing IELTS1 will be eligible for entry into IELTS2.

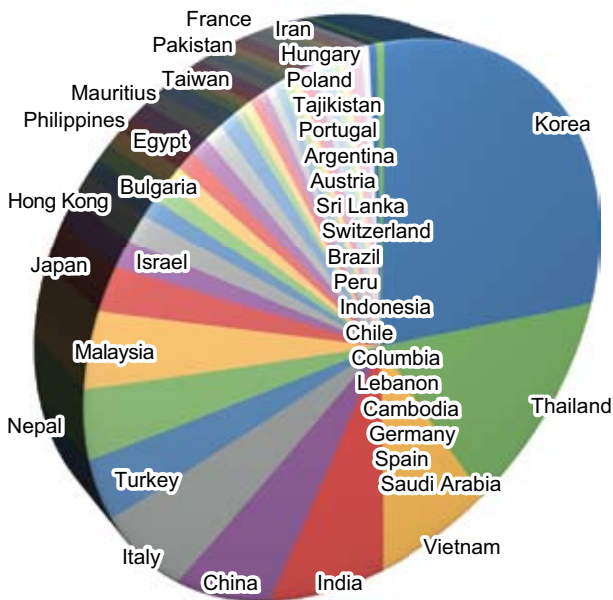
IELTS Preparation Advanced

Students in IELTS 2 will focus on advanced test taking techniques needed to get a 6.0 or 6.5 IELTS score.

ELICOS English pathway



Nationalities of Students Studying English 2009



Why Study English at Academia International?

Central Melbourne Location

Conveniently located close to the corner of Bourke and Elizabeth Streets, Academia International is well serviced by both trains and trams.

Academic Focus

All courses including General English have a strong academic focus. There are regular formal assessments in all classes and students are given feedback on their performance. All classes are English only environments.

Modern facilities

All English classrooms are equipped with computers allowing the use of Internet-based resources during the class. Additionally, Academia International has an up-to-date computer lab allowing the use of Computer Assisted Language Learning.

Social life and excursions

Excursions are built into the curriculum at Academia International. Students have the opportunity to visit many of Melbourne's places of interest during their course. A social club allows students further chances to practice their English in a relaxed setting.

Nationality Mix

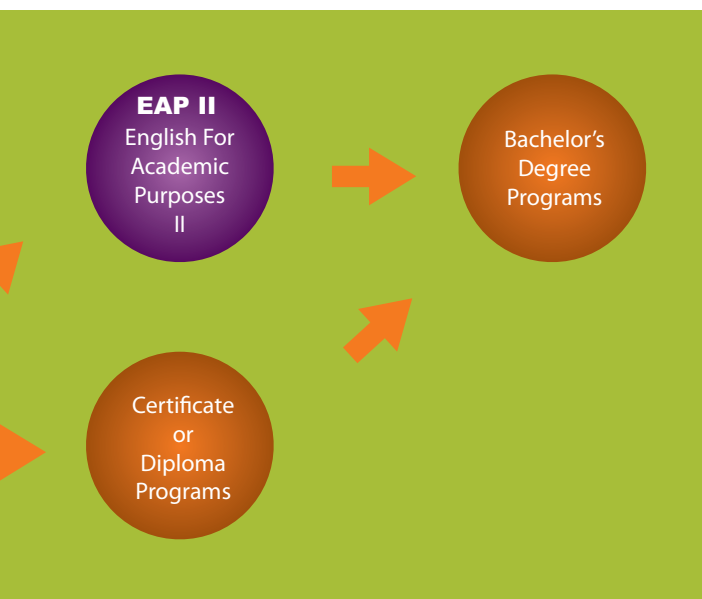
Academia International is proud of its mix of nationalities in its English program. In 2009, people of 38 different nationalities attended English classes at Academia (see below).

Qualified and experienced teachers

All English teachers meet the strict guidelines set down by NEAS, the National ELT Accreditation Scheme. All teachers are native speakers of English.

Open-door Policy

Academia International employs an 'open door' policy where students are able and in fact encouraged to speak with the Director of Studies English at any time.



Business



BSB50207 Diploma of Business

CRICOS: 070594M

DURATION: 6 months (2 x 10 week terms)
 [CRICOS duration including vacation breaks 28 Weeks]
 Pre-requisite: Certificate IV in Business BSB40207 (CRICOS:070593A)

Get the skills for a rewarding career in Business

The Diploma of Business is a single semester (six months) course that follows the Certificate IV of Business. Both can be completed together in 1 year of full time studies. A Diploma of Business is an entry point to a number of jobs and career paths across a wide variety of private and government organisations.

This diploma enhances your job prospects by developing business skills such as delivering customer service, maintaining financial records and producing business documents. You will also gain an understanding of human resources and public relations principles, and learn how to monitor a safe workplace.

This course may provide you with employment opportunities as an executive officer, program consultant or program coordinator.

After successful completion the Diploma of Business is a major pivotal course for students wishing to continue studies in equivalent Advanced Diploma of Business or bachelor studies at university and higher education institutions.

This course is delivered face-to-face, through a combination of tutorials and computer lab workshops.

You will be assessed through written tests, computer-based tasks, and assignments

3D 3 Days
Per Week
Program



BSB51207 Diploma of Marketing

CRICOS: 070595K

DURATION: 6 months (2 x 10 week terms)
 [CRICOS duration including vacation breaks 28 Weeks]
 Pre-requisite: Certificate IV in Business BSB40207 (CRICOS:070593A)

Get the skills for a rewarding career in Marketing

The Diploma of Marketing is a single semester (six months) course that follows the Certificate IV of Business. Both can be completed together in 1 year full of time studies. You will have completed the Certificate IV in Business prior to enrolling, or have vocational experience working in a marketing, but without any formal qualifications.

Interested in entering the dynamic field of marketing, developing and conducting marketing campaigns, specialising in product management or as a marketing associate in small to medium sized organisations? This course provides you with knowledge and skills in marketing principles across a wide variety of industries.

This course may provide you with job opportunities as a marketing manager, marketing team leader, marketing officer, sales officer, product manager or public relations manager.

Successful completion of the Diploma of Marketing, leads to a number of courses for students wishing to continue studies in the equivalent Advanced Diploma of Business or degree studies at university and higher education institutions.

This course is delivered face-to-face, through a combination of tutorials and computer lab workshops. You will be assessed through written tests, computer-based tasks, and assignments

3D 3 Days
Per Week
Program



* Duration may vary

- **Qualified educators averaging over 10 years experience**
- **Flexible timetable with only three full days of class per week**
- **High student employment rate**

BSB51107 Diploma of Management

CRICOS: 070596J

DURATION: 6 months (2 x 10 week terms)

[CRICOS duration including vacation breaks 28 Weeks]

Pre-requisite: Certificate IV in Business BSB40207 (CRICOS:070593A)

Get the skills for a rewarding career in the Financial Services industry

The Diploma of Management is a single semester (six months) course that follows the Certificate IV of Business. Both can be completed together in 1 year of full time studies. A Diploma of Management develops the knowledge and skills required for students engaged to supervise or manage the work of others or to review and improve work practices across a wide variety of industries.

Building on your existing skills from Certificates III or IV in Business, the Diploma of Management enhances your job prospects by developing team leadership and management business skills.

This course may provide you with job opportunities as a manager/coordinator, supervisor or team leader.

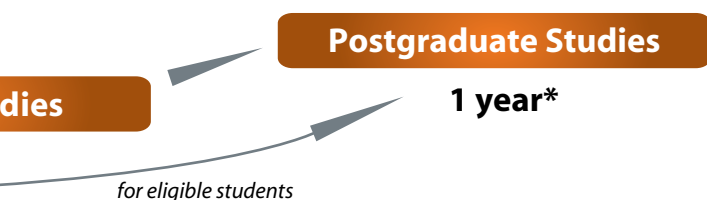
The Diploma of Management leads to further studies in the equivalent Advanced Diploma of Business or degree studies at university and higher education institutions.

This course is delivered face-to-face, through a combination of tutorials and computer lab workshops.

You will be assessed through written tests, computer-based tasks, and assignments



way to Universities (Example Pathway Package)



vary depending on credit transfer arrangements with Higher Education provider

UNITS

BSB40207 Certificate IV in Business (CRICOS:070593A)

BSBOHS407A	Monitor a safe workplace
BSBMKG414A	Undertake marketing activities
BSBSMB401A	Establish legal and risk management requirements of small business
BSBCMM401A	Make a presentation
BSBFIA402A	Report on financial activity
BSBMKG408B	Conduct market research
BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BSBRES401A	Analyze and present research information
BSBMKG413A	Promote products and services

BSB50207 Diploma of Business (CRICOS:070594M)

BSBHRM501A	Manage human resources services
BSBHRM504A	Manage workforce planning
BSBMKG501B	Identify and evaluate marketing opportunities
BSBINM501A	Manage an information or knowledge management system
BSBHRM506A	Manage recruitment, selection and induction processes
BSBMKG502B	Establish and adjust the marketing mix
BSBMKG507A	Interpret market trends and developments
BSBRSK501A	Manage risk

BSB51207 Diploma of Marketing (CRICOS:070595K)

BSBMKG501B	Identify and evaluate marketing opportunities
BSBFIM501A	Manage budgets and financial plans
BSBMKG506B	Plan market research
BSBMKG514A	Implement and monitor marketing activities
BSBMKG502B	Establish and adjust the marketing mix
BSBMKG507A	Interpret market trends and developments
BSBADV511A	Evaluate and recommend advertising media options
BSBADV507B	Develop a media plan

BSB51107 Diploma of Management (CRICOS:070596J)

BSBHRM402A	Recruit, select and induct staff
BSBCUS501A	Manage quality customer service
BSBFIM501A	Manage budgets and financial plans
BSBINM501A	Manage an information or knowledge management system
BSBMGT502B	Manage people performance
BSBPMG510A	Manage projects
BSBMGT516A	Facilitate continuous improvement
BSBWOR501A	Manage personal work priorities and professional development

Commerce (Accounting)



Get the skills for a rewarding career in the Financial Services industry

FNS60204 Advanced Diploma of Accounting CRICOS: 070591C

DURATION: 1 year (4 x 10 week terms)
[CRICOS duration including vacation breaks 50 Weeks]

Accounting is at the centre of every organisation government, public or private.

This course offers you the knowledge and skills necessary to work in finance departments, accounts management and financial control.

This course may provide you with job opportunities as a financial accounting officer, corporation law assistant, financial costing projects manager, income tax professional or financial controller.

Students who successfully complete an Advanced Diploma of Accounting can continue in degree programs at university and higher education institutions.

This course is delivered face-to-face, through a combination of tutorials and computer lab workshops.

You will be assessed through written tests, computer-based (MYOB) tasks, and assignments.

3D 3 Days Per Week Program



FNS50204 Diploma of Accounting CRICOS: 070590D

DURATION: 9 months (3 x 10 week terms)
[CRICOS duration including vacation breaks 38 Weeks]

Accounting is at the centre of every organisation: government, public or private.

This course offers you the knowledge and skills necessary to work in finance departments, accounts management and financial control.

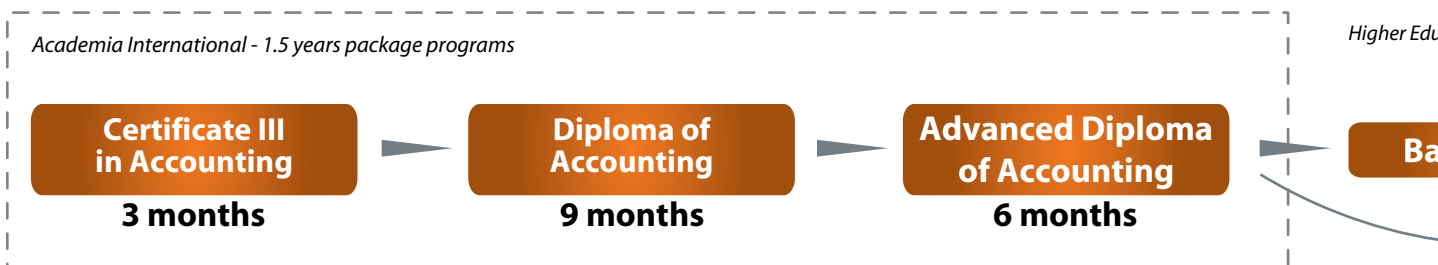
This course may provide you with job opportunities as a financial reporting officer/financial management assistant, accounts payable officer/accounts receivable officer, internal financial control officer, payroll officer or bookkeeper.

Upon successful completion of this course you will be able to proceed to the Advanced Diploma of Accounting or degree studies at university and higher education institutions.

This course is delivered face-to-face, through a combination of tutorials and computer lab workshops.

You will be assessed through written tests, computer-based (MYOB) tasks, and assignments.

3D 3 Days Per Week Program



*Duration n

- **Qualified educators averaging over 10 years experience**
- **Flexible timetable with only three full days of class per week**
- **High student employment rate**

FNS30304 Certificate III in Financial Services (Accounts Clerical) CRICOS: 070589G

DURATION: 6 months (2 x 10 week terms)
 [CRICOS duration including vacation breaks 28 Weeks]

This optional preparatory course offers students knowledge and skills in accounting fundamentals as an entry into Academia International's accounting stream of courses. You will receive training in computerised and paper based accounting and computerised accounting, understanding financial terms, developing strong communication skills, office procedures, selling and acquisitions and the preparation of financial records and reports.

This course may provide you with job opportunities as a accounts payable clerk, accounts receivable clerk, book keeper, payroll officer or bank clerk.

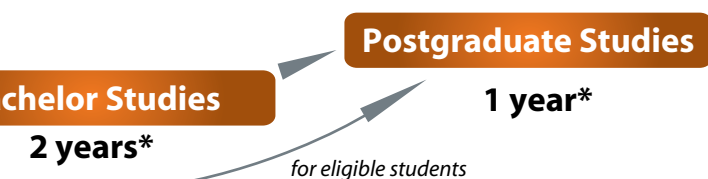
This course is delivered face-to-face, through a combination of tutorials and computer lab workshops. Certificate III in Financial Services (Accounts Clerical) provides you with the knowledge and skills as an introduction in bookkeeping including:

Accounts payable/accounts receivable, Payroll, Cashier, Preparation of trial balance, Bookkeeping, EFT/e-business, Purchases and sales, Manual and computerised systems, Preparation of financial reports

You will be assessed through written tests, computer-based (MYOB) tasks, and assignment



Education - Direct pathway to Universities (Example Pathway Package)



may vary depending on credit transfer arrangements with Higher Education provider

UNITS

FNS30304 Certificate III in Financial Services (Accounts Clerical)

- FNSICIND301B Work in the financial industry
- FNSICGEN302B Use technology in the workplace
- BSBCMN214A Create and use simple spreadsheet
- FNSICGEN301B Communicate in the workplace
- FNSICACC306B Process journal entries
- FNSICACC304B Prepare and bank receipts
- FNSICACC302B Administer financial accounts
- BSBCMN308B Maintain financial records
- FNSICGEN304B Apply health and safety practices in the workplace
- FNSACCT407B Set up and operate a computerised accounting system
- BSBADM408A Prepare financial reports
- BSBADM308A Process payroll
- FNSICGEN305B Maintain daily financial/business records

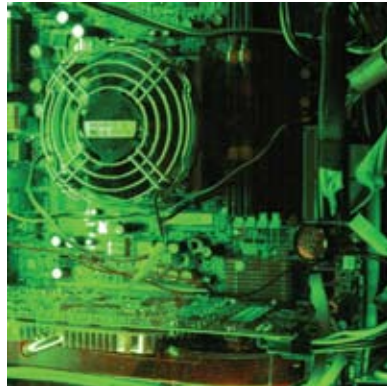
FNS50204 Diploma of Accounting

- FNSICIND401B Apply principles of professional practice to work in the financial services industry
- FNSICGEN302B Use technology in the workplace
- FNSICGEN301B Communicate in the workplace
- FNSACCT401B Process business tax requirements
- FNSICACC304B Prepare and bank receipts
- BSBCMN308B Maintain financial records
- FNSICGEN304B Apply health and safety practices in the workplace
- FNSACCT407B Set up and operate a computerized accounting system
- BSBADM408A Maintain financial records
- FNSICA306B Prepare financial reports
- FNSICA306B Process journal entries
- FNSACCT502B Prepare income tax returns
- FNSACCT503B Manage budgets and forecasts
- FNSACCT506B Implement and maintain internal control procedures
- FNSACCT507B Provide management accounting information
- FNSACCT504B Prepare financial reports for a reporting entity
- FNSACCT501B Provide financial and business performance information
- FNSACCT404B Make decisions within a legal context

FNS60204 Advanced Diploma of Accounting

- FNSICIND401B Apply principles of professional practice to work in the financial services industry
- FNSICGEN302B Use technology in the workplace
- FNSICGEN301B Communicate in the workplace
- FNSICGEN304B Apply health and safety practices in the workplace
- FNSACCT502B Prepare income tax returns
- FNSACCT503B Manage budgets and forecasts
- FNSACCT504B Prepare financial reports for a reporting entity
- FNSACCT506B Implement and maintain internal control procedures
- FNSACCT601B Prepare complex tax returns and lodgements
- FNSACCT507B Provide management accounting information
- FNSACCT604B Monitor corporate governance activities
- BSBMKG408B Conduct market research
- FNSACCT602B Audit and report on financial systems and records
- FNSACCT614B Prepare complex corporate financial reports
- NSACCT603B Implement tax plans and evaluate tax compliance
- FNSACCT613B Prepare and analyze management accounting information
- FNSACCT609B Evaluate financial risk

Information Technology



Get the skills for a rewarding career in Information Technology

ICA50105 Diploma of Information Technology (General) CRICOS: 070602E

DURATION: 9 months (3 x 10 week terms)
[CRICOS duration including vacation breaks 38 Weeks]

This package for students with NO prior IT competencies, allowing them to attain a Diploma of Information Technology covering all major areas of computing.

You will design databases, develop computer programs in current programming languages, develop websites using advanced website programming techniques, understand the principles of networking, operating systems and computer hardware and develop database through the design of database schemas. Students undertaking this course will also learn effective communication and advanced presentation techniques as well as how to work effectively in a team environment.

This course acts as a foundation into university degree programs specialising in Information Technology and computer studies programs.

This course is delivered face-to-face, through a combination of tutorials and computer lab workshops.

You will be assessed through written tests, computer-based tasks, and assignments.

3D 3 Days Per Week Program



ICA40105 Certificate IV in Information Technology (General) CRICOS: 070601F

DURATION: 9 months (3 x 10 week terms)
[CRICOS duration including vacation breaks 38 Weeks]

This course will give you practical training for a career in information technology.

You will develop advanced programming skills, learn to install and optimise computer operating systems, and perform basic networking tasks. You will also learn how to maintain computer hardware, design web pages and design a client/server environment. This course will also teach you how to communicate with business clients, manage simple projects and create technical documents.

This course leads to a Diploma of Information Technology (General) followed by entry into university degree programs.

This course is delivered face-to-face, through a combination of tutorials and computer lab workshops.

You will be assessed through written tests, computer-based tasks, and assignments.

3D 3 Days Per Week Program



* Duration may vary

- **Qualified educators averaging over 10 years experience**
- **Flexible timetable with only three full days of class per week**
- **High student employment rate**

ICA20105 Certificate II in Information Technology

CRICOS: 070600G

DURATION: 14 week terms

[CRICOS duration including vacation breaks 20 Weeks]

This optional preparatory course is designed for students with no prior experience with information technology terms and basic fundamentals.

This course is designed to familiarise the student with basic concepts and commonly used acronyms in information technology.

As an optional preparatory course students unfamiliar with information technology can use this course as an entry into higher qualifications in the information technology field.

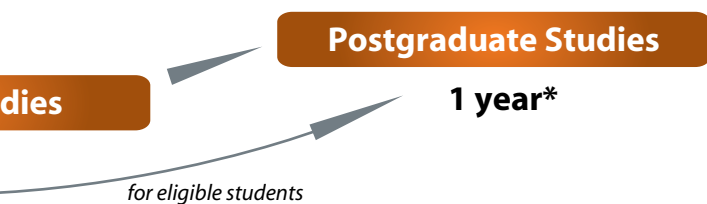
This "learning the basics" course leads to a Certificate IV in Information Technology followed by a Diploma of Information Technology. Students wishing to continue their studies can enter degree programs at university or higher education institutions.

This course is delivered face-to-face, through a combination of tutorials and computer lab workshops.

You will be assessed through written tests, computer-based tasks, and assignments.



way to Universities (Example Pathway Package)



ary depending on credit transfer arrangements with Higher Education provider

UNITS

ICA20105 Certificate II in Information Technology

ICAU1128B	Operate a personal computer
ICAU2005B	Operate computer hardware
ICAU2231B	Use computer operating system
ICAU2006B	Operate computing packages
ICAD2012B	Design organizational documents using computing packages
ICAU2013B	Integrate commercial computing packages
ICAW2002B	Communicate in the workplace
ICAW2001B	Work effectively in an IT environment
ICAU3004B	Apply occupational health and safety procedures
BSBCMN106A	Follow workplace safety procedures
ICAU3126B	Use advanced features of computer applications
ICAS2010B	Apply problem solving techniques to routine malfunctions
ICAS3024B	Provide basic system administration
ICAT3025B	Run standard diagnostic tests
ICAS3115B	Maintain equipment and software in working order

ICA40105 Certificate IV in Information Technology (General)

PSPPM402B	Manage simple projects
ICAA4041C	Determine and confirm client business expectations and needs
ICAD4043B	Develop and present a feasibility report
ICAA4047B	Determine project specifications and secure client agreement
ICAD4217B	Create technical documentation
ICAA4233B	Determine and apply appropriate development methodologies
BSBCMN304A	Contribute to personal skill development and learning
ICAW4214B	Maintain ethical conduct
ICAB4135B	Create a simple mark-up language document to specification
ICAB4137B	Produce basic client side script for dynamic web pages
ICAB4225B	Automate processes
ICAB4136B	Use structured query language to create database structures and manipulate
ICAB4222B	Apply introductory programming skills in another language
ICAB4229B	Apply intermediate programming skills in another language
ICAA4058B	Apply skills in object-oriented design
ICAT4221B	Locate equipment, system and software faults
ICAT4242B	Perform unit test for a class
ICAB5177B	Build Java applets
ICAA4051B	Develop client user interface
ICAB5180C	Integrate database with a website
ICAT5079B	Perform integration test
CUFMEM07A	Apply principles of visual design and communication to the development of a multimedia product
ICPMM581B	Manage multimedia production

ICA50105 Diploma of Information Technology (General)

BSBPMG505A	Manage project quality
PSPPM502B	Manage complex projects
ICAA5056B	Prepare disaster recovery and contingency plans
ICAA5158B	Translate business needs into technical requirements
ICAP5039B	Match IT needs with the strategic direction of the enterprise
ICAS5202B	Ensure privacy for users
ICAA5154B	Model data processes
ICAA5153B	Model data objects
ICAA5139B	Design a database
ICAB4170B	Build a database
ICAB5223B	Apply intermediate object-oriented language skills
ICAB5065B	Prepare for the build phase
ICAB5066B	Coordinate the build phase
ICAB4229B	Apply intermediate programming skills in another language
ICAT4242B	Perform unit test for a class
ICAT5079B	Perform integration test
ICAB5161B	Build a document using extensible mark-up language
ICAD5210B	Analyse information and assign meta-tags
ICAA5141C	Design and develop dynamic websites to meet technical requirements
ICAB5165B	Create dynamic web pages
ICAB5180C	Integrate database with a website

How to Apply at Academia International

INTERNATIONAL STUDENT APPLICATION PROCESS (OFF-SHORE)

1. Select the faculty and course(s) you wish to study.
2. Complete the Student Application Form as accurately as possible, attach supporting documents as required and sign and return to Academia International through the post, or fax.
<http://www.academia21.com/docs/InternationalApplicationForm.pdf> (fax to +61 3 9671 4988).
3. Please read the cancellation & refund policy within the student application form. Contact us if anything is unclear.
4. You will be issued with a Provisional Acceptance Letter of Offer which will include an invoice listing the costs of your selected course(s).
5. If you have been assessed as assessment level 3 or 4 in the International Students > Student Visas > Country Selection part of our website, you will need to send or take your visa application form together with your Provisional Acceptance Letter and any other documents you may need to your nearest Australian Embassy or Consulate for Pre-Visa Assessment.
6. Read the Applying for Student Visa section below.
7. If your Pre-Visa assessment application has been successful (you will have received in writing a successful application letter from the embassy) fax a copy of this letter to Academia International on +61 3 9671 4988.
8. Pay the following as per your Provisional Acceptance letter of Offer:
 - Course fees,
 - Enrolment fees and
 - Overseas Student Health Cover (OSHC)
 - Equipment fees (where applicable)
9. Once we receive your payment, we will issue an electronic Confirmation of Enrolment form (eCoE) necessary for student visa processing. The form will be transmitted through the Internet to your Australian Embassy or Consulate. The original will be sent to you. You will need to present the eCoE to the embassy for completion of student visa processing.

APPLYING FOR A STUDENT VISA (INTERNATIONAL STUDENTS ONLY)

If you intend to study for 3 months or more, you will need to apply for a student visa. You must enroll for full-time study and pay compulsory medical insurance (OSHC).

Students with a country assessment level 3 or 4 (refer to International Students > Student Visas > Country Selection part of our website) will need to obtain a Pre-Visa Assessment (PVA) before confirmation of Enrolment.

- Read the Applying for a Student Visa information form issued by the Australian government.
- Identify your student visa subclass and assessment level from the Student Visa Subclasses page and the Overseas Student Program - Assessment Levels information form on the Australian Immigration www.immi.gov.au website.
- Complete Form 157A - Application for a student (temporary) visa <http://www.immi.gov.au/allforms/pdf/157a.pdf>. This form is also available at your nearest Australian Embassy or Consulate.
- According to your Assessment Level provide all information* relating to:
 - Employment details
 - English Proficiency (IELTS score or equivalent)
 - Education
 - Financial support details
 - Health requirements (Medical examination)
 - Character details
 - Payment details
 - Course fees,
 - Enrolment fees and
 - Overseas Student Health Cover (OSHC)
 - Equipment fees (where applicable)

Once we receive your payment, we will issue an electronic Confirmation of Enrolment form (eCoE) necessary for student visa processing. The form will be transmitted through the Internet to your Australian Embassy or

Consulate. The original will be sent to you. You will need to present the eCoE to the embassy for completion of student visa processing.

- When applying for your visa, you will also be asked to provide the following documents:
 - Your passport
 - 4 passport-sized photographs
 - Your electronic Confirmation of Enrolment (eCoE) that we will send you (refer to point 9 above in the International Student Application process section)
- If your application is successful or unsuccessful contact Academia International to let us know and to assist you with travel arrangements if your application has been successful.

Note: * You can review the most updated visa application requirements by visiting <http://www.immi.gov.au/study/index.htm>. The requirements stated above are subject to Australian Immigration law amendments. Student visas are usually granted for the period of study only. If you wish to extend that visa, you must do so prior to its expiry.

Please ensure that you are fully aware of the conditions attached to your visa as you must comply with these whilst studying in Australia. Academia International can assist you through this process. Please contact us if you need further assistance.

Please check www.academia21.com for further important information that will assist you in making your decision to enroll with Academia International.

AUSTRALIAN STUDENT APPLICATION PROCESS

1. Select the faculty and course(s) you wish to study.
2. Complete the Student Registration Form
<http://www.academia21.com/docs/LocalApplicationForm.pdf>.
3. Select suitable payment plan (per term, per semester, total upfront)
4. Please read the cancellation & refund policy attached within the Student Registration Form. Contact us if anything is unclear.
5. Mail the application form to us with your \$250 deposit. (Cheques can be made out to Academia International, or visit us to process your payment through cash, credit card or Eftpos).
6. Once we receive your payment Academia International will confirm in writing your place in the course.

Academia International is approved by Centrelink for Austudy, Abstudy and Youth Allowance.





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ENGLISH



AUSTRALIA
MEMBER
COLLEGE

Swanston St. Public Transport servicing Melbourne's Centre extends to all inner and outer suburbs and across multiple transportation modes including Tram, Train and Bus services.
Elizabeth St. GPO
Bourke St. Collins St.



Academia International FINALIST for the Victorian Training Awards 2009

The Victorian Training Awards promotes and rewards outstanding achievements and innovation in the vocational education and training sector. Academia International is honoured to be selected as a FINALIST (one of three) in the Small Training Provider of the Year category (small training provider is defined for any Registered Training Organisation with less than 1500 students).

<http://www.skills.vic.gov.au/events/victorian-training-awards/2009-Finalists>



www.academia21.com