Launch Your Career!
Central College is a registered provider of Vocational Education and Training (VET). We are part of Group Colleges Australia, which operates colleges that offer educational pathways; from English at Metro College through to Bachelor Degrees from Universal Business School Sydney (UBSS).

**WELCOME to CENTRAL COLLEGE**

A qualification from Central College will provide you with an outstanding education and a bright future. With state of the art facilities and a supporting environment, all of our courses provide you with the necessary skills and knowledge to launch your career.

Once you complete your qualification at Central, you may be eligible for fast-track entry into Universal Business School Sydney (UBSS). Here you can complete your studies with a Bachelor Degree in Accounting or Business.

Thank you for choosing Central College. We look forward to welcoming you and wish you every success with your studies.

*Michael Robinson, Principal, Central College*
Why study in Australia?

Australia is a stable, democratic and culturally diverse nation with a highly skilled workforce and one of the strongest performing economies in the world. It is the fourth largest economy in the Asian region and is the 12th largest economy in the world. Australia is a nation of boundless opportunity in a country of endless potential – a nation that is ‘open for business’¹. It is located near Asia, one of the fastest developing regions, so has immediate ties to most powerful economic hubs in the world and acts as a ‘bridge’ between Asia and the West. Studying in Australia will provide you with wonderful opportunities and experiences, as well as world-class education.⁴


Global Recognition
Degrees from Australian schools are recognized all over the world. Graduates from Australian schools are highly sought after by both Australian and international employers. This is due to the impressive international reputation of the Australian education system².⁴

² http://www.internationalstudent.com/study_australia/why_study_australia/global-recognition/

Growing Destination
Australia is currently the third most popular destination for international students in the English-speaking world, behind the United States and the UK. Many international students choose to study there because of the cultural diversity, friendly natives, and high quality of education. Sydney is the world’s most popular destination for international students⁵.⁳


Multicultural Society
Australia is multicultural and multiracial and this is reflected in the country’s food, lifestyle and cultural practices and experience. This diversity of influences creates a cultural environment in Australia that is lively, energised, innovative and outward looking⁶. Australians value the wealth of cultural diversity and social sophistication that international students bring to the campuses and communities.⁴


Safe environment
Australia is one of the safest countries in the world. Crime and political unrest are limited and we have low crime rates and strict gun control laws providing a safe environment for international students. A recent study places Sydney and Melbourne among the top 10 safest cities in the world.⁷


Cost of Living
Australia’s standard of living is amongst the highest in the world. Living expenses and tuition costs are considerably lower in Australia than they are in the United States and United Kingdom.⁶

⁶ http://www.internationalstudent.com/study_australia/why_study_australia/cost-of-living/

Work
Students visiting the country are allowed to work up to 40 hours per fortnight while they are studying in Australia. “Working while you study in Australia can help complement your study and living experience. There are a number of reasons you might want to undertake part time work while studying in Australia, including assisting with living expenses and gaining work experience in your study area.”⁹

Open the [document] to read it in full.
About CENTRAL COLLEGE

The Campus
The Central College campus is situated in the World Square precinct. Located at 127 Liverpool Street Sydney, Central College is in the heart of the city, conveniently located near shopping venues, restaurants and famous Sydney attractions such as Hyde Park, Darling Harbour and Chinatown. It is easily accessible being just a five-minute walk to Town Hall station.

Facilities
The GCA campus is equipped with free Wi-Fi throughout and has:

- Modern spacious classrooms
- Computer labs
- Laptop classrooms
- Printing and CD burning facilities
- Interactive Whiteboards
- Quiet rooms for studying
- Leisure area with Foxtel, large-screen TV, piano and ping-pong table
- Kitchen facilities including plenty of microwaves
- Vending machines for snacks and drinks
- Student Information and IT support services
- Sports teams
- Organised excursions in and around Sydney, including trips to the Hunter Valley, the Blue Mountains and Port Stephens

Courses
We offer a wide range of courses, from Certificate level up to Advanced Diploma level in Accounting, Business & Tourism. All of our courses will provide you with the necessary skills and knowledge to launch your career.

Teaching Methodology
Students are taught by way of lectures and practical sessions. Students are delivered a level of information in the classroom and then are expected to spend an equivalent amount of time outside the classroom on practical aspects such as research on the Internet, reading textbooks or other material and completing assignments that relate directly to the classroom material. Internet access is available free of charge to students.

Assessment
Students are assessed in each subject during each 10 week term by way of assignments and final exams. The assignments are submitted to the lecturers by email. Final exams are given in each subject in week 10 of every term. These assessments may be computer based. Other assessment methods include reports, research papers, presentations, multiple choice questions and essays.

Articulation Pathways
Central College currently holds a strong partnership with Universal Business School Sydney (UBSS) for students interested in an education pathway into Bachelor degrees in Accounting and Business or an MBA.

Central College Online
Students will complete 25% of their course online with Central College Online.
Technology at CENTRAL COLLEGE

Interactive Whiteboards
Central College uses cutting edge Interactive Whiteboards technology in its classrooms to maximise the learning potential for students. All classrooms are fitted out with Interactive Whiteboards that allow active student participation, both in class and later, at home. All lesson material written on the board is saved and uploaded to moodle (online-learning platform) to view at home.

Why Use Interactive Whiteboards?
• Ideas and changes can be added, saved and captured without losing the original concept
• Any computer-based program can be accessed and used as a learning tool in the classroom: e.g. Powerpoint, Excel, Dreamweaver, Photoshop etc
• The internet can be accessed as a resource in class
• Interactive activities involve students in the teaching learning cycle in the classroom
• Graphics and colours allow students to explore their creativity
• Speakers give access to sound which adds another sensory aspect to lessons

Moodle
Moodle is an online learning tool used for all subjects offered by Central College. All subject materials are placed on Moodle and it is used as a learning resource by lecturing staff. A number of Central College staff now conduct surveys and examinations on Moodle. All new students must attend training in Moodle as part of their orientation.

Computer Labs & Laptops
Computer laboratories with the latest hardware and software add the finishing touch to a modern college dedicated to the education of its students and serving their needs. All students have a college email address and free access to the computer labs and the internet. The college now has over 15 dedicated computer labs with hundreds of computers. Not only are the labs available for classes, they are open to all students during college hours for self-study purposes.

Free WI-FI
Central College offers students and staff access to a free wireless network on campus. WI-FI is available in classrooms as well as the student recreation area and lunchroom. Students are encouraged to bring their laptop into College to make use of this free service. The IT team can assist with any questions they may have about logging on to the wireless network and also with computers in the computer labs.

Software & PCs
For student use Central College has hundreds of PCs all running on Windows 7 and using Microsoft Office 2010 Professional.

Students have unlimited internet downloads on both onsite workstation use and WiFi.

Design Software
Computers in Central College are loaded with Adobe’ Master Collection CS6. Students have access to full versions of: InDesign CS6, Photoshop CS6 Extended, Illustrator CS6, Flash CS6 Professional, Dreamweaver CS6, Acrobat X Pro.
# Accounting

## Certificate III in Accounts Administration – FNS30315
**Duration:** 6 months (2 Terms) – CRICOS 086430M

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHS and Business Documentation</td>
<td>This course is the foundation for all other accounting studies and will provide students with the skills and knowledge to perform routine accounting duties such as bookkeeping, accounts payable and receivable, preparation of financial reports and payroll functions. The course will give you the ability to work effectively in the financial services industry.</td>
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<tr>
<td>Business Communication</td>
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<tr>
<td>Business Technology</td>
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<tr>
<td>Basic Accounting 1</td>
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<tr>
<td>Basic Accounting 2</td>
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<tr>
<td>Process and Administer Payroll and Accounts</td>
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## Certificate IV in Accounting – FNS40615
**Duration:** 1 year (4 Terms) – CRICOS 088556C

<table>
<thead>
<tr>
<th>Subjects</th>
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<tbody>
<tr>
<td>Basic Accounting 2</td>
<td>This course will provide students with a range of accounting skills necessary to be successful in a business accounting environment. The areas covered in this qualification include business accounting practice, accounting principles, and accounting legal and statutory requirements. This qualification is designed to give students the ability to process business tax requirements, apply cost management techniques, prepare budgets, maintain asset and inventory records, administer accounts and ledgers, establish and maintain payroll, prepare financial statements and carry out business activity statement (BAS) tasks.</td>
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<tr>
<td>Accounting Principles</td>
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<tr>
<td>Financial Accounting</td>
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<td>Accounting for payroll and payable</td>
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<td>Office Tax Procedures</td>
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<td>Ethics</td>
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<td>Business Technology</td>
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<tr>
<td>Computerised Accounting</td>
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<tr>
<td>Budgeting</td>
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<tr>
<td>Inventory</td>
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## Diploma of Accounting – FNS50215
**Duration:** 9 months (3 Terms) – CRICOS 088363A

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Description</th>
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<tbody>
<tr>
<td>Budget and Tax</td>
<td>This course is designed to provide students with necessary skills to perform in a range of functions including: introducing and maintaining accounting systems, maintaining internal control systems, preparing financial statements for a reporting entity, preparing tax returns, reporting on business performance, managing small teams, developing business plans, and preparing management accounting reports.</td>
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<tr>
<td>Management Accounting</td>
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<td>Corporate Accounting</td>
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<tr>
<td>Internal Control and System Design</td>
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<td>Costing Information</td>
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<td>Forecasts and Projections</td>
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<tr>
<td>Business Performance</td>
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## Advanced Diploma of Accounting – FNS60215
**Duration:** 9 months (3 Terms) – CRICOS 088372M

<table>
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<tr>
<th>Subjects</th>
<th>Description</th>
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<tbody>
<tr>
<td>Business Economics and Statistics</td>
<td>This course is designed for students who wish to develop skills and knowledge necessary for an executive level career in accounting or to run your own business. In this advanced accounting course you will learn about budgeting principles, performance management and successful leadership, how to prepare financial reports, the implementation and application of internal control procedures, selecting and using the appropriate technology, and other advanced accounting skills.</td>
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<tr>
<td>Corporate Finance</td>
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<tr>
<td>Auditing</td>
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<tr>
<td>Income Tax Application</td>
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<tr>
<td>Budgets and Strategies</td>
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<tr>
<td>Management and Corporate Finance</td>
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<tr>
<td>Improvements and Systems</td>
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Certificate III in Business – BSB30115
Duration: 6 months (2 Terms) – CRICOS 088557B

This course will provide students with the fundamental business skills and knowledge to successfully perform a wide range of duties in diverse industries. Students will develop the ability to organise tasks, manage workplace information, produce business documents, deliver customer service and support workplace learning.

Subjects
- Workplace Health and Safety
- Customer Service Delivery
- Financial Records
- Workplace Diversity
- Business Documentation
- Workplace Learning

Certificate IV in Business – BSB40215
Duration: 6 months (2 Terms) – CRICOS 086915A

This course provides superior grounding in the key competencies commonly used in clerical roles, and in the administrative and business support sector generally. Students develop the skills required to oversee an office, undertake informed decision-making across a variety of administrative tasks, and liaise on administrative matters with colleagues.

Subjects
- Workplace Health and Safety
- Customer Service
- Business Technology
- Learning Development & Innovation
- Financial Management Principles (Mgmt)
- Introduction to Marketing

Diploma of Leadership and Management – BSB51915
Duration: 12 months (4 Terms) – CRICOS 088558A

This course explores in greater depth the knowledge and skills required to be an effective people manager. Students will develop the management competencies required to be an effective manager in business, office or administrative environments. They will also learn about performance management, financial management and information management and acquire skills to develop workplace policies and procedures, manage customer service and recruit and induct staff.

Subjects
- Business Management and Innovation
- Organisational Development
- Human Resource Management
- Emotional Intelligence
- Workplace Effectiveness 1
- Workplace Effectiveness 2
- Financial Management
- Workplace Relations
- Operational Plan
- Continuous Improvement

Advance Diploma of Leadership and Management code BSB61015
Duration: 1 year (4 Terms) – CRICOS 088559M

This course is for people desiring to work in senior management positions in small to large organisations, in a broad range of industries. People in senior management positions are usually responsible for managing the work of others and reviewing management practices. Where they are not responsible for managing the work of others, they usually have specialised roles and are required to provide strategic leadership. Students will learn a broad range of senior management competencies such as managing finances, managing organisational change, providing leadership, developing and implementing strategic plans, developing systematic approaches to managing OH&S, as well as learn key skills in developing marketing and business plans.

Subjects
- Management
- Project Management
- Business Planning
- Market Planning
- Change Management
- Strategic Management
- Finance
- Knowledge Management
- Human Resources Management 1
- Human Resources Management 2
Tourism

Certificate III in Travel – SIT31312
Duration: 6 months (2 Terms) – CRICOS 080750K

This course is designed to teach students to be competent in a range of well-developed retail travel sales and operational skills. Studying this course gives students the retail travel sales education and training to provide quality retail services in the travel and tourism industry.

Students will learn how to prepare airfares and itineraries, operate online information systems and administer sales and operations functions using a computerised system and will gain updated tourism knowledge to work effectively in a socially diverse environment.

Subjects
- Tourism Work
- Environment
- Destination Studies - Australia
- Introduction to Tourism
- Destination Studies - International
- International Ticketing
- Computerised Reservation System
- Work Experience

Diploma of Travel and Tourism – SIT50112
Duration: 9 months (3 Terms) – CRICOS 080324F

This course provides students with job-ready skills for the tourism industry in a range of sectors including airlines, travel agencies, tour wholesalers, inbound tour operations, visitor information centres and regional tourism offices.

Students will learn skills including: incorporating airfares, live reservations system, back office system, front line selling, destinations and travel products. They will also study the managerial aspects of the tourism industry incorporating sustainable tourism operations.

Subjects
- Tourism Networks
- Tourism Budgeting
- Tourism Management
- Tourism Marketing 1
- Tour Guiding
- WHS Tourism
- Tourism Marketing 2
- Work Experience

Advanced Diploma of Tourism – SIT60112
Duration: 9 months (3 Terms) – CRICOS 079871M

This course provides the skills and knowledge for an individual to be competent in wide-ranging, highly specialised technical tourism skills covering operations, sales, marketing, product development, business planning, and human resource and financial management.

To gain entry to Advanced Diploma of Tourism students must have completed all core units from Diploma of Tourism.

Subjects
- Tourism Operations
- Travel Finance
- The Business of Tourism
- Travel WHS 2
- Tourism Law
- Tourism Development and Planning
- Develop Tourism Products
- Tourism Sales
- Work Experience

IATA Authorized Training Centre

In addition to our main “Tourism” courses we also offer additional short add on courses from “IATA”, which can be studied on line. The International Air Transport Association (IATA) is the global trade association for the airline industry. “IATA” have 240 member airlines which comprise 84% of total air traffic.
Entry Requirements
Admission to all courses offered by Central College require the completion of:

- Domestic and International students must have a NSW School Certificate or equivalent; or
- Completion of an accredited Australian Vocational Education qualification.

In addition, applicants who have not completed a minimum Diploma level qualification in Australia must prove adequate English language proficiency by obtaining a minimum score of:

- IELTS Score of 5.0 or equivalent.

Intake Dates
Central College has three (4) main intakes per year and (4) midterm intakes that provide flexibility for new students. Each semester accepts new students at Central College.

The Central College term intakes are:
Term 1 commences in January
Term 2 commences in April
Term 3 commences in July
Term 4 commences in October

For detailed semester dates please visit www.centralcollege.edu.au.

New students are to ensure they are available to attend the orientation one week prior to the commencement of semester. The commencement of term is when teaching commences at Central College.

Course Credit
Central College may grant exemptions on units previously undertaken by students through another Registered Training Provider. Course Credit requires students to provide certified copies of certificates and transcripts. The assessment process may take up to 5 working days.

For more information about our Course Credit please email: info@gca.edu.au.
How To Enrol

GCA Admissions Centre
The GCA Admissions Centre processes all applications for admission to Metro English College, Central College and Universal Business School Sydney (UBSS).

The Admissions Centre is committed to providing excellent service to its applicants as well as all partner education agents.

Admission Procedure
To enrol in any of Central College courses, please complete the enrolment form and submit it via email to: info@gca.edu.au

Enrolment forms are downloadable from: www.centralcollege.edu.au

Before you submit your application, please ensure that:

- You know which program you want to study, and which date you want to start.
- You have electronic copies of your passport, certificates of completion and academic transcripts, which you will need to attach to your online application.

You will be contacted by one of our admissions staff after submitting your application. Successful applicants will receive a letter of offer from our admissions centre which includes your course information and course fees.

A Confirmation of Enrolment (COE) will be issued upon receiving your fees. The Confirmation of Enrolment is required if you are outside Australia and intend to apply for a student Visa. Please be aware that the processing of your Visa may take 6 weeks or more.

Course Credit
Central College may grant exemptions on units previously undertaken by students through another Registered Training Provider. Course Credit requires students to provide certified copies of certificates and transcripts. The assessment process may take up to 5 working days.

For more information about our Course Credit please email: info@gca.edu.au.

It’s time to

Launch Your Career!

www.centralcollege.edu.au
+61 2 9261 4161
Central College is a registered vocational education provider and its courses are accredited by the Australian Skills Quality Authority (ASQA).

Central College is a member of Group Colleges Australia Pty Ltd
CRICOS Provider Code 02571D   ABN 11 085 429 732
RTO Code: 90952

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