

MACLEAY COLLEGE

ENROL NOW. GRADUATE IN 12 MONTHS

It's a career for life and, in a single year, Macleay College's Diploma of Accounting will give you the skills and knowledge to get started on a path that can traverse industries and take you around the world. Covering a range of topics and issues, the course sets up graduates for entry-level positions as bookkeepers and accountants, going on to further study at university level via our official pathways to some of Australia's leading universities.

ACCOUNTANT ■ FINANCE ADMINISTRATIVE OFFICER ■ COMMERCIAL LOANS OFFICER ■ ACCOUNTS CLERK ■ ASSISTANT ACCOUNTANT ■ BUSINESS BANKING OFFICER ■ TRAINEE ACCOUNTS MANAGER

QUALITY OF EDUCATION

Our Diploma of Accounting is designed to provide students with a thorough foundation of knowledge and skills for entry-level employment as a bookkeeper or accountant. The course includes units that cover all aspects of business accounting and bookkeeping and combines knowledge of key issues and concepts of business finance, business accounting, and business law.

KEY SUBJECTS

Students will be introduced to the methods of recording financial transactions and learn how to use financial data as a tool to measure and improve business performance. At the end of this course students will be able to identify the role of accountants and accounting information in business operations, distinguish

between the different types of business organisations, apply the rules of accounting to transaction recording, demonstrate skills in processing accounting information, prepare and analyse financial statements, and forecast future cash flows using financial statements and budgeting. Students also learn about the role of management in Australian Business. This includes an overview of business structures in Australia and their relevance to our economy, as well as an examination of the management styles, personal attributes and skills required to be an effective manager. Importantly, we also teach you about the value of professional communication and presentation, giving you the information, tools and practical opportunities to develop a

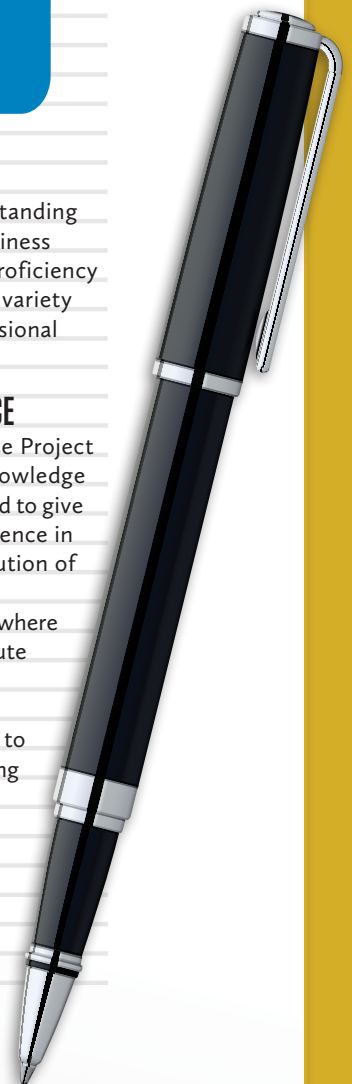
comprehensive understanding of the elements of business communication, and proficiency in communicating in a variety of personal and professional contexts.

PRACTICAL EXPERIENCE

The Business Enterprise Project brings together the knowledge and skills already acquired to give you a mentored experience in the planning and execution of a business idea. This is a group project where students plan and execute a project that aims to deliver a profit to shareholders, and value to customers, while building effective working relationships. Students also spend time as an intern with a business, which often leads to a job after graduation.

macleay.edu.au | study@macleay.edu.au

Tel (02) 9267 3311 | Fax (02) 9264 8252 | 28 Foveaux St, Surry Hills Sydney NSW 2010





1 YEAR FULL-TIME 2 YEARS PART-TIME

NEW CBD CAMPUS IS NOW OPEN

Macleay College opens its new \$2 million campus in Sydney's CBD on January 20, 2012. The new campus is just 2 minutes' walk from Central Station and major transport routes across Sydney. Students who join us in 2012 will discover:

- Industry-standard television and radio studios for student use
- 65 brand-new computers (PC and Mac) featuring the latest industry software for all of our courses
- Modern classrooms with the latest audiovisual equipment, plus a large Student Zone at street level with specific areas for socialising and studying.

COURSE DETAILS

A full load of study is four units per trimester. It is possible to complete the Diploma of Accounting in a minimum of one year or a maximum of two years. Part-time enrolment requires completion of no less than two units per trimester. Admission is based on completion of NSW HSC or equivalent Australian senior secondary certificate.

PATHWAYS TO UNIVERSITY

Macleay College has articulation agreements with the University of Technology, Sydney, University of Wollongong and Bond University for graduates who wish to go on to further study. A minimum of a credit average is

required to be considered by these universities.

HELP WITH PAYING FEES

Macleay College students have access to two loan schemes to help pay their fees: the FEE-HELP loan assistance scheme from the Australian Government or a student bank loan scheme. Contact our Student Services Team for more details. For Youth Allowance and Austudy, students are generally required to undertake a full-time course and fulfil the normal conditions that apply to those payments. Part-time students should contact Centrelink to see if they qualify.

OUR SERVICE GUARANTEE

Macleay College has built an unmatched reputation for delivering job-ready graduates after just 12 months of study. We do this by guaranteeing tutorial sizes of 20 people or less, so that students get plenty of personal attention from their lecturers. We also make industry internships a mandatory part of the courses we teach. We assist every student in this process, with many going on to be employed after graduation.