

AUSTRALIAN ACADEMY OF COMMERCE

Explore. Learn. Achieve.



AUSTRALIAN
ACADEMY of
COMMERCE
Explore. Learn. Achieve.

Version 2019.2

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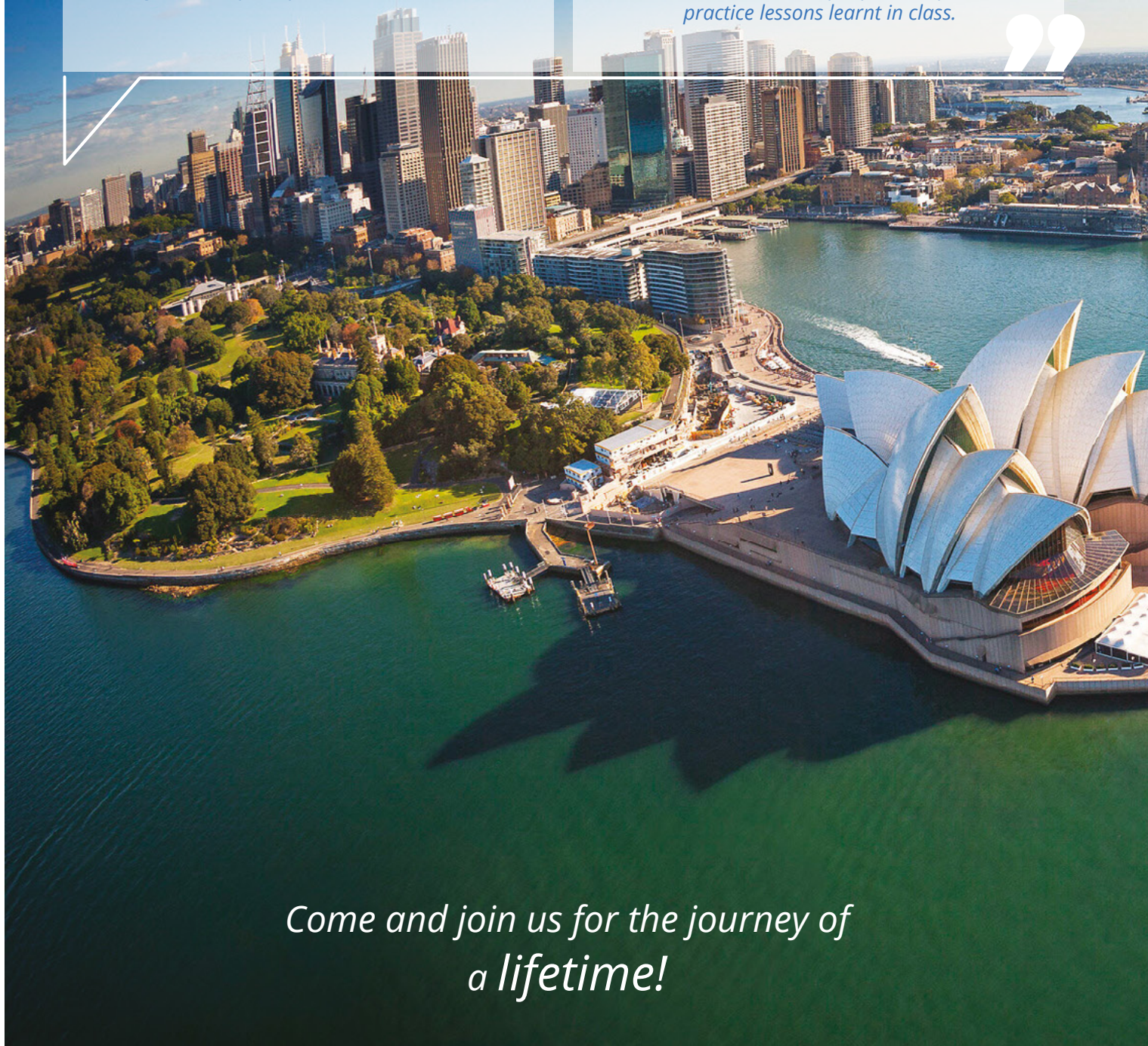
The Australian Academy of Commerce is one of the leaders in the provision of English courses and Vocational training, with our campus in Sydney's city centre, main campus located in the vibrant heart of the CBD, next to buzzing World Square and famous Hyde Park. AAC is the educational provider of choice for hundreds of international students from virtually all corners of the globe.

The Academy was founded in August 2004 by qualified and experienced educators graduated from prominent Australian

Universities. AAC focuses on making its clients competent in general business skills, while simultaneously instilling the organisation's vision to motivate learners to reach their potential by passing on the latest knowledge and skills in commerce as per the national Business Training Package.

We believe that education is more than just books and classrooms. W Language Centre runs workshops and social activities regularly for students to discuss new subjects, network and collaborate with classmates, meet new people, and put into practice lessons learnt in class.

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*Come and join us for the journey of
a lifetime!*



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APPLICATION & ADMINISTRATION FEES

FOR ENGLISH & VOCATIONAL COURSES

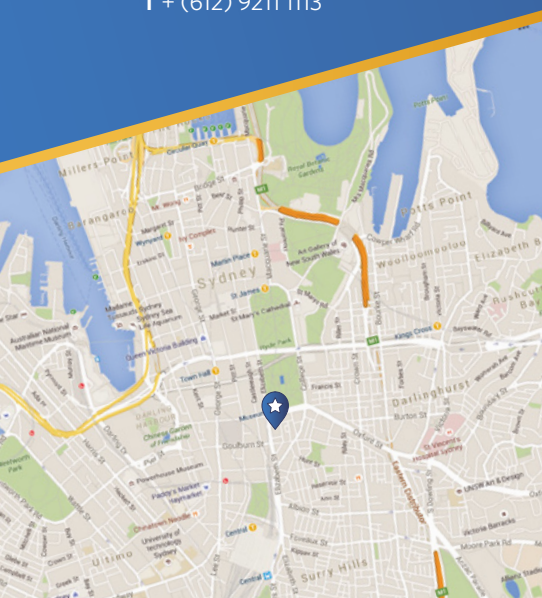
- ✓ Standard application fee \$200 (Includes: process of application form, E-CoE, Letter of Offer & receipts).
- ✓ Learning material fee of \$100 per level of English course (12 weeks). This includes all learning materials.
- ✓ Learning material fee of \$50 per each VET course. This includes all learning materials.
- ✓ Extra fees will apply whenever an applicant wishes to amend enrolment details, which requires the creation of a new eCoE. The updated eCoE will attract a \$40 administration charge.



AAC Main Campus

Levels 8 & 9
140 Elizabeth Street
Sydney NSW 2000

T + (612) 9211 1113



In its main campus, AAC offers vocational courses in Business, Leadership, Management, and Marketing. These courses provide job-focused training, developing the entrepreneurial and creative skills necessary to excel in these fields.



BUSINESS

- / BSB20115 CERTIFICATE II IN BUSINESS
- / BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION
- / BSB42618 CERTIFICATE IV IN NEW SMALL BUSINESS

MARKETING

- / BSB42415 CERTIFICATE IV IN MARKETING & COMMUNICATION
- / BSB52415 DIPLOMA OF MARKETING & COMMUNICATION

MANAGEMENT

- / BSB51918 DIPLOMA OF LEADERSHIP & MANAGEMENT
- / BSB61015 ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT

ENGLISH COURSES SYDNEY CBD LANGUAGE CENTRE



GENERAL ENGLISH

- / BEGINNER
- / ELEMENTARY
- / PRE INTERMEDIATE
- / INTERMEDIATE
- / UPPER-INTERMEDIATE
- / ADVANCED



AAC Language Centre is our campus for all English courses. The Campus is located in the heart of Sydney's CBD, only a few steps away from Townhall Station and Museum Station.

Filled with students from virtually every country in the world, the Language Centre boasts state of the art premises, oversized classrooms with city views and equipped with the latest technology for students to use.

EAP

- / UPPER INTERMEDIATE
- / ADVANCED

IELTS

- / IELTS GENERAL MODULE
- / IELTS ACADEMIC MODULE

CAMBRIDGE TEST PREPARATION

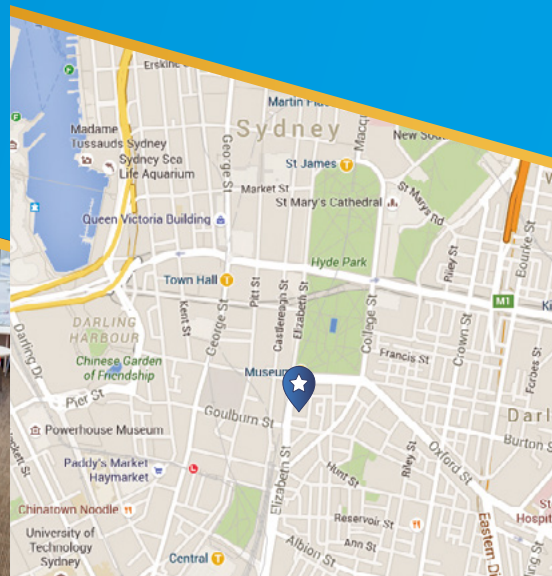
- / INTERMEDIATE (PET)
- / UPPER INTERMEDIATE (FCE)
- / ADVANCED (CAE)
- / PROFICIENCY (CPE)





AAC Language Centre


Levels 5 & 6
140 Elizabeth Street
Sydney NSW 2000


T + (612) 9262 9009





 **Great location.** Our facilities are easily accessible through public transport, are surrounded by a variety of cuisines, and are near iconic and famous Sydney landmarks


 **Students from all over the world.** We welcome students from over 40 different countries and regions from all around the globe

 **Use of technology.** Our campus provides advanced and dynamic learning environments, equipped with state of the art computer labs with more than 300 computers and free WIFI access on all levels

 **Modern premises.** Our bright and spacious learning areas create an engaging and productive atmosphere on campus. Our classrooms have break-out areas where students can enjoy their free time between classes

 **Pathway to University.** Our strong articulation agreements with several Australian higher education providers and universities provide pathways for students interested in pursuing higher education studies

 **Flexible timetable.** We offer morning, afternoon, and evening classes, giving students the flexibility to study and work

 **Friendly and professional staff.** Students are encouraged to achieve their goals, and our passionate teachers have the skills and training to help them get there

WHY STUDY WITH US



AAC's qualifications are designed to provide students with the skills, knowledge and attitudes that are essential to be successful in the commercial world. Our qualifications also provide a good foundation of knowledge for those who wish to study business/commerce at a university.

All courses are dynamic due to the presentation of the latest theories, in the most current industry context, with an emphasis on creative entrepreneurship.

SYDNEY CITY MAIN CAMPUS

VOCATIONAL COURSES

BUSINESS

A *Business program* provides you with the skills to create your own business. Throughout the course, you will learn how to produce business documentation, provide the best service to customers, and learn to organise your daily activities to maintain an efficient and healthy work ethic. These skills are in high demand by recruiters. The commercial expertise gained through this qualification prepares you for a variety of roles after graduation.

LEADERSHIP & MANAGEMENT

Our *Leadership & Management* program focuses on the planning, organising, coordinating, controlling, leading, and directing of a company. Leadership and Management involves guiding the company to success, through practicing the company business plan and implementing company objectives. In a nutshell, management is about getting work done through others. Companies around the world pay billions of dollars a year on management consulting to organise the enterprise efficiently and lead people effectively to outperform competitors.

MARKETING & COMMUNICATION

Did you know that Marketing is the fastest growing industry all over the world? *Sales & Marketing skills are essential to advertise any type of enterprise.* For this reason studying marketing will prepare you for a wide range of careers regardless of the product or service offered, and encourage you to develop creative and strategic thinking that will enable you to sell yourself and your company better. Additionally, the communication component reflects the importance of social media, and the increasing demand for effective communications.

BSB20115 CERTIFICATE II IN BUSINESS

This qualification is designed for students who are seeking to gain an understanding of business fundamentals to develop a pathway into entry level employment in an administrative or customer service role.

The **Certificate II in Business** Qualification will equip students with the necessary skills, knowledge and confidence needed to work effectively in an administration environment. This program will create a pathway into a variety of entry level administration and clerical roles which require co-operation and team work. The course provides the basic skills needed in an office environment as a Receptionist or Administrative Assistant. Students will develop skills in common IT applications, communication, use of business equipment and a variety of other administration tasks.



INTAKES 2019

- 7th January
- 4th March
- 8th April
- 3rd June
- 8th July
- 2nd September
- 7th October
- 2nd December

INTAKES 2020

- 13th January
- 9th March
- 13th April
- 8th June
- 13th July
- 7th September
- 12th October
- 7th December

CRICOS 086860M

BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

This is the perfect course if you see yourself starting or building a career in office administration, where you will eventually provide technical advice and support to a team. The **Certificate III in Business Administration** is suitable for all ages and will provide you with a range of skills and knowledge required for employment in general business operations.

We provide skills including basic finance, communicating in business, using business technology, and producing workplace documentation. The learning will be practical and hands on, giving you useful workplace skills and giving you more confidence in a wide area of business applications.

DURATION

78 weeks / 6 terms (including 4 weeks holidays per term)

ENTRY REQUIREMENTS

- 18 years of age or more when commencing the course
- IELTS 5.5 (or equivalent) and at minimum Year 12 Certificate (or equivalent)
- Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.

Applicants who will undertake LLN testing must achieve at minimum:

Learning 2; Reading 2; Writing 2; Oral Communication 2; Numeracy 2

INTAKES 2019

- 8th January
- 5th March
- 9th April
- 4th June
- 9th July
- 3rd September
- 8th October
- 3rd December

INTAKES 2020

- 13th January
- 9th March
- 13th April
- 8th June
- 13th July
- 7th September
- 12th October
- 7th December

DURATION

52 weeks / 4 terms (including 4 weeks holidays per term)

ENTRY REQUIREMENTS

- 18 years of age or more when commencing the course
- IELTS 5.5 (or equivalent) and at minimum Year 12 Certificate (or equivalent)
- Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.

Applicants who will undertake LLN testing must achieve at minimum:

Learning 2; Reading 2; Writing 2; Oral Communication 2; Numeracy 2

UNITS

- BSBWHS201 *Contribute to health and safety of self and others*
- BSBINM202 *Handle mail*
- BSBIND201 *Work effectively in a business environment*
- BSBCMM201 *Communicate in the workplace*
- BSBWOR203 *Work effectively with others*
- BSBWOR202 *Organise and complete daily work activities*
- BSBWOR204 *Use business technology*
- BSBINM201 *Process and maintain workplace information*
- BSBINN201 *Contribute to workplace innovation*
- BSBCUS201 *Deliver a service to customers*
- BSBITU211 *Produce digital text documents*
- BSBITU202 *Create and use spreadsheets*



UNITS

- BSBWHS201 *Contribute to health and safety of self and others*
- BSBADM307 *Organise schedules*
- BSBITU307 *Develop keyboarding speed and accuracy*
- BSBWRT301 *Write simple documents*
- BSBCMM301 *Process customer complaints*
- BSBITU306 *Design and produce business documents*
- BSBITU314 *Design and produce spreadsheets*
- BSBADM311 *Maintain business resources*
- BSBFIA302 *Process payroll*
- BSBFIA303 *Process accounts payable and receivable*
- BSBFIA304 *Maintain a general ledger*
- BSBPRO301 *Recommend products and services*
- BSBWOR301 *Organise personal work priorities and development*



CRICOS 098622D

BSB42618 CERTIFICATE IV IN NEW SMALL BUSINESS

This course will give you the basic skills and knowledge in how to plan, organise, and operate a small business. Students learn how to research business opportunities, and manage the business' basic legal and financial requirements. These skills are necessary to successfully operate and manage small businesses.

What's absolutely required is a passion to broaden your horizons and learn skills that you'll be using even ten years from now.

INTAKES 2019

8th January
5th March
9th April
4th June
9th July
3rd September
8th October
3rd December

INTAKES 2020

13th January
9th March
13th April
8th June
13th July
7th September
12th October
7th December

UNITS

- BSBREL401 *Establish networks*
- BSBSMB301 *Investigate micro business opportunities*
- BSBSMB401 *Establish legal and risk management requirements of small business*
- BSBSMB402 *Plan small business finances*
- BSBSMB403 *Market the small business*
- BSBSMB404 *Undertake small business planning*
- BSBSMB421 *Manage small business finances*
- BSBSMB407 *Manage a small team*
- BSBSMB420 *Evaluate and develop small business operations*
- BSBCUS401 *Coordinate implementation of customer service strategies*

DURATION



52 weeks / 4 terms (including 4 weeks holidays per term)

ENTRY REQUIREMENTS



- 18 years of age or more when commencing the course
- IELTS 5.5 (or equivalent) and at minimum Year 12 Certificate (or equivalent)
- Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.

Applicants who will undertake LLN testing must achieve at minimum:

Learning 2; Reading 3; Writing 3; Oral Communication 2; Numeracy 2

BSB42415 CERTIFICATE IV IN MARKETING AND COMMUNICATION



UNITS

BSBCMM401	Make a presentation
BSBCRT401	Articulate, present and debate ideas
BSBMGT407	Apply digital solutions to work processes
BSBMKG417	Apply marketing communication across a convergent industry
BSBMKG418	Develop and apply knowledge of marketing communication industry
BSBCUS401	Coordinate implementation of customer service strategies
BSBMKG401	Profile the market
BSBMKG413	Promote products and services
BSBMKG419	Analyse consumer behaviour
BSBRES411	Analyse and present research information
BSBWRT401	Write complex documents
BSBRKS501	Manage risk

INTAKES 2019

7th January
4th March
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2nd September
7th October
2nd December

INTAKES 2020

13th January
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7th December

This course has been designed for people who want to work within an organisation's marketing team and use well developed marketing and social media skills based in a wide variety of contexts. It is also suitable for candidates planning to establish their own company. Students learn how to research, present and debate ideas, analyse the market and customer behaviour, promote products and services, develop and apply **marketing communication** as well as develop general supervisory skills.

DURATION



52 weeks / 4 terms (including 4 weeks holidays per term)

ENTRY REQUIREMENTS



- 18 years of age or more when commencing the course
- IELTS 5.5 (or equivalent) and at minimum Year 12 Certificate (or equivalent)
- Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.

Applicants who will undertake LLN testing must achieve at minimum:

Learning 2; Reading 3; Writing 3; Oral Communication 2; Numeracy 2

“If it was not for AAC and its great atmosphere, our friendship would have been non existent, therefore, denying us the privilege of studying in such a fun way.”

Preskelcia Samuel &
Deepti Vencatachellum

FRENCH GUIANA &
MAURITIUS ISLAND

CERTIFICATE IV IN MARKETING
AND COMMUNICATION



CRICOS 091982C

BSB52415 DIPLOMA OF MARKETING AND COMMUNICATION

This qualification applies to individuals with a sound theoretical knowledge base in **marketing and communication** and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area. It is also suitable for candidates planning to establish their own company as a small business proprietor.

**INTAKES**
2019

7th January
4th March
8th April
3rd June
8th July
2nd September
7th October
2nd December

INTAKES
2020

13th January
9th March
13th April
8th June
13th July
7th September
12th October
7th December

DURATION

104 weeks / 8 terms (including 4 weeks holidays per term)

ENTRY REQUIREMENTS

- 18 years of age or more when commencing the course
- IELTS 5.5 (or equivalent) and at minimum Year 12 Certificate (or equivalent)
- Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.

Applicants who will undertake LLN testing must achieve at minimum:

Learning 2; Reading 3; Writing 3; Oral Communication 3; Numeracy 2

- Completion of the units which comprise the core from the Certificate IV in Marketing and Communication in the Business Services Training Package BSB.

UNITS

- BSBMKG507 Interpret market trends and developments
- BSBMKG523 Design and develop an integrated marketing communication plan
- BSBPMG522 Undertake project work
- BSBMKG514 Implement and monitor marketing activities
- BSBMKG501 Identify and evaluate marketing opportunities
- BSBMKG502 Establish and adjust the marketing mix
- BSBMKG515 Conduct a marketing audit
- BSBADV507 Develop a media plan
- BSBMKG537 Develop a social media engagement plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBMKG609 Develop a marketing plan
- BSBPUB504 Develop and implement crisis management plans

CRICOS 098715K

BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT

The **Diploma of Leadership and Management** provides students with the knowledge and skills to work in leadership and management roles across a range of enterprises and industries.

This diploma develops initiative and judgement in planning, organising, implementing, and monitoring of your own workload and the workloads of others. This course also teaches communication skills that support individuals and teams to meet organisational and enterprise requirements. Students are taught strategies to plan, design, apply, and evaluate solutions to complex problems, and to identify, analyse, and synthesise information from a variety of sources.

DURATION

104 weeks / 8 terms (including 4 weeks holidays per term)

ENTRY REQUIREMENTS

- 18 years of age or more when commencing the course
- IELTS 5.5 (or equivalent) and at minimum Year 12 Certificate (or equivalent)
- Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.

Applicants who will undertake LLN testing must achieve at minimum:

Learning 2; Reading 3; Writing 3; Oral Communication 3; Numeracy 2

INTAKES
2019

7th January
4th March
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3rd June
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INTAKES
2020

13th January
9th March
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7th December

**UNITS**

- BSBMGT502 Manage people performance
- BSBMKG501 Identify and evaluate marketing opportunities
- BSBCUS501 Manage quality customer service
- BSBMKG507 Interpret market trends and developments
- BSBRKS501 Manage risk
- BSBWHS501 Ensure a safe workplace
- BSBMGT517 Manage operational plan
- BSBPMG522 Undertake project work
- BSBHRM506 Manage recruitment selection and induction processes
- BSBLDR511 Develop and use emotional intelligence
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness

BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT



UNITS

BSBMGT605	Provide leadership across the organisation
BSBRSK501	Manage risk
BSBDIV601	Develop and implement diversity policy
BSBMGT608	Manage innovation and continuous improvement
BSBHRM602	Manage human resources strategic planning
BSBMGT616	Develop and implement strategic plans
BSBINM601	Manage knowledge and information
BSBINN601	Lead and manage organisational change
BSBFIM601	Manage finances
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMGT617	Develop and implement a business plan
BSBMKG609	Develop a marketing plan

INTAKES
2019

7th January
4th March
8th April
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2nd December

INTAKES
2020

13th January
9th March
13th April
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7th September
12th October
7th December

For those who already possess leadership and management skills, the **Advanced Diploma of Leadership and Management** is the next step in expanding these skills, providing students with an understanding of strategic planning and other business tactics.

You will learn how to manage resources efficiently, how to shape, foster, and control organisational change, and how to create and sustain a culture of continuous improvement in the workplace. This course creates a strong pathway to university for students who wish to continue with further study.

DURATION



104 weeks / 8 terms (including 4 weeks holidays per term)

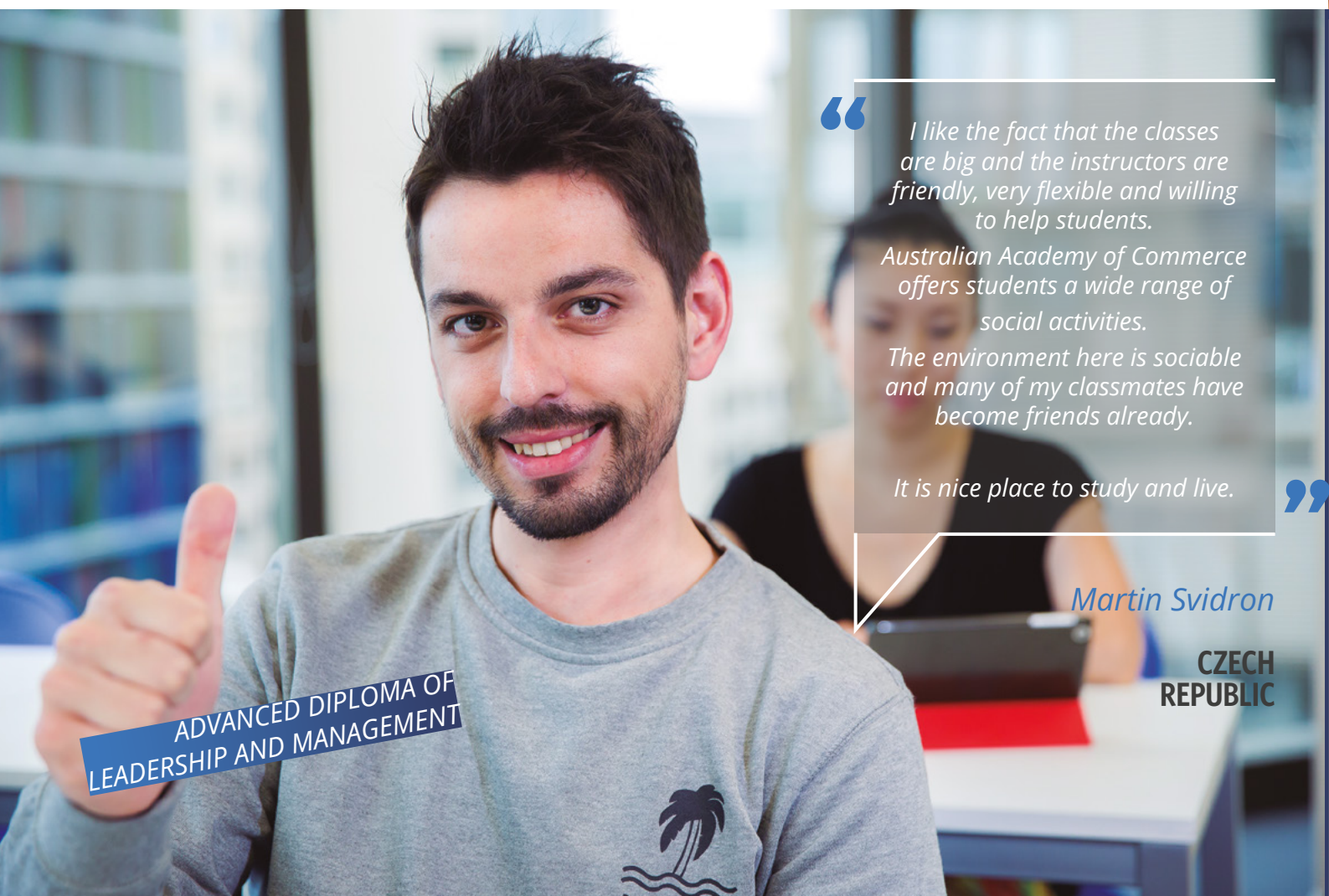
ENTRY REQUIREMENTS



- 18 years of age or more when commencing the course
- IELTS 5.5 (or equivalent) and at minimum Year 12 Certificate (or equivalent)
- Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.

Applicants who will undertake LLN testing must achieve at minimum:

Learning 3; Reading 4; Writing 4; Oral Communication 3; Numeracy 3



I like the fact that the classes are big and the instructors are friendly, very flexible and willing to help students.

Australian Academy of Commerce offers students a wide range of social activities.

The environment here is sociable and many of my classmates have become friends already.

It is nice place to study and live.



Martin Svidron

**CZECH
REPUBLIC**

**ADVANCED DIPLOMA OF
LEADERSHIP AND MANAGEMENT**



LANGUAGE CENTRE

ENGLISH COURSES



ENROLMENT

In order to enrol in the English course, students must complete the enrolment form and pay the application fee. On the application form, they must indicate the length of time they wish to study with the AAC Language Centre.

Please refer to the Pre-Enrolment Information document for more information on enrolling and visa requirements.



ASSESSMENTS

There are regular task-based assessments and progress checks during each level of the course.

At the end of each level, students will be awarded a 'Statement of Achievement', which indicates their completion of that level of English.

RESOURCES

Our students have access to the local library and will be able to obtain additional information on various topics discussed during their course.

Reading about Australia builds confidence and provides students with opportunities to adjust to the Australian lifestyle and culture.

ENGLISH COURSES

GENERAL ENGLISH

CRICOS 093103A

The General English course is designed to provide students who have a language ability of elementary to advanced with the opportunity to further improve their English language skills. Students may enrol in the course to develop their English for general purposes or to refresh their skills before undertaking further study.

Each component of the course aims to improve students' general English level. Once the course has finished, students should be ready to enter the next class. The general English classes also form a basis for students to move on to more specialised areas such as the IELTS Test Preparation course.



INTAKE



Every Monday

DURATION



From 1 to 60 weeks (minimum 4 weeks)

ENTRY REQUIREMENTS



A placement test and an oral interview are arranged for the first Monday a student arrives at the AAC Language Centre, to identify a suitable level of studies.

The test covers reading, writing, speaking, and listening. Ongoing monitoring of the student's progress ensures they are studying at the correct level. When the student has progressed in their English language abilities, they may move to the next level.

OUTCOME



Students will be taught how to use English in real life situations. Upon completion students will:

- ✓ Maximize the necessary language skills in speaking, reading, listening, and writing.
- ✓ Cope with any situation, whether that is in a professional or social environment.
- ✓ Gain the confidence to travel and work in Australia amongst native English speakers.
- ✓ Take up further studies for entry into college or university.

QUALIFICATION



Statement of Achievement Report

GENERAL ENGLISH OBJECTIVES

BEGINNER	ELEMENTARY	PRE INTERMEDIATE
<ul style="list-style-type: none"> ✓ Learn how to deal with basic social situations. ✓ Able to communicate at work, shop easily, or speak on the telephone. ✓ Read essential information from simple words and short sentences. ✓ Write short sentences using simple stock phrases. 	<ul style="list-style-type: none"> ✓ Learn to put two or three sentences together. ✓ Take part in conversations. ✓ Build vocabulary and grammar. ✓ Read longer texts. 	<ul style="list-style-type: none"> ✓ Learn to communicate with fair fluency and accuracy. ✓ Express personal attitude and participate in discussions of different topics. ✓ Able to read few paragraphs and a variety of language structures. ✓ Write short letters or paragraphs.
INTERMEDIATE	UPPER-INTERMEDIATE	ADVANCED
<ul style="list-style-type: none"> ✓ Give descriptions and opinions on familiar topics. ✓ Read short simplified novels or newspaper articles. ✓ Write short essays to describe familiar things and events, or write simple reports to convey opinions. ✓ Develop research skills. ✓ Give presentations. 	<ul style="list-style-type: none"> ✓ Understand almost everything in conversations on complex topics. ✓ Speaks on any topic and can substantiate opinions and discuss other people's viewpoints. ✓ Understand almost everything in media. ✓ Read short novels and newspaper without difficulties. ✓ Write abstract, discuss opinions or viewpoints. ✓ Develop research skills. 	<ul style="list-style-type: none"> ✓ Communicate with fluency and accuracy. ✓ Understand complicated texts. ✓ Speaks effectively in complex, discussions in social / academic / work situations. ✓ Read and write informally, formally, and idiomatically. ✓ Hold extended conversations comfortably. ✓ Develop research skills.

ENGLISH COURSES

ENGLISH FOR ACADEMIC PURPOSES (EAP)

CRICOS 093104M

INTAKE



Every Monday

DURATION



From 1 to 24 weeks (minimum 4 weeks)

ENTRY REQUIREMENTS



The English for Academic Purposes Upper-Intermediate to Advanced course takes students from IELTS 5.5 to 7, or students who have completed the General English course at an Upper-Intermediate level.

You can also take an AAC English Placement Test to decide your level of English once you arrive at AAC Language Centre.

OUTCOME



Upon completion students will:

- ✓ Understand lectures and participate in tutorials easily
- ✓ Write essays, reports, and understand academic texts
- ✓ Know how to use university facilities such as the library & other resources
- ✓ Gain practical experience in functioning in the university environment
- ✓ Learn how to use information technology services
- ✓ Have independent research skills
- ✓ Have skills which will help them succeed in further studies

QUALIFICATION



Statement of Achievement Report



UPPER INTERMEDIATE

English for Academic Purposes Upper Intermediate to Advanced at the AAC Language Centre prepares students for further studies at a Vocational and/or University level.

The EAP syllabus is designed to give students the special skills they need to be successful in an Australian educational institution. Its primary focus is on study skills, writing essays, listening to lectures, note-taking, giving presentations, and taking part in seminars.

There is also a component of broader academic skills including awareness of Australian academic culture and critical analysis, which cater for learners' future academic needs.

ADVANCED

The focus of this course is on the language skills students will need to undertake academic studies.

The course will also prepare students for the cultural differences they may encounter both socially and academically on campus. Such areas would include expectations of lecturers, developing autonomous learning skills, working in groups, adjusting to study and social customs.

The course seeks to create an environment whereby the student becomes self-determined and is able to learn using strategies most suitable to him/herself. Using this learner-centred method the student becomes confident in handling the demands and stresses associated with academic life.

ENGLISH COURSES

IELTS Preparation

CRICOS 085409E

Nidchisa
Amornprapateerakul

THAILAND

“ I like the convenient location. Other than being close to the station, the college is also next door to the local library, which means I can go there after school for further study. I'm happy to be here, as I have had so many special experiences, and will leave with good memories. ”

IELTS PREPARATION

INTAKE



Every Monday

DURATION



From 1 to 16 weeks (minimum 4 weeks)

ENTRY REQUIREMENTS



The IELTS Preparation course takes students from IELTS 5.5 to 7+ or students who have completed the General English course at an Upper-Intermediate level.

You can also take an AAC English Placement Test to decide your level of English once you arrive at AAC Language Centre.

The course aims to further develop the skills of reading, writing, listening, and speaking, to consolidate English language structures at an upper-intermediate level, which is the level of proficiency necessary to undertake the IELTS test.

The course incorporates test taking skills that closely follow the questions, tasks, and instructions in the IELTS test, which makes sure students are well prepared in advance.

OUTCOME



In terms of learner outcomes, the students should be able to:

- ✓ Develop the skills and knowledge to take the IELTS exam at either level (general or academic)
- ✓ Improve academic and general English language skills
- ✓ Comprehend the main information and ideas contained in spoken and written texts
- ✓ Infer meaning from spoken and written texts
- ✓ Use strategies to help with encountering unknown vocabulary
- ✓ Talk about themselves, their family and homeland
- ✓ Provide spoken and written opinions on current affairs and human issues
- ✓ Provide a written description of graphs and tables
- ✓ Write a short essay
- ✓ Apply test taking strategies for the IELTS examination

QUALIFICATION



Statement of Achievement Report

TIMETABLE FOR ALL ENGLISH COURSES



MORNINGS MONDAY TO THURSDAY

LESSON 1 08:30 - 10:30

BREAK 10:30-10:45

LESSON 2 10:45 - 12:45

BREAK 12:45 - 13:15

LESSON 3 13:15 - 14:15



EVENINGS MONDAY TO FRIDAY

LESSON 1 16:30 - 18:30

BREAK 18:30 - 18:45

LESSON 2 18:45 - 20:45

ENGLISH COURSES

CAMBRIDGE TEST PREPARATION

CRICOS 095673F

INTAKE DATES



8th January 2018 / 7th January 2019

2nd April 2018 / 1st April 2019

25th June 2018 / 24th June 2019

17th September 2018 / 16th September 2019

DURATION



12 weeks, each level

ENTRY REQUIREMENTS

- PET Cambridge – Intermediate (CEFR B1, IELTS 5.0 overall, minimum 4.5 in all bands, or equivalent)
- FCE Cambridge – Upper-Intermediate (CEFR B2, IELTS 5.5 overall, minimum 5.0 in all bands, or equivalent)
- CAE Cambridge – Advanced (CEFR C1, IELTS 6.5 overall, minimum 6.0 in all bands, or equivalent)
- CPE Cambridge – Proficient (CEFR C2, IELTS 7.5 overall, minimum 7.0 in all bands, or equivalent)

An English Placement Test is required for the Cambridge Test Preparation Courses, unless IELTS score or equivalent is provided on application.

QUALIFICATION



Statement of Achievement

CAMBRIDGE TEST PREPARATION



PET (INTERMEDIATE)

- ✓ Read simple textbooks and articles in English
- ✓ Write letters and emails on everyday subjects
- ✓ Take meeting notes
- ✓ Show awareness of opinions and mood in spoken and written English

FCE (UPPER-INTERMEDIATE)

- ✓ Everyday written and spoken English for work or study purposes
- ✓ Comprising five practical, skills-based papers in: Reading, Writing, Use of English (grammar), Listening and Speaking
- ✓ Practical, real-life writing tasks including writing business letters and reading authentic texts to build vocabulary
- ✓ Professional interview techniques
- ✓ Exam techniques and independent study skills carefully developed

CAE (ADVANCED)

- ✓ Get a thorough understanding of the exam content, exam expectations and techniques
- ✓ Be able to express opinions articulately and debate effectively on different topics using appropriate spoken language
- ✓ Be able to write effectively in both formal and informal texts including articles, short stories, reviews and formal letters
- ✓ Increased awareness in word and grammatical forms

CPE (PROFICIENT)

- ✓ It proves you can communicate with the fluency and sophistication of a highly competent English speaker
- ✓ Study demanding subjects at the highest level, including postgraduate and PhD programmes
- ✓ Negotiate and persuade effectively at senior management level in international business settings
- ✓ Understand the main ideas of complex pieces of writing
- ✓ Talk about complex or sensitive issues, and deal confidently with difficult questions

ENGLISH COURSES

STUDY TOURS

The Australian Academy of Commerce organises Study Tours for international students wishing to learn English while discovering the charms of Australian culture. A Study Tour is a unique opportunity for you to combine learning English with a cultural experience in Sydney. At AAC Language Centre, customised classes are designed for individual groups according to their English level, language requirements, or area of interest.

We offer industry-specific English programs focusing on a range of topics such as Australian History and Culture, Art, Intensive Writing, or Presentation delivery.



DURATION



Different packages available upon request

THE STUDY TOUR PROGRAM INCLUDES

- ✓ English class (classroom base)
- ✓ Homestay (meals included) if required
- ✓ Airport pickup if required
- ✓ Everyday excursions after class

QUALIFICATION



At the end of the program, a graduation ceremony and a farewell party will take place, where students will be given a Certificate of Completion stating the English level achieved.

ARRIVAL IN SYDNEY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	Orientation & Campus Tour	English Course (3.5hours)	English Course (3.5hours)	English Course (3.5hours)	English Course (3.5hours)	ALL DAY EXCURSION To Taronga Zoo	FREE TIME
	Lunch	Lunch	Lunch	Lunch	Lunch		
	EXCURSION Opera House & The Rocks	EXCURSION Bondi Beach	EXCURSION Royal Botanic Garden	EXCURSION Chinatown & Darling Harbour	EXCURSION QVB & Sydney Tower		
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SAMPLE
	English Course (3.5hours)	English Course (3.5hours)	English Course (3.5hours)	English Course (3.5hours)	English Course (3.5hours)	FREE TIME	2 WEEKS STUDY TOUR
	Lunch	Lunch	Lunch	Lunch	Lunch		
	EXCURSION Manly & Sea Life Sanctuary	EXCURSION Biking at Centennial Parklands	EXCURSION Madame Tussauds Museum	EXCURSION Sydney Aquarium	EXCURSION Graduation & Farewell Party		
DEPART FROM SYDNEY							



STUDENT EXPERIENCE

At AAC we understand that **education is more than just classrooms, teachers, and expected learning outcomes.** For our students, we organise different activities such as excursions, barbecues and international food festivals, theme weeks, and workshops, all aimed at helping students to develop their social skills and meet new people.

Additionally, AAC offers counselling services to assist in the wide range of sociological characteristics and needs of our students. During every step of the way, we offer the support to help international students cope with the difficulties of living in a new country.



STUDENT EXPERIENCE AT AAC



At AAC we integrate cultural and social activities into our education curriculum.

Education Field Trips allow students to apply the theory learnt in the classroom to every-day life scenarios. Trips are organised in advance, taking into consideration students' budget. One day a month, students have the opportunity to explore iconic areas such as Sydney Aquarium, Bondi Beach, the Sydney Opera House, the Blue Mountains, and the Hunter Valley, amongst other attractions, with their classmates and teachers.

Workshops and Theme Months turn every month into a new excuse to learn about an interesting subject. One of the recent themes was Greece and students were invited to attend short lectures about Greek culture and mythology, as well as workshops relative to their art.

Food is an iconic part of the Australian culture. AAC regularly organises BBQ and food festival events so that students can share Australian food as well as traditional dishes from their own countries. These activities are always sponsored by AAC.

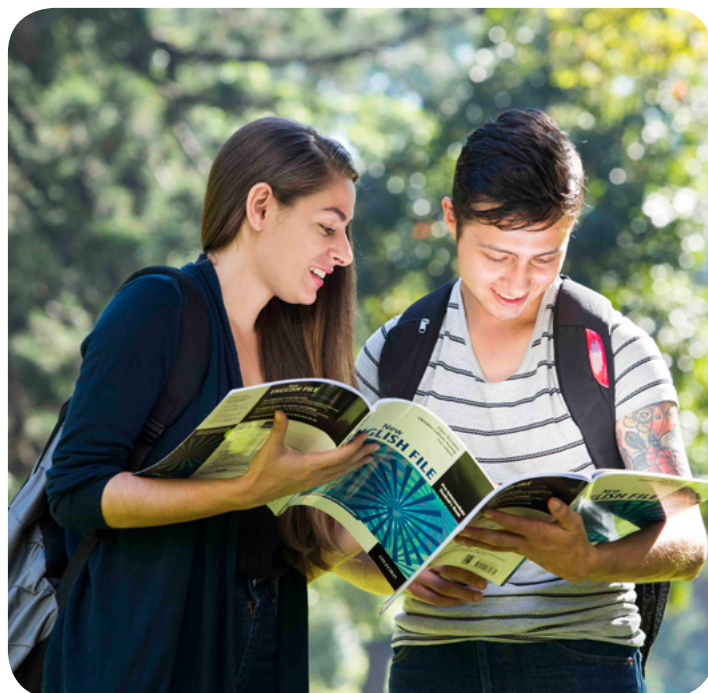
COUNSELLING SERVICES




The Counselling Service allows students to openly discuss with a professional counsellor in a confidential setting any concerns and problems they may be experiencing while studying in Australia. For many students, this is a time in their life of accelerated growth, challenge, and considerable stress, and studying in a new country can amplify this stress. Our Student Counsellor is here to help students learn strategies to cope with such challenges, to get the most out of their studies and life in Australia.

The services provided are free of charge and students are welcome to see the Counsellor regarding a variety of areas, including:

- ✓ Studying in a new country
- ✓ Finding employment
- ✓ Self-esteem
- ✓ Physical abuse and trauma
- ✓ Procrastination
- ✓ Family issues
- ✓ Difficulties with living arrangements
- ✓ Interpersonal conflicts
- ✓ Loneliness and separation anxiety
- ✓ Relationship advice
- ✓ Depression
- ✓ Cultural or ethnic concerns
- ✓ Achievement conflicts
- ✓ Problems with drugs & alcohol





HOW TO ENROL

STEP 1

- » Read the Pre-Enrolment Information Guide on our website.
- » Select the course you wish to study.

STEP 2

- » Complete the Application Form, or complete our Online Application Form.
- » Send the completed form together with certified copies of your English Certificate (e.g. IELTS, TOEFL, PTE, Cambridge) and academic reports to the Academy via fax, email, by post or in person. If you do not have proof of your English language level, we can arrange an English Placement Test at the Academy.
- » If you are applying for CT (Credit Transfer) and/or RPL (Recognition of Prior Learning) for your previous studies and/or work experience, please read our CT and RPL policy, complete the relevant forms and submit your transcripts and other supporting evidence.

STEP 3

- » If your application is successful the Australian Academy of Commerce will issue a Letter of Offer or Conditional Letter of Offer, Tax Invoice and Agreement with Student for the course(s) you have applied for.
- » Return the signed Agreement with Student (must be all pages) via fax, email, by post or in person.
- » Arrange to pay your course deposit as indicated on the Tax Invoice.
- » Once the advance payment for your tuition fees has been received, the Academy will issue your eCoE(s).

STEP 4

- » Upon arrival in Australia visit the Academy and provide us with your contact address and sit the Identify Learners' Needs interview with Student Services Manager or Student Services Officer.
- » Arrive on time for your orientation meeting at the first day of your studies.

ACADEMIC CALENDAR 2019

JANUARY						
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FEBRUARY						
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MARCH						
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30	31					

APRIL						
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MAY						
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31						

JUNE						
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29	30					

JULY						
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AUGUST						
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31						

SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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30						

DECEMBER						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Term Intake

Mid Term Intake

Public Holidays

VET Course Intakes

Term 1:

Intake 1: 7th January

Intake 2: 4th March

Term 3:

Intake 5: 8th July

Intake 6: 2nd September

Term 2:

Intake 3: 8th April

Intake 4: 3rd June

Term 4:

Intake 7: 7th October

Intake 8: 2nd December

English Course Intakes

Intakes:

Every Monday

Orientation:

Prior Friday



*Course duration 3months/12 weeks

AUSTRALIAN ACADEMY OF COMMERCE

Explore. Learn. Achieve.

AAC Sydney - City Campus
Levels 8 & 9, 140 Elizabeth Street
Sydney CBD, NSW 2000
Ph: + 61 2 9211 1113
info@aac.nsw.edu.au

AAC - Language Centre
Levels 5&6, 140 Elizabeth Street
Sydney CBD, NSW 2000
Ph: + 61 2 9262 9009
info@aac.nsw.edu.au

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