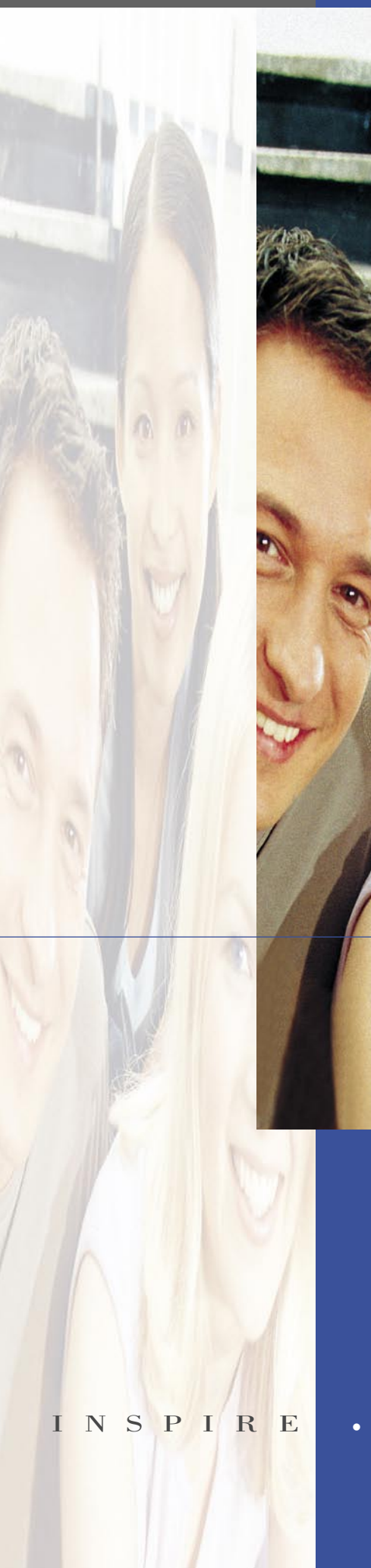


DIPLOMAS



HOLMES  
INSTITUTE

Cum Propriis Suis Alis Volat



## DIPLOMA PROGRAMS

**MANAGEMENT**

**MARKETING**

**INTERNATIONAL BUSINESS**

**ACCOUNTING**

**INFORMATION TECHNOLOGY**

**HOTEL MANAGEMENT/HOSPITALITY**

**COMMERCIAL COOKERY**

I N S P I R E • A C H I E V E • E N G A G E

## WELCOME FROM THE DEAN...

INSPIRE  
ACHIEVE  
ENGAGE



### DEAN OF STUDIES

**DR PAUL RYDER**

B.A.(Hons), PhD, FAIM, FANZAM

Determination in achieving your goals, concentration and professional training are the ingredients of success in today's complex business world. You will not succeed without sound training in the fundamentals – and a firm belief in yourself! Our aim at Holmes is to give you just that: a thorough understanding of the world of business and a competitive edge to set you out from the crowd. Holmes courses are designed to instill confidence and to build a winning attitude.

Holmes philosophy of training focuses on a balance between theory and practice. Courses are developed in conjunction with industry bodies and experts in the particular fields. The emphasis of all Holmes courses is on relevance in today's changing business world. You will develop the skills required by employers. At Holmes the focus is on you. All our training and educational expertise is invested in each student. In addition, as 42,000 graduates since 1963 can testify: the opportunity is there – it's up to you!

Our intention is to make the transition between study and employment or further study an easy one. You may decide to continue studying and enter second year of a Holmes degree.

I am sure you will find the content of your chosen course unique, exciting and challenging. The benefits of studying at Holmes Institute are tangible and appealing... you are more than just a student number to us!

**Dr Paul Ryder**





## PATHWAYS...



## PATHWAYS TO UNIVERSITY AND EMPLOYMENT

A diploma in your chosen field will mean you have choices.

On completion you may decide to gain employment or you may use your Diploma for credit towards further study.

Many students find that during their Diploma studies they are able to determine what they want to do next.

Taking a Holmes diploma course is a perfect passport to employment or to a full university degree.

Holmes prides itself on the success of its graduates in the workplace. Employers feedback is that Holmes graduates make great employees because they have a solid grounding in the skills required. They have learnt how to be both leaders and team players: essential attributes for success. They have knowledge and awareness of business issues and are ready to take their place in the global world of business.

Graduates who choose to continue with further study are also well placed to be successful. They have good study skill practices; time management skills have been developed due to the intensive nature of the Holmes courses and the students are ready to pursue more advanced concepts in related fields.

A Holmes course is an excellent bridge between Secondary school and university. Many students on completion of high school are not ready for the rigours of University education. A Holmes Diploma allows them to gain confidence in their academic ability and to progress to more advanced tertiary studies when they are ready.

On completion of a Holmes Diploma, a student may elect to articulate into second year of the Holmes Bachelor of Business. This contemporary program exposes the student to a globally relevant curriculum that is delivered by industry-experienced lecturers. Furthermore, adoption of innovative teaching methods in a student-centred environment promotes experiential learning and guarantees an engaging experience.





## AREAS OF STUDY

At Holmes you can gain a Certificate or a Diploma in any one of the following areas:

### MANAGEMENT

A diploma in Management highlights the dynamics of business and explores the various facets of business operations. You will develop an appreciation for the various roles assumed by managers in organisations and more importantly, cultivate skills that are critical to managing suppliers, customers and work colleagues.

### MARKETING

A diploma in Marketing explores the vast world of advertising, sales and customer service. You will develop a thorough understanding of the complexities of the marketplace, factors influencing consumers' purchasing decisions and the concept of customer relationship management. More importantly, you will develop the skills and capabilities to manage customers of any business.

### INTERNATIONAL BUSINESS

A diploma in International Business emphasises the importance of the global trade frontier and the emergence of the borderless world. You will discover the implications and relevance of trade agreements, logistics and transport on the global operations of any business.

### ACCOUNTING

A diploma in Accounting will equip you with the knowledge of and experience in all current accounting methods and prepare you for employment in the business world. You will develop a thorough understanding of all aspects of the accounting process: taxation, financial and management accounting as well as computerised accounting packages.

### INFORMATION TECHNOLOGY

The computing industry continues to grow at a staggering rate. Information Technology now plays a vital role in our modern lives and the opportunities for trained IT professionals are practically limitless. With the excellence of their training, our graduates are taking full advantage of this demand.

### HOTEL MANAGEMENT/HOSPITALITY

The attraction of a job in Hospitality is the freedom to work almost anywhere in the world, a satisfying career structure, and the pleasure of working in a customer focused industry. You are trained in every aspect of hotel management.

### COMMERCIAL COOKERY

A certificate in Commercial Cookery will provide you with the skills you need for a supervisory position in kitchen management and the commercial preparation of food. You will learn about menu planning and balance. You will become an expert in the preparation of appetizers, main courses, desserts, breads and pastries; as well as buffet food and food which caters for special cultural and dietary requirements.



## SERVICES AND FACILITIES

42,000 students have graduated from Holmes Australia since 1963.

The student body currently represents 35 countries, guaranteeing students a truly international experience. Holmes has campuses in Melbourne, Sydney, Brisbane, Gold Coast and Cairns.

### CENTRAL CITY LOCATIONS FOR ALL CAMPUSES



All of our campuses in Sydney, Melbourne, Brisbane, Gold Coast and Cairns are situated in modern air-conditioned buildings in the city centre. All colleges are very close to public transport and offer students a variety of cafes, restaurants, parks, cinemas and shopping facilities.



### EXCELLENT RESOURCE AND COMPUTER FACILITIES



All Holmes campuses offer students an ideal study environment. Students have access to the latest technologies and resources to make their study experience rewarding and challenging.

### AIRPORT TRANSFERS



Holmes can arrange for students to be met at the airport and transferred to their chosen accommodation. This service makes your arrival in a new country less stressful. You have no concerns about where to go or how to use the transport system. A representative of Holmes will personally meet you at the airport and transfer you to your accommodation.



### STUDENT WELFARE



Experienced staff at Holmes are able to advise students in all aspects of student life in Australia. Individual assistance is available to students in need of specialised guidance in personal and health matters. We also offer guidance on future career paths and academic progress.

### 24 HOUR STUDENT CARE



Holmes offers a 24 hour emergency contact service to all students and their families. This service is available 24 hours a day, 7 days a week, every week of the year. From the moment you enrol to the day you graduate Holmes staff are there to help you.

### HOMESTAY ACCOMMODATION



Holmes provides an excellent Homestay program where our students live with very carefully selected host families. This program is designed to help you make the most of your experience and to help you settle into the Australian way of life.



FOR FURTHER INFORMATION...

Enquiries concerning enrolment or courses offered should be addressed to the Head Office:

Student Administration  
Holmes Institute  
185 Spring Street  
Melbourne VIC 3000  
AUSTRALIA

Telephone: (613) 9662 2055  
Facsimile: (613) 9662 2083  
Email: [info@holmesinstitute.edu.au](mailto:info@holmesinstitute.edu.au)

Website: [www.holmesinstitute.edu.au](http://www.holmesinstitute.edu.au)

CRICOS PROVIDER CODES:

Holmes Commercial Colleges (Melbourne) Ltd  
VIC 00898G; NSW 01313G; QLD 01646J

Holmes Institute Pty Ltd  
VIC 02639M; NSW 02767C; QLD 02727M

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