

what would you love to be great at?

Our qualifications will help you
pursue your passion as your career.

- Business Administration
- NZIM Diploma in Management*
- Diploma in Business*
- Diploma in WWW Page Programming & Design
- Diploma in Software Engineering & Design
- Diploma in Performance Music
- National Certificate in Early Childhood Education & Care
- Diploma of Counselling**
- Diploma in Ministry*

* Distance options available

• Minimum entry age 24 years.



CALL FREE NOW **0800 834 834**
txt your name to **027 55 STUDY**
www.visioncollege.ac.nz

Christchurch Campus - 334 Manchester St, Christchurch

atc visioncollege
NEW ZEALAND

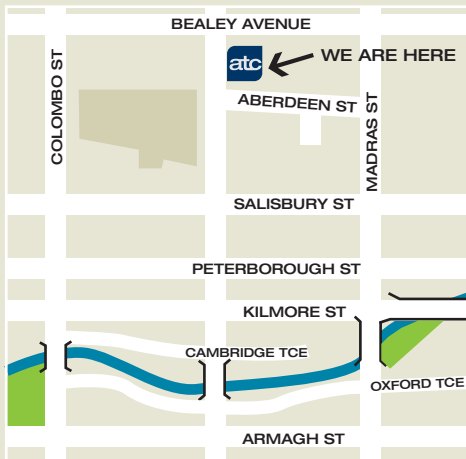
0800 834 834

FREEPHONE 0800 834 834
www.visioncollege.ac.nz

This Course Will Be Held At:

Vision College
334 Manchester Street
CHRISTCHURCH
Tel: (03) 377 2364
Facsimile: (03) 366 9271
Email: star.info@visioncollege.ac.nz

How To Find Us



atc visioncollege
NEW ZEALAND

A division of ATC New Zealand (Est. 1984) NZQA Accredited

■ **SHORT COURSE 2011**
Eligible For STAR Funding



Business Applications

11th-14th April
1st-4th August



pursue your passion!

atc visioncollege
NEW ZEALAND

SHORT COURSE 2011
Eligible For **STAR Funding**



Business Applications

This course offers a combination of computing, accounting and business communication units. All three areas have been integrated with a focus on real business case studies. The course includes theory and practical work with several field trips included.

When & Where

Monday-Thursday. 8:45am - 4:00pm
11th-14th April & 1st-4th August 2011
Vision College, 334 Manchester Street
Christchurch, Tel: (03) 377-2364

Overall Aim

To familiarise students with the Industry requirements and educational pre-requisites of people entering into the Business Market

Topics Covered

- **Career pathways in the Business World**
An overview of design related fields in which you can work.
- **Making relevant and focused contributions**
Examples of contributions include—ideas, information, opinions, recommendations.
- **Overcoming Obstacles**
Establishment of rules, parameters, and guide lines for team members, clarification of issues.
- **Basic Typography**
Use and selection of type.
- **Task Setting**
Delegated duties are carried out to team requirements.

Unit Standards Covered

On the completion of the assessment for this course you will achieve:

Communication Skills

US 327—Document Business Transactions
Level: 2 Credit: 3

Your Application

If you are interested in this course, please contact your Transition/Careers Advice Department to complete an application form.

Acceptance of student places is generally on a first-in first-served basis, **so be quick, you don't want to miss this exciting opportunity.**

Transition/Careers Advice Department.

Please fax/email student applications to our Marketing Department:

Brian Watts. Fax (03) 366 9271
Email: star.info@visioncollege.ac.nz

Who is Vision College?

Vision College is a division of ATC New Zealand which was established in 1984 and provides NZQA accredited courses in several centres around New Zealand. ATC New Zealand also produces the 'Instant' brand of teaching and assessment resources, used in most New Zealand secondary schools.

