

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

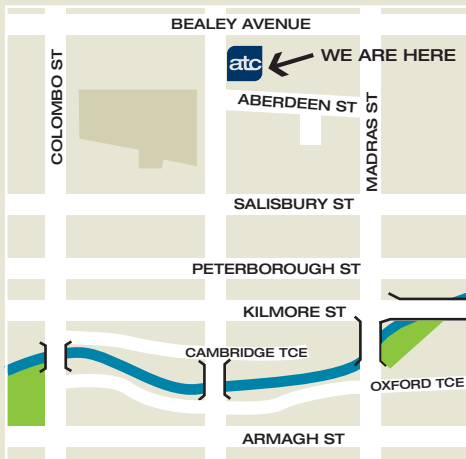
0800 834 834

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



MYOB

2nd-5th May
 7th-10th June
 5th-8th July
 12th-15th September



pursue your passion!

atc visioncollege
 NEW ZEALAND

SHORT COURSE 2011
Eligible For **STAR** Funding



MYOB

This course offers a combination of computing and accounting. This has been integrated with a focus on real business case studies. The course includes theory and practical work.

When & Where

Monday-Thursday, 8:45am - 4:00pm

2nd - 5th May 2011

7th - 10th June 2011

5th - 8th July 2011

12th - 15th September 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 and in particular using the MYOB Accounting Software.

Topics Covered

- **Set up of a Company in MYOB**
Conversion of a small business accounting system from Paper based to Computerised.
- **Set up and Managing Inventory**
 - Adding items
 - Stock take controls
 - Setting purchase and sale prices
- **Data Processing**
 - Sales
 - Purchases
 - Paying Bills
 - Receiving Money
 - Reports
 - End of Month and End of Year processing

Unit Standards Covered

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

Communication Skills

US 331/332/333—Business Administration

Level: 3 Credit: 15

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.

