

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



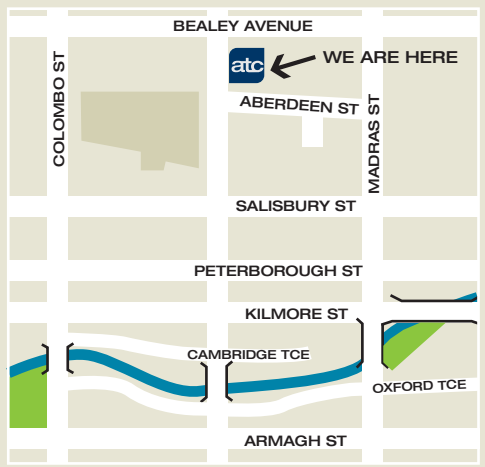
0800 834 834

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



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

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



Payroll using MYOB

4 Days - Dates scheduled on request



PAYROLL USING MYOB

PAYROLL USING MYOB

VISION COLLEGE

SHORT COURSE 2011
Eligible For **STAR Funding**



Payroll using 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

Courses usually run from:
Monday-Thursday. 8:45am - 4:00pm
Dates scheduled on request
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 Payroll Software.

Unit Standards Covered

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

Prepare Computerised Payroll and Related Administration Records

US 335—Business Administration
Level: 4 Credit: 6

Topics Covered

- **Principle Employment Legislation Relating to Payroll**
- **Payroll, the Accounting Process, and the Human Resources Function**
 - Where the payroll function fits in the accounting process
 - A general process for payment of weekly wages
 - The breakdown of wages into component parts which are redistributed to relevant agencies
 - Where payroll fits in an organisation's structure
- **Preparing and Processing Payments in MYOB 2007**
 - Maintaining information for a computerised payroll system in preparation for processing payroll payments
 - Utilising knowledge of the MYOB system to maintain departments, employee information, and pay codes
- **Processing Pays in MYOB Payroll 2007**
 - Calculating employee payments including payment basis; allowances and deductions; gross pay; net pay; and leave
 - Producing a payroll summary and individual payroll records
 - IRD requirements for PAYE

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.

