

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

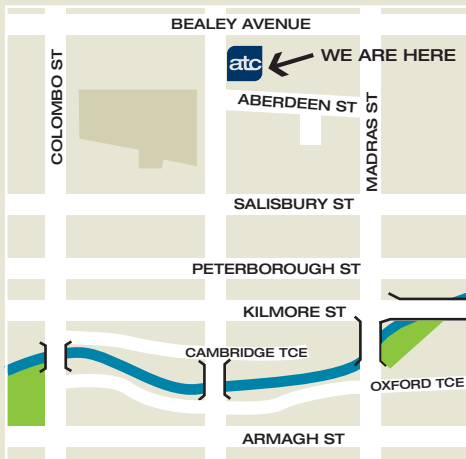
0800 834 834

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



Reception & Office Skills

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



pursue your passion!

atc visioncollege
 NEW ZEALAND

SHORT COURSE 2011
Eligible For **STAR** Funding

Reception & Office Skills



This course offers an introduction to basic concepts involved in Office Accounting systems and processes, along with an overview of a Receptionists role.

When & Where

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

11th - 14th April 2011

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 the Business Admin Sector.

Topics Covered

- **Basic Debtor/Creditor Concepts**
An overview of office documentation.
- **The Role of a Receptionist**
An overview of daily routines.
- **Telephone Skills**
Techniques of using a telephone, message taking, voice etc.
- **Customer Relations**
Dealing effectively with the general public, face to face and via the telephone.

Unit Standards Covered

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

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.

