

WHO CAN APPLY

There are no formal academic requirements for entry. These courses are particularly relevant for those who would like to re-enter the workforce and want to expand their existing skills.

OUTCOMES

You will receive a certificate of completion on successful completion of your course.

These courses will help you toward a career in the following roles: administration manager, payroll clerk, office intermediate or any position involving the use of MYOB Accounting and MYOB Payroll.

FACILITIES & STAFFING

Hardware and software are constantly being updated to provide the most relevant resources.

Information Technology and Business Administration tutors bring to their teaching a wide range of practical skills together with the appropriate qualifications and expertise to support you in a caring environment.

TEXTBOOKS

All necessary texts and training manuals are supplied on a loan basis for use at the Centre and at home. Workbooks are yours to keep.



Other Programmes Available

Short Courses

Microsoft Word 2016
Microsoft Excel 2016
Microsoft Access 2016
Microsoft PowerPoint 2016
Microsoft Publisher 2016
Microsoft Outlook 2016
Microsoft Windows 10

National Certificate Programmes

New Zealand Certificates in Computing
(intermediate User) Level 3
New Zealand Certificate in Business
(Administration & Technology) Levels 3

Funding Options

Training Incentive Allowance-WINZ



EDUCATION PARTNER

Success Maker Education Centre, trading as Success Education & Training, is registered and accredited by the NZ Qualifications Authority



SUCCESS
EDUCATION
& TRAINING
HASTINGS

2018

MYOB Accounting & Ace Payroll

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Hastings*
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www.facebook.com/SuccessEducationandTraining

TRAINING for SUCCESS

MYOB Accounting & Ace Payroll

In today's office environment office workers are required to undertake a broad range of administrative functions, including processing accounts using computerised accounting and possibly payroll. Equipping yourself with these skills will give you an competitive edge in the workplace. 75% of businesses in New Zealand use MYOB.

Our MYOB courses cover standard procedures for the correct and proper use of MYOB software. We cater for all levels of computer skills and accounting knowledge and we can tailor the course to suit your specific training needs.

BASIC MYOB

A very practical, computer-based module using MYOB Accounting, covering accounting basics, banking, purchasing, sales, inventory, bank reconciliation and more.

At the completion of this course you will be able to operate a computerised accounting system including accounts receivable, accounts payable and general ledger, produce financial reports and complete month end and year end processing cycles.

This course is ideal for people wishing to gain skills in operating a computerised accounting package and develop an understanding of the accounting processes involved

Assessment in the NZQA Unit Standard 26768 is optional, 7 credits at level 3.

40 Hour Course	\$640.00
Assessments	\$35.00

ACE PAYROLL

On completion of this course you will be able to set up and use a computerised payroll and have the necessary skills to work with payroll on a day-to-day basis.

This course covers:

- Setting up employee details, cost centers, pay codes, annual leave and holiday pay balances.
- Entering and processing pays, printing pay slips and reports, backing-up, changing PAYE period.
- Understanding the principles of employment legislation in relation to payroll and an organisation's payroll system requirements.
- IRD requirements - PAYE, Child Support, Student Loans and more.

Assessment in the NZQA Unit Standard 335 is optional, 6 Credits at Level 4.

20 hour course (some payroll knowledge)	\$400.00
30 hour course	\$540.00
Assessments	\$35.00

COURSE TIMETABLE

Courses are run continuously so you can begin at any time throughout the year. You are required to attend class at least twice per week for 3 hour sessions.

Timetabling of classes will be carried out in consultation with you to suit your other commitments.

Classes are available:

Monday to Thursday

9.00am to 12.00pm and 12.30pm to 3.30pm.

ENROLMENTS

To enroll phone 0800 336 333 or (06) 876-7888 or come into the Centre at:

200 Warren Street North,
Hastings.

(Corner of Warren and Queen Streets).

Enrolments can be taken over the phone and all documents will be sent out to you.

FUNDING

These programmes are not eligible for Student Loans and Allowances unless combined with a National Certificate programme of at least 40 credits (250 class hours).