

ACCOUNTING

PROFESSIONAL DEVELOPMENT

Higher level accounting study options are now available on the West Coast! Coming up in 2014:

- **501 Accounting Practices (Level 5, 20 Credits)**

Gain an understanding of double entry book keeping and the skills to design and understand a chart of accounts. Includes: bank reconciliations, accounts receivable, accounts payable, inventory records, accounting for GST, and the formation of partnerships. Two days focusing on the MYOB accounting package, entering business transactions and balance day adjustments to produce a set of financial statements from MYOB. A must-do paper for business owners and administration and accounting staff.

- **601 Financial Accounting (Level 6, 20 Credits)**

Gain the skills to apply Generally Accepted Accounting Practice (GAAP) to prepare and present general purpose financial reports for a company and evaluate a listed company for the purpose of shareholder investment. Includes: the issue and alteration of share capital, dividend distribution, share/dividend options, annual financial statements for shareholders, business combinations (holding company/subsidiary company), and analysis and interpretation of financial statements.

EXPERT TUTORS:

Les Armstrong (BSc)

Les has tutored business and accounting papers in the tertiary sector for over fourteen years and is a recipient of the national APNZ award for excellence and innovation in teaching. He has written two accounting textbooks and co-authored a third. He lectured in Accounting at the University of Capetown and he has a special affinity for small business accounting.

Richard Baxter (BBS)

Richard has taught financial accounting and other business papers at various tertiary institutes throughout the country. He is the author of numerous textbooks and accounting workbooks for financial accounting and MYOB and a highly sought after MYOB trainer.

Ainslie Matheson (MBS, DipTeach)

Ainslie has taught in the tertiary sector on a range of business papers including financial accounting for over thirty years. Her most recent undertaking is teaching accounting in Malacca (Malaysia) for Victoria University.

Course	Dates	Times	Tutors	Venue
501 Accounting Practices	18/19 Jul, 1/2 Aug, 15/16 Aug	9am – 4.30pm	Les Armstrong and Richard Baxter	TPP Campus Greymouth
601 Financial Accounting	5/6 Sep, 19/20 Sep, 3/4 Oct	9am – 4.30pm	Ainslie Matheson	TPP Campus Greymouth

Courses are delivered in the block course format: three Friday/Saturday blocks over a six week period. Minimal downtime from work!

Qualifications: Both courses credit towards the nationally recognised NZ Diploma in Business. 501 Accounting Practices also credits towards the TPP Certificate in Accounting.

Cost: Only \$478 per paper plus textbook



Call 0800 800 411 today!

Training on Coast for Coasters