

COURSE FEES

The course fee for this program is VATU 61,500. All participants/trainees are required to pay this fee to the Accounts Clerk through the Students Services section at the VCCI main office.

Unit Code	Unit Title	Fees
FSB	<i>First Steps to Business</i>	VT 8,500
NFBF0110	<i>Accounting</i>	VT 9,500
NFBF0210	<i>Financial Management</i>	VT 9,500
NFBF0310	<i>MYOB Level 1</i>	VT 14,000
NFBF0410	<i>MYOB Level 2</i>	VT 20,000

reviewed and change based on the cost of training resources.

Note:
Students with delinquent accounts are not eligible for graduation and will not be issued transcripts

CAREER PROSPECT

Participants with this qualification are eligible for careers and jobs including:

- Accounts Clerk
- Bank Tellers
- Sales Cashier
- Accounts Receivable Officer
- Accounts Payable Officer, etc.

Module/Unit Code	Module/ Unit Title
FSB	<i>First Steps to Business</i>
NFBF0110	<i>Accounting</i>
NFBF0210	<i>Financial Management</i>
NFBF0310	<i>MYOB Level 1</i>
NFBF0410	<i>MYOB Level 2</i>

CHAMBRE DE
COMMERCE ET
D'INDUSTRIE DU
VANUATU



CHAMBER OF
COMMERCE AND
INDUSTRY OF
VANUATU

Registered Training Provider
RTP ID Number: FO01209

For further information contact the:

Enquiry & Enrolment Office

Vanuatu Chamber of Commerce and Industry

Telephone: 678 27543 Fax: 678 27542

Postal: PO Box 189, Port Vila Efate, VANUATU

Web: <http://www.vcci.com.vu>



Business Finance

Year 2015

**Certificate in
Business Finance
(NFEF40110)**

*...make 2015 the start of
an amazing career...*



COURSE DESCRIPTION

The NFEM 40110 Higher Vocational Certificate I in Business Finance is an accredited program designed to introduce trainees to the Fundamentals of financial accounting and financial management. It also introduces trainees to computerized accounting information system (MYOB) that enables small to medium businesses to electronically manage financial information for decision-making.

This program was formally accredited and recognized by the Vanuatu National Training Council (VNTC) in November 2009 and is pitched at level 4 of the Vanuatu Qualifications Framework (VQF).

COURSE STRUCTURE

There are 5 units in this certificate course. 4 units are accredited and 1 unit is a non-accredited support unit. All these units are core courses, sequenced in such a way that competencies are built as they advance to the succeeding units.

Duration/Times

Each unit in this program takes approximately 20 nominal hours to be covered. In total the entire program covers 100 nominal hours. Nominal hours consists of Theory and lecture interaction and practical exercises & assignments.

Course Component	Approximate duration (hrs)
Theory and lecture interaction:	50 hours
Practical Exercises & Assignments:	50 hours
Total Hours:	100 hours

Currently, this program is offered on a full-time base and part-time basis. Full-time mode commences daily in the mornings and afternoons. Part-time mode is offered as evening or night sessions.

ENTRY REQUIREMENTS

The minimum entry requirements for admission to this program are as follows:

For students/beginners or non-workers:

An equivalent of a Year 10 leaver.

For workers/employees:

Those with no training or no formal qualification in business Finance

For general category entry:

Preference is given to applicants with an interest to start and obtain the necessary skills needed to manage and control the business finance effectively.

LANGUAGE OF DELIVERY

Currently, the program is delivered in English and bishlama to suit the learning needs of participants. While materials are in English, most of the explanations are conducted in bishlama for inclusiveness.

ASSESSMENTS

Meticulous formative and summative assessments including the following:

- Seminar/oral presentations
- Theory assessments
- Assignments
- Practical assessments

COURSE REQUIREMENTS

To be awarded a Higher Vocational Certificate I in Business Finance, trainees must:

- Meet minimum attendance 90% of face-to-face class sessions
- Complete all assessment tasks
- Competent in all Five (5) units of this certificate course.

COURSE UNITS/MODULES

Unit 1

Unit Title: First Steps to Business	Code: FSB	Hrs: 20hrs
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This unit is designed to introduce to those who wish to start a small business. It is an ideal course for those who are thinking of starting a small business or who want to set up a simple system of recording business transactions.

Unit Content:

1. What is Business Transaction
2. Competition, Opportunities and Risk Management
3. Business Ethics and Manners
4. Effective Communication Skills
5. Accounting and Financing
6. Develop personal competence in business

Unit Title: Accounting	Code: NFBF0110	Hrs: 20hrs
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This unit focuses on concepts in retail business and expands on methods, practices and techniques of retailing.

Unit Content:

1. The Accounting Concepts and Principals
2. Business transactions recording
3. The Subsidiary Ledger Journals
4. Ledger Posting/Trial Balance, Financial Statements
5. Financial Analysis

Unit 3

Unit Title: Financial Management	Code:NFBF0210	Hrs: 20hrs
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This unit introduces the concept of Managing and Controlling the Financial activity of the business.

Unit Content:

1. The Accounting Practices and Procedures
2. Feasibility
3. Source of Funding
4. Financial Ratios and Analysis
5. Internal Control System

Unit 4

Unit Title: MYOB Level one (1)	Code: NFBF0310	Hrs: 20hrs
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This unit introduce the concept of using the Accounting computerized System (MYOB) by creating company files, setting up accounts and post credit transactions.

Unit Content:

1. The Aspects of Accounting Computerized system
2. Creating Company Files using the MYOB v18
3. Creating credit purchases accounts using MYOB v18
4. Paying out Bills using the MYOB v18
5. Creating credit Sales - MYOB v18
6. Receive Payments for Credit Sales in MYOB v18
7. General Payments in MYOB v18
8. General Receipts in MYOB v18
9. Prepare Bank Deposits - MYOB v18
10. Bank Reconciliation - MYOB v18
11. Inventory Item List in MYOB v18

Unit Title: MYOB Level two (2)	Code: NFBF0410	Hrs: 20hrs
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This unit focuses on developing plans that are essential to the success of a business.

Unit Content:

1. Importance of using MYOB v18
2. Creating company files using the MYOB v18
3. Credit and Cash Sales
4. Credit and Cash Purchases
5. MYOB v18 transactions
6. Purchase of using the List command
7. Bank Deposits and Reconciliation
8. Inventory Management System using MYOB v18
9. Aspects of Time Billing
10. Managing Payroll System using MYOB v18
11. Reports

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