



COURSE PROSPECTUS

XERO



Our goal is to offer students with
world-class open learning

Contact us today to begin your
course and become certified

www.aucklandcollege.co.nz



Message from the *Vice Chancellor*

The world has changed so much in the last 200 years, from education being something that was only received by a privileged few, and then passed down through classrooms, but still with restriction. Now, with the advent of technology, we are able to offer that knowledge and educate people all over the world without any constraints, giving everyone an equal opportunity to receive world-class education for a fraction of the price. As the director of Auckland College, I am proud to be able to offer this to New Zealanders, Australians and everyone across the globe.

As we look to the future, one thing is certain – knowledge is now the most fundamental resource in the world; it is highly sought-after and to be able to have knowledge means that you have options. Without knowledge, a lump of clay is simply nothing, but with knowledge, that clay can become a piece of art; it can become a component in technology; it can be a building block not only of a house, but also that of a brighter future.

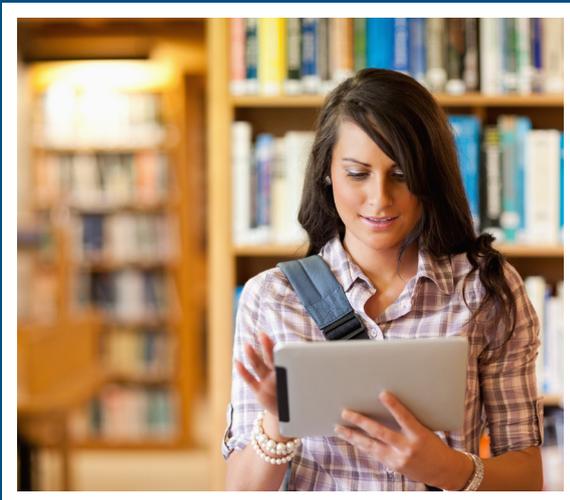
So I say to all the pupils, past and present, to make the most of this opportunity to learn, take your knowledge and turn that clay into something more, and become all that you need to be. I want to offer you the key to your own success through Auckland College, and all you need to do is open the door.

CLARK VALMONT

Vice-Chancellor

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XERO & Certificate of Completion

Xero has proven itself to be a strong contender offering a modern, easy to use accounting software for businesses small to large. Now being used by more businesses than ever before in NZ and Australia, getting certified in Xero has never been more important.



Xero has proven itself to be a strong contender by offering a modern, easy-to-use accounting software for businesses small and large. Since it's being used by more businesses than ever in NZ and Australia now, it has never been more important to become certified in Xero.

Whether you run your own business or work for someone else, you can't miss the need to know how to use an accounting software package like Xero. Let's face it, sometimes accounting

can get messy, and yet thousands of people now say that they love doing their accounting because of how easy Xero makes it for them to complete their accounting processes. Many businesses, particularly those in the small- to medium-level, use Xero today. It looks great, it's accessible from almost anywhere that has an internet connection, works great on your laptop, iPad, tablet or

smartphone, and provides deep information into how your business works. We've helped hundreds of individuals get certified in Xero through Auckland College. This has done wonders for their career and the businesses that they work with. Our course is easy to understand, straightforward and taught online by an expert instructor with plenty of available resources.

- ✔ You will receive a certification in one of the world's leading accounting packages, which is ideal for showing to any future employers.
- ✔ You will also have the ability to understand the software either for your own business or your current employer.
- ✔ You will be able to prepare reports using Xero, such as a profit & loss statement, balance sheet, and more.
- ✔ You will understand how bank reconciliation works, as well as learn how to create invoices, record bills and use these with Xero's live bank feeds and cloud-based system to let you access your business accounts anywhere in the world.



Learning Xero has become as important as learning Microsoft Office or Photoshop these days, as this is how businesses manage their money. Just about anyone can use Xero, regardless if you're a PA, an accountant, office staff member, manager, or a business-owner.

Getting Certified in Xero is Easy

Work through our professionally written and designed resources – a video, handbook and online course – to learn all about Xero and gain a certification in it.

Our course is one of the clearest of its kind, which not only shows you how to use the different features in Xero but also how to apply them in the real world.

We've created a course that does not simply teach you how Xero works, but also how to apply your learning in the real world with numerous mock examples. You'll learn about reporting, invoice creation, sending statements, recording bills, the inventory feature and more.

Our blended video and written course walks you through each part of the program with a lot of practical examples.

Upon completing different parts of the course, you'll then go through an online assessment and receive a certification in Xero from our organisation.

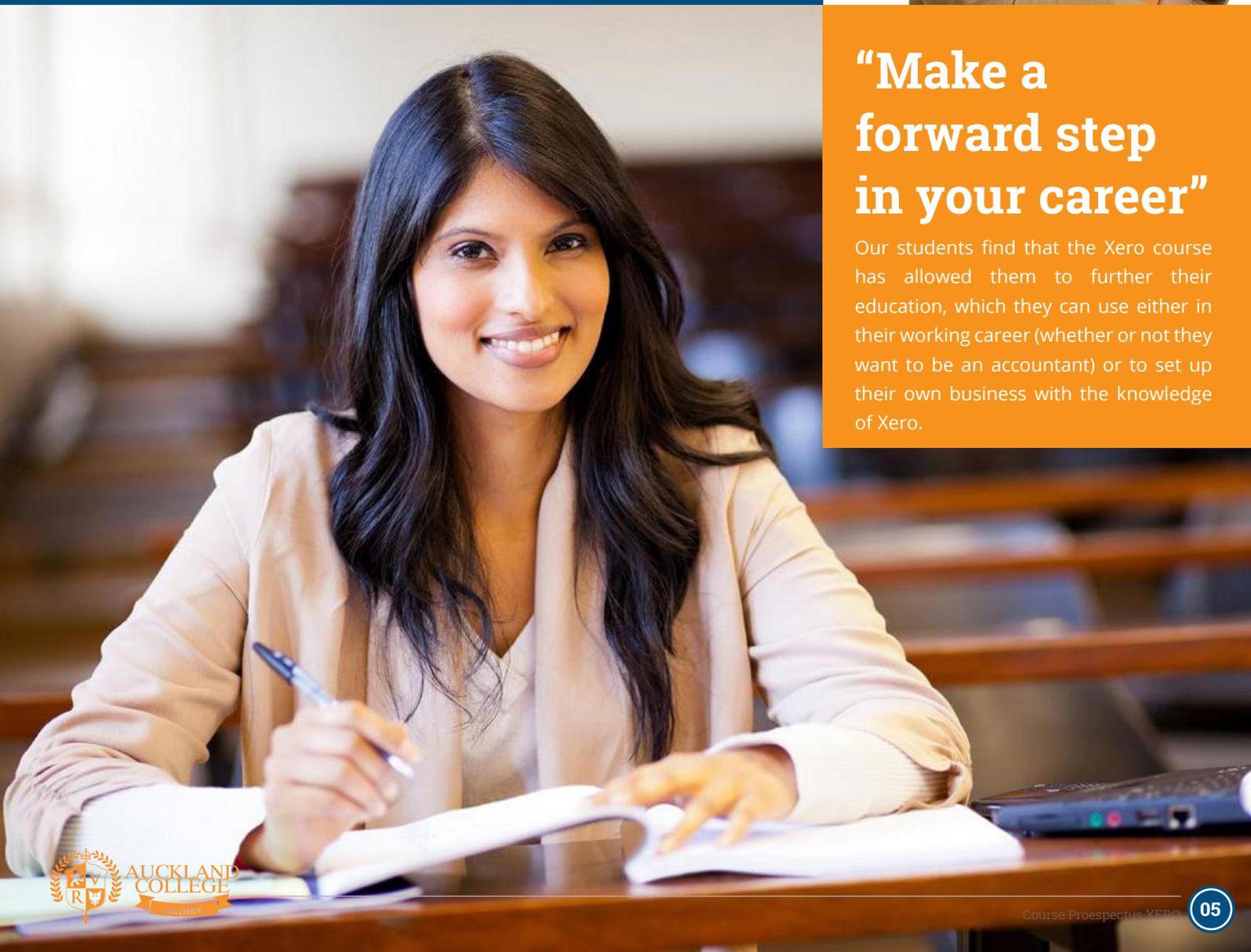
Most of our students find that the course takes 1 week full-time or 4 weeks part-time.

"Xero has a great interface and a 30-day free trial available from the Xero website. That makes it easy to practice the exercises and features that you learn in this course."



"Make a forward step in your career"

Our students find that the Xero course has allowed them to further their education, which they can use either in their working career (whether or not they want to be an accountant) or to set up their own business with the knowledge of Xero.



Course Highlights

Find out what people love learning in this course



Making Invoices

Xero makes it easy to create invoices that you can print or email to your customers. You can also use the software to keep track of who pays you and when, since Xero directly connects to your bank account using live feeds, similar to internet banking. You can then see which invoices are paid or overdue, and send reminders to the customers.

Creating Reports

You'll learn all about generating reports like a Profit & Loss Statement (Financial Performance) and a Balance Sheet (Financial Position). These help you in understanding how a business makes its money, what its profitable and unprofitable activities are, and how to correct each to perform better.



One of the great parts of Xero is that it connects well with most banks in most countries. For example, it connects with Westpac, ASB, the Commonwealth Bank, BNZ, NAB and many more.*

Learn how Xero works, and how to use it for yourself.

Our blended video-based learning, recorded with our professional Xero instructor, teaches you how to use all the major features of the Xero software. This means that you will learn how it works as well as receive practical examples for many different types of businesses. For



example, you'll learn how to use Xero whether you are working in or for a business that mainly sells either products (goods) or services, or even a business that may happen to do a bit of both. The course has been produced in New Zealand but is also applicable for systems in Australia, Canada, the UK, USA and more.

You'll also find a large number of practical examples for you to try by yourself. With many courses on the market being focused on simply reading a course manual or a book, we get you out into trying the software for yourself and seeing how it works. Compare your answers with ours, and test your learning so that when you start using Xero by yourself in the real world, you can hit the ground running.

Our Courses Are Fun

And that's why students love us.

Our courses are all very engaging and alive, making studying fun and inviting for whatever you are looking to learn. That's how students like yourself can learn better and actually retain better knowledge from our course.



In addition, after you complete your course, you have the option of taking up other subjects and softwares taught by our organisation to bring breadth and additional knowledge to your workplace.



Getting certified in Xero often leads to finding a better paying position, promotion or even a better job. Many employers appreciate people who have taken the time to become certified in this ever-important software suite and formalise their learning.



Accountants

Knowing Xero is a must-have for accountants looking to work at either a firm or a business.



Office Staff

Xero is used in all industries, some of which include retail, warehouses trades, services, insurance, real estate, etc.



Business owners & entrepreneurs

Set up a world-class accounting software to empower you to make better, financially-driven decisions.

Employers and recruiters find that when they receive a CV from someone who is proficient in using an accounting package, they are much more likely to take notice of that candidate, as it is a stand-out skill from the other applicants.

XERO REVOLUTIONISES ACCOUNTING

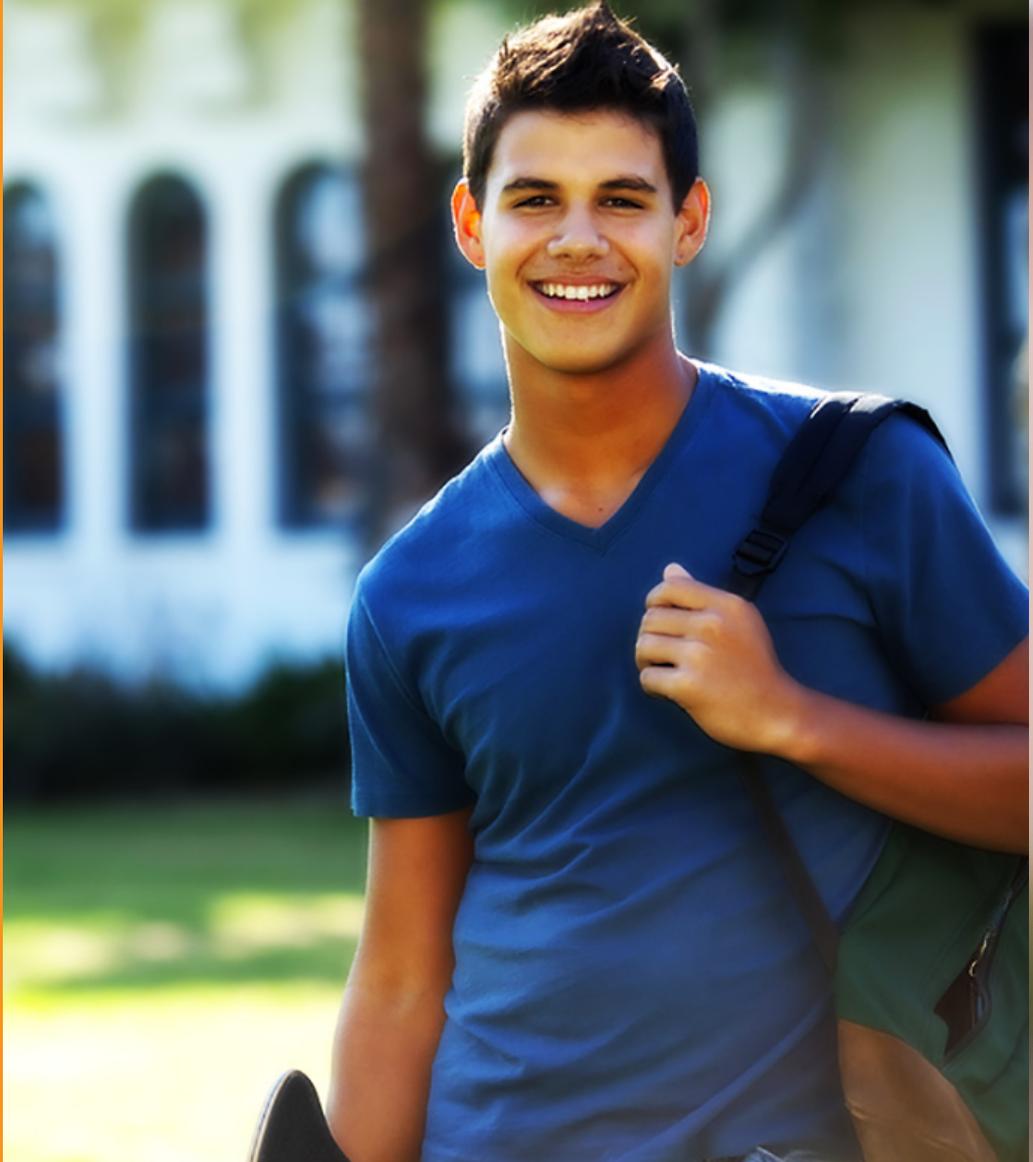
What sets Xero apart from other softwares like MYOB or QuickBooks is that it's a software used by businesses that tend to stand at the forefront of innovation.

Xero is not only years ahead of its competitors in ease of use but also continually works to expand its feature offering, making it a great topic to be learned. It is said that more employers are choosing Xero-capable candidates for small to medium businesses than those proficient in any other software.

Xero allows businesses to make 'financially-driven decisions' and obtain access to deep reporting.



Having Xero downloaded is not a requirement to complete this course, but it is highly recommended to support learning. A 30-day trial is available from their website.



The certification provided is from Auckland College. We are committed to giving people the opportunity to learn softwares that can help them with their business and career goals.

For accountants

Just about every accounting firm expects their accountants to be certified in Xero since most of their clients use the same software. Our course is also critical in teaching accountants about how to explain concepts in simple terminology to their clients, which is essential if you are looking to work as a senior accountant or practice manager.

For office staff

Many PAs, administrators, office managers, and more, find it essential to learn Xero. Your current job may need it, or the job you are thinking of applying for that may offer you a better pay or a better opportunity, will look better by the fact that you know how to use Xero. Get certified in Xero with us and add it to your CV.

For entrepreneurs and business-owners

If you are running your business, or looking to start your own operation in the future, Xero is simply a must-have skill. It allows you to make better decisions around your business – manage suppliers, invoices, bank statements and much more. The software is 'cloud-based', which means that you can simply access it from your web browser, eliminating the need to download it.



We used to live in a world where learning was slow, dull and probably the last thing that you'd want to be doing. They've changed that.

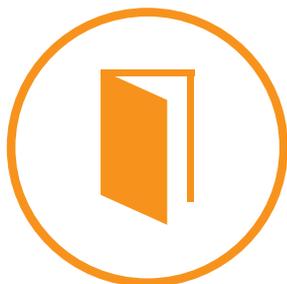
With Auckland College, learning new subjects and skills that you can use in your own work or business is now easy and accessible with an open-level, self-paced online learning that students simply love.



3-Part Learning

How does the course work?

To best teach Xero, we have produced an easy-to-understand course that uses a combination of video-based, text-based and assessment-based learning. Once you complete all parts of the course, you'll receive your certification.



Video Library

You'll receive access to about 20 detailed Xero videos that have been professionally designed with real-world examples.



Course Handbooks

Get confident in Xero with downloadable handbooks and reference guides that you can keep for life.



Assessments

Test your learning with assessments as well as micro-assignments to try on your own.

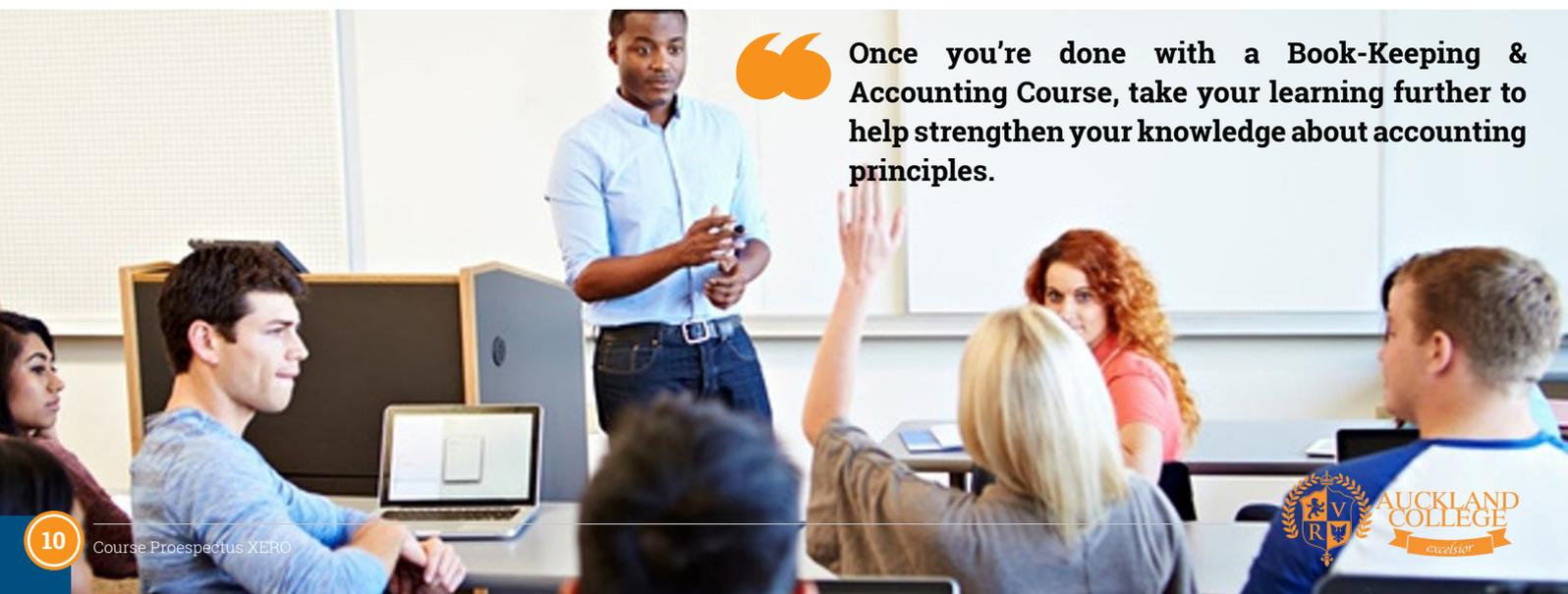
We realise that our students learn differently, and hence we use blended teaching methods to help you learn Xero in an effective manner so that you can apply it in the real world. We cater for all learning styles: visual, audio and kinetic-based learning.

Once you begin your course with us, you'll have up to 3 months to complete it; however, we find that most students are able to complete it within a 4-week, part-time period. There is no requirement to own the Xero software to pass the course, although we recommend that you download a free trial from Xero's website.

When you complete your course, you may wish to take your learning further with Xero.



Once you're done with a Book-Keeping & Accounting Course, take your learning further to help strengthen your knowledge about accounting principles.



MESSAGE FROM OUR Students

I didn't know a whole lot about Xero before starting the course, but I was glad I chose to study through Auckland College because it made me very confident in what I was doing.

For my career, I easily obtained a new position as a PA because the company wanted someone who could be their secretary and also manage Xero from time to time. I guess you can say it's now as important as learning MS Office or Photoshop!

Fran Smith
Student



AUCKLAND COLLEGE COURSES

With students from New Zealand, Australia, Canada, the UK, USA, Hong Kong, Japan and more throughout the world, Auckland College has set its mark as the world's online classroom.

Leading provider of STEC

Auckland College is one of the world's foremost supplementary and tertiary education providers; it offers courses in a range of subjects that provides the students with the ability to further their skills across a variety of disciplines. The college also offers quality, real-world, and transparent education for everyone. With its online classroom, Auckland College hosts students from throughout the globe, including professionals looking to upskill, or beginners looking to gain a fundamental understanding in their chosen subject. Our courses cover software packages, accounting, business, health, marketing, communications, and many more.

Learn online at your own pace

Advance your career with top New Zealand educators who share their knowledge online. Some of the proven benefits of studying online include: a great work-life balance,

a more student-centered teaching approach, expert support, manageable costs, a broad range of available topics, and excellent free resources. Auckland College is the best option when it comes to studying online.

Certificate of completion

Upon completing your course as well as any assessments, you'll have access to your own certificate of completion. Add this to your CV or résumé.





AUCKLAND
COLLEGE

excelsior

Inspiring the world with the power of leading open education



COURSE Prospectus

Xero Online Course

Whether you are looking to work as an accountant, personal assistant, administrator or an entrepreneur, getting certified with one of the world's leading accounting packages is an essential must-have.



Xero
Accounting
Software
Certification
COURSE

