



FOCUS  
COLLEGE

## Advanced Certificate in Business

### **Brief Program Description**

The Advanced Certificate in Business provides current insight into the main aspects of local and international business with a focus on business management and human resource management. It covers business culture and strategy, managing people in different sizes of organizations and in different departments such as marketing, economic issues, accounting, business law, and IT.

### **Career Opportunities**

Student may find employment as an Administration Supervisor, Office Manager, Assistant Manager, Personal Assistant, Banking Advisor, Planning Officer, Business Development Assistant, Purchasing Officer, Business Manager, Sales Coordinator, Customer Service Coordinator, Team Leader, Finance Assistant and Trainee Manager.

### **Admissions Requirements**

Minimum grade 12 or equivalent Canadian qualification OR relevant experience or mature students.

In case of students from Non English speaking countries/territories, students will have to demonstrate their English proficiency at minimum IELTS Band level 6.0 OR equivalent. (In case of no proof of English proficiency or lower English proficiency level, students will have to take an English crash course at Focus College).

### **Program Duration**

<b>Total Hours</b>	<b>1120</b>
<b>Total weeks</b>	<b>1 year</b>



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<b>Delivery Method</b>	The program is led onsite by an instructor. Delivery is done through lectures, demonstrations, presentations, and hands on training. <input checked="" type="checkbox"/> In-class instruction
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### Course Breakdown

Title of Course	# of Hours*
Managing People and Organizations	160
Marketing an Introduction	80
Economic Issues: An Introduction	80
Business Accounting	160
Communications: Business Communications	80
IT in Business: Spreadsheets	80
Information Technology: Application Software 1	80
Creating a culture of customer care	80
Human Resources Management: Introduction	80
Presentation Skills	80
Business: Graded Unit	80
<b>Total Hours</b>	<b>1120</b>

### Course Descriptions

#### **Managing People and Organizations**

This course is designed to enable students to learn to work in a business setting. It provides tools to effectively work in and manage various roles in business, commercial and administration roles to build an effective organization.

#### **Marketing an Introduction**

This course provides students the knowledge and understanding of marketing and its importance in organizations. This unit is also designed to develop candidates' understanding of the marketing mix in the context of products and services. This is an introductory unit which can be used by students who may wish to progress to more specialized marketing units.

#### **Economic Issues: An Introduction**

Students are introduced to the fundamental issues in economics with an emphasis on the business environment. Students will learn about the basic economic problem and how the consumer and other economic agents address this problem. Students will be introduced to the operation of markets and actions that can be taken to help avoid market failure. The unit introduces the theory of National Income and the circular flow of income model.



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### **Business Accounting**

Student can develop their knowledge and understanding in the preparation and use of accounting information within a business organization. Students will develop the skills required to prepare basic financial and management accounting reports. In addition, students will also develop the skills, knowledge and understanding to interpret and use financial information for decision making.

### **Communications: Business Communications**

Students will develop skills in analyzing, summarizing, evaluating, and producing complex written business information. It also develops skills in presenting and responding to complex oral business information. The Unit can be taken as part of a Group Award or as a stand-alone unit for the purposes of continued professional development. Work undertaken for the unit will be in a context appropriate to the learner's Group Award or relevant to an individual's vocational area/discipline.

### **IT in Business: Spreadsheets**

This unit is designed to allow candidates to develop an understanding of spreadsheet design and how to use spreadsheet features and functions for practical and effective use. It is relevant to candidates wishing to develop their knowledge of spreadsheets as a tool to help provide solutions to common business problems.

### **Information Technology: Application Software 1**

Students will learn to use Information Technology (IT) systems and applications independently to support a range of information processing activities. The unit is designed to develop a broad knowledge of the theoretical concepts, principles, boundaries and scope of IT applications. These activities will be centered on using software applications packages to meet complex information requirements while paying attention to security and the needs of other users.

### **Creating a culture of customer care**

Students will learn to recognize and evaluate effective customer care within a relevant work environment. It allows candidates to analyze factors affecting customer care and to judge the effectiveness of a customer care strategy by applying them to the workplace. The Unit emphasizes that customer care is important and valuable to organizations and is critical to the work of all employees.

### **Human Resources Management: Introduction**

Upon successful completion of this course, students will have learned accounting basics, introduction to QuickBooks, setting up chart of accounts, creating items, entering transactions for incoming funds, entering transactions for outgoing funds, maintaining financial information and working with reports. Students will complete an accounting cycle using QuickBooks, do adjustments, month-end and yearend procedures for small businesses.



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### **Presentation Skills**

This Unit is designed to develop the skills required for the advanced use of presentation software, including a range of multi-media, and to apply these skills to deliver effective presentations. It would be suitable for candidates involved in preparing and delivering presentations.

### **Business: Graded Unit**

This graded unit is designed to provide evidence that students have met the goals of the program:

- Provide the competencies required by employers of those engaged in entry level administrative, managerial or commercial positions in organizations.
- Develop and apply a range of vocational knowledge and skills in an integrated manner to the analysis of business situations.
- Build on previously acquired transferable skills.
- Adopt an innovative and creative approach to their work and be able to respond quickly to the challenges posed by changes in the business environment.

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Student Name

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Student Signature

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Date