



FOCUS
COLLEGE

Business Administration & Accounting Specialization Diploma

Brief Program Description

In the Business Administration & Accounting program students will specialize in manual accounting, computerized accounting, payroll, and computer technology. Students will be equipped with the knowledge necessary to manage an office or create and manage their own small business.

Career Opportunities

Students who complete this program will be qualified to pursue self-Employment, or find employment in many accounting and office positions such as: Accounting Assistant, Bookkeeper, Clerk, Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Practitioners, Office Assistant, Office Manager, Supervisor, and Administrative Assistant.

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

Total Hours	1056
Total time	11 months
Tuition	\$9,210.00
Books	Extra

Delivery Method

The program is led onsite by an instructor. Delivery is done through lectures, demonstrations, presentations, and hands on training.

In-class instruction



FOCUS
COLLEGE

Business Administration & Accounting Specialization Diploma

Course Breakdown

Title of Course	# of Hours*
Intro to Windows & Internet	24
Word Processing: Word Levels 1 & 2	48
Spreadsheet: Excel Levels 1 & 2	48
Presentation: PowerPoint	36
Database Management: Access	24
Personal Information Manager: Outlook	24
Business Communications	39
Business Math	24
Office Procedures	33
Organizational Behaviour	24
Keyboarding	24
Total Hours for Core Skills	
Speciality in Accounting	
College Accounting Levels 1 & 2	96
Sage 50 Accounting Levels 1 & 2	48
QuickBooks Levels 1 & 2	48
Payroll Principles	24
Canadian Taxation	24
Accounting Ethics & Integrity	10
Office Simulations/Projects	10
Job Search & Entrepreneurial Skills	24
Final Project	28
Total Hours	1056

Course Descriptions

Life Skills & Success Strategies

This course covers the soft skills required to obtain and retain employment, including communication skills, emotional intelligence, goal setting, stress management, problem solving, team work, etc. It covers further strategies for college success including developing a personal mission statement, time management, note taking skills, memory skills, research skills, test taking, and motivational skills.



FOCUS
COLLEGE

Business Administration & Accounting Specialization Diploma

Intro to Windows & Internet

This course includes training in computer technology, navigating in Windows environment, computer terminology, customizing desktop, using accessories, windows explorer, and file management. Adequate emphasis is given to the practice and use of internet, browsers, search engines, net meeting or seminars, discussion groups or forums, use of white boards, synchronous and asynchronous conversations, and electronic mail.

Word Processing: Word Levels 1 & 2

This course teaches in depth how to create different kinds of business documents using a variety of core and intermediate skills such as letters, memos, forms, newsletters, and reports. Students will develop the ability to work with graphics, illustrations, tables, references, columns, building blocks, merging, and more.

Spreadsheet: Excel Levels 1 & 2

Microsoft Excel teaches in depth how to work with spreadsheets using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. It covers many popular scientific & math formulas, if functions, charts & illustrations, pivot tables, pictures & shapes, headers & footers, multiple worksheets, and themes.

Presentation: PowerPoint

This Microsoft PowerPoint course covers basic and advanced topics needed to create and manage powerful and effective presentations. Some topics included are design principles, charts & tables, slide masters, animations, multimedia elements, and delivery of presentations.

Database Management: Access

Students learn the basics of database management using Access. The course covers creating databases through tables and forms. Others topics covered are creating queries, reports, advanced queries, and forms using controls, sharing and exporting data.

Personal Information Manager: Outlook

Microsoft Outlook as a personal information manager program teaches how to communicate using email, how to set appointments, and keep track of contacts. It also includes features such as calendar, task manager, contact manager, note taking, journal, and web browsing.

Business Communications

This course is designed to review basic grammar, vocabulary, and mechanics of writing. It is filled with insights into improving one's written business communications. Students will be required to complete a variety of business documents including letters, memos, minutes and reports. Students will discover what it takes to make every written word and document.

Business Math

This course covers basic arithmetic operations and business math problems. Students will learn to perform basic mathematical operations and those used in business, including calculation of interest, discounts, mark-ups and inventory calculations.



FOCUS
COLLEGE

Business Administration & Accounting Specialization Diploma

Office Procedures

This course covers basic skills needed to work in today's office including handling mail, front-line reception, arranging meetings and conferences, making travel arrangements, along with time management and coordination of multiple tasks. Students learn skills in file management, ergonomics, and office management.

Organizational Behaviour

This course introduces students to the meaning of organizational behavior, Individual differences and their relevance to Work (Perception, Personality and Values, Learning, Reinforcement & Self-Management, Engagement of Employees in the workplace), Managing the Organization (Changing Worlds and the Design of Work, Organizational Structure & Design, Organizational Culture) and People, Processes and Performance (Groups and Teams, Leadership, Power, Politics and Decision Making in Organizations, Communication, Conflict and Negotiation in Organizations and Organizational Change).

Keyboarding

This course is designed to develop keyboarding skills, focusing on speed and accuracy. Students type using Mavis typing tutor program to gain speed and reduce mistakes. 40 wpm is required to complete the program.

College Accounting

College Accounting covers a solid coverage of accounting concepts and principles. It establishes a foundation of accounting procedures within the traditional framework of a proprietorship accounting cycle, then builds on the framework as it examines additional methods of accounting for asset, liability and equity accounts. It also focuses on payroll procedures, tax responsibilities, special journals, banking procedures, financial statements, GST/HST payment, bad debts and completing the Accounting cycle for a merchandising company.

Page Break

Sage 50 Accounting Levels 1 & 2

Sage50 software will be used to complete the accounting cycle using all modules (General, Payable, Receivable, Inventory, and Payroll) and Project Costing. Students will learn to analyze, journalize, and post the daily financial transactions using Sage. They will be able to produce the financial statements, do the month-end and year-end procedures.

QuickBooks Levels 1& 2

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, perform adjustments, month-end & year-end procedures for small businesses.

Payroll Principles

This course is designed to educate the students with the basic rules and procedures for calculating payroll and payroll deductions. The course is focusing on both manual and computerized payroll calculations.



FOCUS
COLLEGE

Business Administration & Accounting Specialization Diploma

Canadian Taxation

This course is designed to teach students the basics of taxation and promote financial literacy. It introduces students to Canada's tax system and teaches them about the rights and responsibilities as taxpayers, and how to prepare a simple income tax and benefit return.

Accounting Ethics & Integrity

In this course students focus on ethics in an accounting profession. Instruction covers the code of ethics and integrity standards in accounting organizations. An awareness and importance of adhering to the ethics is further developed.

Office Simulations/Projects

Students are challenged with real life situations in accounting to complete full cycle of accounting either using QuickBooks or Sage 50.

Job Search & Entrepreneurial Skills

This course gives an overview of skills required for self-employment. Instruction covers registration of a business in Canada, forms of business, components of a business plan, market research & marketing techniques, writing proposals and expressions of interest, marketing tools, and mission statements. This course further gives an overview of skills required for self-employment, instruction covers orientation of job skills, training required in the new millennium, job interview skills, resume writing, cover letters, and references.

Final Project

Final project is an overview and demonstration of all the skills students have learnt in the program. They have to complete the project giving evidences and illustrations of the skills and tools they have learnt. In addition they have to give details about the practicum and how they benefited from it.

Student Name

Student Signature

Date