



Focus College – Kelowna Campus

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Business and IT Courses

Course Name	Description	Duration	Cost (Tuition + Books) ⁱ
Windows 10/Intro to Computers	Provides an overview of basic computer functions and their application in the workplace using Windows 10.	1 week (25hrs)	\$395 + \$45 books
Word processing: MS Word level 1	Course teaches how to create different kinds of business documents using a variety of core skills using graphics, illustrations, tables and more.	1 week (25hrs)	\$395 + \$50 books
Word processing: MS Word level 2	Course teaches how to create different kinds of business documents using a variety of intermediate skills using graphics, illustrations, tables, references and more.	1 week (25hrs)	\$395 + \$50 books
Spreadsheets: MS Excel level 1	Looks at how to work with different types of documents using a variety of core skills to create and edit spreadsheets for a variety of purposes.	1 week (25hrs)	\$395 + \$50 books
Spreadsheets: MS Excel level 2	Looks at how to work with different types of documents using a variety of intermediate skills to create and edit spreadsheets for a variety of purposes and situations.	1 week (25hrs)	\$395 + \$50 books
Presentation: MS PowerPoint	Course covers topics needed to create and manage presentations from planning to delivery.	1 week (25hrs)	\$395 + \$50 books

Course Name	Description	Duration	Cost (Tuition + Books)ⁱ
Internet/Email/Scheduling: MS Outlook	Course teaches the information worker how to use email, calendar and contacts to coordinate communications and collaborations with others.	1 week (25hrs)	\$395 + \$50 books
College Accounting 1	Course provides solid coverage of accounting principles and concepts. It establishes a foundation of accounting procedures within the traditional framework of a proprietorship accounting cycle.	1 week (25hrs)	\$990 + \$150 books
College Accounting 2	Course builds on the accounting framework to examine additional methods of accounting for asset, liability and equity accounts	1 week (25hrs)	\$990 + \$150 books
Introduction to Bookkeeping	Course is designed to educate students on the fundamentals of bookkeeping procedures.	1 week (25hrs)	\$395 + \$30 books
Sage 50 Accounting Level 1	Using Sage 50 software, students will use the General, Payable, Receivable, Inventory and Payroll modules.	1 week (25hrs)	\$395 + \$60 books
Sage 50 Accounting Level 2	Course builds on level 1 to complete the accounting cycle to produce financial reports and do month-end and year-end procedures.	1 week (25hrs)	\$395 + \$60 books
QuickBooks Level 1	Introduction to QuickBooks, setting up chart of accounts and entering and maintaining financial information.	1 week (25hrs)	\$395 + \$60 books
QuickBooks Level 2	Students will complete the accounting cycle using QuickBooks	1 week (25hrs)	\$395 + \$60 books
Payroll Principles	Course is designed to introduce the basic rules and procedures for calculating payroll and payroll deductions, taxes and termination procedures.	1 week (25hr)	\$795 + \$50 books

All courses are led by an instructor. Delivery is done on-site through lectures, demonstrations, presentations and hands on training. Some courses can be taken individually or with other courses as required. Cost and duration for each course in the grouping will be as stated above.

Examples of course groupings include but is not limited to:

Course Grouping #1:	Word 1, Excel 1, PowerPoint, Outlook, Word 2, Excel 2
Course Grouping #2:	Introduction to Bookkeeping, QuickBooks 1
Course Grouping #3:	Excel 1, College Accounting 1, QuickBooks 1, QuickBooks 2
Course Grouping #4:	Intro to computers & Windows 10, Word 1, Excel 1

Accounting Assistant Certificate Program

12 weeks (288 hours) - \$4570 + \$650 booksⁱⁱ

In this program, students will specialize in Accounting and Office Skills. Students will be equipped with knowledge in Office Programs, Manual Accounting, Computerized Accounting and Payroll.

Course Breakdown

Title of Course	# of Hours
Life Skills and Success Strategies	15
Word processing: MS Word level 1 & 2	39
Spreadsheet: Excel 1	21
Presentation: PowerPoint	21
Internet/Email/Scheduling: Outlook	15
Business Writing	21
College Accounting 1	45
Sage 50 Accounting Levels 1 & 2	39
QuickBooks Levels 1 & 2	39
Payroll Principles	21
Employment Strategies	12
Total Hours	288

Program Duration

Total Hours	288
Total Weeks	12
Tuition	\$4,570
Books	\$650

ⁱ Prices subject to change

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