



14 Weeks

BUSINESS IQ Self-Directed Learning

MICROSOFT OFFICE PROFESSIONAL PROGRAM

LEARN HANDS-ON, VALUABLE APPLICATIONS SUCH AS:



**SELF-DIRECTED
LEARNING**

**Includes Various
Student Resources
and Supports**

WEBINARS ARE PRE-RECORDED
AND CAN BE ACCESSED
THROUGHOUT THE LENGTH
OF THE PROGRAM



780-672-2672



INFO@BUSIQ.CA



WWW.BUSINESSIQTRAINING.COM

THIS PROGRAM IS ACCREDITED
BY THE GOVERNMENT OF ALBERTA UNDER
THE ALBERTA PRIVATE VOCATIONAL
TRAINING ACT.

Business IQ Training Inc.

Microsoft® Office Professional Program

Join the exciting world of business as a Microsoft® Office Professional. Competition for these employment openings will remain high as many qualified people look for positions where a strong proficiency in computer software use specifically relating to the Microsoft® Office Suite is required. To stay competitive, Microsoft® Office Professionals must be able to adapt to changing methods and responsibilities, while demonstrating highly proficient and efficient processing skills.

Microsoft® Office Professionals perform a variety of administrative duties in support of managerial and professional employers. Increasingly, they use word processing to format text and prepare professional quality documents and are also responsible for creating spreadsheets and lists to manage information. They make sure information gets to the people who need it, and they store and organize information so that it can be found easily. They may also be responsible for creating professional presentations, meeting agendas as well as use the Microsoft® Office Suite in a variety of ways.

Business IQ Training's Microsoft® Office Professional Program consists of:

- Advanced word processing skills using Microsoft® Office Word 365 to create high-quality documents.
- Progressive database and statistical analysis using Microsoft® Office Excel® 365 to import, export, manage and share data.
- Using Microsoft® Office PowerPoint® to create powerful, polished presentations.
- Advanced e-mail organization, search, and communication skills through the use of Microsoft® Office Outlook® 365.
- Applying Microsoft® Office Publisher skills to create high impact marketing materials.
- Gaining knowledge and benefits of Google's free online applications such as Gmail, Google Drive, Google Calendar, Google Docs, Google Sheets and Google Slides.
- Resume writing techniques and preparation.

Business IQ Training's Microsoft® Office Professional Certificate Program provides students with the necessary skills to be competitive in the current job market. Graduates of this program will be highly proficient in Microsoft® computer applications and prepared for a career as a Secretary, Administrative Assistant, Executive Assistant, and Information Management Technician in various industries. These positions involve a wide variety of tasks and assume varying degrees of responsibility depending on market needs, the needs of the firm, experience, skills, education level and personal initiative. With experience and ongoing learning, graduates may also obtain work of a supervisory or managerial nature.

A certificate of completion for the Business IQ Training Microsoft® Office Professional Certificate Program will be issued upon successful completion of all the following courses:

Using the Windows 11 Operating System
Microsoft® Office Word 365 Levels 1, 2 & 3
Microsoft® Office Excel® 365 Levels 1, 2 & 3
Microsoft® Office PowerPoint® 365 Levels 1, 2 & 3
Microsoft® Office Outlook® 365 Levels 1, 2 & 3
Microsoft® Office Publisher® 365 Training
Google Applications
Resume and Cover Letter Writing

Effective November 24, 2015 the Microsoft Office Professional certificate program offered by Business IQ Training is licensed under the Alberta Private Vocational Training Act.

Admission Requirements for Business IQ Training's Microsoft Office Professional Certificate Program

Student Admission

Prior to admittance, each student must meet with an admissions councilor from Business IQ Training Inc. who will assess the student's ability to participate in classroom training for the course materials covered in their desired program. In addition, the admissions councilor will help the student assess their career objectives to resolve that their program of choice will suit their career objectives. Although the program is designed to include all levels of computer instruction and will start with basic computer skills training, students will complete a basic computer skills assessment to help determine their level of computer use.

At the discretion of the admissions councilor, students may be asked to complete basic computer skills activities and/or training prior to acceptance in the program. Students will need to demonstrate basic computer typing skills of 10 words per minute and will need to understand the basic concepts of PC computer use.

Standard Admission

Standard admission applicants must be 18 years of age or older by the start date of the program. If underage, the applicant must demonstrate suitability for the program and have written parental consent.

In addition to the above student admission requirements, students will need to meet ONE of the following criteria:

1. Alberta high school diploma, verified by transcript, or non-Alberta equivalent.
OR
2. Successful completion of the General Equivalency Diploma (G.E.D.)

Mature Admission

A mature admission student is someone over the age of 19, who has been out of school for at least 2 years, and does not meet the high school diploma or G.E.D. requirements as a standard admission student.

Mature students will be required to meet the following criteria:

1. Have an academic achievement test to demonstrate Grade 12 competency. Standard tests including CAAT, TABE, CAST or Wonderlic will be accepted.

Terms and Conditions of Registration for Business IQ Training's Microsoft Office Professional Program

Application Fee Required Prior to Registration

As the Microsoft Office Professional certificate program is licensed under the Alberta Private Vocational Training Act, student finance may be available in the form of student loans and/or grants. Students wishing to apply for student finance are recommended to apply a minimum of 3 weeks prior to course start date. Assistance with your application is available from our career coaches and will be required for completion of all student aid applications.

Upon confirmation of program eligibility, a **\$400.00** registration fee is required and will be credited towards your tuition fee when training commences. Program acceptance will only be guaranteed to students who have provided the application fee, where applicable, a registration fee, a signed Alberta Student Enrolment Contract and have met all other admittance requirements. If a student is receiving funding through Student Finance, the registration fee will be waived however a signed Alberta Student Enrolment Contract will be required along with confirmation of Student Finance arrangements and program acceptance. Registration fees are fully refundable prior to training commencement.

Books & Supplies Fees

2 weeks prior to training commencement all books and supplies fees must be paid unless exception has been made by Business IQ Training for Student Finance arrangements. Books and supplies for the Microsoft Office Professional program are **\$1200.00**. This fee covers the cost of a laptop computer, all required software for the program and course workbooks. If a student cancels registration in the program with less than 2 weeks' notice no refund will be awarded for books and supplies.

Tuition Fees

The tuition for the Microsoft Office Professional Program is **\$2800.00**. Tuition fees are in addition to books and supplies costs of **\$1200.00** for a total program cost to each student of **\$4000.00**. Tuition fees are due upon training commencement. Registration fees of \$400.00 that have been received will be credited towards any unpaid tuition fees upon training commencement. Payments can be made by Visa, MasterCard, Debit, Cash, Certified Cheque or Money Order.

Refund of Tuition – after training begins

If a student contract is terminated after the vocational training begins, Business IQ Training is entitled to the following amounts of tuition:

- (a) When 10% or less of the vocational training has been provided, 25% of the tuition costs. For this program, the refund to the student would be \$2100.00 if training is terminated prior to the date specified below for the program date selected.
- (b) When more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition costs. For this program, the refund to the student would be \$1120.00 if training is terminated on or prior to the date specified below for the program date selected.
- (c) When more than 50% of the vocational training has been provided, 100% of the tuition. For this program, the date in which no refund would be issued is on or after date specified below for the program date selected.

Program Dates and Deadlines for 2023

Program Start Date	Program End Date	Application Deadline	Books & Supplies Fee Due Date	Tuition Due Date	90% Tuition Refund Date	40% Tuition Refund Date	No Refund After Date
1/15/2023	4/23/2023	12/25/2022	1/1/2023	1/15/2023	1/22/2023	2/26/2023	2/27/2023
2/15/2023	5/24/2023	1/25/2023	2/1/2023	2/15/2023	2/22/2023	3/29/2023	3/30/2023
3/15/2023	6/21/2023	2/22/2023	3/1/2023	3/15/2023	3/22/2023	4/26/2023	4/27/2023
4/15/2023	7/22/2023	3/25/2023	4/1/2023	4/15/2023	4/22/2023	5/27/2023	5/28/2023
5/15/2023	8/21/2023	4/24/2023	5/1/2023	5/15/2023	5/22/2023	6/26/2023	6/27/2023
6/15/2023	9/21/2023	5/25/2023	6/1/2023	6/15/2023	6/22/2023	7/27/2023	7/28/2023
7/15/2023	10/21/2023	6/24/2023	7/1/2023	7/15/2023	7/22/2023	8/26/2023	8/27/2023
8/15/2023	11/21/2023	7/25/2023	8/1/2023	8/15/2023	8/22/2023	9/26/2023	9/27/2023
9/15/2023	12/22/2023	8/25/2023	9/1/2023	9/15/2023	9/22/2023	10/27/2023	10/28/2023
10/15/2023	1/21/2024	9/24/2023	10/1/2023	10/15/2023	10/22/2023	11/26/2023	11/27/2023
11/15/2023	2/21/2024	10/25/2023	11/1/2023	11/15/2023	11/22/2023	12/27/2023	12/28/2023
12/15/2023	3/22/2024	11/24/2023	12/1/2023	12/15/2023	12/22/2023	1/26/2024	1/27/2024

Module Completion Policy

It is the responsibility of the student to complete all coursework for all modules by the due dates provided. If an extension for module due dates are required a request must be submitted online within 72 hours of each due date. Missed due dates will result in loss of marks and may result in courses marked as incomplete. To obtain program certification, the student will have to re-register and complete any incomplete courses at an additional expense ~ Business IQ Management.

Students receiving student aid must be aware that should the student not complete modules by the assigned due dates after 5 consecutive business days, without notifying Business IQ Training of his or her withdrawal, Business IQ Training will consider the student as having withdrawn effective the first day of the missed module due date and will be required to notify the Minister of Education as per the Private Vocational Training Act. Withdrawal from programs will result in a change to the repayment arrangements that the student will have agreed to with student aid.

Program Completion

Upon successful completion of the entire courseware within the Microsoft Office Professional Program, a certificate of completion for the Microsoft Office Professional Program with a letter of reference will be issued by Business IQ Training. If students do not finish or pass all of the modules, students will only receive a certificate of completion for the courseware they have successfully completed but will not receive a certificate for the entire program.

For information regarding Alberta's private vocational training licensing requirements, please contact:

Private Career Colleges Branch
10155 102 Street, Edmonton AB T5J 4L5
Phone: 780-427-5609
Email: pvt.branch@gov.ab.ca
Website: www.eae.alberta.ca/pvt

Student Testimonials

Former Student: I just want to say thank you so much for everything. I owe it all to Business IQ for getting me to where I am right now in life, I wouldn't have come across my current employment opportunity without you and your team! Taking the course was the best decision I have ever made!!

Former Student: "It was great to freshen up on my education in such a positive and caring environment where you are respected as an individual instead of just a number. My new skills combined with old knowledge help me in every aspect of my day, including work and home. Thank you to all the amazing staff!! I would recommend Business IQ Training to anyone who is willing to learn.

Former Student: It's been a few weeks to look back and think about all that I learnt and where I am now as a person. Your programs allowed me to grow once again not just with new information and skills, but also through your encouragement, gave me the confidence to get back out there. Stacey, you are one of the best instructors I've ever had. You made learning easy, but challenging. You stood beside those that really needed help and allowed the others to excel in each area we looked at. You made learning fun and I must admit I miss the class just a bit.

Former Student: I just wanted to let you know that I've been hired for the position you referred me to! Thank you so much for putting me in touch with them. It seems like it will be a good fit, and I can't wait to start!

**Microsoft Office Professional Program
 Course Module Schedule**

Module 1	Module 5
Completion time: 21 Days	Completion time: 14 Days
Using the Windows 11 Operating System	Microsoft Office Word Level 3
Microsoft Office Word Level 1	Microsoft Office Outlook Level 3
Microsoft Office Outlook Level 1	Microsoft Office Publisher
Module 2	Module 6
Completion time: 14 Days	Completion time: 14 Days
Microsoft Office PowerPoint Level 1	Microsoft Office PowerPoint Level 3
Microsoft Office Excel Level 1	Microsoft Office Excel Level 3
	Program Evaluation
Module 3	Module 7 - Microsoft Office Finals
Completion time: 14 Days	Final Exams are open for 7 days following completion of modules
Microsoft Office Word Level 2	Microsoft Final - Theory Exam
Microsoft Office Outlook Level 2	Microsoft Final - Practical Exam Part A
Resume & Cover Letter Writing	
Module 4	Module 8 - Microsoft Office Finals
Completion time: 14 Days	Final Exams are open for 7 days following completion of modules
Microsoft Office PowerPoint Level 2	Microsoft Final - Practical Exam Part B
Microsoft Office Excel Level 2	Microsoft Final - Practical Exam Part C
Google Applications	

Module Due Dates. It is the responsibility of the student to complete all coursework for all modules. If an extension for module due dates is required, a request must be submitted online within 72 hours of each due date. Missed due dates will result in loss of marks and may result in courses marked as incomplete. To obtain program certification the student will have to re-register and complete any incomplete courses at an additional expense ~ Business IQ Management.



5051-50 Street Camrose, Alberta
 Tel. (780) 672-2672
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Certificate Program Application Form

Distance Learning Microsoft Office Professional Program - \$4000.00

*Please note that this form can be printed and returned by email or mail or can be accessed as a fillable form online at <http://www.businessiqtraining.com/program-information-packages.html>

Last Name		First Name	
Apt #	Address	City & Province	Postal Code
Home Phone	E-mail Address		Date of Birth (year/month/day)

Please select the program you are registering for:

- | | | |
|---|--|--|
| <input type="checkbox"/> 1/15/2023 to 4/23/2023 | <input type="checkbox"/> 5/15/2023 to 8/21/2023 | <input type="checkbox"/> 9/15/2023 to 12/22/2023 |
| <input type="checkbox"/> 2/15/2023 to 5/24/2023 | <input type="checkbox"/> 6/15/2023 to 9/21/2023 | <input type="checkbox"/> 10/15/2023 to 1/21/2024 |
| <input type="checkbox"/> 3/15/2023 to 6/21/2023 | <input type="checkbox"/> 7/15/2023 to 10/21/2023 | <input type="checkbox"/> 11/15/2023 to 2/21/2024 |
| <input type="checkbox"/> 4/15/2023 to 7/22/2023 | <input type="checkbox"/> 8/15/2023 to 11/21/2023 | <input type="checkbox"/> 12/15/2023 to 3/22/2024 |

Program Payment Arrangements

- Registration Fee (*where applicable) of \$400.00 received. Date: _____
 *for registration fee to be waived Business IQ Training must receive proof of Student Finance arrangements. Registration fees will be applied to outstanding tuition amounts due upon training commencement. In the event that training is cancelled prior to commencement, the registration fee is refundable.
 VISA MasterCard Cash Debit Card Certified Cheque/Money Order

- Books/Supplies Fee of \$1200.00 received. Date: _____
 Books/Supplies fee is due 2 weeks previous to the program start date. If paid prior to the date specified, this amount is refundable if training is cancelled prior to shipment of books and supplies. No refunds of this fee will be awarded after this date.
 VISA MasterCard Cash Debit Card Certified Cheque/Money Order

- Tuition Fee Balance of \$2800.00 received. Date: _____
 Tuition fee is due upon program commencement. If paid prior to commencement, this amount is refundable if training is cancelled prior to course start date. For refunds on tuition after training start date, refer to Refund of Tuition – after training begins on page 4 of this handout.
 VISA MasterCard Cash Debit Card Certified Cheque/Money Order

Have you previously taken courses from Business IQ Training?

Yes No

If yes, which courses and how long ago? _____

Will you require student finance assistance? _____

Have you achieved a High School Diploma, G.E.D or equivalent?

Yes No

If no, what is your highest level of education? _____

Please note that proof of Education will be required for admittance. In addition, Business IQ Training may provide a Wonderlic Assessment to all students applying without educational requirements as part of our mature student program eligibility assessment.

Credit Card Information (Credit card will not be billed until registration accepted)

Credit Card Expiry Date _____ Month _____ Year

Credit Card Number

Four groups of four empty boxes for credit card number input.

Cardholder's Name

Form with two fields: First Name and Surname.

Cardholder's Signature _____

I have read and accept the terms and conditions of application for the Microsoft Office Professional Certificate Program.

Student Signature: _____

Student Registration Checklist: (for office use only)

- Proof of highest level of education received. Date: _____
- Wonderlic Assessment completed. Date: _____ Assessment Satisfactory? YES NO
- Typing Assessment completed. Date: _____ Typing Score: _____ Words/Minute (min 10 required)
- Student Application Accepted. Date: _____ Accepted By: _____
- Alberta Student Enrolment Contract for Licensed Vocational Training Programs signed.
- Student Registration Fee of \$400.00 Date: _____ OR
- Confirmation of Student Finance arrangements received. Date: _____
- Books/Supplies fee of \$1200.00 received. Date: _____
- Tuition fee of \$2800.00 (less \$400.00 registration fee if applicable). Date: _____ Amount Paid: _____

In the event that student registration process is terminated, or training is cancelled, please provide details with dates and refund amounts where applicable.

Four horizontal lines for providing details of termination or cancellation.