Business IQ Training
Accounting Technician Program

Join the exciting world of business as an Accounting Technician. Competition for these employment openings is expected to be high as many qualified people look for positions in this field. To stay competitive, Accounting Technicians must have a strong understanding of fundamental accounting terms and procedures. In addition, these positions require an ability to adapt to changing methods and responsibilities using a variety of accounting programs.

Accounting Technicians perform a variety of duties in support of other bookkeepers or accountants. Increasingly, they are responsible for managing accounts receivable and payable transactions, reconciling accounts, filing sales taxes, producing interim financial statements and often have payroll responsibilities.

Business IQ Training's Accounting Technician Program consists of:
- Training in Bookkeeping Fundamentals to increase knowledge of accounting procedures and terminology.
- Understanding of current Alberta Payroll Regulations and WCB requirements as well as Payroll Processing procedures to effectively and accurately pay employees while abiding by payroll standards.
- Basic instruction of Microsoft Office Word, Outlook and Excel 2016/365.
- Hands-on instruction in using multiple types of computerized accounting systems such as:
  - ✓ QuickBooks® Online Plus Accounting
  - ✓ Sage 50 Software
  - ✓ Sage Business Cloud Accounting
  - ✓ AgExpert Accounting Software
  - ✓ WAVE Financial Accounting Program
- Resume and cover letter writing techniques.

Business IQ Training's Accounting Technician Program gives students the necessary skills to be competitive in the current job market. Graduates of this program will be highly proficient in multiple computerized accounting applications. 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 Accounting Technician Program will be issued upon successful completion of all the following courses:

Using the Windows 11 Operating System
Bookkeeping Fundamentals
Alberta Payroll Regulations and Payroll Processing
QuickBooks® Online Plus Accounting
Sage 50 Basic Software
Sage 50 Advanced Software and Payroll
Sage Business Cloud Accounting
AgExpert Analyst Level 1 Accounting Software
AgExpert Analyst Level 2 Accounting Software and Payroll
WAVE Financial Accounting Program
Resume and Cover Letter Writing
Google Applications
Microsoft Office 2016/365 Word Level 1
Microsoft Office 2016/365 Outlook Level 1
Microsoft Office 2016/365 Excel Level 1

Effective November 24, 2015 the Accounting Technician program offered by Business IQ Training is licensed under the Alberta Private Vocational Training Act.

Admission Requirements for
Business IQ Training's Accounting Technician
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 Accounting Technician Program

Application Fee Required Prior to Registration

As the Accounting Technician 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 to 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 Accounting Technician 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 Accounting Technician 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 2024

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
1/15/2024	4/22/2024	12/25/2023	1/1/2024	1/15/2024	1/22/2024	2/26/2024	2/27/2024
2/15/2024	5/23/2024	1/25/2024	2/1/2024	2/15/2024	2/22/2024	3/28/2024	3/29/2024
3/15/2024	6/21/2024	2/23/2024	3/1/2024	3/15/2024	3/22/2024	4/26/2024	4/27/2024
4/15/2024	7/22/2024	3/25/2024	4/1/2024	4/15/2024	4/22/2024	5/27/2024	5/28/2024
5/15/2024	8/21/2024	4/24/2024	5/1/2024	5/15/2024	5/22/2024	6/26/2024	6/27/2024
6/15/2024	9/21/2024	5/25/2024	6/1/2024	6/15/2024	6/22/2024	7/27/2024	7/28/2024
7/15/2024	10/21/2024	6/24/2024	7/1/2024	7/15/2024	7/22/2024	8/26/2024	8/27/2024
8/15/2024	11/21/2024	7/25/2024	8/1/2024	8/15/2024	8/22/2024	9/26/2024	9/27/2024
9/15/2024	12/22/2024	8/25/2024	9/1/2024	9/15/2024	9/22/2024	10/27/2024	10/28/2024
10/15/2024	1/21/2025	9/24/2024	10/1/2024	10/15/2024	10/22/2024	11/26/2024	11/27/2024
11/15/2024	2/21/2025	10/25/2024	11/1/2024	11/15/2024	11/22/2024	12/27/2024	12/28/2024
12/15/2024	3/23/2025	11/24/2024	12/1/2024	12/15/2024	12/22/2024	1/26/2025	1/27/2025

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 a module due date 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.

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 Accounting Technician Program, a certificate of completion for the Accounting Technician 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!

Accounting Technician Program
Course Module Schedule

Module 1 - Computing & Accounting Fundamentals	Module 5 - AgExpert Analyst Software
Completion time: 21 Days	**Completion time: 14 Days**
Using the Windows 11 Operating System	AgExpert Analyst Level 1
Bookkeeping Fundamentals	AgExpert Analyst Level 2
Alberta Payroll Regulations & Processing	AgExpert Analyst Payroll
Module 2 - Microsoft Office Level 1	**Module 6 - Google, Resume & Wave Accounting,**
Completion time: 14 Days	**Completion time: 14 Days**
Microsoft Office Word Level 1	Google Applications 1 of 2
Microsoft Office Outlook Level 1	Google Applications 2 of 2
Microsoft Office Excel Level 1	Resume & Cover Letters
Module 3 - Online Accounting Software	**Module 7 - Microsoft & Bookkeeping Final Exams**
Completion time: 14 Days	**Final Exams are open for 7 days following completion of modules**
QuickBooks Online Plus	Microsoft Office Theory Exam
Wave Financial Online Accounting	Bookkeeping/Accounting Theory Exam
Module 4 - Sage Accounting Software	**Module 8 - Bookkeeping Practical Final Exams**
Completion time: 14 Days	**Final Exams are open for 7 days following completion of modules**
Sage 50 Desktop Basic	Bookkeeping Practical Exam - Part A
Sage 50 Desktop Advanced	Bookkeeping Practical Exam - Part B
Sage 50 Desktop Payroll	Bookkeeping Practical Exam - Part C
Sage Business Cloud Accounting	

Module Due Dates. It is the responsibility of the student to complete all coursework for all modules. 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.

BUSINESSIQ

Certificate Program Application Form
Distance Learning Accounting Technician 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 starting month of the program you are registering for:

☐ January 15th   ☐ May 15th   ☐ September 15th
☐ February 15th   ☐ June 15th   ☐ October 15th
☐ March 15th   ☐ July 15th   ☐ November 15th
☐ April 15th   ☐ August 15th   ☐ December 15th

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

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Cardholder's Name

First Name	Surname

Cardholder's Signature _____

I have read and accept the terms and conditions of application for the Accounting Technician 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.

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