



ACCOUNTING TECHNICIAN PROGRAM

14 Weeks Self-Directed Learning

LEARN HANDS-ON, VALUABLE APPLICATIONS SUCH AS:



intuit

QuickBooks®



sage



Windows 11

AgExpert



Office



wave

**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

**Start Learning
Today!**

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

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.

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.

Alberta high school diploma, verified by transcript, or non-Alberta equivalent is preferred but an individual without will be considered if meeting our Mature student requirements.

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.

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.

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.



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Terms and Conditions of Registration for Business IQ Training's Accounting Technician Program

Application Fee Required Prior to Registration

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.

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 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.

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

**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.

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.



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:

- | | | |
|--|--|---|
| <input type="checkbox"/> January 15 th | <input type="checkbox"/> May 15 th | <input type="checkbox"/> September 15 th |
| <input type="checkbox"/> February 15 th | <input type="checkbox"/> June 15 th | <input type="checkbox"/> October 15 th |
| <input type="checkbox"/> March 15 th | <input type="checkbox"/> July 15 th | <input type="checkbox"/> November 15 th |
| <input type="checkbox"/> April 15 th | <input type="checkbox"/> August 15 th | <input type="checkbox"/> December 15 th |

Program Payment Arrangements

- Registration Fee (*where applicable) of \$400.00 received. Date: _____
In the event that we cancel your training 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 we cancel your training prior to shipment of books. 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.
- 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
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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.

