



OFFICE ADMINISTRATION PROGRAM

BUSINESSIQ

LEARN HANDS-ON, VALUABLE APPLICATIONS SUCH AS:



**SELF-DIRECTED
LEARNING**

20 Weeks

Self-Directed Learning
with 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 Inc.

Office Administration Program

Join the exciting world of business as an Office Administrator. Competition for these employment openings is expected to remain high as many qualified people seek positions in this field. To stay competitive, Office Administrators must be able to adapt to changing methods and responsibilities.

Office Administrators perform a variety of administrative duties in support of managerial and professional employers. Increasingly, they use word processing to format text drafted by others. They are also responsible for information management. They make sure information relays effectively to the people who need it, and they store and organize information so that it can be found easily. They may also require a strong understanding of fundamental accounting terms and procedures and be required to work in a variety of accounting software programs.

Business IQ Training's Office Administration 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 manage and share data.
- Using Microsoft® Office PowerPoint® to create powerful, polished presentations.
- Advanced e-mail organization, search, and communication skills using 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.
- Understanding of Alberta Payroll Regulations and Payroll Processing responsibilities.
- Training in bookkeeping fundamentals to increase knowledge of accounting principles and terminology.
- Understanding of Alberta Payroll Regulations and WCB requirements to effectively and accurately pay employees while abiding by Alberta payroll standards.
- Hands on instruction using multiple types of computerized accounting systems such as:
 - QuickBooks® Online Plus
 - Sage 50 Software and Sage Business Cloud Accounting
 - AgExpert Analyst Accounting Software
 - WAVE Financial Accounting

Business IQ Training's Office Administration Program provides students with the necessary skills to be competitive in the current job market. Graduates of this program will be highly proficient in multiple computer applications and prepared for a career as a Secretary, Administrative Assistant, Executive Assistant, Bookkeeper, Payroll or Accounting Technician, 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 Office Administration Program will be issued upon successful completion of all the following courses:

Using the Windows 11 Operating System
Alberta Payroll Regulations and Payroll Processing
Bookkeeping Fundamentals
QuickBooks® Online Plus Application
Sage® 50 Basic and Advanced Desktop Software with Payroll
Sage Business Cloud Accounting
AgExpert Analyst Accounting Software with Payroll
WAVE Financial Accounting
Google Applications
Resume Writing
Microsoft® Office Publisher® 365
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

Admission Requirements for Business IQ Training's Office Administration 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.

Terms and Conditions of Registration for Business IQ Training's Office Administration 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 Office Administration 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 Office Administration Program is **\$5100.00**. Tuition fees are in addition to books and supplies costs of **\$1400.00** for a total program cost to each student of **\$6500.00**. 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 Date	Tuition Due Date	90% Tuition Refund Date	40% Tuition Refund Date	No Refund After Date
1/1/2024	5/17/2024	12/11/2023	12/18/2023	1/1/2024	1/15/2024	3/11/2024	3/13/2024
2/1/2024	6/17/2024	1/11/2024	1/18/2024	2/1/2024	2/15/2024	4/11/2024	4/13/2024
3/1/2024	7/16/2024	2/9/2024	2/16/2024	3/1/2024	3/15/2024	5/10/2024	5/11/2024
4/1/2024	8/16/2024	3/11/2024	3/18/2024	4/1/2024	4/15/2024	6/10/2024	6/11/2024
5/1/2024	9/15/2024	4/10/2024	4/17/2024	5/1/2024	5/15/2024	7/10/2024	7/11/2024
6/1/2024	10/16/2024	5/11/2024	5/18/2024	6/1/2024	6/15/2024	8/10/2024	8/11/2024
7/1/2024	11/15/2024	6/10/2024	6/17/2024	7/1/2024	7/15/2024	9/9/2024	9/10/2024
8/1/2024	12/16/2024	7/11/2024	7/18/2024	8/1/2024	8/15/2024	10/10/2024	10/11/2024
9/1/2024	1/16/2025	8/11/2024	8/18/2024	9/1/2024	9/15/2024	11/10/2024	11/11/2024
10/1/2024	2/15/2025	9/10/2024	9/17/2024	10/1/2024	10/15/2024	12/10/2024	12/11/2024
11/1/2024	3/18/2025	10/11/2024	10/18/2024	11/1/2024	11/15/2024	1/10/2025	1/11/2025
12/1/2024	4/17/2025	11/10/2024	11/17/2024	12/1/2024	12/15/2024	2/9/2025	2/10/2025

Program Completion

Upon successful completion of the entire courseware within the Office Administrator Program, a certificate of completion for the Office Administrator 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.

**Office Administration Program
 Course Module Schedule**

Module 1 - Computing & Accounting Fundamentals	Module 6 - Microsoft Office Level 3
Completion Time: 12 Days	Completion Time: 21 Days
Windows Operating Systems	Microsoft Word Level 3
Bookkeeping Fundamentals	Microsoft Outlook Level 3
Alberta Payroll Regulations	Microsoft Excel Level 3
	Microsoft PPT Level 3
Module 2 - Microsoft Office Level 1	Module 7 - AgExpert Analyst
Completion Time: 14 Days	Completion Time: 14 Days
Microsoft Word Level 1	AgExpert Analyst Level 1
Microsoft Outlook Level 1	AgExpert Analyst Level 2
Microsoft Excel Level 1	AgExpert Analyst Payroll
Microsoft PowerPoint Level 1	
Module 3 – Online Accounting Software	Module 8 - Google, Resume & Publisher
Completion Time: 10 Days	Completion Time: 15 Days
QuickBooks Online Plus	Google Applications 1 of 2
Wave Financial	Google Applications 2 of 2
	Resume & Cover Letters
	Microsoft Office Publisher
Module 4 - Microsoft Office Level 2	Module 9 - Bookkeeping Finals
Completion Time: 14 Days	Due by Final Date as per Course Date Selection
Microsoft Word Level 2	Bookkeeping Theory Exam
Microsoft Outlook Level 2	Bookkeeping Practical Exam Part A
Microsoft Excel Level 2	Bookkeeping Practical Exam Part B
Microsoft PPT Level 2	Bookkeeping Practical Exam Part C
Module 5 - Sage Accounting Software	Module 10 -Microsoft Finals
Completion Time: 14 Days	Due by Final Date as per Course Date Selection
Sage 50 Desktop Basic	Microsoft Office Theory Exam
Sage 50 Desktop Advanced	Microsoft Practical Exam Part A
Sage 50 Desktop Payroll	Microsoft Practical Exam Part B
Sage Business Cloud Accounting	Microsoft Practical Exam Part C

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.

Certificate Program Application Form

Office Administration Program - \$6500.00

*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 1 st | <input type="checkbox"/> May 1 st | <input type="checkbox"/> September 1 st |
| <input type="checkbox"/> February 1 st | <input type="checkbox"/> June 1 st | <input type="checkbox"/> October 1 st |
| <input type="checkbox"/> March 1 st | <input type="checkbox"/> July 1 st | <input type="checkbox"/> November 1 st |
| <input type="checkbox"/> April 1 st | <input type="checkbox"/> August 1 st | <input type="checkbox"/> December 1 st |

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 \$4700.00 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

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

Cardholder's Name

Form with two columns: First Name and Surname.

Cardholder's Signature _____

I have read and accept the terms and conditions of application for the Office Administration Program.

Student Signature: _____

Student Registration Checklist: (for office use only)

- Proof of highest level of education received. Date: _____
- If applicable -Wonderlic Assessment completed (Fee \$100) Date: _____ Assessment Satisfactory? YES NO
- Typing Assessment completed Date: _____ Typing Score: _____ Words/Minute (min 20 required)
- Student Application Accepted Date: _____ Accepted By: _____
- Alberta Student Enrolment Contract for Licensed Vocational Training Programs signed
- Student Registration Fee of \$400.00 Date: _____
- If applicable -Confirmation of Student Finance arrangements received Date: _____
- Books/Supplies fee of \$1400.00 received. Date: _____
- Tuition fee Balance of \$4700.00 received. Date: _____ Payment Method: _____

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

Three horizontal lines for providing details of termination or cancellation.