

# PROGRAM PACKAGE

## MICROSOFT OFFICE PROFESSIONAL

July 15, 2021 - October 21, 2021

14 weeks of Self-Directed Learning  
With Access to Webinar Resources

THIS PROGRAM IS DISTANCE LEARNING  
SELF-DIRECTED STUDY AND IS ACCREDITED  
BY THE GOVERNMENT OF ALBERTA UNDER THE  
ALBERTA PRIVATE VOCATIONAL TRAINING ACT.

**INCLUDING  
RECORDED  
WEBINARS**

LEARN HANDS-ON, VALUABLE  
APPLICATIONS SUCH AS:



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



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WWW.BUSINESSIQTRAINING.COM



**BUSINESS IQ**

# **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 10 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.

Books and Supplies fee deadline:  
**July 1, 2021**

Books and Supplies fee amount:  
**\$1200.00**

## 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.

Tuition payment due date:  
**July 15, 2021**

Tuition fee amount:  
**\$2800.00**  
**less \$400.00 registration fee if applicable**

## 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 July 22, 2021.
- (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 August 26, 2021.
- (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 would be August 27, 2021 or later.

## 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](mailto:pvt.branch@gov.ab.ca)**  
**Website: [www.eae.alberta.ca/pvt](http://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**

|                                     |  |
|-------------------------------------|--|
| <b>Module 1</b>                     | <b>Module 5</b>  |
| <b>Due by August 5, 2021</b>        | <b>Due by September 30, 2021</b>                                 |
| Windows Operating Systems           | Microsoft Office Word Level 3                                    |
| Microsoft Office Word Level 1       | Microsoft Office Outlook Level 3                                 |
| Microsoft Office Outlook Level 1    | Microsoft Office Publisher                                       |
|                                     |  |
| <b>Module 2</b>                     | <b>Module 6</b>  |
| <b>Due by August 19, 2021</b>       | <b>Due by October 14, 2021</b>                                   |
| Microsoft Office PowerPoint Level 1 | Microsoft Office PowerPoint Level 3                              |
| Microsoft Office Excel Level 1      | Microsoft Office Excel Level 3                                   |
|                                     | Program Evaluation   |
|                                     |  |
| <b>Module 3</b>                     | <b>Module 7 - Microsoft Office Finals</b>                        |
| <b>Due by September 2, 2021</b>     | <b>Final Exams are open October 15, 2021 to October 21, 2021</b> |
| Microsoft Office Word Level 2       | Microsoft Final - Theory Exam                                    |
| Microsoft Office Outlook Level 2    | Microsoft Final - Practical Exam Part A                          |
| Resume & Cover Letter Writing       |  |
|                                     |  |
| <b>Module 4</b>                     | <b>Module 8 - Microsoft Office Finals</b>                        |
| <b>Due by September 16, 2021</b>    | <b>Final Exams are open October 15, 2021 to October 21, 2021</b> |
| 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 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.



5051-50 Street Camrose, Alberta  
 Tel. (780) 672-2672  
[www.businessiqtraining.com](http://www.businessiqtraining.com)

# Certificate Program Application Form

## Distance Learning Microsoft Office Professional Program - \$4000.00

July 15<sup>th</sup>, 2021 - October 21<sup>st</sup>, 2021 (Self-Directed - Distance Learning)

\*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://businessiqtraining.weebly.com/distance-learning-program-packages.html>

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

### 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 by July 1, 2021. If paid prior to July 1, 2021, this amount is refundable if training is cancelled prior to July 1, 2021. 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 by July 15, 2021. If paid prior to July 15, 2021, this amount is refundable if training is cancelled prior to July 15, 2021. 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

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 Microsoft Office Professional Certificate Program.

Student Signature: \_\_\_\_\_



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**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.

**Student Registration Checklist: (for office use only)**

- Proof of highest level of education received. Date: \_\_\_\_\_
- Wonderlic Assessment completed. Date: \_\_\_\_\_ Assessment Satisfactory? YES NO
- Basic Computer Skills 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. Due no later than July 1, 2021.
- 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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