

# PROGRAM PACKAGE

## OFFICE ADMINISTRATION

September 1, 2021 - January 16, 2022

20 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



780-672-2672



INFO@BUSINESSIQTRAINING.COM



WWW.BUSINESSIQTRAINING.COM



**BUSINESS IQ**

# **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® Desktop Software and QuickBooks® Online
  - 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 10 Operating System  
Alberta Payroll Regulations and Payroll Processing  
Bookkeeping Fundamentals  
QuickBooks® Basic and Advanced Desktop Software with Payroll  
Sage® 50 Basic and Advanced Desktop Software with Payroll  
Sage Business Cloud Accounting and QuickBooks Online Accounting  
AgExpert Analyst Accounting Software with Payroll  
WAVE Financial Accounting  
Google Applications  
Resume Writing  
Microsoft® Office Publisher® 365 Training  
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

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

# **Admission Requirements for Business IQ Training's Office Administration Program**

## **Student Admission**

Prior to admittance, each student must fill out the application form and book a consultation with an admissions councilor from Business IQ Training, by calling 780-672-2672. An assessment of the student's ability to participate in distance learning, will be determined at this time. In addition, the admissions councilor will help the student assess their career objectives to determine that their program of choice will suit their career goals. Although the program is designed to include various levels of computer instruction, it will start with basic computer skills training. Please note that all class instruction and materials are provided in the English language only.

***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 20 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 Office Administration Program

## Registration Fee Required Prior to Admission

As the Office Administration 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 registration fee, a signed Alberta Student Enrolment Contract, a Non-Reproduction of materials agreement, and have met all other admittance requirements. 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 Office Administration program are \$1400.00. This fee covers the cost of a laptop computer, all required software for the program and course workbooks and materials. 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:  
**August 18, 2021**

Books and Supplies fee amount:  
**\$1400.00**

## 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 \$3825.00 if training is terminated prior to September 15, 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 \$2040.00 if training is terminated prior to November 10, 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 November 11, 2021 or later.

## 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 unpaid tuition fees upon training commencement. Payments can be made by Visa, MasterCard, Debit, Cash, Certified Cheque or Money Order.

Tuition payment due date:  
**September 1, 2021**

Tuition fee amount:  
**\$5100.00**  
**(less \$400.00 registration fee if applicable)**

## 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 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.

## 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

**Office Administration 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!!

**Office Administration 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.

**Office Administration 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.

**Office Administration 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!

**Office Administration Program  
 Course Module Schedule**

<b>Module 1 - Computing &amp; Accounting Fundamentals</b>	<b>Module 6 - Microsoft Office Level 3</b>
<b>Due by September 12, 2021</b>	<b>Due by November 28, 2021</b>
Windows Operating Systems	Microsoft Word Level 3
Bookkeeping Fundamentals	Microsoft Outlook Level 3
Alberta Payroll Regulations	Microsoft Excel Level 3
	Microsoft PPT Level 3
<b>Module 2 - Microsoft Office Level 1</b>	<b>Module 7 - AgExpert Analyst and WAVE</b>
<b>Due by September 26, 2021</b>	<b>Due by December 12, 2021</b>
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	Wave Financial Accounting
<b>Module 3 - QuickBooks Accounting Software</b>	<b>Module 8 - Google, Resume &amp; Publisher</b>
<b>Due by October 10, 2021</b>	<b>Due by December 27, 2021</b>
QuickBooks Desktop Basic	Google Applications 1 of 2
QuickBooks Desktop Advanced	Google Applications 2 of 2
QuickBooks Desktop Payroll	Resume & Cover Letters
QuickBooks Online	Microsoft Office Publisher
<b>Module 4 - Microsoft Office Level 2</b>	<b>Module 9 - Bookkeeping Finals</b>
<b>Due by October 24, 2021</b>	<b>Final Exams are open December 28, 2021 to January 16, 2022</b>
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
<b>Module 5 - Sage Accounting Software</b>	<b>Module 10 -Microsoft Finals</b>
<b>Due by November 7, 2021</b>	<b>Final Exams are open December 28, 2021 to January 16, 2022</b>
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 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.



# Certificate Program Application Form

## Office Administration Program - \$6500.00

September 1<sup>st</sup>, 2021 - January 16<sup>th</sup>, 2022 (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 of \$400.00 received. Date: \_\_\_\_\_  
 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/E-transfer
- Books/Supplies Fee of \$1400.00 received. Date: \_\_\_\_\_  
 Books/Supplies fee is due by August 18, 2021. If paid prior to August 18, 2021, 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/E-transfer
- Tuition Fee Balance of \$4700.00 received. Date: \_\_\_\_\_  
 Tuition fee balance is due by September 1, 2021. If paid prior to September 1, 2021, 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, located on page 4 of this handout.  
 VISA  MasterCard  Cash  Debit Card  Certified Cheque/Money Order/E-transfer

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

Credit Card Expiry Date    \_\_\_\_\_ Month    \_\_\_\_\_ Year

Credit Card Number

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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 Office Administration Program.

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



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: \_\_\_\_\_
- If applicable -Wonderlic Assessment completed (Fee \$100) Date: \_\_\_\_\_ Assessment Satisfactory? YES NO
- Basic Computer Skills Assessment completed 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. Due no later than August 18, 2021, 2021.
- Tuition fee Balance of \$4700.00 due by September 1, 2021 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.

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