

ACCOUNTING TECHNICIAN CERTIFICATE BY DISTANCE LEARNING



BUSINESS IQ

5051 50 STREET CAMROSE, AB

WWW.BUSINESSIQTRAINING.COM

780-672-2672 OR 888-672-7749

12 Week Program

October 15th, 2018 to January 23rd, 2019

9:00am - 3:00pm

Three days per week (Monday to Wednesday)

Computing Fundamentals Using the Windows 10 O/S

Bookkeeping Fundamentals

Alberta Payroll Regulations and Processing

QuickBooks® Desktop Accounting Software

Sage® 50 Accounting Software

QuickBooks® Online and Sage® One Online

AgExpert Accounting Software

WAVE Online Accounting

Microsoft Office Word 2016 Basic

Microsoft Office Excel® 2016 Level 1

Microsoft Office Outlook® 2016 Basic

Résumé and Cover Letter Writing

Business IQ Training's Accounting Technician Program by Distance Learning

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 by distance learning 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.
- Webinar based instruction in using multiple types of computerized accounting systems such as:
 - ✓ QuickBooks® Desktop Software
 - ✓ QuickBooks® Online
 - ✓ Sage 50 Software
 - ✓ Sage One Online Accounting
 - ✓ AgExpert Accounting Software
 - ✓ WAVE Online Accounting
- Resume writing techniques and preparation along with job search skills.

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:

- Computing Fundamentals Using the Windows 10 Operating System
- Bookkeeping Fundamentals
- Alberta Payroll Regulations and Payroll Processing
- QuickBooks® Desktop Basic Software
- QuickBooks® Desktop Advanced with Payroll Software
- QuickBooks® Online
- Sage 50 Basic Software
- Sage 50 Advanced with Payroll Software
- Sage One Online Accounting
- AgExpert Analyst Level 1 Accounting Software
- AgExpert Analyst Level 2 Accounting Software
- WAVE Online Accounting
- Resume Writing and Preparation
- Microsoft Office 2016 Word Introduction
- Microsoft Office 2016 Outlook Introduction
- Microsoft Office 2016 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 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 objectives. 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.

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

Registration Fee Required Prior to Admission

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 **\$500.00** 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. If a student is receiving funding through Student Finance, the registration fee may 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.

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.

Books and Supplies fee deadline:
October 1, 2018

Books and Supplies fee amount:
\$1200.00

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 \$500.00 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:
October 15, 2018

Tuition fee amount:
\$2800.00
less \$500.00 registration fee if applicable

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!



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Class Attendance Policy and Structure for Distance Learning Students

The Accounting Technician Certificate Program offered by distance learning is structured as follows:

Monday to Wednesdays (See scheduled dates on next page):

- 8:45am - 8:55am Student Must Login and be prepared for class**
- 9:00am - 12:00pm Instructor Led Webinar**
- 12:00pm - 1:00pm Lunch**
- 1:00pm - 3:00pm Independent Learning and Question Period with Instructor Support**

It is the responsibility of the student to attend all webinar classes. If you miss a webinar, the material missed from that webinar must be learned by self-study before the next webinar class.

Students receiving student aid must be aware that should the student not attend classes for 5 consecutive classes 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 absence 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 Certificate Program with a letter of reference will be issued by Business IQ Training. If students do not finish or pass all the classes, 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.

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 October 15, 2018.
- (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 prior to November 28, 2018.
- (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 29, 2018 or later.

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

Accounting Technician Program
Weekly Webinar Schedule: 9:00am - 12:00pm MST

Week # 1	15-Oct-18 - to - 17-Oct-18
Monday	Orientation Webinar
Tuesday	Computing Fundamentals - 1 of 2
Wednesday	Computing Fundamentals - 2 of 2
Week # 2	22-Oct-18 - to - 24-Oct-18
Monday	Bookkeeping Fundamentals - 1 of 3
Tuesday	Bookkeeping Fundamentals - 2 of 3
Wednesday	Bookkeeping Fundamentals - 3 of 3
Week # 3	29-Oct-18 - to - 31-Oct-18
Monday	WAVE Accounting
Tuesday	Word Basic
Wednesday	Outlook Basic
Week # 4	5-Nov-18 - to - 7-Nov-18
Monday	AB Pay Reg. & Processing - 1 of 3
Tuesday	AB Pay Reg. & Processing - 2 of 3
Wednesday	AB Pay Reg. & Processing - 3 of 3
Break	12-Nov-18 - to - 14-Nov-18
Mon-Wed	Fall Break - No Classes
Week # 5	19-Nov-18 - to - 21-Nov-18
Monday	AgExpert Analyst Level 1 - 1 of 3
Tuesday	AgExpert Analyst Level 1 - 2 of 3
Wednesday	AgExpert Analyst Level 1 - 3 of 3
Week # 6	26-Nov-18 - to - 28-Nov-18
Monday	AgExpert Analyst Level 2 - 1 of 2
Tuesday	AgExpert Analyst Level 2 - 2 of 2
Wednesday	Resume Writing

Week # 7	3-Dec-18 - to - 5-Dec-18
Monday	QuickBooks Online
Tuesday	Excel Level 1 - 1 of 2
Wednesday	Excel Level 1 - 2 of 2
Week # 8	10-Dec-18 - to - 12-Dec-18
Monday	QuickBooks Desktop Basic - 1 of 3
Tuesday	QuickBooks Desktop Basic - 2 of 3
Wednesday	QuickBooks Desktop Basic - 3 of 3
Week # 9	17-Dec-18 - to - 19-Dec-18
Monday	QuickBooks Desktop Adv. - 1 of 2
Tuesday	QuickBooks Desktop Adv. - 2 of 2
Wednesday	QuickBooks Desktop Payroll
Break	24-Dec-18 - to - 2-Jan-19
2 Weeks	Winter Break - No Classes
Week # 10	7-Jan-19 - to - 9-Jan-19
Monday	Sage 50 Basic - 1 of 3
Tuesday	Sage 50 Basic - 2 of 3
Wednesday	Sage 50 Basic - 3 of 3
Week # 11	14-Jan-19 - to - 16-Jan-19
Monday	Sage 50 Advanced - 1 of 2
Tuesday	Sage 50 Advanced - 2 of 2
Wednesday	Sage 50 Payroll
Week #12	28-May-18 - to - 30-May-18
Monday	Sage Online
Tuesday	Exam Day - Theory
Wednesday	Exam Day - Practical 9am-3pm

Please note:

Webinar dates may be subject to change. It is the responsibility of the student to attend all webinars. If you miss a webinar, it is also the responsibility of the student to independently cover and learn the material that has been missed before the next webinar class.



5051-50 Street Camrose, Alberta
 Tel. (780) 672-2672
www.businessiqtraining.com

Certificate Program Admission Application Form

Accounting Technician Program - \$4000.00

October 15th, 2018 - January 23rd, 2019 (3 days/week: Monday to Wednesday - see schedule)

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

Have you previously taken courses from Business IQ Training or attended any of our hosted webinars?

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? _____

Why do you want to attend this program?

What outcome do you expect to have regarding employment opportunities?

What level of experience do you have with a Windows PC computer and how would you describe your computer skills?

How many words per minute can you type? (To check, visit www.typingtest.com and take a 3-minute typing test)

Program Payment Arrangements

- Registration Fee (*where applicable) of \$500.00 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 October 1, 2018. If paid prior to October 1, 2018 this amount is refundable if training is cancelled prior to October 1, 2018. No refunds of this fee will be awarded after this date.

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

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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 Accounting Technician Certificate Program.

Student Signature: _____

Upon Completion of Application and review of all eligibility requirements, students will be contacted regarding their status of acceptance into the program. All applications must be accompanied by proof of high school diploma/GED and reviewed.

Student Registration Checklist: (for office use only)

- Proof of highest level of education received. Date: _____
- Student Application Accepted. Date: _____ Accepted By: _____
- Alberta Student Enrolment Contract for Licensed Vocational Training Programs signed.
- Student Registration Fee of \$500.00 Date: _____ OR
- Confirmation of Student Finance arrangements received. Date: _____
- Books/Supplies fee of \$1200.00 received. Due no later than October 1, 2018.
- Tuition fee of \$2800.00 (less \$500.00 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.
