

MICROSOFT OFFICE PROFESSIONAL CERTIFICATE BY DISTANCE LEARNING



BUSINESS IQ

5051 50 STREET CAMROSE, AB

WWW.BUSINESSIQTRAINING.COM

780-672-2672 OR 888-672-7749

Winter/Spring Program

February 11th, 2019 to May 15th, 2019

9:00am - 3:00pm

Three days per week (Monday to Wednesday)

Using the Windows 10 Operating System
Microsoft Office Word 365 Levels 1 - 3
Microsoft Office Excel® 365 Levels 1 - 3
Microsoft Office Outlook® 365 Levels 1 - 3
Microsoft Office PowerPoint® 365 Levels 1 - 3
Microsoft Office Publisher® 365
Google Applications
Résumé and Cover Letter Writing

Business IQ Training's Microsoft® Office Professional Program by Distance Learning

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 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 Level 1, 2 & 3
Microsoft® Office Excel® 365 Level 1, 2 & 3
Microsoft® Office PowerPoint® 365 Levels 1, 2 & 3
Microsoft® Office Outlook® 365 Levels 1, 2 & 3
Microsoft® Office Publisher® 2016 Training
Google Applications
Resume Writing and Preparation

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 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 Microsoft Office Professional Certificate 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 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 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.

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:
January 28, 2019

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 \$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:
February 11, 2019

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!



Business IQ Training Centre
5051 50 Street Camrose, AB T4V 1R3
www.businessiqtraining.com
780-672-2672

Class Attendance Policy and Structure for Distance Learning Students

The Microsoft Office Professional 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 and 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 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 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 February 20, 2019.
- (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 March 20, 2019.
- (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 March 21, 2019 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

**Microsoft Office Professional Program
Weekly Webinar Schedule: 9:00am - 3:00pm MST**

Week # 1	11-Feb-19 - to - 13-Feb-19
Monday	Orientation Webinar
Tuesday	Windows 10 Operating System
Wednesday	Resume Writing - 1 of 1
Week # 2	18-Feb-19 - to - 20-Feb-19
Monday	Family Day - No Class
Tuesday	Word Level 1 - 1 of 2
Wednesday	Word Level 1 - 2 of 2
Week # 3	25-Feb-19 - to - 27-Feb-19
Monday	Outlook Level 1 - 1 of 2
Tuesday	Outlook Level 1 - 2 of 2
Wednesday	Google Applications
Week # 4	4-Mar-19 - to - 6-Mar-19
Monday	Word Level 2 - 1 of 3
Tuesday	Word Level 2 - 2 of 3
Wednesday	Word Level 2 - 3 of 3
Week # 5	11-Mar-19 - to - 13-Mar-19
Monday	Word Level 3 - 1 of 2
Tuesday	Word Level 3 - 2 of 2
Wednesday	Word Validation Exam
Week # 6	18-Mar-19 - to - 20-Mar-19
Monday	Publisher - 1 of 2
Tuesday	Publisher - 2 of 2
Wednesday	Publisher Validation Exam
Break	25-Mar-19 - to - 27-Mar-19
Mon - Wed	Spring Break - No Classes

Week # 7	1-Apr-19 - to - 3-Apr-19
Monday	Excel Level 1 - 1 of 2
Tuesday	Excel Level 1 - 2 of 2
Wednesday	Excel Level 2 - 1 of 3
Week # 8	8-Apr-19 - to - 10-Apr-19
Monday	Excel Level 2 - 2 of 3
Tuesday	Excel Level 2 - 3 of 3
Wednesday	Excel Level 3 - 1 of 3
Week # 9	15-Apr-19 - to - 17-Apr-19
Monday	Excel Level 3 - 2 of 3
Tuesday	Excel Level 3 - 3 of 3
Wednesday	Excel Validation Exam
Week # 10	22-Apr-19 - to - 24-Apr-19
Monday	Easter Monday - No Class
Tuesday	Outlook Level 2 - 1 of 1
Wednesday	Outlook Level 3 - 1 of 1
Week # 11	29-Apr-19 - to - 1-May-19
Monday	Outlook Validation Exam
Tuesday	PowerPoint Level 1 - 1 of 2
Wednesday	PowerPoint Level 1 - 2 of 2
Week # 12	6-May-19 - to - 8-May-19
Wednesday	PowerPoint Level 2 - 1 of 1
Thursday	PowerPoint Level 3 - 1 of 1
Friday	PowerPoint Validation Exam
Week # 13	13-May-19 - to - 15-May-19
Wednesday	Microsoft Review
Thursday	Microsoft Finals A & B
Friday	Microsoft Finals C & D

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 Application Form

Microsoft Professional Program - \$4000.00

February 11th, 2019 - May 15th, 2019 (3 days/week: Monday to Wednesday)

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?

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 January 28, 2019. If paid prior to January 28, 2019, this amount is refundable if training is cancelled prior to January 28, 2019. 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 Microsoft Office Professional Program.

Student Signature: _____

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 January 28, 2019.
- 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.
