AccData Computer Systems & Training

1900823 ALBERTA INC. operating as
ACCDATA COMPUTER SYSTEMS & TRAINING

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Quick Office Admin – Basic Bookkeeping
Monday to Thursday 9 am - 3:30 pm
Friday - Lab Day

We exude compassion and understanding which solidifies a trusting, peaceful learning environment for all our students. Our thorough understanding of overall issues facing students in the real world ensures the ability to provide functional training whilst providing one-on-one support throughout the learning phase. The opportunity of temporary assignments/work experience thereafter ensures students understand the lessons taught.

"Workforce Ready"

1. Executive Summary

1900823 Alberta Inc. operating as AccData Computer Systems & Training Inc. ("AccData") is wholly owned by Patsy Erickson. Patsy Erickson educational background is Business Administration, Instructor Diploma courses. She is a Microsoft Certified Trainer, as well as an expert in QuickBooks and Simply Accounting. Patsy has over fifteen years' experience instructing computer courses and providing financial/bookkeeping services. In addition, she was instructing Bookkeeping and QuickBooks at the Grande Prairie Regional College.

AccData is licensed with the ***Private Vocational Training*** as of June 24 2016. AccData offers a synergistic combination of student training aimed at enhancing student employability, as well as additional value added professional services to fulfill market demand. Professional services are comprised of bookkeeping, temp positions, credit management, record maintenance, and administrative support.

AccData fosters a family work environment. Students can achieve personal best and gain functional career skills supporting their ability to achieve financial independence. The students have a chance to WIN A LAPTOP. Based on their attendance and the shares/likes on Facebook. The student will do a write up what they learned from course, what they want they want to do after their completed the course.

Computer Classroom Features:

State-of-the-Art Equipment - AccData computer classroom space comes with all of the essentials — the latest computers and technology, ceiling-mounted projectors, projection surfaces and whiteboards.

Internet and Dedicated Bandwidth - AccData can personalize your training space with dedicated bandwidth, specific machines, private networks and other custom technical specifications to suit your learning objectives.

Set-up Testing -What sets AccData apart is our attention to detail. We test every computer and verify that all software installations, projectors, printers and switches are up and running — prior to student's arrival.

Onsite Technical Support -The members of our tech team are experts at troubleshooting and diagnosing potential problems — and are on hand to provide service before, during and after your training event.

Job Search Lab -Our Job Search resources has job postings, career events, and company and industry research and work options for self-employment. Two computers are setup for use with all the necessary software and Internet. Free WiFi to use on students cell phone, tablets, or laptops.

Training Components

Windows 10/Outlook- This module covers the many features and apps included with Windows 10 such as Internet Explorer, social media, music/video, desktop apps, and printing. It is designed for students requiring skills necessary to use an operating system on a daily basis. Email attachments, save contacts, setup appointments.

Microsoft® Word - Level 1 – This module teaches the student how to use core skills necessary for business such as letters, forms, and newsletters. The student will acquire fundamental concepts and skills, building on this foundation as they continue to increase their productivity to apply creative features and enhance various documents.

Microsoft® Word - Level 2 – This module teaches the student how to apply intermediate skills along with their basic skill sets to work with business documents such as letters, forms, and newsletters. The user will acquire fundamental concepts and skills, building on this foundation as they continue to increase their productivity to apply creative features and enhance various documents.

Microsoft® Excel Level 1 – This module teaches the student how to create and edit spreadsheets for business reports such as budgets or cash flow reports. Focus is placed on ensuring basic skills are learned and can be applied to reports, including creating and editing simple formulas to handle common types of calculations.

Microsoft® Excel Level 2 – This module teaches the student how to use a variety of intermediate and advanced features to merge workbooks, perform data analysis, and audit formulas in spreadsheets. Students also use summary functions, create PivotTables and PivotCharts, and work with macros.

Bookkeeping Level 1 – This module teaches students the differences between a corporation, non-profit organization, sole proprietorship, and business partnership. A mock company will be used for this bookkeeping course. Hands on experience learning how to enter source documents and where to file them. The MP Energy mock company package will consist of customer invoices and payments, vendor invoices, cash and visa receipts, blank cheques, employee time sheets. The student will learning to job cost projects as the source documents are entered. Manual bookkeeping will be completed for one month, this provides an introduction to the general journals, general ledgers, and trial balance. Then computerized bookkeeping for one month of entries. Computerized bookkeeping will be used with QuickBooks with an introduction to the balance sheet, cash flow and income statement. Last they will file Canada Revenue Agency - GST quarterly and payroll liability monthly.

Sage 50 Premium Accounting Level 1 – This module is an introduction to accomplishing basic accounting tasks using Sage 50 Premium Accounting. Students will begin with a company file and enter transactions for general ledger, accounts receivables, accounts payable, inventory, and managing capital expenses. This course will review some accounting fundamentals as they relate to the transaction at hand only.

Sage 50 Premium Accounting Level 2 – This module introduces some of the more advanced functions and capabilities of Sage 50 Accounting. It is designed for computer users who are already familiar with accounting with work experience in the basic operations of Sage 50 Premium Accounting and/or have completed Sage 50 Premium Accounting Level 1. File GST, PST and payroll liabilities using SAGE 50. Year End checklist will be completed.

QuickBooks Premier Level 1 – This module teaches students how to perform daily accounting tasks in the general ledger, accounts receivable, accounts payable, and payroll. This course is intended for someone who will be primarily doing data entry in QuickBooks.

QuickBooks Premier Level 2 – This module is a continuation of basic features for daily accounting tasks using QuickBooks and will introduce some of the more advanced functions and capabilities of QuickBooks. Students will look at how to create company files, and deal with more advanced tasks for receivables, payables, inventory and payroll. File GST, PST and payroll liabilities using QuickBooks Premier. Year End checklist will be completed.

PowerPoint Level 1 – During this module, students will explore the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity of the time line of their life. To enhance the visual appeal, students will add graphical objects and modify them. Students may also add tables and charts to their presentation to present data in a structured form. Students will then finalize a presentation to deliver. Graduation day students' families will be invited to attend to watch the students' presentations.

Letter/Memo Writing – This module will teach students the basics of letter writing. Objectives will include: Identifying the reader; Writing formally and informally; Keeping the reader engaged; Convincing and persuading with writing; Writing in plain English; Using correct etiquette; Applying letter writing skills to emails; and, Importance of correct grammar and punctuation and available software tools to support same.

Financial Management – This module walks students through the basics of personal finance. Topics included are maximizing earning potential, taxes, budgeting and spending, understanding credit scores and saving.

Time Management – This module supports students to discover self-awareness, personal habits and ways of working. Students will learn to structure their time, set goals and priorities, increase their personal efficiency and effectiveness and schedule specific time for each activity (including relaxation time in order to regenerate).

Study Skills – This module supports students to understand the importance of studying and teaches basic ways to study. Students will learn how to get organized to study, find/prioritize time to study, become aware of sources of information that support studying, as well as practice effective reading and note taking habits.

Career Profiling – This module supports students to make a decision regarding their professional direction. It will encourage students to ask themselves whether their chosen profession is truly what they want and detail their personal expectations of same. Students will complete a personal SWOT analysis to clearly determine strengths and weaknesses and how to best use them.

Resume Building/Career Planning – This module teaches students why a resume is needed and how to create one. Objectives include:

- ➢ Purpose of a resume;
- ➢ Elements of a resume;
- ➢ Identification of skills and strengths; and,
- ➢ Finished resume.

Interview Skills/Techniques – This module supports students to understand the importance of a successful job interview. Students will learn the purpose and goals of an interview from an employer's perspective, the types of interviews, how to successfully prepare for an interview (including confidence building) and how to exude a positive attitude (with associated behaviors).

Job Maintenance – This module will support students to understand how to make a good first impression the first day and the first week on the job, effective work habits to keep themselves employed and how to work with others.

Communication Skills – This module will support students to understand why communication skills are so important. Students will learn positive communication skills and common mistakes. Whether it's a face-to-face conversation or a professionally written e-mail exchange, a meaningful message entails establishing a connection that leaves a powerful impression. Students will develop a truly engaging and responsive communication style, leading to positive results for both employee and employer.

Conflict Resolution – This module will support students to identify and understand conflict and learn to deal with it in a positive and constructive way, without excessive stress leading to a healthier/more balanced professional and personal life.

Team Building - This module supports students to understand the importance of team and provides various practical strategies/activities to learn and engage in team within the classroom (individual students will be assigned tasks to solve collaboratively with their fellow classmates).

Budgeting– This module will Step 1: Understand Zero-Based Budgeting.
Our course is based on a concept called "zero-based-budgeting". It sounds complicated, but it's not. Most people learn how to create a budget with the ultimate goal of money left over at the end of the month, and this is where they go wrong. Find out why! Figure your revenue and expenses. Begin Budgeting Money by Paycheck.

Wages at work - This module supports students to give bonuses, vacation pay, retroactive pay, sick pay. Record keeping rules and regulations. Pay employees statutory or public holidays according to the employment standards act.

Cancellation Conditions

All administrative fees resulting from cancellations or rescheduling will be the responsibility of the AccData.

Cancellation of a client prior to a course start date:

- Refunds in the full amount of the course will be issued
- Rescheduling from one course date to another (based on availability) will be processed with no administrative fee

Cancellation of a client after a course start time:

- No refund is issued

Acceptance to the Quick Office Administration – Basic Bookkeeping program is dependent upon meeting one of the following Admission Standards:

Prerequisite

1. Standard Admission:
   - Alberta High School Diploma with 50% or better in English 30-1 or 30-2, or non-Alberta equivalent; Or
   - Successful completion of the General Equivalency Diploma (G.E.D.) with a standard score of 50% or better in English.

2. Mature Admission: Students must meet all of the following criteria.
   - Minimum 18 years of age
   - Out of school for one year
   - Successful test results on AccData Computer Systems & Training entrance exam – 75% or higher
   - Thirty-three credits toward an Alberta High School Diploma with 50% or better in English 10-1 or 10-2

**Transcripts
A high school transcript or other proof of education is required before approval for admission.

Costs

Course	**3000.00**
Books	**734.00**
Total GST Inc.	**3920.70**