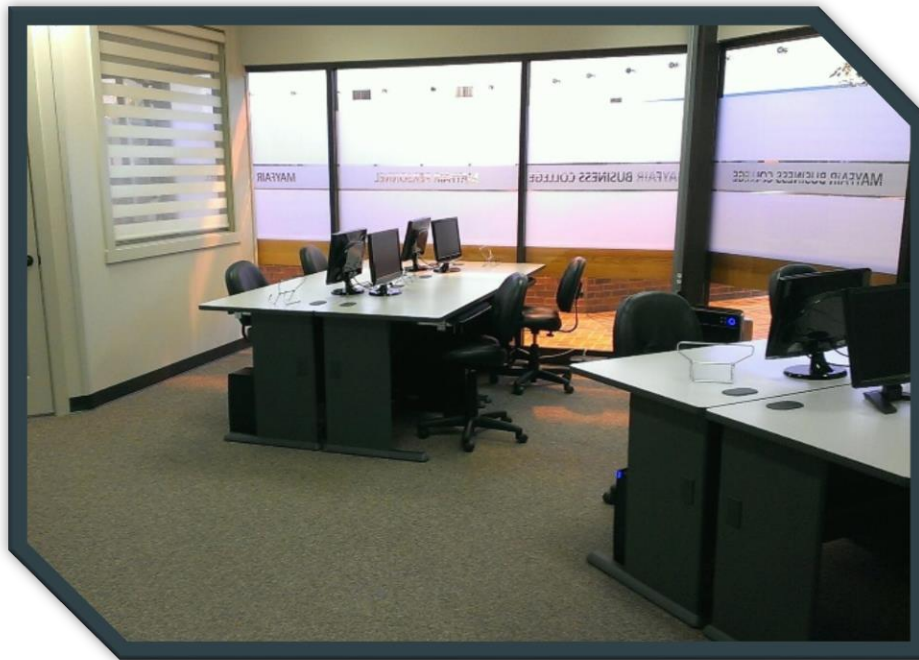


Mayfair

Business College



2015/2016

102 - 11039 - 78 Avenue
Grande Prairie, AB T8W 2J7
Phone: 780-539-5090
Fax: 780-539-7089
college@mayfaircareers.com



Microsoft **Imagine Academy**



Table of Contents

<i>LICENSING AND INSTITUTION DETAILS</i>	3
<i>MEMBERSHIPS AND PROFESSIONAL ASSOCIATIONS</i>	3
<i>PROGRAM DETAILS</i>	3
<i>EMPLOYMENT RATE</i>	3
<i>ADMISSION REQUIREMENTS</i>	4
<i>HOW TO APPLY</i>	4
<i>HOW TO OBTAIN TRANSCRIPT</i>	4
<i>FINANCIAL ASSISTANCE</i>	5
<i>HOW TO REGISTER</i>	5
<i>WHAT YOU WILL LEARN</i>	5
<i>CALENDAR</i>	6
<i>MAYFAIR PERSONNEL (NORTHERN) LTD.</i>	7

MAYFAIR BUSINESS COLLEGE

Licensing and Institution Details

Mayfair Business College is an Alberta Private Vocational Training Institution operated by Mayfair Personnel (Northern) Ltd.

Institution Number 6327

Governance: Alberta Innovation and Advanced Education, Private Vocational Training

Memberships and Professional Associations

- Alberta Association of Career Colleges (AACC)
- National Association of Career Colleges (NACC)
- Microsoft Imagine Academy

Program Details

Program Name: Business Office Skills (licensed under the Private Vocational Training Act.)

Program Number: 12692 Designated: Yes

Student Funding: Provincial Institution Number: 5220 Federal Institution Number: BPGW

Program Details: Program Number: 12692 Credential Type: Diploma

Program Type: Occupational Program Length: 12 Weeks (300 hrs)

Provincial Program Code: 650 Federal Program Code: 15

Class Details: Class Size: Maximum 8 students per class
 Class Type: Full-time Class Hours: 9:00 AM to 3:00 PM
 Instruction: Mon to Thu Non-instructional lab day: Fri

Cost:

Tuition	\$2,770.00
Books	\$400.00
Total	\$3,170.00

Employment Rate

Academic Year	Annual Enrollment	Graduation Rate	Employment Rate
2014-2015	14	100%	100%
2013-2014	10	100%	88%
2012-2013	22	100%	91%

Admission Requirements

To be accepted to the program, applicants must meet **ONE** of the following admission standards:

- | | |
|-------------------------------|--|
| 1. Standard Admission: | Students must meet ONE of the following criteria. <ol style="list-style-type: none"> 1. Alberta High School Diploma with 50% or better in English 30-1 or 30-2, or non-Alberta equivalent.
or 2. 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. <ol style="list-style-type: none"> 1. Minimum 18 years of age 2. Out of school for one year 3. Minimum 75% on Mayfair entrance exam 4. Thirty-three credits toward an Alberta High School Diploma with 50% or better in English 10-1 or 10-2 |

How to Apply

To apply for enrollment in the Business Office Skills program please submit:

- AN APPLICATION FORM
 - ✓ Application forms can be picked up at Mayfair Business College, requested by emailing college@mayfaircareers.com or downloaded from www.mayfaircareers.com.
- PROOF OF EDUCATION.
 - ✓ Accepted proof of education include:
 - Official high school transcript
 - Unofficial high school transcript
 - Copy of high school diploma
 - Copy of other post-secondary diploma or degree for which completion of high school was a prerequisite
 - International Qualifications Assessment Service (IQAS) report.
- RESUME

How to Obtain Transcript

Alberta:	Alberta High School Transcripts can be ordered online by visiting http://education.alberta.ca/students/transcripts.aspx . The cost is \$10.00
All other Provinces and Territories:	Information is available by visiting https://alis.alberta.ca/ec/ep/pps/high-school-transcripts.html
IQAS report	http://work.alberta.ca/immigration/international-qualifications-assessment-service.html

Financial Assistance

To learn about eligibility criteria for student funding and student loans or to apply for funding visit <http://studentaid.alberta.ca>.

How to Register

After receiving a letter of acceptance to the Business Office Skills program please complete registration as soon as possible. Only eight seats are awarded per class.

A registration package will be mailed or emailed upon acceptance. A registration package can also be picked up at Mayfair Business College or requested by email from college@mayfaircareers.com.

TO REGISTER PLEASE COMPLETE THE FOLLOWING:

- Review and sign the Alberta Student Enrolment Contract for Licensed Vocational Training Programs
- Review and sign the most recent Graduate Report for the Business Office Skills program
- Pay a deposit of \$400.00 which is applied to tuition on the first day of class. All or part of this deposit may be refundable if student has to withdraw from the program before training commences.
- Pay \$400.00 for books. All or part of this fee may be refundable if student has to withdraw from the program before training commences.

A payment plan can be arranged for deposit and book payments.

What You Will Learn

Detailed Course Outline Available

- Windows 10
 - File Explorer
 - Settings
 - Microsoft Edge/Internet Explorer
- Microsoft Office 2013/16
 - Word
 - Excel
 - Access
 - PowerPoint
 - Outlook
- Sage 50 Accounting
 - General Ledger
 - Receivables
 - Payables
 - Reports
 - Payroll
- Keyboarding (www.typing.com)
- Block style business letter
- Telephone Doctor ® Customer Service Training (www.telephonedoctor.com)
- ARMA International filing standards (formerly the Association of Records Managers and Administrators) (www.armacanada.org)
- Career and Employment Strategies
 - Targeted resume
 - Professional cover letter
 - Interview tips and techniques

Calendar

Fall-Winter 2015/16

- ❑ September 9 to December 3, 2015
 - Orientation September 9
 - Classes September 10 to December 2
 - Graduation December 3

Winter-Spring 2015/16

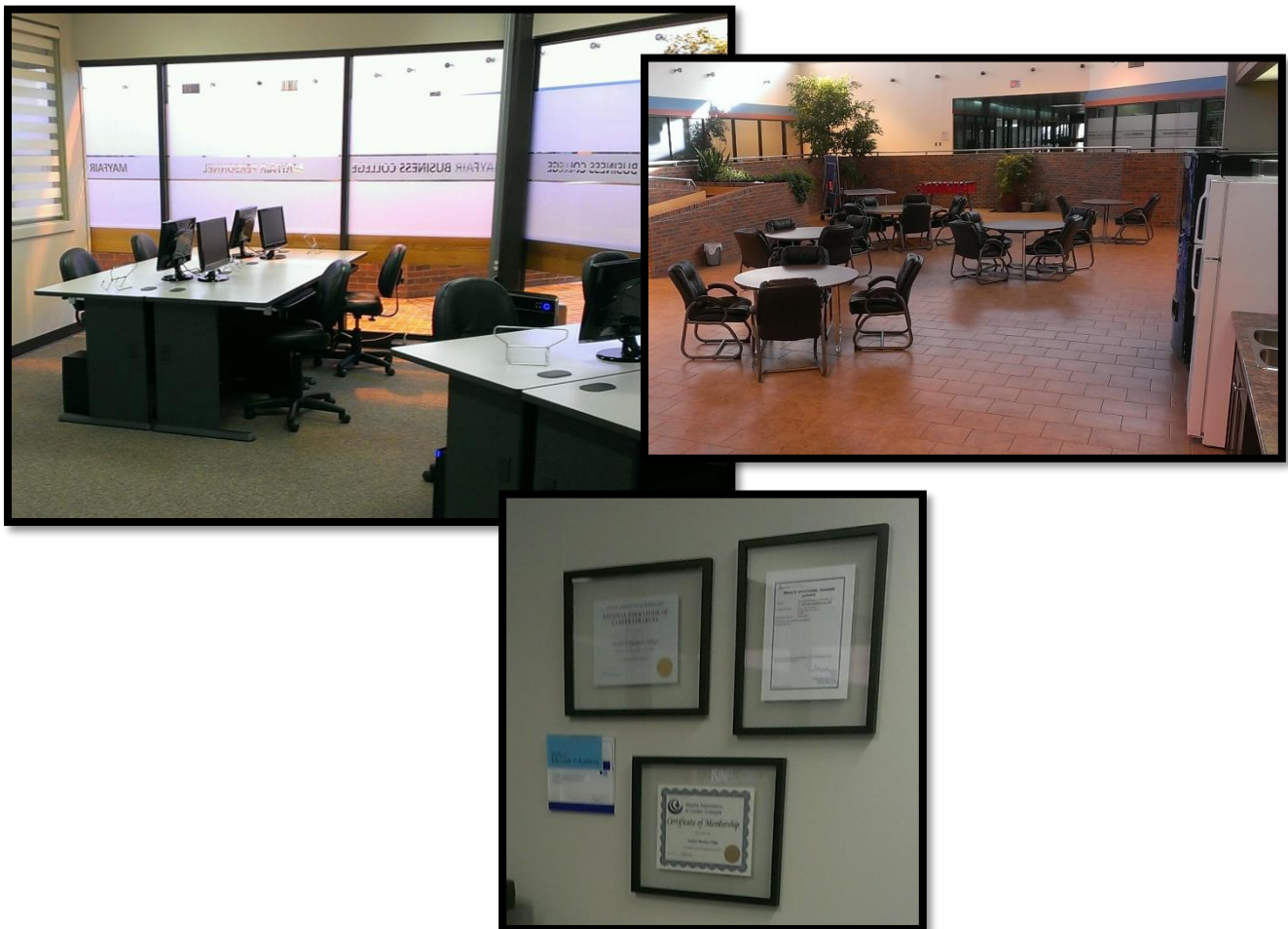
- February 26 to May 20, 2016
 - Orientation February 26
 - Instructional classes February 29 to May 19, 2016
 - Graduation May 20, 2016
-

Fall-Winter 2016/17

- ❑ September 2016 start

Winter-Spring 2016/17

- ❑ February 2017 start
-



Mayfair Personnel (Northern) Ltd.

According to Alberta's Occupation Demand and Supply Outlook, 2013-2023, clerical occupations and general office skills are among the occupations with a forecasted labour shortage of more than 1,000 workers by 2023. Mayfair Personnel provides clerical workers to Grande Prairie and area businesses for short-term and long-term staffing needs.

Anyone seeking employment in clerical, general office skills, business administration, bookkeeping, accounting support, etc. is invited to apply to Mayfair Personnel. This includes past, present and future graduates of Mayfair Business College.



This brochure was created using Microsoft Word 2016 and techniques taught in the Business Office Skills program at Mayfair Business College