



PROGRAM DESCRIPTION:

The objective of the program is to prepare students to enter the work force as skilled and efficient technicians. Students will become familiar with the technology, accounting practices and administrative framework currently used in the office.

Employment opportunities in this field are very good with a wide variety of jobs available to graduates. Students may work as office systems technicians, word processing technicians or administrative assistants. Many graduates may accede to supervisory positions in an office environment.

(See over page for **Program Structures**)



6333 Decarie Boulevard
 Montreal (QC) H3W 3E1
 P: (514) 731-2296
 F: (514) 731-6348

PROGRAM STRUCTURE:

TERM 1

CODE	TITLE	PON	HRS	UNITS
412-701-MV	Introduction to the Profession	2-1-1	45	1,33
412-702-MV	Word Processing I	2-3-3	75	2,66
603-710-MV	Communication in English I	1-2-3	45	2
410-710-MV	Accounting I	3-3-3	90	3
401-710-MV	Business Environment and Structure	1-2-2	45	1,66
602-710-MV	French I	2-1-2	45	1,66

TERM 2

CODE	TITLE	PON	HRS	UNITS
412-707-MV	Technical Support in the Office Environment	1-3-3	60	2,33
412-705-MV	Word Processing II	2-2-3	60	2,33
603-711-MV	Communication in English II	1-2-2	45	1,66
410-711-MV	Accounting II	2-2-3	60	2,33
412-706-MV	Computerized Information System	2-2-3	75	2,66
602-711-MV	French II	2-1-2	45	1,66

TERM 3

CODE	TITLE	PON	HRS	UNITS
412-704-MV	Tools in Office Automation	1-2-2	45	1,66
410-713-MV	Finance	2-1-2	45	1,66
412-709-MV	Multimedia Presentations	1-2-3	45	2
412-708-MV	Data Base	2-3-3	75	2,66
602-712-MV	French III	2-1-2	45	1,66
602-713-MV	French IV	2-1-2	45	1,66

TERM 4

CODE	TITLE	PON	HRS	UNITS
410-712-MV	Computerised Accounting	2-2-3	60	2,33
412-703-MV	Protocols of Business Communication	1-2-2	45	1,66
602-714-MV	French V	2-1-2	45	1,66
412-710-MV	Stage: Work Placement	2-10-2	30 teach 150 stage	4,66