

*Programs leading to job opportunities*

# PROGRAMS

1234sc Centre

# PROGRAMS OFFERED

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1. Accounting
2. Secretarial Studies
3. Starting a Business
4. Assistance in Healthcare Facilities
5. Pharmacy Technical Assistance

# ACCOUNTING COURSE OUTLINE

- duration of program - 1350hrs
- 23 modules
- 90 credits
- Diploma of Vocational Studies (D.V.S.)
- Ministry (MEQ) code 5731



# ACCOUNTING DESCRIPTION

- complete end of fiscal period
- produce income tax
- calculate and prepare invoices
- create an accounting system
- produce payroll

# SECRETARIAL COURSE OUTLINE

- duration of program - 1485hrs
- 26 modules
- 99 credits
- Diploma of Vocational Studies (D.V.S.)
- Ministry (MEQ) code 5712

# SECRETARIAL DESCRIPTION

- use telecommunication tools
- manage administrative information
- write business correspondence
- bilingual communication
- carry out common & periodic acc tasks

# STARTING A BUSINESS COURSE OUTLINE

- duration of program - 330hrs
- 6 modules
- 22 credits
- Attestation of Vocational Speciality (A.V.S.)
- Ministry (MEQ) code 5764

# STARTING A BUSINESS DESCRIPTION

- prepare a business plan outline
- determine market analysis
- develop marketing & sales strategies
- organize & process info needed to secure financing
- plan business activities



## ASSISTANCE IN HEALTHCARE FACILITIES COURSE OUTLINE

- duration of program - 750hrs
- 16 modules
- 50 credits
- Diploma of Vocational Studies (D.V.S.)
- Ministry (MEQ) code 5816

# ASSISTANCE IN HEALTHCARE FACILITIES DESCRIPTION

- practice the occupation of nursing attendant
- manage medical equipment availability
- handles general needs of patients/clients
- occupations targeted include hospitals, CLSC
- Jobs in extended care facilities, rehab centres and private care


## PHARMACY TECHNICAL ASSISTANCE COURSE OUTLINE

- duration of program - 1230hrs
- 19 modules
- 82 credits
- Diploma of Vocational Studies (D.V.S.)
- Ministry (MEQ) code 5841

## PHARMACY TECHNICAL ASSISTANCE DESCRIPTION

- trained to work under supervision of pharmacist
- prepare prescriptions & maintain patient files
- distribute & sell medication and products
- occupations include community pharmacy
- jobs in hospitals, extended care facility





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# TRAINING FOR SUCCESS