



## Secretarial Studies (5721)

**Diploma:** DVS (Diploma of Vocational Studies) Certificate offered by the MELS of Quebec

**Course description:** Ministry (MEQ)

**Course Schedule:** 1485 hours (30 hours per week), **Credit:** 99

**Program Objectives:**

- To use the basic and advanced functions of word-processing software
- To use the basic functions of spreadsheet software
- To master basic notions and rules of grammar and spelling used in management and business
- To perform tasks related to customer reception
- To perform bookkeeping tasks for a service company, using accounting software

Course	hours	Credit
The Occupation and the Training Process	15	1
Keyboarding	75	5
Proofreading	90	6
Information Management	60	4
Basic Word processing	90	6
Writing Business Correspondence	90	6
Common Accounting Tasks	120	8
Database Software	30	2
Quality	15	1
Periodic Accounting Tasks	60	4
Communication	30	2
Telecommunication Tools	30	2
Bilingual Communication	75	5
Business Correspondence Production	90	6
Spreadsheets	60	4
Time Management	30	2
Business Correspondence in French	90	6
Labour Laws	30	2
Translation into French	60	4
Advanced Word Processing	60	4
Desktop Publishing	60	4
Document Production	75	5
Business Meetings	30	2
File Updates	15	1
Job Search Techniques	30	2
Entering the Work Force	75	5
<b>Total:</b>	<b>1485</b>	<b>99</b>

**Admission requirements:**

- For adults, 18 years or over, Permanent resident card or Canadian Citizenship card or Immigration paper (if you become a permanent resident in less than one year)
- CSQ (Quebec Selection Certificate) ;or Proof of residence if you don't hold CSQ
- Quebec Health Insurance Card
- Birth Certificate
- Social Insurance Card

**Diploma requirement:** To be eligible for admission to the secretarial studies program, candidates must meet one of the following requirements:

- Persons holding a Secondary School Diploma or its recognized equivalent.

OR

- Pass GDT (General Development Test)

