



Accounting Program

COURSE LIST

CODE	STATEMENT OF COMPETENCY	HOURS
961-012	Determine their suitability for the occupation and the training process	30
961-024	Research and exchange information	60
961-034	Produce tables and charts	60
961-042	Do calculations and prepare source documents	30
961-054	Format accounting-related correspondence	60
961-066	Write accounting-related correspondence in English	90
961-074	Process source documents in different types of companies	60
961-083	Handle cash	45
961-093	Use information related to legislation affecting businesses	45
961-102	Interact in a variety of professional situations	30
961-115	Communicate in French in an accounting context	75
961-122	Prepare the payroll	30
961-134	Write and format accounting-related correspondence in French	60
961-144	Organize and process data related to a company's resources	60
961-154	Carry out daily tasks related to transactions involving receivables and payables	60
961-165	Ensure that they work efficiently	75
961-175	Perform calculations needed to determine the cost of goods and services	75
961-185	Perform end-of-period tasks	75
961-195	Perform year-end tasks	75
961-204	Produce an income tax return for an individual	60
961-213	Implement an accounting system	45
961-222	Commit themselves to the development of their career	30
961-238	Enter the work force	120