



# Secretarial Studies

## COURSE LIST

CODE	STATEMENT OF COMPETENCY	HOURS
960-501	Determine their suitability for the occupation and the training process	15
960-515	Proofread the spelling and grammar of English texts	75
960-526	Perform word processing tasks	90
960-534	Ensure the quality of written English	60
960-544	Provide customer service	60
960-554	Perform document management	60
960-562	Produce spreadsheets	30
960-572	Design presentations	30
960-584	Write business texts in English	60
960-596	Carry out accounting operations	90
960-605	Produce business correspondence	75
960-613	Create databases	45
960-623	Handle cash	45
960-635	Translate texts	75
960-644	Produce tables and charts	60
960-656	Prepare the visual design of documents	90
960-666	Write and format business texts in French	90
960-672	Update information published on digital media	30
960-683	Interact in French in a business setting	45
960-695	Follow up on business correspondence	75
960-704	Carry out activities related to the organization of meetings and events	60
960-714	Produce reports	60
960-722	Provide technical support	30
960-733	Coordinate multiple tasks	45
960-746	Enter the workforce	90