

Program Content - DVS Accounting (5731)

Code	Statement of Competency	Hours	Credits
961-012	Determine their suitability for the occupation and the training process	30	2
961-024	Research and exchange information	60	4
961-034	Produce tables and charts	60	4
961-042	Do calculations and prepare source documents	30	2
961-054	Format accounting-related correspondence	60	4
961-066	Write accounting-related correspondence in English	90	6
961-074	Process source documents in different types of companies	60	4
961-083	Handle cash	45	3
961-093	Use information related to legislation affecting businesses	45	3
961-102	Interact in a variety of professional situations	30	2
961-115	Communicate in French in an accounting context	75	5
961-122	Prepare the payroll	30	2
961-134	Write and format accounting-related correspondence in French	60	4
961-144	Organize and process data related to a company's resources	60	4

Code	Statement of Competency	Hours	Credits
961-154	Carry out daily tasks related to transactions involving receivables and payables	60	4
961-165	Ensure that they work efficiently	75	5
961-175	Perform calculations needed to determine the cost of goods and services	75	5
961-185	Perform end-of-period tasks	75	5
961-195	Perform year-end tasks	75	5
961-204	Produce an income tax return for an individual	60	4
961-213	Implement an accounting system	45	3
961-222	Commit themselves to the development of their career	30	2
961-238	Enter the work force	120	8
		1350	90