

Program Content - DVS Secretarial Studies (5857)

Code	Statement of Competency	Hours	Credits
960-501	Determine their suitability for the occupation and the training process	15	1
960-515	Proofread the spelling and grammar of English texts	75	5
960-526	Perform word processing tasks	90	6
960-534	Ensure the quality of written English	60	4
960-544	Provide customer service	60	4
960-554	Perform document management	60	4
960-562	Produce spreadsheets	30	2
960-572	Design presentations	30	2
960-584	Write business texts in English	60	4
960-596	Carry out accounting operations	90	6
960-605	Produce business correspondence	75	5
960-613	Create databases	45	3
960-623	Handle cash	45	3
960-635	Translate texts	75	5

Code	Statement of Competency	Hours	Credits
960-644	Produce tables and charts	60	4
960-656	Prepare the visual design of documents	90	6
960-666	Write and format business texts in French	90	6
960-672	Update information published on digital media	30	2
960-683	Interact in French in a business setting	45	3
960-695	Follow up on business correspondence	75	5
960-704	Carry out activities related to the organization of meetings and events	60	4
960-714	Produce reports	60	4
960-722	Provide technical support	30	2
960-733	Coordinate multiple tasks	45	3
960-746	Enter the workforce	90	6
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