

Accounting DVS



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Program Description

To develop the skills necessary to complete accounting tasks such as: to calculate and prepare the bills, invoices, receipts, payments, etc. of a business, to manage the petty cash, to produce the payroll, to calculate prices, to accurately complete and verify work for daily accounting tasks, to complete end of fiscal period and end of year tasks, produce income tax forms, and to create an accounting system.

Sector: Administration, Commerce and Computer Technology (01)

Code: 5731 / 90 credits / DVS

Number of Modules: 23

Length of Training: 1 350 hours (DVS)

Certification of Studies: Diploma of Vocational Studies(D.V.S.)

Upcoming Session: Sep 2018 (Mon-Thur: 8:30-15:00)

Admission Requirements

Persons holding a Secondary School Diploma or its recognized equivalent.

Program Registration Fee: CAD 300

Course Outline

ACCOUNTING			
CODE	MODULE	HOURS	CREDITS
961012	Occupation and Training Process	30	2
961024	Researching Information	60	4
961034	Tables & Charts	60	4
961042	Calculations Related to Source Documents	30	2
961054	Formatting Correspondence	60	4
961066	English Correspondence	90	6
961074	Processing Sources Documents	60	4
961083	Handling Cash	45	3
961093	Legislation Affecting Business	45	3
961102	Professional Relationship	30	2
961115	Communicating in French	75	5
961122	Payroll	30	2
961134	French Correspondence	60	4
961144	Processing Data	60	4
961154	Daily Tasks	60	4
961165	Efficiency	75	5
961175	Cost of Goods & Services	75	5
961185	End-of-Period Tasks	75	5
961195	Year-End Tasks	75	5
961204	Income Tax Returns	60	4
961213	Accounting Systems	45	3
961222	Career Development	30	2
961238	Entering the Work Force	120	8