

DVS Program

Secretarial Studies

(5857)

18 months
1485 hours
Courses: 1395 hours
Internship (1): 90 hours

Following the achievement of the objectives set within the program framework and upon the completion of all courses, including the internship, the student will obtain a Diploma of Vocational Studies (DVS) recognized by the Quebec Ministry of Education.

The Secretarial Studies program will prepare you to understand and identify various management approaches to quality, and to do recording of accounting transactions.

Employment prospects:
· Office clerk, Administrative assistant, Executive assistant, Data entry clerk in private or public sector companies.

Leading to a DVS, graduates will be able to perform the following tasks:

- Producing quality documents
- Provide customer service
- Follow up on business correspondence
- Organize meetings and events, large and small
- Contribute to the office supplies
- Perform document management by opening, filing and keeping files up to date by traditional means as well as digital

Skills

- Use a variety of software tools such as spreadsheets, word processors, and databases
- Enhance your problem solving and critical thinking skills
- Maintain an orderly workspace, meeting deadlines and communicating well with your team.

Study Program and Courses

- Determine their suitability for the occupation and the training process – 15h
- Proofread the spelling and grammar of English texts – 75h
- Perform word processing tasks – 90h
- Ensure the quality of written English – 60h
- Provide customer service – 60h
- Perform document management – 60h
- Produce spreadsheets – 30h
- Design presentations – 30h
- Write business texts in English – 60h
- Carry out accounting operations – 90h
- Produce business correspondence – 75h
- Create databases – 45h
- Handle cash – 45h
- Translate texts – 75h
- Produce tables and charts – 60h
- Prepare the visual design of documents – 90h
- Write and format business texts in French – 90h
- Update information published on digital media – 30h
- Interact in French in a business setting – 45h
- Follow up on business correspondence – 75h
- Carry out activities related to the organization of meetings and events – 60h
- Produce reports – 60h
- Provide technical support – 30h
- Coordinate multiple tasks – 45h
- Enter the workforce – 90h



1001 Sherbrooke Street East, Office 830
Montréal, QC, H3G 1P5

Call us: +1 514 532 1098 Ext.: 507 or 515

www.collegecanada.com | info@collegecanada.com



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