

# OFFICE SYSTEMS AND ACCOUNTING (PAYROLL)

2 YEARS - CAREER PROGRAM



## ABOUT THE PROGRAM

Office Systems and Accounting (Payroll) is a two-year AEC career program that prepares students for a professional career in accounting and/or office-related work settings. The program provides students with the necessary skills and fundamental knowledge to perform tasks in an office environment based on new and evolving technologies.

Graduates will be able to adapt to various information technology and accounting environments as well as provide office support for the production of various administrative documents, assist in the accounting cycle, prepare documentation for payroll and/or audits, use the appropriate accounting software for the task-at-hand, and act as a resource person for an office or business.

## CAREER PROSPECTS

- Office clerk
- Administrative/executive assistant
- Bookkeeper
- Payroll clerk
- Payroll specialist
- Secretary
- Data-entry clerk
- General office administrator
- Office assistant
- And much more

## WHAT DOES TAV OFFER?

Employees today are expected to evolve in a highly computerized environment and to communicate well with their colleagues, suppliers, and customers in both official languages.

- Graduates from this program will have acquired skills in office systems and accounting in order to work independently in French or English.
- They will be able to perform their tasks and adapt to the diversity of environments in the context of technological evolution and globalization.
- These acquired skills will help the graduate to apply a rigorous intellectual approach, develop a professional attitude to work and relationships, communicate effectively, and apply techniques through proven methods.
- The skills obtained in this program are similar to that of Secretarial Studies.

## PROGRAM BREAKDOWN

- 465 hours are dedicated to Accounting
- 450 hours are dedicated to Office System Technologies
- 225 hours are dedicated to the language of instruction and second language
- 180 hours are dedicated to the student's integration to a work-placement internship.

### SEMESTER 1

- 412-100-TV INTRODUCTION TO THE PROFESSION
- 412-110-TV WORD PROCESSING I
- 603-110-TV BUSINESS ENGLISH I
- 410-110-TV ACCOUNTING I
- 401-100-TV BUSINESS ENVIRONMENT AND STRUCTURE
- 602-110-TV BUSINESS FRENCH I

### SEMESTER 2

- 412-250-TV EXCEL I
- 412-210-TV WORD PROCESSING II
- 603-210-TV BUSINESS ENGLISH II
- 410-210-TV ACCOUNTING II
- 412-200-TV PAYROLL LAW
- 602-210-TV BUSINESS FRENCH II

### SEMESTER 3

- 412-310-TV INTERNET, SOCIAL MEDIA, AND MARKETING FOR BUSINESS
- 410-360-TV FINANCE
- 412-320-TV WEB APPLICATIONS FOR BUSINESS
- 412-330-TV DATABASE
- 412-350-TV EXCEL II
- 410-300-TV PAYROLL I

### SEMESTER 4

- 410-420-TV COMPUTERISED ACCOUNTING
- 412-410-TV PROTOCOL OF BUSINESS COMMUNICATION
- 410-400-TV PAYROLL II
- 412-430-TV WORK PLACEMENT
- 401-200-TV BUSINESS PLAN