



DAY | 4 SEMESTERS  
1710 hours

AEC  
LCA.71

The Accounting and Management Technology program (AEC) is designed for students looking for a promising career in finance and accounting

Its purpose is to teach all the tasks and functions of this profession. In accounting, students will learn how to be involved in all steps of the accounting cycle, whereas in management, students will learn how to provide support and management assistance in the human resources, financial, and technical departments of a business.

As soon as students graduate, they will have numerous opportunities and will be assured employment, as this profession exists in all economic sectors and is always in great demand in the job market.

## Diploma

This program leads to an Attestation of College Studies (AEC).

## Admission Criteria

- Have a training deemed sufficient and meet the admission criteria set for college studies
- Have completed the following course: Mathematics TS 4 or SN 4 or 436

## Career Prospects

By the end of this program, students will be able to apply their knowledge and skills and enter the job market in positions such as:

- Supervisors of finance and insurance clerks
- Administrative agents
- Bookkeepers
- Loan officers
- Accounting and personnel clerks

## Concentration Courses

- Careers in Management (45 h)
- Organizational Communication (45 h)
- Accounting I (60 h)
- Computer Management I (45 h)
- Management (60 h)
- Accounting II (60 h)
- Marketing (60 h)
- Computer Management II (45 h)
- Statistics for Management (60 h)
- Business Law (45 h)
- Finance I (45 h)
- Communications d'affaires I (45 h)
- Human Resources Management (60 h)
- Budget Planning and Control (45 h)
- Macroeconomics (60 h)
- Accounting III (60 h)
- Purchasing and Inventory Management (75 h)
- Management and Information Systems (45 h)
- Database Management (45 h)
- Global Enterprise and Corporate Environment (45 h)
- International Trade I (45 h)
- Finance II (45 h)
- Entrepreneurship (45 h)
- Cost Accounting (60 h)
- Quality Control (45 h)
- International Trade II (45 h)
- Computerized Accounting (45 h)
- Taxation (60 h)
- Internal Audit (60 h)
- Specialized Accounting (60 h)
- Project Management (45 h)
- Internship in Accounting (105 h)

\* The College reserves the right to substitute some courses.

## Bring Your Own Device

The use of a laptop computer is mandatory. This laptop must be equipped with the Windows operating system to work with all software. Standard or student license software must be installed when requested by teachers.

The following features are required for PCs:

- Processor: Intel I5 minimum
- Memory: 8 GB recommended
- Hard drive: 500 GB minimum
- Screen: 14 inches minimum
- Connectivity: Wi-Fi and LAN
- Ports: minimum of one USB 3.0 port

We recommend purchasing an external numeric keyboard if your laptop does not already have one.

Required software: Sage 50, MS Office suite (Word, PP, Excel) + specialized software: MS Access and MS Visio, Dreamweaver CC, Adobe Acrobat Reader, TaxPrep.

## Methods of Instruction

On-campus

- At the Montréal campus