



DAY | 2 SEMESTERS
360 hours

AEC
LCA.CV

The International School of Business and Technologies is designed to meet the needs of the business world, which are growing in an era of market globalization. The SME Accounting program (AEC) is for those who are interested in management and accounting and who aspire for a dynamic career on a national or international level which is focused on the needs of small and medium enterprises.

Diploma

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

Concentration Courses

- Management Information Systems (45 h)
- Computer Management I (45 h)
- Business Law (45 h)
- Accounting (45 h)
- Accounting and Fiscal Reporting (45 h)
- Budget Planning and Control (45 h)
- Business Communications I (French as a second language) (45 h)
- Computerized Accounting (45 h)

* The College reserves the right to substitute some courses.

Admission Criteria

Have a training deemed sufficient and meet the admission criteria set for college studies.

Medium of Education

Teaching is provided by the accounting management programs team, which uses teaching methods suitable for its courses and consistent with the mission and objectives of the College and the International Business and Technologies School:

- Lecture-style courses, workshops, audiovisual media
- Accounting software
- Practical applications
- Simulations, role-playing, assignments and exercises
- Computer and technological equipment
- Others





Career Prospects

Graduates will be qualified to work in a number of different SME areas.

This program is for anyone who:

- Works in small and medium enterprises, in any sector
- Wishes to begin a new career path or to change their current career path within an SME
- Has acquired varied work experience in different sectors
- Holds a secondary school diploma (DES) or a Diploma of Professional Studies (DEP)
- Has obtained training deemed sufficient by the College

Graduates will be able to work in various positions:

- Accounting clerk
- Billing manager
- Shipping and receiving supervisor
- Payment processing manager
- Manager of government remittance reports
- Assistant comptroller of manufacturing costs
- Budgetary monitoring manager

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) and Adobe Acrobat Reader.

Methods of Instruction

On-campus

- At the Montréal campus

