

Accounting

Code	5731
Diploma	DVS
Sector	Administration, Commerce and Computer Technology (01)

Number of credits	90
Length of training	1350 hours
Status	Program approved in 1999.

Educational organizations offering the program

Note(s)

This program is offered in French:
[5231 - Comptabilité](#)

Program objectives

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.

Admission conditions

To be eligible for admission to this program, candidates must meet one of the following requirements:

Persons holding a Secondary School Diploma or its recognized equivalent, for example, an Attestation of Equivalence of Secondary V studies, or a postsecondary diploma such as the Diploma of College Studies or a Bachelor's degree

OR

Persons who are at least 16 years of age on September 30 of the school year in which their training is to begin and have earned the Secondary IV credits in language of instruction, second language and mathematics in the programs of study established by the Minister, or have been granted recognition for equivalent learning

OR

Persons who are at least 18 years of age upon entry into the program and have the following functional prerequisites: the successful completion of the General Development Test (see the following table), or recognition of equivalent learning

OR

Persons who have obtained Secondary III credits in language of instruction, second language and mathematics in programs established by the Minister are required to pursue general education courses, concurrently with their vocational training, in order to obtain the Secondary IV credits they lack in language of instruction, second language and mathematics in programs established by the Minister.

Targeted professions (Link to Emploi Québec's IMT En ligne)

[Accounting and related clerks \(1431\)](#)

[Accounting technicians and bookkeepers \(1311\)](#)

[Administrative assistants \(1241\)](#)

[Administrative officers \(1221\)](#)

[Customer services representatives - financial institutions \(6551\)](#)

[Data entry clerks \(1422\)](#)

[Payroll clerks \(1432\)](#)

[Personnel clerks \(1415\)](#)

[Purchasing and inventory control workers \(1524\)](#)

Job titles

human resources assistant
 administrative officer
 customer service agent – financial institution
 teller – financial services
 inventory clerk
 accounting clerk
 billing clerk
 pay clerk
 data entry clerk
 office clerk
 bookkeeper

Functional prerequisites

A person who has reached the age of 18 can be admitted to a program of study leading to a Diploma of vocational studies (DVS) based on functional prerequisites. These prerequisites, in place for those aged at least 18 years at the start date declared for the vocational training program, are: successful completion of the general development test (GDT) and obtaining and passing the tests relative to the specific prerequisites in the language of instruction and mathematics, if applicable.

This table indicates the new course codes for common core basic education (CCBE) and diversified basic education (DBE) required for the specific prerequisites in language of instruction and mathematics for the targeted program of study. In the cases where the new course codes for the CCBE and the DBE are in progressive implementation, the old codes are indicated in parenthesis and are still valid. The equivalent course codes in basic education in the youth sector are also indicated in the table. When a DVS does not require any specific prerequisites in language of instruction or in mathematics, a (-) will be displayed in the appropriate field. Please note that the functional prerequisites do not apply to attestation of vocational specialty (AVS) programs.

Specific prerequisites

Language of instruction		Second language		Mathematics	
Adults	Youth	Adults	Youth	Adults	Youth
-	-	-	-	-	-

Program content

Code	Statement of competency	Hours	Credits
961-012	Determine their suitability for the occupation and the training process	30	2
961-024	Research and exchange information	60	4
961-034	Produce tables and charts	60	4
961-042	Do calculations and prepare source documents	30	2
961-054	Format accounting-related correspondence	60	4
961-066	Write accounting-related correspondence in English	90	6
961-074	Process source documents in different types of companies	60	4
961-083	Handle cash	45	3
961-093	Use information related to legislation affecting businesses	45	3
961-102	Interact in a variety of professional situations	30	2
961-115	Communicate in French in an accounting context	75	5
961-122	Prepare the payroll	30	2
961-134	Write and format accounting-related correspondence in French	60	4
961-144	Organize and process data related to a company's resources	60	4
961-154	Carry out daily tasks related to transactions involving receivables and payables	60	4
961-165	Ensure that they work efficiently	75	5
961-175	Perform calculations needed to determine the cost of goods and services	75	5
961-185	Perform end-of-period tasks	75	5
961-195	Perform year-end tasks	75	5
961-204	Produce an income tax return for an individual	60	4
961-213	Implement an accounting system	45	3
961-222	Commit themselves to the development of their career	30	2
961-238	Enter the work force	120	8
		1350	90