

16-4144-50A

REORGANIZED PROGRAMS SUBDIVIDED INTO COURSES

SECTOR: BUSINESS TECHNIQUES
945-000

FOREWORD

This document describes the existing programs of study in terms of how they will be reorganized as of September 1987, when the vocational education sections of the Regulation Respecting the Basis of Secondary School Organization, as amended by government decree on December 10, 1986, will come into effect.

The new organizational framework will in no way affect the official or experimental status of these programs.

However, the present grouping of certain programs into the branch leading to a Secondary School Vocational Diploma (SSVD) may be reexamined once the criteria for classification into either one of the two basic branches (SSVC or SSVD) have been established and all necessary consultation has been completed. Clearly, any students who have already begun their studies in the branch leading to a Secondary School Vocational Diploma will be able to complete their studies in this branch.

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INTRODUCTION

This document covers the programs listed in Handbooks 02 and 04 and those labelled "Revised Version" which pertain to the branch leading to a Secondary School Vocational Diploma. Only the programs currently being offered have been reorganized.

These programs have been divided into several courses. Their content and objectives remain unchanged, except in a few cases where adjustments were necessary in order to incorporate the new organizational framework for vocational education.

This document has three sections:

1. Changes to the Regulations Respecting the Basis of Secondary School Organization

This section describes the basic changes adopted by the Québec government in December 1986.

2. The New Organizational Framework For the Programs

This section outlines the overall aim of the reorganization of the programs, the characteristics of the reorganized programs and the general model for the presentation of these programs.

3. The Reorganized Programs

This section lists the reorganized programs for each vocational sector. It also describes the particular features, if any, of certain programs that differ in their presentation, content or mode of instructional organization. Finally, it gives a breakdown of the reorganized programs themselves.

1. CHANGES TO THE REGULATION RESPECTING THE BASIS OF SECONDARY SCHOOL ORGANIZATION

The Regulation was amended by the Government in December 1986. The amendments adopted define the admission requirements for the vocational education programs and make substantial changes to the organizational framework for vocational education as well as to the rules regarding certification of studies.

In terms of organization, the Regulation introduces two basic branches of study: one leading to a Secondary School Vocational Diploma (SSVD) and the other to a Secondary School Vocational Certificate (SSVC). It also introduces a complementary branch which leads to an Attestation of Vocational Specialization (AVS). The branch leading to a SSVD will be made available to students as of September 1987. The two other branches will be open as of September 1988.

The programs leading to an SSVD are full-time vocational education programs which entail either 900, 1 350 or 1 800 hours of study. The programs in this branch do not include any general education courses, as was the case with the long-vocational programs.

The specific rules for the certification of studies in vocational education have been modified in such a way that a student must now earn credits for each course of a given program in order to receive either of the two certification documents for vocational studies. These rules also imply the evaluation of the student's learning in each course of a program.

2. THE NEW ORGANIZATIONAL FRAMEWORK FOR THE PROGRAMS

2.1 Aim

The new rules for the certification of studies in vocational education stipulate that all programs must be presented in the form of courses. These rules will be applied to the branch leading to a Secondary School Vocational Diploma as of September 1987.

Neither the programs listed in Handbook 02 (1977-1979) and in the English equivalent, Handbook 04 (1977-1979), nor the programs labelled "Revised Version" meet the requirements of the new rules for the certification of studies because these programmes are not made up of courses. The purpose of reorganizing the programs is thus to make them conform to the new rules applicable to the certification of studies by dividing the content of each program into several courses. A credit value is assigned to each course and is determined by the duration and level of difficulty of the course.

2.2 Characteristics of the Reorganized Programs

- a) The reorganized programs comprise full-time vocational education studies and do not include any general education courses. The total number of teaching hours corresponds to the length of time allotted to the program in question.
- b) The reorganized programs combine the common core courses and the specialized courses of the currently existing programs. Each reorganized program is identified by its area of specialization and bears a new four-digit code.
- c) The duration of the new programs is set at 900, 1 350 or 1 800 hours. The majority of them are 1 350 hours long. The existing programs are being reorganized (divided into courses) and extended from 1 200 to 1 350 hours. A few have been reduced to 900 hours because their current content does not justify the time formerly allocated to them.
- d) Most of the programs which have been extended to 1 350 hours do not include any additional content or objectives. The 150 additional hours have been distributed among the different courses for the purpose of facilitating the evaluation of the student's learning, which must be done for each course.
- e) The number of credits assigned to each course conforms with the definition of a credit based on 15, and not 25, hours of activities. A course can therefore be 15 hours in length or any multiple thereof, up to a maximum of 120 hours.

- f) The courses are offered on the basis of the semestrial school calendar, whereby each semester comprises 450 course hours. This is not a compulsory model for scheduling, but in most cases it serves to facilitate instructional organization.
- g) Some of the courses will span one or more semesters, but the final evaluation of learning must take place at the end of the course only. The teacher must take the end of the school year into account when organizing the learning activities for the course.

2.3 General Model of Presentation

All the reorganized programs are presented according to the same general plan.

- a) All the reorganized programs within a given sector are grouped in the same document.
- b) A complete list of the courses in a given program, arranged on the basis of a 450-hour semester, is presented at the beginning of every reorganized program. This list provides the following information:
 - the new program code;
 - the title of the program;
 - the length of the program in hours;
 - the number of credits assigned to the program.

The list also provides the following information for each course:

- the new course code (applicable in most cases);
 - the title of the course;
 - the length of the course in hours;
 - the semester in which it is recommended that the course be given.
- c) The programs themselves are presented in terms of their component courses, with two categories of entries listed in two columns for every course. The course title and the total duration of the course in hours are indicated at the top of each two-column table.
- d) The format for presenting the course content varies, depending on the program involved. Examples of the two types of format used are presente below.

COOLING SYSTEMS		30 hours (1)	
Content		Content (version améliorée)	(6)
(2) Cooling Systems (820-616)		Entretien du système de	(4)
Inspecting and Servicing the Cooling		refroidissement (341-118)	
System (820-224)		Système de refroidissement du moteur	
Cooling System Accessories		(347-111)	(5)
(3) (820-225)		Main Focus of Evaluation	
		Remove and replace a thermostat	
		Remove and replace a water pump	

- (1) Course title and course duration in hours;
- (2) Titles of the program modules as listed in Handbook 04.
- (3) Codes of the program modules as listed in Handbook 04.
- (4) Titles of the program modules as listed in the "Version améliorée" (Revised version).
- (5) Codes of the program modules as listed in the "Version améliorée" (Revised version).
- (6) Specifications regarding the focus of evaluation. For some programs, this space will be left blank and teachers can write in their own notes on the focuses of evaluation.

ANATOMY AND PHYSIOLOGY I		30 hours (1)
Content (Handbook 04)	Course Objectives (4)	
(2) Anatomy and Physiology (3) (640-207)	Distinguer les composantes de la structure normale de l'organisme humain (cellules - tissus - organes - systèmes) Distinguer les composantes: de la <u>fonction de relation</u> - systèmes locomoteur, nerveux et sensoriel; de la <u>fonction de génération</u> - système reproducteur Décrire le fonctionnement des systèmes: locomoteur, nerveux, sensoriel, reproducteur Utiliser le vocabulaire spécifique	

- (1) Course title and course duration in hours;
- (2) Titles of the program modules as listed in Handbook 04.
- (3) Codes of program modules as listed in Handbook 04.
- (4) Course objectives: This section covers the objectives of the module. It is intended to help the teacher delimit the content of the module as it is outlined in Handbook 04. These objectives also serve as indicators for evaluation.

3. THE REORGANIZED PROGRAMS SUBDIVIDED INTO COURSES

3.1 List of Reorganized Programs

The Business Techniques sector consists of 8 programs which have been reorganized

- 1794 **Merchandising Clerk** (old codes 951-400/952-500) 1 350 hours, 90 credits
- 1798 **Accounting Clerk** (old codes 951-400/953-500) 1 350 hours, 90 credits
- 1799 **Office Clerk** (old codes 951-400/954-500) 1 350 hours, 90 credits

- 1801 Receptionist Telephone Operator (old codes 951-400/957-500)
1 350 hours, 90 credits
- 1817 General Secretary (old codes 951-400/958-500) 1 350 hours,
90 credits
- 1818 Legal Secretary (old codes (951-400/959-500) 1 350 hours,
90 credits
- 1820 Stenographer Typist (old codes 951-400/961-500) 1 350
hours, 90 credits
- 1800 Computer Operator (old codes 951-400/956-500) 1 350 hours,
90 credits

3.2 Specifications

None

PROGRAM: MERCHANDISING CLERK

S.S.V.D.: 90 credits

COURSE LIST

PROGRAM CODE: 1794

First semester:	30 credits	Hours	Credits
945-014	Commercial Correspondence I	60	4
945-045	Business Arithmetic I	75	5
945-056	Business Arithmetic II	90	6
945-115	Typewriting III	75	5
945-125	Typewriting IV	75	5
945-065	Introduction to Bookkeeping	75	5
Second semester:	30 credits	Hours	Credits
945-024	Commercial Correspondence II	60	4
945-166	Bookkeeping I	90	6
955-016	Marketing And Sales	90	6
945-156	Introduction to Law	90	6
945-093	Business Machines II	45	3
945-082	Filing	30	2
945-103	Introduction to Data Processing	45	3
Third semester:	30 credits	Hours	Credits
945-033	Commercial Correspondence III	45	3
945-175	Bookkeeping II	75	5
945-074	Office Procedures	60	4
955-056	Retailing	90	6
955-066	The Retail Store	90	6
953-036	Credit Service	90	6

SECTOR: BUSINESS TECHNIQUES

PROGRAM: MERCHANDISING CLERK

PROGRAM LEADING TO SECONDARY SCHOOL VOCATIONAL DIPLOMA: (SSVD)

DURATION OF PROGRAM: 1 350 heures

TOTAL NUMBER OF CREDITS: 90 credits

COMMERCIAL CORRESPONDENCE I		60 hours
Content	Content (guide péd. août 1986)	
Commercial Correspondence	Formating Simple Business Letters and Memoranda (468-044, 4.1) Transcribing Simple Recorded Text Directly (468-044, 4.12)	
BUSINESS ARITHMETIC I		75 hours
Content(Transitional Certification System)	Content(16-4144A)	
Business Arithmetic I (951-914)	Investment Calculation	
BUSINESS ARITHMETIC II		90 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic II (951-914)	General Business Calculation	
TYPEWRITING III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting III	Typewriting III	

TYPEWRITING IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting IV	Typewriting IV	

INTRODUCTION TO BOOKKEEPING		75 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Bookkeeping	Introduction to Bookkeeping	

COMMERCIAL CORRESPONDENCE II		60 hours
Content	Content (guide péd. août 1986)	
Commercial Correspondence	Transcribing Complex Letters Directly (468-044, 4.3) Follow-up and Dispatching of Mail (468-044, 4.4)	

BOOKKEEPING I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping I	Bookkeeping I	

MARKETING AND SALES		90 hours
Content (Handbook 04)	Content (16-4144A)	
Marketing Sales	Marketing Sales	

INTRODUCTION TO LAW		90 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Law	Introduction to Law	
BUSINESS MACHINES II		45 hours
Content (Handbook 04)	Content (16-4144A)	
Business Machines II	Business Machines II	
FILING		30 hours
Content (Handbook 04)	Content (16-4144A)	
Filing	Filing	
INTRODUCTION TO DATA PROCESSING		45 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Data Processing	Introduction to Data Processing	
COMMERCIAL CORRESPONDENCE III		45 hours
Content	Content (guide péd. août 1986)	
Commercial Correspondence	Preparing Outlines, Rough Drafts and Final Drafts of Simple and Complex Business Letters (468-174, 27.1)	

BOOKKEEPING II		75 ours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping II	Bookkeeping II	
OFFICE PROCEDURES		60 hours
Content (Transitional Certification System)	Content (16-4144A)	
Office Procedures (958-904)	Office Practice	
RETAILING		90 hours
Content (Handbook 04)	Content (16-4144A)	
Retailing	Retailing	
THE RETAIL STORE		90 hours
Content (Handbook 04)	Content (16-4144A)	
The Retail Store	The Retail Store	
CREDIT SERVICE		90 hours
Content (Handbook 04)	Content (16-4144A)	
Credit Service	Credit Service	

PROGRAM: ACCOUNTING CLERK

S.S.V.D.: 90 credits

COURSE LIST

PROGRAM CODE: 1798

First semester: 30 credits		Hours	Credits
945-014	Commercial Correspondence I	60	4
945-045	Business Arithmetic I	75	5
945-056	Business Arithmetic II	90	6
945-115	Typewriting III	75	5
945-125	Typewriting IV	75	5
945-065	Introduction to Bookkeeping	75	5
Second semester: 30 credits		Hours	Credits
945-024	Commercial Correspondence II	60	4
945-166	Bookkeeping I	90	6
945-175	Bookkeeping II	75	5
945-156	Introduction to Law	90	6
945-093	Business Machines II	45	3
945-074	Office Procedures	60	4
945-082	Filing	30	2
Third semester: 30 credits		Hours	Credits
945-033	Commercial Correspondence III	45	3
955-016	Marketing and Sales	90	6
953-036	Credit Service	90	6
953-016	Accounting I	90	6
953-026	Accounting II	90	6
945-103	Introduction to Data Processing	45	3

SECTOR: BUSINESS TECHNIQUES

PROGRAM: ACCOUNTING CLERK

PROGRAM LEADING TO SECONDARY SCHOOL VOCATIONAL DIPLOMA: (SSVD)

DURATION OF PROGRAM: 1 350 heures

TOTAL NUMBER OF CREDITS: 90 credits

COMMERCIAL CORRESPONDENCE I		60 hours
Content	Content (guide péd. août 1986)	
Commercial Correspondence	Formating Simple Business Letters and Memoranda (468-044, 4.1) Transcribing Simple Recorded Text Directly (468-044, 4.12)	
BUSINESS ARITHMETIC I		75 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic I (951-914)	Investment Calculation	
BUSINESS ARITHMETIC II		90 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic II (951-914)	General Business Calculation	
TYPEWRITING III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting III	Typewriting III	

TYPEWRITING IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting IV	Typewriting IV	

INTRODUCTION TO BOOKKEEPING		75 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Bookkeeping	Introduction to Bookkeeping	

COMMERCIAL CORRESPONDENCE II		60 hours
Content	Content (guide péd. août 1986)	
Commercial Correspondence	Transcribing Complex Letters Directly (468-044, 4.3) Follow-up and Dispatching of Mail (468-044, 4.4)	

BOOKKEEPING I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping I	Bookkeeping I	

BOOKKEEPING II		75 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping II	Bookkeeping II	

INTRODUCTION TO LAW		90 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Law	Introduction to Law	
BUSINESS MACHINES II		45 hours
Content (Handbook 04)	Content (16-4144A)	
Business Machines II	Business Machines II	
OFFICE PROCEDURES		60 hours
Content (Transitional Certification System)	Content (16-4144A)	
Office Practice	Office Procedures (958-904)	
FILING		30 hours
Content (Handbook 04)	Content (16-4144A)	
Filing	Filing	
COMMERCIAL CORRESPONDENCE III		45 hours
Content	Content (guide péd. août 1986)	
Commercial Correspondence	Preparing Outlines Rough Drafts and Final Drafts of Simple and Complex Business Letters (468-174, 27.1)	

MARKETING AND SALES		90 hours
Content (Handbook 04)	Content (16-4144A)	
Marketing Sales	Marketing Sales	
CREDIT SERVICE		90 hours
Content (Handbook 04)	Content (16-4144A)	
Credit Service	Credit Service	
ACCOUNTING I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Exercise in Accounting Accrual Accounting Special Accounting Problems	Accrual Accounting Specific Accounting Problems	
ACCOUNTING II		90 hours
Content (Handbook 04)	Content (16-4144A)	
Corporation Partnership Cost Accounting Analysis of Financial Reports Income Tax Returns (Personal)	Corporation Partnership Cost Accounting Analysis of Financial Reports Income Tax Returns (Personal)	
INTRODUCTION TO DATA PROCESSING		45 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Data Processing	Introduction to Data Processing	

PROGRAM: OFFICE CLERK

S.S.V.D.: 90 credits

COURSE LIST

PROGRAM CODE: 1799

First semester:	30 credits	Hours	Credits
945-014	Commercial Correspondence I	60	4
945-045	Business Arithmetic I	75	5
945-056	Business Arithmetic II	90	6
945-115	Typewriting I	75	5
945-125	Typewriting II	75	5
945-065	Introduction to Bookkeeping	75	5
Second semester:	30 credits	Hours	Credits
945-024	Commercial Correspondence II	60	4
945-166	Bookkeeping I	90	6
957-014	Telephone Techniques	60	4
945-135	Typewriting V	75	5
945-093	Business Machines II	45	3
945-156	Introduction to Law	90	6
945-082	Filing	30	2
Third semester:	30 credits	Hours	Credits
945-033	Commercial Correspondence III	45	3
945-175	Bookkeeping II	75	5
945-145	Typewriting VI	75	5
957-026	Receptionist Techniques	90	6
945-074	Office Procedures	60	4
954-014	Business Etiquette	60	4
945-103	Introduction to Data Processing	45	3

SECTOR: BUSINESS TECHNIQUES

PROGRAM: OFFICE CLERK

PROGRAM LEADING TO SECONDARY SCHOOL VOCATIONAL DIPLOMA: (SSVD)

DURATION OF PROGRAM: 1 350 heures

TOTAL NUMBER OF CREDITS: 90 crédits

COMMERCIAL CORRESPONDENCE I		60 hours
Content	Content (guide péd. août 1986)	
Commercial Correspondence	Formating Simple Business Letters and Memoranda (468-044, 4.1) Transcribing Simple Recorded Text Directly (468-044, 4.12)	
BUSINESS ARITHMETIC I		75 hours
Content (Transitional Certification System)	Content(16-4144A)	
Business Arithmetic I (951-914)	Investment Calculation	
BUSINESS ARITHMETIC II		90 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic II (951-914)	General Business Calculation	
TYPEWRITING III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting III	Typewriting III	

TYPEWRITING IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting IV	Typewriting IV	
INTRODUCTION TO BOOKKEEPING		75 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Bookkeeping	Introduction to Bookkeeping	
COMMERCIAL CORRESPONDENCE II		60 hours
Content	Content (Guide péd. août 1986)	
Commercial Correspondence	Transcribing Complex Letters Directly (468-044, 4.3) Follow-up and Dispatching of Mail (468-044, 4.4)	
BOOKKEEPING I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping I	Bookkeeping I	
TELEPHONE TECHNIQUES		60 hours
Content (Handbook 04)	Content (16-4144A)	
	Telephone Techniques (Refer to Receptionist Telephone Operator Program)	

TYPEWRITING V		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting V	Typewriting V	
BUSINESS MACHINES II		45 hours
Content (Handbook 04)	Content (16-4144A)	
Business Machines II	Business Machines II	
INTRODUCTION TO LAW		90 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Law	Introduction to Law	
FILING		30 hours
Content (Handbook 04)	Content (16-4144A)	
Filing	Filing	
COMMERCIAL CORRESPONDENCE III		45 hours
Content	Content (guide péd. août 1986)	
Commercial Correspondence	Preparing Outlines Rough Drafts and Final Drafts of Simple and Complex Business Letters (468-174, 27.1)	

BOOKKEEPING II		75 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping II	Bookkeeping II	
TYPEWRITING VI		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting VI	Typewriting VI	
RECEPTIONIST TECHNIQUES		90 hours
Content (Handbook 04)	Content (16-4144A)	
Receptionist Techniques	Receptionist Techniques (Refer to Receptionist/Telephone Operator Program)	
OFFICE PROCEDURES		60 hours
Content (Transitional Certification System)	Content (16-4144A)	
Office Procedures (958-904)	Office Practice	
BUSINESS ETIQUETTE		60 hours
Content (Handbook 04)	Content (16-4144A)	
Business Etiquette	Business Etiquette (Refer to Receptionist/Telephone Operator Program)	
INTRODUCTION TO DATA PROCESSING		45 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Data Processing	Introduction to Data Processing	

PROGRAM: RECEPTIONIST-TELEPHONE OPERATOR

S.S.V.D.: 90 credits

COURSE LIST

PROGRAM CODE: 1801

First semester:	30 credits	Hours	Credits
945-014	Commercial Correspondence I	60	4
945-045	Business Arithmetic I	75	5
945-056	Business Arithmetic II	90	6
945-115	Typewriting I	75	5
945-125	Typewriting II	75	5
945-065	Introduction to Bookkeeping	75	5
Second semester:	30 credits	Hours	Credits
945-024	Commercial Correspondence II	60	4
945-166	Bookkeeping I	90	6
957-014	Telephone Techniques	60	4
945-135	Typewriting V	75	5
945-093	Business Machines II	45	3
945-156	Introduction to Law	90	6
945-082	Filing	30	2
Third semester:	30 credits	Hours	Credits
968-373	Reception Techniques in Second Language	45	3
945-175	Bookkeeping II	75	5
945-145	Typewriting VI	75	5
957-026	Receptionist Techniques	90	6
945-074	Office Procedures	60	4
954-014	Business Etiquette	60	4
945-103	Introduction to Data Processing	45	3

SECTOR: BUSINESS TECHNIQUES

PROGRAM: RECEPTIONIST-TELEPHONE OPERATOR

PROGRAM LEADING TO SECONDARY SCHOOL VOCATIONAL DIPLOMA: (SSVD)

DURATION OF PROGRAM: 1 350 heures

TOTAL NUMBER OF CREDITS: 90 crédits

COMMERCIAL CORRESPONDENCE I		60 hours
Content	Content	
Commercial Correspondence	Formating Simple Business Letters and Memoranda Transcribing Simple Recorded Text Directly	
BUSINESS ARITHMETIC I		75 hours
Content(Transitional Certification System)	Content (16-4144A)	
Business Arithmetic I (951-914)	Investment Calculation	
BUSINESS ARITHMETIC II		90 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic II (951-914)	General Business Calculation	
TYPEWRITING III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting III	Typewriting III	

TYPEWRITING IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting IV	Typewriting IV	
INTRODUCTION TO BOOKKEEPING		75 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Bookkeeping	Introduction to Bookkeeping	
COMMERCIAL CORRESPONDENCE II		60 hours
Content	Content	
Commercial Correspondence	Transcribing Complex Letters Directly Follow-up and Dispatching of Mail	
BOOKKEEPING I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping I	Bookkeeping I	
TELEPHONE TECHNIQUES		60 hours
Content (Handbook 04)	Content (16-4144A)	
	Telephone Techniques (Refer to Receptionist Telephone Operator Program)	

TYPEWRITING V		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting V	Typewriting V	

BUSINESS MACHINES II		45 hours
Content (Handbook 04)	Content (16-4144A)	
Business Machines II	Business Machines II	

INTRODUCTION TO LAW		90 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Law	Introduction to Law	

FILING		30 hours
Content (Handbook 04)	Content (16-4144A)	
Filing	Filing	

RECEPTION TECHNIQUES IN A SECOND LANGUAGE		45 hours
Content	Content (Office Specialist)	
	Reception techniques in a second language (968-373)	

BOOKKEEPING II		75 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping II	Bookkeeping II	

TYPEWRITING VI		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting VI	Typewriting VI	

RECEPTIONIST TECHNIQUES		90 hours
Content (Handbook 04)	Content (16-4144A)	
Receptionist Techniques	Receptionist Techniques (Refer to Receptionist/Telephone Operator Program)	

OFFICE PROCEDURES		60 hours
Content (Transitional Certification System)	Content (16-4144A)	
Office Procedures (958-904)	Office Practice	

BUSINESS ETIQUETTE		60 hours
Content (Handbook 04)	Content (16-4144A)	
Business Etiquette	Business Etiquette (Refer to Receptionist/Telephone Operator Program)	

INTRODUCTION TO DATA PROCESSING		45 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Data Processing	Introduction to Data Processing	

PROGRAM: GENERAL SECRETARY

S.S.V.D.: 90 credits

COURSE LIST

PROGRAM CODE: 1817

First semester:	30 credits	Hours	Credits
945-014	Commercial Correspondence I	60	4
945-115	Typewriting III	75	5
945-125	Typewriting IV	75	5
961-016	Stenography I	90	6
945-065	Introduction to Bookkeeping	75	5
945-082	Filing	30	2
945-093	Business Machines II	45	3
Second semester:	30 credits	Hours	Credits
945-135	Typewriting V	75	5
961-025	Stenography II	75	5
945-045	Business Arithmetic I	75	5
945-056	Business Arithmetic II	90	6
945-166	Bookkeeping I	90	6
945-103	Introduction to Data Processing	45	3
Third semester:	30 credits	Hours	Credits
945-145	Typewriting VI	75	5
961-035	Stenography III	75	5
961-045	Stenography IV	75	5
945-074	Office Procedures	60	4
945-156	Introduction to Law	90	6
945-175	Bookkeeping II	75	5

SECTOR: BUSINESS TECHNIQUES

PROGRAM: GENERAL SECRETARY

PROGRAM LEADING TO SECONDARY SCHOOL VOCATIONAL DIPLOMA: (SSVD)

DURATION OF PROGRAM: 1 350 heures

TOTAL NUMBER OF CREDITS: 90 credits

COMMERCIAL CORRESPONDENCE I		60 hours
Content	Content (Guide p��d. ao��t 1986)	
Commercial Correspondence	Formating Simple Business Letters and Memoranda Transcribing Simple Recorded Text Directly	
TYPEWRITING III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting III	Typewriting III	
TYPEWRITING IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting IV	Typewriting IV	
STENOGRAPHY I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography I	Stenography I	

INTRODUCTION TO BOOKKEEPING**75 hours****Content (Handbook 04)****Content (16-4144A)**

Introduction to Bookkeeping

Introduction to Bookkeeping

FILING**30 hours****Content (Handbook 04)****Content (16-4144A)**

Filing

Filing

BUSINESS MACHINES II**45 hours****Content (Handbook 04)****Content (16-4144A)**

Business Machines II

Business Machines II

TYPEWRITING V**75 hours****Content (Handbook 04)****Content (16-4144A)**

Typewriting V

Typewriting V

STENOGRAPHY II**75 hours****Content (Handbook 04)****Content (16-4144A)**

Stenography II

Stenography II

BUSINESS ARITHMETIC I		75 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic I (951-914)	Investment Calculation	

BUSINESS ARITHMETIC II		90 hours
Content (Transitional Certification System)	Content (16-4144A)	
General Business Calculation	Business Arithmetic II (951-914)	

BOOKKEEPING I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping I	Bookkeeping I	

INTRODUCTION TO DATA PROCESSING		45 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Data Processing	Introduction to Data Processing	

STENOGRAPHY III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography III	Stenography III	
STENOGRAPHY IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography IV	Stenography IV	
OFFICE PROCEDURES		60 hours
Content (Transitional Certification System)	Content (16-4144A)	
Office Procedures (958-904)	Office Practice	
INTRODUCTION TO LAW		90 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Law	Introduction to Law	
BOOKKEEPING II		75 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping II	Bookkeeping II	

PROGRAM: LEGAL SECRETARY

S.S.V.D.: 90 credits

COURSE LIST

PROGRAM CODE: 1818

First semester:	30 credits	Hours	Credits
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945-014	Commercial Correspondence I	60	4
945-115	Typewriting III	75	5
945-125	Typewriting IV	75	5
961-016	Stenography I	90	6
945-065	Introduction to Bookkeeping	75	5
945-082	Filing	30	2
945-093	Business Machines II	45	3

Second semester:	30 credits	Hours	Credits
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945-135	Typewriting V	75	5
961-025	Stenography II	75	5
945-045	Business Arithmetic I	75	5
945-056	Business Arithmetic II	90	6
945-103	Introduction to Data Processing	45	3
945-156	Introduction to Law	90	6

Third semester:	30 credits	Hours	Credits
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959-009	Legal Procedures	165	11
945-145	Typewriting III	75	5
961-035	Stenography III	75	5
961-045	Stenography IV	75	5
945-074	Office Procedures	60	4

SECTOR: BUSINESS TECHNIQUES

PROGRAM: LEGAL SECRETARY

PROGRAM LEADING TO SECONDARY SCHOOL VOCATIONAL DIPLOMA: (SSVD)

DURATION OF PROGRAM: 1 350 heures

TOTAL NUMBER OF CREDITS: 90 credits

COMMERCIAL CORRESPONDENCE I		60 hours
Content	Content	
Commercial Correspondence	Formating Simple Business Letters and Memoranda Transcribing Simple Recorded Text Directly	
TYPEWRITING III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting III	Typewriting III	
TYPEWRITING IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting IV	Typewriting IV	
STENOGRAPHY I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography I	Stenography I	

INTRODUCTION TO BOOKKEEPING		75 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Bookkeeping	Introduction to Bookkeeping	
FILING		30 hours
Content (Handbook 04)	Content (16-4144A)	
Filing	Filing	
BUSINESS MACHINES II		45 hours
Content (Handbook 04)	Content (16-4144A)	
Business Machines II	Business Machines II	
TYPEWRITING V		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting V	Typewriting V	
STENOGRAPHY II		75 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography II	Stenography II	

BUSINESS ARITHMETIC I		75 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic I (951-914)	Investment Calculation	

BUSINESS ARITHMETIC II		90 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic II (951-914)	General Business Calculation	

INTRODUCTION TO DATA PROCESSING		45 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Data Processing	Introduction to Data Processing	

INTRODUCTION TO LAW		90 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Law	Introduction to Law	

LEGAL PROCEDURES		165 hours
Content (Transitional Certification System)	Content	
Legal Procedures (959-907)	Legal Procedures	

TYPEWRITING VI		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting VI	Typewriting VI	
STENOGRAPHY III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography III	Stenography III	
STENOGRAPHY IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography IV	Stenography IV	
OFFICE PROCEDURES		60 hours
Content (Transitional Certification System)	Content (16-4144A)	
Office Procedures (958-904)	Office Practice	

PROGRAM: STENOGRAPHER TYPIST

S.S.V.D.: 90 credits

COURSE LIST

PROGRAM CODE: 1820

First semester: 30 credits	Hours	Credits
945-014 Commercial Correspondence I	60	4
945-115 Typewriting III	75	5
945-125 Typewriting IV	75	5
961-016 Stenography I	90	6
945-065 Introduction to Bookkeeping	75	5
945-082 Filing	30	2
945-093 Business Machines II	45	3
Second semester: 30 credits	Hours	Credits
945-045 Business Arithmetic I	75	5
945-056 Business Arithmetic II	90	6
945-135 Typewriting V	75	5
961-025 Stenography II	75	5
945-024 Commercial Correspondence II	60	4
961-035 Stenography III	75	5
Third semester: 30 credits	Hours	Credits
961-045 Stenography IV	75	5
945-145 Typewriting VI	75	5
945-074 Office Procedures	60	4
945-103 Introduction to Data Processing	45	3
945-033 Commercial Correspondence III	45	3
945-156 Introduction to Law	90	6
954-014 Business Etiquette	60	4

SECTOR: BUSINESS TECHNIQUES
 PROGRAM: STENOGRAPHER TYPIST
 PROGRAM LEADING TO SECONDARY SCHOOL VOCATIONAL DIPLOMA: (SSVD)
 DURATION OF PROGRAM: 1 350 heures
 TOTAL NUMBER OF CREDITS: 90 credits

COMMERCIAL CORRESPONDENCE I		60 hours
Content	Content	
Commercial Correspondence	Formating Simple Business Letters and Memoranda Transcribing Simple Recorded Text Directly	
TYPEWRITING III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting III	Typewriting III	
TYPEWRITING IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting IV	Typewriting IV	
STENOGRAPHY I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography I	Stenography I	

INTRODUCTION TO BOOKKEEPING		75 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Bookkeeping	Introduction to Bookkeeping	
FILING		30 hours
Content (Handbook 04)	Content (16-4144A)	
Filing	Filing	
BUSINESS MACHINES II		45 hours
Content (Handbook 04)	Content (16-4144A)	
Business Machines II	Business Machines II	
BUSINESS ARITHMETIC I		75 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic I (951-914)	Investment Calculation	
BUSINESS ARITHMETIC II		90 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic II (951-914)	General Business Calculation	

TYPEWRITING V		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting V	Typewriting V	

STENOGRAPHY II		75 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography II	Stenography II	

COMMERCIAL CORRESPONDENCE II		60 hours
Content	Content	
Commercial Correspondence	Transcribing Complex Letters Directly Follow-up and Dispatching of Mail	

STENOGRAPHY III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography III	Stenography III	

STENOGRAPHY IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Stenography IV	Stenography IV	

TYPEWRITING VI		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting VI	Typewriting VI	
OFFICE PROCEDURES		60 hours
Content (Transitional Certification System)	Content (16-4144A)	
Office Procedures (958-904)	Office Practice	
INTRODUCTION TO DATA PROCESSING		45 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Data Processing	Introduction to Data Processing	
COMMERCIAL CORRESPONDENCE III		45 hours
Content	Content	
Commercial Correspondence	Preparing Outlines, Rough Drafts and Final Drafts of Simple and Complex Business Letters	
INTRODUCTION TO LAW		90 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Law	Introduction to Law	

BUSINESS ETIQUETTE		60 hours
Content (Handbook 04)	Content (16-4144A)	
Business Etiquette	Business Etiquette	

PROGRAM: COMPUTER OPERATOR

S.S.V.D.: 90 credits

COURSE LIST

PROGRAM CODE: 1800

First semester: 30 credits		Hours	Credits
945-014	Commercial Correspondence I	60	4
945-045	Business Arithmetic I	75	5
945-056	Business Arithmetic II	90	6
945-115	Typewriting III	75	5
945-125	Typewriting IV	75	5
945-065	Introduction to Bookkeeping	75	5
Second semester: 30 credits		Hours	Credits
945-024	Commercial Correspondence II	60	4
945-166	Bookkeeping I	90	6
945-175	Bookkeeping II	75	5
945-093	Business Machines II	45	3
945-103	Introduction to Data Processing	45	3
956-015	Data Processing I	75	5
945-074	Office Procedures	60	4
Third semester: 30 credits		Hours	Credits
953-016	Accounting I	90	6
945-156	Introduction to Law	90	6
956-025	Data Processing II	75	5
956-035	Data Processing III	75	5
956-046	Data Processing IV	90	6
945-082	Filing	30	2

SECTOR: BUSINESS TECHNIQUES
 PROGRAM: COMPUTER OPERATOR
 PROGRAM LEADING TO SECONDARY SCHOOL VOCATIONAL DIPLOMA: (SSVD)
 DURATION OF PROGRAM: 1 350 heures
 TOTAL NUMBER OF CREDITS: 90 credits

COMMERCIAL CORRESPONDENCE I		60 hours
Content	Content	
Commercial Correspondence	Formating Simple Business Letters and Memoranda Transcribing Simple Recorded Text Directly	
BUSINESS ARITHMETIC I		75 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic I (951-914)	Investment Calculation	
BUSINESS ARITHMETIC II		90 hours
Content (Transitional Certification System)	Content (16-4144A)	
Business Arithmetic II (951-914)	General Business Calculation	
TYPEWRITING III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting III	Typewriting III	

TYPEWRITING IV		75 hours
Content (Handbook 04)	Content (16-4144A)	
Typewriting IV	Typewriting IV	

INTRODUCTION TO BOOKKEEPING		75 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Bookkeeping	Introduction to Bookkeeping	

COMMERCIAL CORRESPONDENCE II		60 hours
Content	Content	
Commercial Correspondence	Transcribing Complex Letters Directly Follow-up and Dispatching of Mail	

BOOKKEEPING I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping I	Bookkeeping I	

BOOKKEEPING II		75 hours
Content (Handbook 04)	Content (16-4144A)	
Bookkeeping II	Bookkeeping II	

BUSINESS MACHINES II		45 hours
Content (Handbook 04)	Content (16-4144A)	
Business Machines II	Business Machines II	

INTRODUCTION TO DATA PROCESSING		45 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Data Processing	Introduction to Data Processing	

DATA PROCESSING I		75 hours
Content (Handbook 04)	Content (16-4144A)	
Data Processing I	Data Processing I	

OFFICE PROCEDURES		60 hours
Content (Transitional Certification System)	Content (16-4144A)	
Office Procedures (958-904)	Office Practice	

ACCOUNTING I		90 hours
Content (Handbook 04)	Content (16-4144A)	
Accrual Accounting Specific Accounting Problems	Accrual Accounting Special Accounting Problems	

INTRODUCTION TO LAW		90 hours
Content (Handbook 04)	Content (16-4144A)	
Introduction to Law	Introduction to Law	
DATE PROCESSING II		75 hours
Content (Handbook 04)	Content (16-4144A)	
Data Processing II	Data Processing II	
DATA PROCESSING III		75 hours
Content (Handbook 04)	Content (16-4144A)	
Data Processing III	Data Processing III	
DATA PROCESSING IV		90 hours
Content (Handbook 04)	Content (16-4144A)	
Data Processing IV	Data Processing IV	
FILING		30 hours
Content (Handbook 04)	Content (16-4144A)	
Filing	Filing	