



COMPUTERIZED FINANCIAL MANAGEMENT (AEC)

2 YEARS | 4 SEMESTERS

This program is designed to help students master the computer tools used in financial management. Future accounting technicians will easily be able to join small or medium-sized enterprises. They will be able to hold a variety of jobs, including as an accounting clerk responsible for Computerized Financial Management.

At the end of the program, the students will be able to perform the following tasks:

- ✓ Assist a manager in making decisions pertaining to problems associated with finance and general administration; Post accounting transactions
- ✓ Help manage accounts receivable
- ✓ Evaluate manufacturing costs
- ✓ Analyze and interpret financial statements and ratios
- ✓ Calculate cost prices
- ✓ Complete income tax returns
- ✓ Plan and Organize financial activities (budgets)



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**Cégep de la Gaspésie
et des Îles**

CAMPUS DE MONTRÉAL



PROSPECTIVE JOBS

- ✓ Accounts payable or receivable clerk
- ✓ Payroll or accounting clerk
- ✓ System Administrators
- ✓ Accounting technician
- ✓ Assistant to the controller



ADMISSION CONDITIONS

- ✓ Grade 12
- ✓ Fluency in English with an overall band score of 6.0 and above with nothing less than 6.0 band in any individual module | 6.5 (nothing less than 5.5 band in any one individual module)
- ✓ Completion of Pathway program from a recognized partner
- ✓ Applicant must be at least 18 years old



COURSE LIST

- ✓ Administration Trades
- ✓ Introduction to Business
- ✓ Marketing
- ✓ Introduction to Information Technology
- ✓ Computer Applications I
- ✓ Accounting I
- ✓ Accounting II
- ✓ Accounting III
- ✓ Computerized Accounting
- ✓ Commercial Research
- ✓ Business Communication
- ✓ Long-term Financial Decision Making
- ✓ Short-term Financial Decision Making
- ✓ Liquidity Management
- ✓ Human Resources Management
- ✓ Computer Applications II
- ✓ Business English
- ✓ Business Start up
- ✓ Customer Service
- ✓ Management Accounting
- ✓ Implementation of an Accounting System
- ✓ Taxation
- ✓ Internship
- ✓ English

PROGRAM INTAKES

September | January | May

LANGUAGE OF INSTRUCTION

English

LOCATION OF COURSE DELIVERY

Montreal

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