



BUSINESS ADMINISTRATION & COMMERCE (LCA.EE)

24 MONTHS
1200 HOURS
Courses: 945 hours
Internship (1): 255 hours



AEC

Leading to an Attestation of College Studies (AEC), graduates will be able to perform tasks such as:

- Related to accounting and financial management
- Related to marketing
- Related with general administrative management



Job titles to which the graduates of this program can aim to work upon are:

- Administrative assistant
- Sales agent
- Classification, data entry, cost price clerk
- Accounting, budgeting, invoicing, tax clerk
- Insurance and collection clerk
- Staff service and complaints clerk
- Reception of goods, shipment of products, purchases clerk

STUDY PROGRAM AND COURSES

- English Business 1 – 45h
- English Business 2 – 45h
- Administrative application tools – 60h
- International trade management – 60h
- Organizational communication – 60h
- International commerce – 60h
- Financial exchanges and markets – 60h
- Accounting – 605h
- E-commerce – 60h
- Business Law – 45h
- Business and Globalization – 45h
- Export of services – 60h
- Financial management – 60h
- Functions work in enterprise – 45h
- Project management – 90h
- International Transport Logistics – 60h
- Marketing strategies – 45h
- Internship – 255h

Following the achievement of the objectives set within the program framework and upon the completion of all courses, including the internship, the student will obtain an Attestation of Collegial Studies (AEC) recognized by the Quebec Ministry of Higher Education.

The Business Administration and Commerce program will train you for:

- Administrative technicians.

Employment prospects:

- Small and medium enterprises, various economic sectors.