

## DEP FORMATION SECRETARIAL STUDIES (SECRÉTARIAT)

**Code formation :** 5857

**Diplôme :** DEP

**Établissements délivrant cette formation :**

Eastern Québec Learning Center

**Type de formation :**

Individualisée

Tests de français et d'anglais exigés

**Date(s) de début de formation :**

À confirmer

## DURÉE ET COÛTS

**Durée de la formation :** 1485 heures

**Coût total de la formation :**

Frais de scolarité : **(gratuit pour les Français en raison de l'entente France-Québec)**

Frais liés au matériel : 450 \$

## EMPLOI À L'ISSUE DE LA FORMATION

**Capacité de placement à l'issue de la formation :** 80 %

**Salaire moyen annuel :** 36 000 \$

## OBJECTIF DU PROGRAMME

To develop in the students the competencies required to apply the following principles, rules and methods: integrate harmoniously into the school and work environments; to proofread business texts; to apply a keyboarding technique; to manage administrative information; to understand and identify various management approaches to quality; to manage their time; to design the visual format of a document; to write business correspondence; to use database software; to use the basic functions of word processing software; to use the basic functions of spreadsheet software; to use the advanced function of word processing software; to use telecommunication tools; to communicate in a business in an office setting; to handle bilingual communications in an office setting; to produce and receive business correspondence; to produce documents; to handle requests regarding labour laws; to files; to prepare business meetings; to carry out common and periodic accounting tasks; to produce business correspondence in French; to translate business correspondence into French.

Sources : <https://www.inforoutefpt.org/progSecDet.aspx?prog=5857&sanction=5>  
(<https://www.inforoutefpt.org/progSecDet.aspx?prog=5857&sanction=5>)

