



LESTER B. PEARSON

Continuing Education

Accounting

Competency Code	Competency Description	Competency Hours
961012	Determine their suitability for the occupation and the training process	30
961024	Research and exchange information	60
961034	Produce tables and charts	60
961042	Do calculations and prepare source documents	30
961054	Format accounting-related correspondence	60
961066	Write accounting-related correspondence in English	90
961074	Process source documents in different types of companies	60
961083	Handle cash	45
961093	Use information related to legislation affecting businesses	45
961102	Interact in a variety of professional situations	30
961115	Communicate in French in an accounting context	75
961122	Prepare the payroll	30
961134	Write and format accounting-related correspondence in French	60
961144	Organize and process data related to a company's resources	60
961154	Carry out daily tasks related to transactions involving receivables and payables	60
961165	Ensure that they work efficiently	75
961175	Perform calculations needed to determine the cost of goods and services	75
961185	Perform end-of-period tasks	75
961195	Perform year-end tasks	75
961204	Produce an income tax return for an individual	60
961213	Implement an accounting system	45
961222	Commit themselves to the development of their career	30
961238	Enter the work force	120
Total Program Hours		1350

Available at:



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Pearson Adult and Career Centre



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