



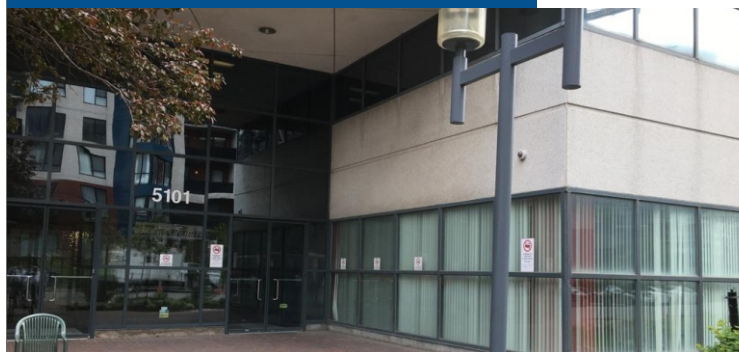
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**COLLÈGE
AVALON**

📍 Québec City Campus 📍 Montreal Campus

About Collège Avalon



Collège Avalon, is a Quebec-based education institution established in 1995 with the mission of inspiring students to pursue their dreams, empower them to shape their future and equip them to succeed.

Building on over 30 years of experience and success as a high-quality provider of adult education and skills training, Avalon has expanded its curriculum to include a range of business programs designed to foster personal growth, global awareness and employability in a rapidly changing environment.

Our expansion includes a new campus in Montreal, a multilingual and multicultural hub that is home to highly ranked universities and colleges and to innovative businesses from all over the world. Collège Avalon is recognized by the Ministry of Education and Higher Education.

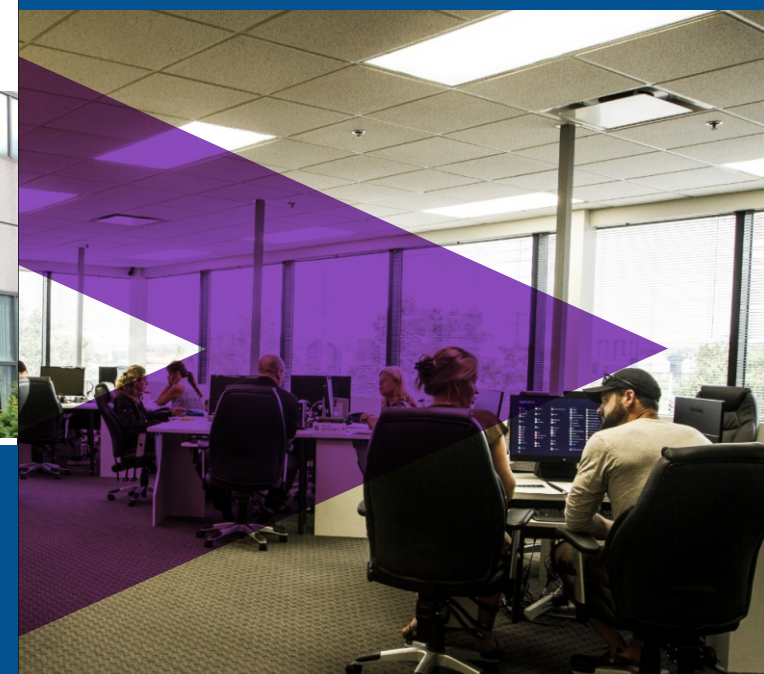
Our students are our top priority and we are committed to deliver flexible programs that allow them to work while completing their studies. Our international students qualify for PGWP opportunities and enjoy a great learning environment with supportive faculty and staff.

WHY CHOOSE COLLÈGE AVALON?

1. 25 years of teaching experience
2. Allows students to learn at their own pace
3. Affordable tuition fee.
4. Flexible class timing – Weekdays & Weekends
5. Free Airport Pickup
6. International Students eligible for PGWP

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Certification Type	:	Attestation of Collegial Studies (ACS)
Intake	:	March 2021
Duration	:	15 months
Admission requirements	:	50% in academics & 6.5 overall (5.5 one Module) Or 6 each and 6 overall in IELTS/ PTE accepted

ABOUT THE PROGRAM

The program is based on core competencies including specialization of the Diploma of Collegial Studies, Office System Technology 412 AO i.e Office work coordination

It is designed to provide the student with all the key concepts in:

- Using computer tools and software commonly used in office work related to word processing and data processing;
- Language skills, i.e. good command of written English, sufficient knowledge of spoken French
- Human resources management
- Budget management and tracking expenses
- Planning and organizing a work unit

Students will develop their communication skills throughout the training through written work and oral presentations in French. The program therefore follows a logical progression of learning starting with the basic notions in session 1 and progressing by deepening the notions along with the complexity and scope of the projects handled in sessions 2 and 3. The weighting encourages the practical application of concepts specific to the acquisition of language skills, mainly in the Microsoft Office suite software, in financial and human resource management as well as the operations of an office work unit. The students will be confronted with situations specific to the targeted workplace in which they will have to solve problems and demonstrate their organizational and stress management skills.



Certification Type	:	Attestation of Collegial Studies (ACS)
Intake	:	March 2021
Duration	:	24 months
Admission requirements	:	50% in academics & 6.0 overall (5.5) in IELTS/ PTE accepted

ABOUT THE PROGRAM

The program is based on the competencies of the specific training of a Diploma of College Studies in Accounting & Management Technology in line with accounting and financial management using appropriate software. Competencies related to administrative management (managing personnel, business start-up, etc.) have been excluded from the program in favour of knowledge of IT-based accounting and financial management.

The program aims to give the student a global vision of the accounting and financial cycle so that, with the help of IT tools that are the norm today, they can support managers and/or accountants in their work by providing them with reliable accounting and financial information. They will become familiar with payroll processing norms and standards.

The program is more practical starting in session 2, allowing the student to build on the basic theoretical aspects at the beginning and gradually place them in work situations and perfect their practical application and integration of learning.

Rigour and a strong work ethic, which are crucial in this area of employment, will be taught and evaluated throughout the various courses.



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ABOUT THE PROGRAM

The program is almost entirely based on the technical competencies of the reference DEC, i.e. 18 competencies out of 26. The College has retained the competencies dealing with self-management, the skills and knowledge of managing a business in the era of e-commerce, using IT in day-to-day and inventory management, and opening up to international markets.

Educational objectives:

In accordance with the goals of technical training, the specific training component of the Business management program aims to:

- Make the person component in carrying out their profession, i.e. enable them, from the moment they enter the workforce, to perform the roles, duties, tasks and activities associated with that profession;
- Encourage the integration of the person into professional life, especially through knowledge of the labour market in general and in the specific context of the chosen profession;
- Promote the development and deepening of the person's professional knowledge;
- Encourage the person's professional mobility by enabling them, among other things, to acquire the means to manage their career, in particular by making them aware of entrepreneurship.
- Application of management software for analytical, financial and inventory management purposes;
- Marketing, promotional and customer service strategies;
- Commercial and international law;
- Budget management and expenditure tracking;
- Sales in international markets.