



# Attestation of College Studies - LCA.EZ Administration for First Nations and Inuit

## General Information

The length of this Attestation of College Studies program is **405 hours**.

## Graduate Profile

Graduates will be able to work in all sectors of the economy, primarily in small and medium-size organizations, services, community administration and small businesses. In small businesses, they are often responsible for a range of tasks. In larger organizations, they perform more specialized work.

The ACS enables graduates to possess the knowledge, skills and abilities required to fill the following positions:

- Administrative Assistant
- Administrative Officer responsible for a specific function

## List of Courses

420-612-AT	Introduction to computers
360-604-AT	Working Methods, Interpersonal Skills and Teamwork
410-638-AT	Administration
410-637-AT	Management Software Applications
410-629-AT	Word Processing

## Entrance Requirements

In order to be eligible to this program, a candidate must have a secondary school diploma (SSD) or have received training that is deemed sufficient by the Cégep.

Every application will be assessed by the Continuing Education and Outside Markets Division in collaboration with the appropriate department of the Cégep de l'Abitibi-Témiscamingue.

In addition, the candidate must satisfy one of the following three conditions:

- Have interrupted studies for at least two consecutive sessions or a full year;
- Be covered by an agreement between the Cégep and an employer or by a government program;
- Have completed at least one year of postsecondary studies, over a period of one year or more.



## Informations and registration

1-866-CEGEPAT, #7213 - [fcsi@cegepat.qc.ca](mailto:fcsi@cegepat.qc.ca) - [www.cegepat.qc.ca/fcsi](http://www.cegepat.qc.ca/fcsi)