

ST. PIUS X CAREER CENTRE

EDUCATION FOR THE FUTURE

STUDENT HANDBOOK 2024-2025

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Centre Principal

Alice Sideropoulos

Centre Vice-Principals

Alain Bélair

Antonella Russo

Antonietta Scrocca

CENTRE PRINCIPAL'S MESSAGE

St. Pius X Career Centre is designed to meet the needs of a diverse student community; a standard we are extremely proud of and are committed to maintaining and improving. You have chosen to take a challenge in a DVS. We use the word "challenge" because, for some of you, this is the first time you are studying in your newly adopted country of Canada. For others, it may be a return to school after years in the workplace or raising a family.

The following preface to your agenda will be your guide to student life at St. Pius X Career Centre. As this is a vocational training center dealing with adults, policies are very different from those of high school or university.

St. Pius X Career Centre, of the Adult Education and Vocational Services Department of the English Montreal School Board, is a vocational center located in Montreal in the district of Ahuntsic. Students are trained to meet the needs of today's work setting. At Pius, students acquire extensive skills using the latest techniques to prepare them for success in the 21st Century. After completing their program, students obtain a Vocational Diploma.

At Pius we strive to be 'the best we can be' in all endeavors! We have a very professional staff and students who are dedicated to achieving to the best of their abilities. Welcome to St. Pius X Career Centre. We encourage you to challenge your abilities, to set attainable goals, and to strive for excellence. Thank you for choosing us. We hope our programs will meet your educational expectations.

“St. Pius X Career Centre” adopted its name from its initial location at St. Pius X Comprehensive High School. St. Pius X Career Centre was named after Pope Pius X, who was born Giuseppe Melchiorre Sarto in the kingdom of Venetia (then part of the Austrian Empire). He was elected Pope in 1903 on the fifth ballot. He served as Pope until his passing in August of 1914. During his tenure as chief pontiff, the Pope was reputed for having performed miracles such as curing a paralyzed child and the apparent recovery of a Cardinal who had tuberculosis. Later, in 1954, Pope Pius X was canonized by the Catholic Church.

It is an honor for St. Pius X Career Centre to continue to carry the name of the school that stood at the building’s site for many years.



St. Pius X (Giuseppe Melchiorre Sarto)
September 19, 1858- August 20, 1914

PRINCIPALS

Ms. Alice Sideropoulos	2013 - Present
Ms. Marysa Barassi	2005 - 2013
Mr. Walter Ninzati	2002 - 2005
Mr. Frank Di Paolo	2002 - 2005
Ms. Helen Vertolli	1998 - 2002
Mr. Michael Bambek	1992 - 1998
Mr. Edward Baluch	1984 - 1992

OUR STAFF 2024-2025

Centre Vice Principal:	Alain Bélair
Centre Vice Principal:	TBA
Centre Vice Principal:	Antonella Russo
Administrative Officer:	Louise Yee
Administrative Technician:	Roseanne Rinaldi
Administrative Technician:	Joanne Lambropoulos
Office Agent 1:	Kristian Johnston-Galvez
Office Agent 1:	Nicolina (Niki) Tiburcio
Office Agent 1:	TBA
Office Agent 1:	Luisa De Santo
Office Agent 1:	Nicole Rinaldi
Office Agent 2:	Concetta (Connie) D'Anna
Office Agent 2:	TBA
Office Agent: (Evening):	Kane Rodrigez-Tait
Student Supervisor:	Giuseppe (Joe) Adesso
Administrative Officer:	Chris Christodoulou
Career Counselor:	Paolo Della Rocca
Career Counselor:	Steve Aglitti

**WE MEAN BUSINESS
PARTNERSHIPS IN ACTION!!!**

Our Mission Statement

St. Pius X Career Centre is committed to providing quality education in an inclusive environment that encourages critical thinking and life-long learning. Our mission is to offer students the opportunity to develop the practical, social and technical skills for success in today's world. St. Pius X Career Centre provides a safe, nurturing and stimulating environment in which students are given the opportunity to develop their intellectual, ethical, aesthetic, physical and emotional intelligences. The Centre fosters respect for the individual, the embrace of diversity, the development of the diverse talents.

Governing Board

On July 1st 1998, an Act to amend the Education Act, Bill 180, paved the way for the creation of Governing Boards in educational establishments throughout Quebec. A Governing Board is composed of the following: two representatives of Business, two representatives of the Socio-Economic Community, two teachers, one office support staff, one professional and two students. In total the Governing Board may consist of twelve members.

OFFICE HOURS & PROCEDURES

Our business hours are from 8:00 a.m. to 8:00 p.m. Monday to Friday.

PROGRAM HOURS

Our programs range from 30 to 35 hours a week - full time. The daytime cycle ranges from 8:00 a.m. – 4:00 p.m. The evening cycle (25 hours) is from 5:00 p.m. – 10:15 p.m.

LATES & ABSENCES

Teachers will monitor all late arrivals and early dismissals. All absences must be reported to the teacher and/or called in to the office.

ATTENDANCE

Regular attendance is a vital component for success. Students must be prepared to justify any absence.

After three consecutive days of absence, student must meet with Centre Administration prior to returning to class. Such absences must be justified by appropriate documentation.

Any student who is absent for five or more consecutive days without prior notification and valid justification, will be deleted from his/her program of studies.

The agenda includes the academic year's calendar that indicates when there is no school for students. Any day indicated in color and encased by a shape (e.g. square, diamond) is a day when students are not expected to be in school. Students should plan appointments and vacations ONLY on those days.

Students who are on Loans and Bursaries, or Emploi-Quebec should be aware that all absences are submitted to these agencies. As a result, absences can have significant financial implications leading to possible loss of funding.

Students having a high absence rate will be obliged to sign an Attendance Contract in order to continue in the Centre. Any breach of contract conditions can result in deletion from the Centre.

ELIGIBILITY TO SIT FOR AN EXAMINATION

Students are permitted to sit for a summative examination provided they are registered for that course. The centre may inform a student registered in a program of study that, taking into consideration his/her preparation, performance, or attendance in class, it may determine that s/he may not have acquired the required competency for a course and consequently, either the summative evaluation is postponed to a later date, or will not be allowed to sit for an examination. Every student registered for a course must write the exam for the course.

Exams are written at the end of each module of the program. The result will be either "succès" (pass) or "échec" (fail). Rewrite exams will be coordinated by the administration.

No student is permitted to enter the exam room any later than 30 minutes after the examination has started. Students must leave the classroom once the exam has been handed in and may not touch the exam again.

REWRITING AN EXAM

Candidates who fail an examination are authorized to sit for one rewrite per course and must take it within three months after the administration of the examination. The student will sit and take a new version of the summative examination in its entirety. The full credits associated with a given course are granted whenever the mark earned is the same as or above the passing mark. If, after having rewritten the examination for a course, the student has not obtained a passing mark, s/he will have to register for the course and follow it to its entirety. If a student needs to rewrite more than once, the Centre Principal will make the final decision after verification that the student has sufficient knowledge to pass and has met the required criterion.

The student who has failed initial examinations in (3) different courses in the same program, will meet with the centre's administration and career counselor.

WORK STUDY (STAGE)

The internship package must be completed and submitted in its entirety. It must include the evaluation from the person who is responsible for supervising the student in the workplace during his/her stage.

Failure in a work-study training will require the student to redo the practice training according to the format determined by the centre. Each student is required to find his/her placement for the module Entering the Work Force. All placements must be approved by administration prior to the start of the internship. The centre may provide assistance for those who require it.

CHEATING

The centre must take the necessary measures to prevent cheating during an examination. Whenever the person responsible for invigilation believes that cheating has occurred, s/he may immediately confiscate the candidate's question booklet, answer sheet and any incriminating material(s), and expel the student from the examination room. Cheating would include, amongst others, the following actions:

- deliberate use of any unauthorized materials;
- use of sources of information other than those permitted
- deliberately helping another candidate
- deliberate acceptance of help from another person
- sharing of responses and/or examination material

The invigilator must then complete the appropriate report form, outlining the reason(s) for the candidate's expulsion from the examination room, sign it and remit it to the Centre Principal together with all the materials confiscated. The student may be asked by the administration to leave the centre immediately after the administration has received a written report from the teacher. The student will lose the right to rewrite the examination at a later date and a mark of "0" or "failure" will be assigned. The student will be recalled by the administration following the verification of the reports and will be provided the decision of the administration at that time after an analysis of the circumstances surrounding the event. The administrator may expel the individual from the centre, and/or re-register the student for the course.

REREADS

At the request of the student the centre will review the examination and determine the new mark, if such is the case. The request must be made in writing to the Centre Principal within (10) ten days of the publication of the results. The Centre Principal will appoint a person responsible to review the correction of the examination and where possible, a specialist in the subject who has not participated in determining the first result. In the case of a practical examination, the revision will consist of a review of the compilation of different observations on the evaluation form. For a theory examination, the examiner must review the answers given by the student in relation to the correction key. St. Pius X Career Centre will charge a service fee for rereads. This service fee will be \$25 per reread.

ABSENCES, LATE, AND DEPARTURES FROM EXAMINATIONS

Students who are absent from a Ministry, or a locally prepared summative examination/assignment, must contact their teacher directly within five days following the absence. An authorized reason must be provided in order for the student to remain in the class. Failure to do so will result in a student being automatically deleted from the program without notice from the centre administration. Candidates who are absent, without an authorized reason, from a Ministry, or a locally prepared, summative examination/assignment, will be assigned an ABS (absent) on their Statement of Marks for the corresponding examination. They may register, if they so wish, for another examination session but will forfeit the right to a rewrite.

Candidates who have been excused from writing a Ministry, or a locally prepared, summative examination will be registered for another examination session and will maintain the right to a rewrite.

Acceptable reasons:

- Serious illness or accident confirmed by medical report or certificate
- Death of a family member
- A court summons (presence required in court)
- A delegate to an authorized event (of an international, national, or provincial scale such as a convention, sports meet, artistic event, etc.)

Official documentation supporting any of the above-mentioned reasons needs to be provided.

For every course there are two requirements for achievement:

- Sit for all the examinations in the course
- Satisfy all the criteria to pass the course

CONFIDENTIALITY

St. Pius X Career Centre will take all necessary measures to ensure the security and the confidential character of the summative examinations. Moreover, Pius will apply the following measures:

- no information pertaining to the content of the examinations may be divulged to the students prior to the scheduled time of the examination
- neither copies of the examinations nor the material accompanying it may be shown nor distributed to the students after the examination
- examinations that need to be taken to a different building or to different areas of the building must be placed in sealed envelopes or boxes
- no examinations may be taken outside of school premises
- upon completion or receipt of examinations, they must be stored in a secure place. The same measures are to be taken after the examination session
- precautions will be taken to ensure confidentiality during the correction period
- any document having been used for the administration of an examination may not be given to students, neither temporarily nor permanently, and must serve solely for the purposes of summative evaluation;
- a summative examination may be made available to students only at the moment of its administration
- no summative evaluation instruments may be kept by anyone without special authorization

KEEPING OF DOCUMENTS & TRANSCRIPTS OF MARKS

The centre will store in a secure area for at least two years all of the documents used for the administration of the examinations (examinations, answer sheets). The results from every examination will be kept and stored by the centre according to the Archives Law (LRQ, c. A-21, I). Only the following persons are authorized to be informed of the results and to obtain a copy of them:

- 1) the student, his legal representative or, if such is the case, the parental authority
- 2) the student's heir
- 3) the teaching and non-teaching professional as well as the administrative and support personnel of the centre or of the English Sector whose functions are directly related to the evaluation function or to the transmission of documents related to the adult's files
- 4) the Minister and his/her representative

ISSUANCE OF DIPLOMAS

The Minister is responsible for the issuing of the diploma. The transcripts of marks and the attestation of equivalencies are issued by the Direction de la Sanction des Etudes.

STUDENT DISCIPLINE

Any student who violates School Board or Centre policy will be subject to disciplinary action, which may include: an interview with an administrator, referral to counseling or a treatment program, formal suspension from school, or expulsion from the Centre and/or school board.

SCHOOL FEES

Activity and service (registration) fees must be paid on the day you apply and/or register. All other fees will be collected on the date specified by the centre. There is a \$40 charge for each reinstatement and transfer that is applicable. **All fees may be paid in cash or debit.** (For refund information see the Refund Policy). Students receiving benefits from Emploi Québec must submit an EQ referral form. Failure to submit this form could result in the termination of your benefits.

REQUIRED MATERIAL

Students must buy all material required on the course list. Most material (i.e. books, knife rolls) necessary for your course are available at the in-house bookstore or through your teacher when a class set is used. When the teacher loans the student a book from the class set, it is not necessary for the student to purchase that textbook. However, a deposit for the use of that textbook will be paid by the student at the time of registration and refunded when the program has been completed. The bookstore hours are posted outside the bookstore. Cash or debit is the required payment method for all required material for the program. All sales are final. There will be no refund or exchange on purchases. A list of all the material required for each program is available at the information desk.

*****Please note that you must have all the material and proper attire to attend the module that is taking place. If you are not properly attired or do not have the necessary material required for that class you will not be allowed to attend class.**

REFUND POLICY

- The refund policy applies to all programs given at St. Pius X Career Centre.
- A full refund will only be given if the program has been cancelled or postponed by the centre. The student must return to the centre with his/her original registration form in order to receive the refund.
- If a student has registered for a program and cancels his/her registration at any time prior to the first day of class; registration fees for the first semester (\$90) have been forfeited. The student is only entitled to a refund on the remaining semester fees. The student must return to the centre with his/her original registration form in order to receive the refund.
- If a student withdraws from St. Pius X Career Centre after classes began the student forfeits the fees for that semester. The student is only entitled to a refund on the remaining semester fees. The student must return to the centre with his/her original registration form in order to receive the refund.
- If a student fails to attend class after five consecutive days, his/her registration will be deleted and the student forfeits fees for that semester. The student is only entitled to a refund on the remaining semester fees. The student must return to the centre with his/her original registration form in order to receive the refund.
- If a student has written a GDT test the above refund policy also applies to the student.
- Program Material(s) Deposit will be refunded **ONLY** when **ALL** loaned items are returned. There are **NO** partial refunds.

PROFESSIONAL DEPARTMENT

Courtesy, cooperation, and consideration are the keys to a successful and comfortable working and learning environment. We would like to encourage a spirit of mutual respect and responsibility for all persons working and learning at St. Pius X Career Centre. It is expected that the students will demonstrate a mature and responsible attitude at all times and will work towards creating the best environment possible.

DRESS CODE

Students are expected to wear clothing suitable for a learning environment. Even in the warm summer months, students must dress appropriately. All winter boots and coats/jackets must be placed in lockers and not worn or brought in the classrooms. Cooking and Food & Beverage programs are required to wear the uniform when in the kitchen, classroom or dining room.

MAPAQ (Ministère de l'Agriculture, des Pêcheries et de l'Alimentation)

St. Pius X Culinary Institute adheres to the guidelines outlined by MAPAQ concerning the handling and preparation of food and the standards of personal hygiene.

CIRCULATION IN THE CENTRE

St. Pius X Career Centre students should not be found in the corridors during class time. Students should adhere to timetables schedules.

SMOKING/VAPING

The English Montreal School Board's policy on smoking designates all its buildings as smoke-free therefore **SMOKING IS PROHIBITED IN ANY AREA** of St. Pius X Career Centre. It is strictly forbidden to smoke inside the building or at any of its exits and entrances, or parking lots. This includes smoking in your vehicle, when it is parked on school grounds. **FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN FINES OF OVER \$300.** If you are a smoker, you must smoke only on the sidewalks around the school.

DRUGS & ALCOHOL & CANNABIS Regulation Act

No student may be in possession of or under the influence of illegal or non-prescribed drugs or alcohol in or on centre grounds, or at center sponsored functions. Any infraction will be considered serious and will result in the immediate implementation of the center and Board policies dealing with student discipline. We wish to remind you of the principle elements of the Cannabis Regulation Act and the steps taken by the Ministry. The elements of interest for vocational education centres for adults are:

Possession of cannabis by minors is prohibited as well as possession of cannabis by anyone is prohibited on the grounds, premises or buildings used by vocational education centres for adults. Consumption of cannabis is implicitly prohibited in the centre.

ALL CLASSROOM REGULATIONS

The following rules are currently in force. All students are expected to follow them closely.

- No eating or drinking is permitted in the classrooms or laboratories.
- Use of cell phones to record or take pictures in the classroom is prohibited.
- All materials must be signed out and returned. Students will be held responsible for any lost or broken materials.
- Outside of regular class time, students must have permission from the administration and/or teacher on duty to use the computers.
- Close your computer after every class, push in your chair and leave your computer station area neat & clean.
- All items must be put away in the kitchen and the counter tops must be sanitized
- All jackets, boots, knapsacks, bags, and other items not required for that module must be placed in your locker.
- Manuals or Textbooks are not to be photocopied.
- Students may not work on personal projects unless given permission by the teacher or person in charge.

- Students are never to start any system without permission.
- Only software related to your current module is to be used.
- Under no circumstances should wires, monitors, or other hardware be attached or detached by students.
- Use the printer in order to view your final copy. Unless otherwise instructed, students should always show the instructor what they plan to print.
- Under no circumstances should the students touch the teacher's workstation. Always see the teacher when an adjustment is needed.
- It is illegal to make copies of any software, use any unauthorized software, load any software onto the computer, or spread a computer virus.
- Apart from any legal action that might arise from illegal acts, St. Pius X Career Centre reserves the right to discipline any student involved in such unauthorized actions.

STUDENT USER AGREEMENT FOR THE INTERNET

St. Pius X Career Centre offers access to the internet for research studies relating to school assignments and on-line learning. Access to a computer lab is available. The centre is responsible for guiding and monitoring student access to suitable educational resources, and the EMSB has taken precautions to ensure that inappropriate sites are filtered out. The centre has developed a user agreement based on the EMSB policy for internet usage that informs students of their rights and responsibilities.

Each student must agree to the user agreement policy bearing his or her consent before participating in learning activities on the internet. Below are our expectations for student on-line behavior.

Student will:

Maintain security: Students will keep their passwords confidential.

Behave safely: Students will not reveal personal information (last name, address, and

phone number, bank or credit card information.)

Participate responsibly: Students are responsible for their actions on the Internet and will refrain from accessing inappropriate resources (i.e. hate propaganda, or sexist, homophobic, racist, pornographic or obscene content) and will exit those accidentally accessed. Students will not use the internet for any illegal activities.

Act respectfully: Students will be polite and use appropriate language. Students will refrain from swearing or making comments that would offend others. Inform a teacher immediately if they have any concerns. Use e-mail only for school purposes. Obtain permission from a teacher before posting for an internet accessible directory.

Posting on Social Media: Students are not permitted to post any pictures or videos that are inappropriate if they can be associated with St. Pius X Career Centre or the Pius name—example, while wearing the Pius uniform or “tagging”. Good judgment should be used before posting.

CELL PHONES

Cell phones are not to be used in the classroom during class time. Emergency situations should be discussed with your teacher and administration. **TEACHERS RESERVE THE RIGHT TO COLLECT CELL PHONES DURING EXAM PERIODS AND RETURN THEM TO STUDENTS WHEN THE EXAM IS OVER.**

It is prohibited to record or videotape any part of a lesson without first obtaining permission from the teacher. This also applies to taking photographs during class time.

VIOLENCE AND WEAPONS

The EMSB works hard to ensure that our schools are safe places for students. Board policy states that violence of any kind will not be tolerated. Any form of violence or harassment or bullying that threatens the health, safety and welfare of students is not acceptable. Weapons are defined as anything that is used with the intent to hurt or frighten someone.

Students are not permitted to have weapons. Any student found with a weapon, involved in a violent act, or soliciting others to commit an act of violence will be immediately expelled.

LOANS & BURSARIES

All full-time students are eligible to apply for Loans and Bursaries. Students will have access to inquire about L & B to the person in charge.

COUNSELING

The facilities of the career centre are available to all students who wish help with course planning and career choices. Pius' Career Centre provides a wide range of career information materials in the following areas; individual occupations, college, university, technical and vocational programs, salary and wage scales, employment trends and future outlook, job hunting skills, resume preparation, scholarship and financial aid information, application forms to colleges and universities. Counseling services are supplied to students in the following areas:

Educational:

- Course planning leading to graduation, post-DEP education and
- employment
- arranging assistance for students experiencing academic difficulties
- providing scholarship information and applications

Career:

- personal exploration of interests, abilities and the decision-making process as it relates to individual career choices.

Personal:

- help with problems arising from difficulties related to class and/or school routines and policies

LOCKERS

- Any registered student wishing to use a locker in the centre must come to the Main Office to request one.
- If a locker has not been assigned and registered by Pius to a particular student, the lock will be cut off and the contents removed.
- It is the responsibility of each student to place a lock on the locker once it has been registered to that student.
- When a student leaves Pius, s/he must, IMMEDIATELY, remove the lock, empty the locker, and report to the Main Office that the locker is no longer being used. Failure to clear your locker and report it to the Main Office will result in confiscation of the locker and its contents.
- All jackets, boots, and school bags must be kept in the locker
- The centre is not responsible for any lost or stolen goods in the Centre.

EMERGENCY CLOSING

If the Centre is to be closed for any particular reason, announcements will be made on radio stations between 6 a.m. and 9 a.m. The announcer may not refer to St. Pius X Career Centre **specifically**, but rather to schools under the jurisdiction of the English Montreal School Board. **DURING INCLEMENT WEATHER IN THE WINTER, ALWAYS CHECK THE BOARD'S WEBSITE/TWITTER/FACEBOOK FOR SCHOOL CLOSURES. WHEN THE SCHOOL BOARD DECIDES TO CLOSE ITS SCHOOLS AND CENTRES, IT IS ALWAYS ANNOUNCED ON THE FRONT PAGE OF THE WEBSITE.**

CHANGE OF ADDRESS

If your address or telephone is changed anytime during the year it is your responsibility to inform the office as soon as the change occurs. This will help us to keep our records and files updated and would enable us to reach you without difficulty. Students in full time study for a specified length of time are entitled to tax receipts for income tax purposes. The school board or the centre will mail the necessary tax slips directly to the students thus another reason why our records must be up-to-date.

RECYCLING

Students and staff are encouraged to recycle any and all materials, which are recyclable.

BULLETIN BOARDS & POSTINGS

Approved Pius notices and other general centre activity notices will be posted as well, when space is available. These must be approved for posting by the main office. Commercial or obscene material will not be posted. All posted material must be placed on tackable surfaces, i.e., bulletin boards. At no time should scotch, packing, masking or door tape be used on painted or wood surfaces. Items, which are improperly posted, or not current, will be removed.

ST. PIUS X CAREER CENTRE'S FIRE DRILL & EVACUATION PROCEDURE

All occupants must immediately evacuate the building whenever the fire alarm sounds, or when instructed to do so by a staff member. When evacuating the building, staff & students should follow the following instructions:

Teachers: make sure your group leaves immediately, take attendance lists with you, close classroom doors after you, stay with your group outside until there is a signal to return

Students: take personal belongings only, do not go to your lockers, no talking, no running, no smoking, wait quietly outside for returning signal

EXIT PROCEDURES:

Sauriol Exit (North)	0216, 1202, 1206, 1207, 1208, 1209, 1210, 2202, 2204, 2205, 2206, 2207, 2208, 2209, 3202, 3206, 3207, 3208, 3209
Papineau Exit (North)	1211, 1216, 1224, 1254, 2106, 2108, 2111, 2114, 2122, 2211, 2210, 2236, Library, 3210, 3211, 3212, 3232, 3234, 3236
Sauriol Exit Parking (North)	Hot Kitchen, Dining Room
Sauve Exit (South)	0263, 0269, 0271, 0272, 2267, 2268, 2270, 2262, 2269, 2271, 2274, 3266, 3267, 3268, 3269, 3270, 3273
Papineau Exit (South)	1258, 1272, 1273, 2262, 2265, 2266, 3237, 3239, 3240, 3242, 3262, 3263, 3265

RESPONSIBILITIES

If the fire alarm system is activated the Centre Principal/Centre Vice-Principal(s) will call 911 and coordinate evacuation procedures and informs the EMSB at 514-483-6666. S/he stays in the main office

JANITOR(S): Report to principal at Pius main office and wait for fire personnel to guide them through the building and unlock dividers and doors.

DELEGATE TEACHERS Goes in front of building to inform police/firemen
Verify that all students are evacuated
Teachers are to bring their class list (attendance) with phone numbers with them. Students are to evacuate quietly - no running.

DESTINATION: Teachers escort students to a pre-determined safe zone.

Diploma of Vocational Studies Accounting 5731

SESAME	TITLE OF THE MODULE	HOURS
961012	Occupation and Training Process	30
961024	Researching Information	60
961034	Tables & Charts	60
961042	Calculations Related to Source Documents	30
961054	Formatting Correspondence	60
961066	English Correspondence	90
961074	Processing Sources Documents	60
961083	Handling Cash	45
961093	Legislation Affecting Business	45
96112	Professional Relationship	30
961115	Communicating in French	75
961122	Payroll	30
961134	French Correspondence	60
961144	Processing Data	60
961154	Daily Tasks	60
961165	Efficiency	75
961175	Cost of Goods & Services	75
961185	End-of-Period Tasks	75
961195	Year-End Tasks	75
961204	Income Tax Returns	60
961213	Accounting Systems	45
961222	Career Development	30
961238	Entering the Work Force	120

Diploma of Vocational Studies Secretarial Studies 5857

SESAME	TITLE OF MODULES	HOURS
960501	Occupation and Training Process	15
960515	Proofreading	75
960526	Word Processing	90
960534	Quality of Written English	60
960544	Customer Service	60
960554	Document Management	60
960562	Producing Spreadsheets	30
960572	Designing Presentations	30
960584	Business Texts in English	60
960596	Accounting Operations	90
960605	Business Correspondence	75
960613	Creating Databases	45
960623	Handling Cash	45
960635	Translation	75
960644	Producing Tables and Charts	60
960656	Visual Design of Documents	90
960666	Business Texts in French	90
960672	Digital Media	30
960683	Interacting in French	45
960695	Following Up on Business Correspondence	75
960704	Meetings and Events	60
960714	Producing Reports	60
960722	Technical Support	30
960733	Coordinating Multiple Tasks	45
960746	Entering the Work Force	90

**Attestation of Vocational Specialization
Secretarial Studies-Legal 5873**

SESAME	TITLE OF THE MODULE	HOURS
948 201	Occupations and Training	15
948 212	Legal Terminology & Technical Vocab.	30
948 222	Business Law Forms & Documents	30
948 232	Preparation of Civil Pleadings	30
948 244	Contentious Pleadings	60
948 252	Applications in the Course of Proceeding	30
948 261	Interactions in a Legal Context	15
948 275	Notarial Practice Files	75
948 282	Civil Pleadings in Contentious Family Ma	30
948 292	Non-Contentious Applications	30
948 307	Entering the Workforce	105

**Attestation of Vocational Specialization
Starting A Business 5861**

SESAME	TITLE OF THE MODULE	HOURS
946 501	Entrepreneurial Profile	15
946 512	Business Plan	30
946 523	Technological Tools	45
946 534	Market Study	60
946 545	Marketing Products or Services	60
946 555	Resource Planning	75
946 563	Starting and Managing a Business	45

Diploma of Vocational Studies Professional Cooking 5811

SESAME	TITLE OF THE MODULE	HOURS
904 532	The Trade and the Training Process	30
904 542	Hygiene and Food Safety	30
904 552	Health and Safety	30
904 563	Sensory Properties of Foods	45
904 572	Cooking Techniques	30
904 582	Kitchen Organization	30
904 594	Fruits and Vegetables	60
904 606	Basic Preparations	90
904 612	Professional Relationships	30
904 623	Mise en Place: Soups	45
904 634	Basic Doughs: Pastries and Batters	60
904 647	Mise en Place: Meat, Poultry and Game	105
904 656	Mise en Place: Fish and Seafood	90
904 664	Mise en Place: Hors-d'Oeuvres and Appetizers	60
904 677	Mise en Place: Desserts	105
904 684	Menu Planning	60
904 694	Service: Breakfasts	60
904 703	Culinary Presentations	45
904 714	Service: Menus du jour	60
904 723	Service: High-Volume Menus	45
904 735	Production: Banquets and Food Service Operations	75
904 743	Service: Buffets	45
904 759	Service: Table d'Hote and a la Carte Menus	135
904 767	Integration into the Workplace	105

**Attestation of Vocational Specialization
Contemporary Professional Pastry Making 5842**

SESAME	TITLE OF THE MODULE	HOURS
904 804	Creams, Fillings and Toppings	60
904 815	Basic Pastry Dough Products	75
904 822	Bakeshop Principles	30
904 832	Basic Chocolate Products	30
904 844	Traditional Entremets	60
904 852	Pastry Decorations	30
904 865	Contemporary Entremets	75
904 872	Frozen Desserts	30
904 884	Plated Desserts	60

**Diploma of Vocational Studies
Food and Beverage 5793**

SESAME	TITLE OF THE MODULE	HOURS
904 402	Occupation and Training	30
904 414	Customer-Oriented Approach	60
904 423	Mise en place	45
904 435	Explaining Menus	75
904 442	Order Taking	30
904 456	Second Language	90
904 462	Cash Register Operations	30
904 476	Wine Service	90
904 485	Beverage Service	75
904 496	Banquet Service	90
904 508	Informal Service	120
904 518	Formal Service	120
904 527	Workplace Integration	105

Diploma of Vocational Studies Travel Consulting Sales 5855

SESAME	TITLE OF THE MODULE	HOURS
950 602	Occupation and Training Process	30
950 616	Geographical Context	90
950 623	Consumer Behaviour	45
950 632	Customer Service	30
950 647	Central and South American Destinations	105
950 657	European Destinations	105
950 662	Customers and Suppliers	30
950 675	Administrative Tasks	75
950 684	Travel Package Sales	60
950 693	Cruise Sales	45
950 705	Travel Agency Sales	75
950 714	North American Destinations	60
950 723	Asian Destinations	45
950 734	African and Oceanian Destinations	60
950 744	Customized Travel Product Sales	60
950 755	Communicating in French	75
950 764	Business Travel Sales	60
950 772	After-Sales Service	30
950 787	Entering the Workforce	105

Diploma of Vocational Studies Hotel Reception 5783

SESAME	TITLE OF THE MODULE	HOURS
901 622	The Trade and the Training Process	30
901 634	Professional Relationships	60
901 642	Selling Hotel Products and Services	30
901 652	Taking Reservations	30
901 663	Accounting Tasks	45
901 672	Safety and Security	30
901 688	Reception-Related Tasks in a Non-Computerized Environment	120
901 698	Communicating in the Second Language	120
901 706	Operating a Hotel Computer System	90
901 715	Reception-Related Tasks in a Computerized Environment	75
901 727	Entering the Work Force	105

Diploma of Vocation Studies Professional Sales 5821

SESAME	TITLE OF THE MODULE	HOURS
948 422	Occupation and Training	30
948 436	Professional Relationships	90
948 443	Consumer Behaviour	45
948 452	Customer Service	30
948 468	Sales	120
948 473	Sales-Related Transactions	45
948 481	Time Management	15
948 492	Job Search	30
948 504	Introduction to the Occupation	60
948 512	Laws and Regulations	30
948 522	After-Sales Service	30
948 534	Second Language	60
948 543	Products and Services	45
948 554	Stock Management	60
948 563	Visual Merchandising	45
948 573	Marketing and Sales	45
948 588	Workplace Integration	120

**Attestation of Vocational Specialization
Sales Representation 5823**

SESAME	TITLE OF THE MODULE	HOURS
945 422	Occupation and Training	30
945 435	Professional Relationships	75
945 443	Time Management	45
945 454	Business Mathematics	60
945 468	Sales Representation	120
945 474	Sales Prospecting	60
945 484	Entering the Work Force	60

Our Location

- **Bus 121 East from Sauvé Metro**



- **Bus 45 North from Papineau Metro**

