



Administration and Management Technology - Management (profile 410.GG)

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	Duration 3 years (6 semesters, 2535 hours)		Schedule Full-time Daytime		Languages of Instruction English, French		Method of Instruction On-campus (Montréal and Laval), Online
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Do you dream of becoming a vital link in the functioning of businesses? This hands-on and immersive training program in a multicultural environment will prepare you to support the core operations of a company, covering diverse areas such as human resources management, procurement, sales, and business transactions. You'll gain mastery of integrated management tools and thrive in a highly digitized environment. With this program, you won't just be ready for the professional world—you'll be ready to transform it.

Career Prospects

Employment prospects will be very good for administrative officers (NOC 13100) in Québec from 2023 to 2025. Administrative and management technicians work across all sectors and types of organizations. They handle technical tasks related to planning, organizing, coordinating, analyzing, and controlling activities, thus contributing to the smooth functioning and development of the company, as well as to the achievement of its objectives.

Career Fields

- Management careers
- Procurement management
- Project management
- Market development and sales
- Domestic and international transactions
- Inventory management
- Advertising and promotion

Opportunities

Our unique approach incorporates real-world experience with classroom learning for hands-on, practical education.

- Collaborate with active industry professionals;
- Sharpen skills in a practical setting;
- Create a portfolio tailored to your career objectives.

Cutting-edge Facilities and Equipment

Experiment with cutting-edge, industry-standard equipment, software, and technology in our advanced facilities, including:

- Computer lab,
- Fully equipped photo studio,
- FLEX classrooms,
- Active learning classrooms,
- And many others!

Diploma and Accreditation

This Diploma of College Studies (DCS) is approved by the ministère de l'Enseignement supérieur of Québec and is internationally recognized.

Holders of a Diploma of College Studies (DCS) can pursue university studies or enter the workforce directly.

Work Experience

Get sought-after practical experience with our Career Service and our **Work-Study Program (WSP)**, which incorporates **two paid internships** into your program.

Our Business Management (Profile in Management) program also includes a **120-hour internship** as part of the curriculum.

For this program, you'll
need to use your own
computer equipment.

[SEE REQUIREMENTS](#)



Tuition and Aid

Estimate the cost
of your studies
in 4 easy steps.

[CALCULATE MY FEES](#)


Admissions Criteria

Exceptions to these admission criteria may be applied.
Every application is reviewed by the College.

To be eligible for acceptance into this program, applicants are generally required to meet one of the following criteria:

- Secondary School Diploma (SSD) with completion of:
- Mathematics CST 4 (or Math 436).
- Diploma of Vocational Studies (DVS) with completion of:
- Language of Instruction from Secondary 5,
- Second Language from Secondary 5,
- Mathematics CST 4 (or Math 436).
- Equivalent education or instruction deemed sufficient

List of Courses

Diploma of College Studies (DCS) programs consist of:

- General education courses common to all programs,
- General education courses specific to the program,
- Complementary general education courses.

General Education Courses

College-level institutions emphasize general education that focuses on core cultural knowledge, skill development, responsible citizenship, and shared cultural heritage.

Alumni have a well-rounded skill set and general knowledge that is valued in the workplace.

- 3 Physical Education courses (90h)
- 3 Humanities courses (150h)
- 4 Language and Literature courses (240h)
- 2 Second Language courses (90h)
- 2 Complementary courses (90h)
(depending on eligibility, 1 French Literature course)

Concentration Courses

You must take 2 concentration courses in French.

- Career Planning (45 hrs)
- Organizational Communication (45 hrs)
- Data Management Tools (45 hrs)
- Research Methodologies and Consumer Psychology (60 hrs)
- Law and Policies in the Digital Era (45 hrs)
- Accounting and Digital Environment (60 hrs)
- Marketing Foundations and Digital Basics (60 hrs)
- Corporate Accounting and Web Applications (60 hrs)
- Human Resources and Human Innovation (60 hrs)
- Digital Environment (45 hrs)
- Organizational Management (60 hrs)
- Budget Planning and Control (60 hrs)
- Team Management and Creative Thinking (45 hrs)
- Website Creation and Management (60 hrs)
- Writing, Catalog and Product Marketing (45 hrs)
- Customer Service and customer retention (45 hrs)
- Finance 1: Performance Indicators and Financing (45 hrs)
- Enterprise Legal Environment (45 hrs)
- Strategic Marketing and Digital (60 hrs)
- Operations Management and Logistics (75 hrs)
- Web Data Analysis and Analytics (60 hrs)
- Monitoring Activities and Performance Measures (60 hrs)
- Business English (60 hrs)
- Visual Design of User Interface (UI) (60 hrs)
- Supplier Relationship Management and Procurement (60 hrs)
- Ethics, Sustainable Development and Cultural Adaptation (60 hrs)
- Customer Experience and Consumer Psychology (60 hrs)
- Business Models (60 hrs)
- Organizational Case Studies (60 hrs)
- Workplace Internship (120 hrs)
- Project Management (45 hrs)
- Final Project 2: Business Plan (60 hrs)
- International Transactions and Cultural Adaptation (45 hrs)

* The College reserves the right to substitute some courses.