

2022-2023

# EMSB EDUCATION CAREER FAIR



Commission scolaire English-Montréal  
English Montreal School Board



Adult Education &  
Vocational Services

[emsb-aevs.com](http://emsb-aevs.com)



# Vocational Training Programs



Commission scolaire English-Montréal  
English Montreal School Board



Adult Education &  
Vocational Services

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# Vocational Training Programs

Ministère de l'Éducation du Québec

PROGRAM INFORMATION					VOCATIONAL TRAINING CENTRES			
SECTOR & PROGRAM NAME	CODE	PROGRAM HOURS	DIPLOMA TYPE	PREREQUISITES CATEGORY	LAURIER MACDONALD VOCATIONAL	ROSEMOUNT TECHNOLOGY	SHADD HEALTH & BUSINESS	ST.PIUS X CAREER
<b>SECTOR 1: ADMINISTRATION, COMMERCE AND COMPUTER TECHNOLOGY</b>								
Secretarial Studies	5857	1485	DVS*	1			✓	✓
Accounting Studies	5731	1350	DVS*	1			✓	✓
Professional Sales	5821	900	DVS*	1				✓
Starting a Business	5861	330	AVS*	3			✓	✓
Secretarial Studies-Legal	5726	450	AVS*	3				✓
Sales Representation	5823	450	AVS*	3				✓
<b>SECTOR 3: FOOD SERVICES &amp; TOURISM</b>								
Professional Cooking	5811	1470	DVS*	1				✓
Food & Beverage Services	5793	960	DVS*	2				✓
Contemporary Professional Pastry Making	5842	450	AVS*	3				✓
Travel Consulting and Sales	5855	1185	DVS*	6				✓
Hotel Reception	5783	735	DVS*	1				✓
<b>SECTOR 5: WOODWORKING &amp; FURNITURE MAKING</b>								
Cabinet Making	5852	1650	DVS*	1		✓		
Furniture Finishing	5642	900	DVS*	1		✓		
<b>SECTOR 9: ELECTROTECHNOLOGY</b>								
Automated Systems Electromechanics	5781	1800	DVS*	1		✓		
<b>SECTOR 10: MOTORIZED EQUIPMENT MAINTENANCE</b>								
Automobile Mechanics	5798	1800	DVS*	1	✓			
<b>SECTOR 11: MECHANICAL MANUFACTURE</b>								
Industrial Drafting (CAD)	5725	1800	DVS*	1		✓		
Machining	5871	1800	DVS*	1		✓		
Numerical Control Machine Tool Operation	5724	885	AVS*	3		✓		
<b>SECTOR 13: COMMUNICATIONS &amp; DOCUMENTATION</b>								
Computer Graphics Techniques	5844	1800	DVS*	1		✓		
Printing ( <i>Digital Graphics Technology</i> )	5813	1350	DVS*	1		✓		
<b>SECTOR 16: METALLURGICAL TECHNOLOGY</b>								
Welding & Fitting	5695	1800	DVS*	1	✓			
<b>SECTOR 19: HEALTH SERVICES</b>								
Institutional and Home Care Assistance	5858	750	DVS*	2			✓	
Pharmacy Technical Assistance	5841	1230	DVS*	1			✓	
<b>SECTOR 21: BEAUTY CARE</b>								
Hairdressing	5745	1455	DVS*	1	✓			
Aesthetics	5839	1305	DVS*	1	✓			
Hair Removal	5849	540	AVS*	3	✓			

\*DVS: Diploma of Vocational Studies • \*AVS: Attestation of Vocational Specialization

# Vocational Training Programs

Ministère de l'Éducation du Québec

## ADMINISTRATION, COMMERCE & COMPUTER TECHNOLOGY (01)

### ACCOUNTING (5731)

Length: 1350-hours (about twelve months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To carry out tasks related to recording accounting information, bookkeeping and commercial transactions, either manually or using a computer.
- To carry out complex mathematical functions using spreadsheet software.
- To produce simple texts using word processing software.
- To master basic notions and rules of grammar and spelling used in management and business.

### SECRETARIAL STUDIES (5857)

Length: 1485-hours (about thirteen months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To use the basic and advanced functions of word-processing software
- To use the basic and intermediate functions of spread sheet software
- To use and troubleshoot business equipment
- To write and design error-free business documents
- To perform tasks related to customer service
- To perform bookkeeping tasks using an accounting software
- To use social media tools

### SECRETARIAL STUDIES: LEGAL (5726)

Length: 450-hours (about four months)

Diploma: AVS

Requirements: DVS in the corresponding trade or occupation or the Category 3 prerequisites

#### To learn:

- To carry out correspondence of a legal nature.
- To communicate by telephone and understand legal language.
- With the aid of a second word-processing software program, to format texts containing elements of civil procedure, of procedures in corporate, administrative, criminal law and notarial law, and usual notarized deeds.
- To keep a statement of outlays and receipts relative to each of the files.

### STARTING A BUSINESS (5861)

Length: 330-hours (about three months)

Diploma: AVS

Requirements: None

#### To learn:

- To start up a business.
- To draw up a business plan.
- To apply business management concepts.
- To use effective sales techniques.
- To negotiate financing for a firm.

### PROFESSIONAL SALES (5821)

Length: 900-hours (about eight months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To become a qualified salesperson.
- To communicate effectively with customers and to give them advice.
- To acquire sales techniques.
- To market products and to integrate rapidly into a retail business.

### SALES REPRESENTATION (5823)

Length: 450-hours (about four months)

Diploma: AVS

Requirements: A DVS in the corresponding trade or occupation or the Category 3 prerequisites

#### To learn:

- To become a qualified sales representative.
- To communicate effectively as a sales representative.
- To organize business activities.
- To use the concepts and principles underlying sales representation and to integrate successfully into the work environment.

# Vocational Training Programs

Ministère de l'Éducation du Québec

## FOOD SERVICES & TOURISM (03)

### PROFESSIONAL COOKING (5811)

Length: 1470-hours (about twelve months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To use cooking tools and equipment in a safe manner.
- To apply cooking techniques.
- To prepare basic food items such as fruits, vegetables, poultry, game, fish and seafood.
- To make soups, basic doughs, pastries, hors-d'oeuvres, entremets and showpieces.
- To prepare and serve various menus such as breakfast, tables d'hôte, à la carte and buffets.
- To follow rules of hygiene and sanitation.

### FOOD & BEVERAGE SERVICES (5793)

Length: 960-hours (about nine months)

Diploma: DVS

Requirements: SSD or Category 2 prerequisites

#### To learn:

- To select, use and maintain dining room tools and equipment.
- To set up rooms and tables.
- To serve various meals.
- To use appropriate service methods for meals and beverages.
- To make wine suggestions to customers.
- To use order forms and follow billing procedures.
- To order various merchandise.
- To take inventory.
- To follow hygiene and sanitation rules.

### HOTEL RECEPTION (5783)

Length: 735-hours (about six months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To perform the tasks in hotel reception.
- To apply the rules and concepts specific to the occupation; to communicate in the workplace.
- To integrate rapidly into the work environment.

### TRAVEL CONSULTING AND SALES (5855)

Length: 1245-hours (about twelve months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To competently apply the basic sales techniques for selling travel products (lodging, transportation, insurance and package tours).
- To present major tourist attractions and travel products, on an international level.
- To apply regulations governing travel sales.
- To use computer equipment and software specifically designed for sales.

### CONTEMPORARY PROFESSIONAL PASTRY MAKING (5842)

Length: 450-hours (about four months)

Diploma: AVS

Requirements: DVS in the corresponding trade or occupation or the category 3 prerequisites. Un DEP

#### To learn:

- To prepare creams, fillings and toppings
- To prepare products made with basic pastry dough
- To prepare biscuits and pastry shells
- To prepare chocolate products
- To prepare traditional entremets
- To prepare pastry decorations
- To make contemporary entremets
- To prepare frozen desserts
- To create plated desserts

## WOODWORKING & FURNITURE MAKING (05)

### CABINET MAKING (5530)

Length: 1650-hours (about sixteen months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To design and read a plan or template.
- To prepare, machine and assemble wood and panels made from wood, in order to produce a piece of furniture or a carved wood object.
- To finish, install or restore these products.

### FURNITURE FINISHING (5642)

Length: 900-hours (about eight months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To design finishing systems.
- To finish new furniture.
- To touch up finishes.
- To refinish.
- To prepare special finishes.
- To restore furniture and manage a business.

## ELECTROTECHNOLOGY (09)

### AUTOMATED SYSTEMS

#### ELECTROMECHANICS (5781)

Length: 1800-hours (about sixteen months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To ensure the operation and maintenance of automated production equipment.
- To service different types of systems and their mechanical, hydraulic, pneumatic, electric and electronic components.

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## MOTORIZED EQUIPMENT MAINTENANCE (10)

### AUTOMOBILE MECHANICS (5798)

Length: 1800-hours (about sixteen months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To maintain ignition, fuel supply, injection, transmission, brake and engine systems.
- To perform routine mechanical repairs on a vehicle.
  - engines
  - ignition systems
  - fuel supply systems
  - transmission systems
  - clutch systems
  - steering
  - suspension
  - brake systems
  - electric and electronic systems and accessories

## MECHANICAL MANUFACTURING (11)

### INDUSTRIAL DRAFTING (5725)

Length: 1800-hours (about sixteen months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To perform, with speed and precision, on a drafting table or on a computer (using AutoCAD), drawings used in industrial drafting, such as:
  - mechanical manufacturing drawings
  - assembly drawings
  - illustrations
  - machine frames
  - diagramming in the fields of hydraulic, pneumatic, and electrical systems and for industrial interconnections.

### MACHINING (5871)

Length: 1800-hours (about sixteen months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To use machine tools such as lathes, milling machines, grinders and drills.
- To interpret drawings, data sheets and diagrams.
  - To plan the order of operations.
  - To produce aerospace parts that can be used in motors, turbines, landing gear, hydraulic systems, etc.
  - To use high-precision measurement instruments.
  - To apply the concept of total quality.

### NUMERICAL CONTROL MACHINE TOOL OPERATION (5724)

Length and diploma: 885-hours (about eight months) leading to an AVS or 420 hours (about 5 months) leading to a AVS for persons who hold a DVS in Machining Technics (5723).

Requirements: DVS in the corresponding trade or occupation or the Category 3 prerequisites.

#### To learn:

- To program and use numerically controlled machines (lathes, milling machines, a machining centre) to produce complex parts.
- To mount accessories, cutting tools and work pieces; to program machines that use tape or punch cards.
- To check the sequence of operations.
- To make changes to a program.
- To machine pieces that may be used in engines, turbines, undercarriages, hydraulic systems, etc.
- To apply the concept of total quality.

## COMMUNICATION & DOCUMENTATION (13)

### COMPUTER GRAPHICS (5844)

Length: 1800-hours (about sixteen months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To carry out tasks and activities inherent to preparing documents for print (computer graphic design).
- To acquire knowledge in drawing, typography, layout and image processing on computer for print.
- Internet and multimedia publishing.
- To develop the learning skills to integrate harmoniously into the workplace.

### PRINTING (5813)

Length: 1350-hours (about twelve months)

Diploma: DVS

Requirements: SSD or the Category 1 prerequisites

#### To learn:

- To plan and organize the work.
- To operate an offset press properly.
- To produce monochrome or polychrome prints, simultaneously or consecutively.
- To print text, screens and solids.
- To perform two-sided printing.
- To print envelopes.
- To perforate and number documents.
- To wash and maintain the press.
- To perform minor repairs.
- To carry out finishing work: numbering, cutting, trimming, folding, stapling, assembly, etc.
- To perform printing work on silk-screen presses.

# Vocational Training Programs

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## METALLURGICAL TECHNOLOGY (16)

### WELDING AND FITTING (5695)

Length: 1800-hours (about sixteen months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To interpret plans, specifications and procedures.
- To prepare and weld steel, stainless steel and aluminum parts according to various procedures: SMAW, GTAW, GMAW, FCAW.
- To carry out, modify and repair assemblies.
- To apply occupational health and safety rules.
- To control the quality of products made.

## HEALTH SERVICES (19)

### INSTITUTIONAL AND HOME CARE ASSISTANCE (5858)

Length: 870-hours (about eight months)

Diploma: DVS

Requirements: SSD or Category 2 prerequisites

#### To learn:

- How to provide care and assistance in public, private and community health care networks to persons of all ages who are sick or who have physical, psychological, or psychosocial disabilities. The rationale of this occupation is to provide aid to patients so that they may recover or maintain their autonomy and overall health condition..

### PHARMACY TECHNICAL ASSISTANCE (5841)

Length: 1230-hours (about eleven months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To carry out basic pharmaceutical tasks (e.g. calculations).
- To master the terminology used in the pharmaceutical field; under the supervision of a pharmacist, to fill prescriptions and perform certain diagnostic tests.
- To communicate effectively in the workplace.
- To use a filing system.
- To operate a computer and its peripherals.
- To carry out routine tasks under the supervision of a pharmacist, such as ordering and distributing medications.

## BEAUTY CARE (21)

### HAIRDRESSING (5745)

Length: 1455-hours (about thirteen months)

Diploma: DVS

Requirements: SSD or the Category 1 prerequisites

#### To learn:

- To apply colour measurement principles and creative colouring.
- To carry out stylized cuts.
- To carry out tasks as they are done in a high-ranking hairdressing salon, i.e. to shampoo, cut, style, perm and colour hair, and to trim or shave a beard or moustache.
- To make a sketch of a personalized hairstyle based on a person's face and silhouette.

### AESTHETICS (5839)

Length: 1305-hours (about twelve months)

Diploma: DVS

Requirements: SSD or Category 1 prerequisites

#### To learn:

- To greet clientele.
- To use the equipment and products.
- To examine and determine skin types.
- To provide facial, hand and foot care.
- To apply makeup.
- To perform hair removal.
- To carry out sales-and management-related tasks.

### HAIR REMOVAL (5849)

Length: 540-hours (about five months)

Diploma: AVS

Requirements: DVS in the corresponding trade or occupation or Category 3 prerequisites.

#### To learn:

- The latest hair removal methods, including laser and IPL
- To examine and assess the condition of the skin
- To work with laser and electrolysis equipment
- Hygiene and Safety
- Management and consultation of clients.

# Prerequisites

## For admission to a program leading to a DVS\* with the prerequisites in Category 1

- SSD\*\*\* Or
- Be at least 16 years of age as of September 30th of the current year and have earned Secondary IV credits in language of instruction, second language of instruction and mathematics, or have been granted recognition of equivalent learning. Or
- Be at least 18 years of age and have successfully completed the General Development Test (GDT) and the program's specific prerequisites (please consult counsellor) or the Secondary School Equivalency Test (SSET) (TENS)

## For admission to a program leading to a DVS\* with the prerequisites in Category 2

- SSD\*\*\* Or
- Be at least 16 years of age as of September 30th of the current year and have earned Secondary III credits in language of instruction, second language of instruction and mathematics, or have been granted recognition of equivalent learning. Or
- Be at least 18 years of age and have successfully completed the General Development Test (GDT) and the program's specific prerequisites (please consult counsellor) or the Secondary School Equivalency Test (SSET) (TENS)

## For admission to a program leading to a AVS\*\* with the prerequisites in Category 3

- DVS\* Or
- Practice a trade or occupation related to the program.

## For admission to a program leading to a DVS\* in Travel Sales with the prerequisites in Category 6

- SSD\*\*\*including Secondary V credits in second language Or
- Be at least 16 years of age as of September 30th of the current year and have earned Secondary V credits in language of instruction and second language or have been granted recognition of equivalent learning. Or
- Be at least 18 years of age and have successfully completed the General Development Test (GDT) as well as Secondary V credits in language of instruction and second language or the Secondary School Equivalency Test (SSET) (TENS).

## THE BENEFITS

- Free tuition
- Service fees of \$100 per school year. Other Fees may apply.
- Ministère de l'Éducation, de l'Enseignement Supérieur et de la Recherche (MEEESR) Diploma/Attestation
- (RAC) Recognition of Prior Learning

## WORK STUDY

The work study approach to vocational and technical education is an educational strategy that is applied to a program of study leading to certification. The approach combines, in a structured way, periods of learning in school and periods of practical training in the workplace.

## LOANS AND BURSARIES

Financial assistance is available to students who qualify. For more information regarding loans and bursaries, please call the vocational centre.

\*(DVS) Diploma of Vocational Studies

\*\* (AVS) Attestation of Vocational Specialization

\*\*\* (SSD) Secondary School Diploma

## ADMISSION

For additional information on admissions, please contact information and Referral Services at 514-488-4636 (INFO) or the centre offering the program of your choice.

Additional interview(s) and/or screening may be required for certain programs in the Centres where the programs are offered.

Classes will begin whenever a sufficient number of students enrol in the program.

## STUDENT FOR A DAY

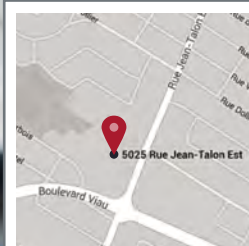
If you are interested in one or more of our vocational programs, but are not sure which one best suits your needs, you are invited to spend the day at one of our centres that offers the program of your choice.

**For additional information, please call: 514.488.4636**





For information and Referral Services please call  
514.488.INFO (4636) | [emsb-aevs.com](http://emsb-aevs.com)



**LAURIER MACDONALD VOCATIONAL CENTRE**

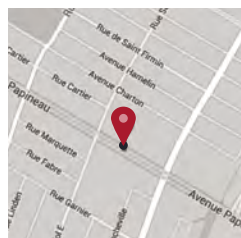
- Saint-Léonard Area -

5025 Jean-Talon East, St-Léonard, QC H1S 3G6

[www.imaccareercentre.com](http://www.imaccareercentre.com)

Tel: 514.374.4278 | Fax: 514.374.4403

Viau Metro & Bus 132 *or* Saint-Michel Metro & Bus 141



**ST. PIUS X CAREER CENTRE**

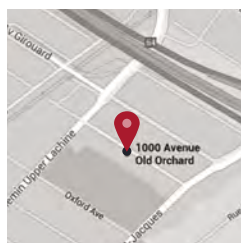
- Ahuntsic Area -

9955 Papineau, Montréal, QC H2B 1Z9

[www.piuscentre.com](http://www.piuscentre.com)

Tel: 514.381.5440 | Fax: 514.381.1124

Sauvé Metro & Bus 121 East



**SHADD HEALTH AND BUSINESS CENTRE**

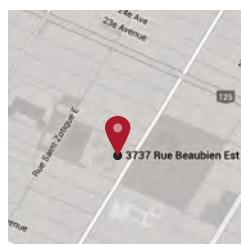
- Notre-Dame-de-Grace / N.D.G. area -

1000 Old Orchard, Montreal QC. H4A 3A4

[www.shadd.com](http://www.shadd.com)

Tel: 514.484.0485 | Fax: 514.484.5788

Vendome Metro & Bus 90 West



**ROSEMOUNT TECHNOLOGY CENTRE**

- Rosemount Area -

3737 Beaubien East, Montréal, QC H1X 1H2

[www.rosemount-technology.qc.ca](http://www.rosemount-technology.qc.ca)

Tel: 514.376.4725 | Fax: 514.376.9736

Beaubien Metro & Bus 18 East



# Adult Education Courses & Programs



Commission scolaire English-Montréal  
English Montreal School Board



Adult Education &  
Vocational Services

[emsb-aevs.com](http://emsb-aevs.com)

# Adult Education Courses & Programs

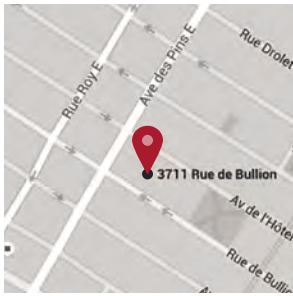
Ministère de l'Éducation du Québec

MINISTRY OF EDUCATION TUITION FREE COURSES	ADULT EDUCATION CENTRES					
	GALILEO	HSM	JAMES LYNG	JOHN F. KENNEDY	ST. LAURENT	WAGAR
<b>CCBE - COMMON CORE BASIC EDUCATION</b>						
Basic English	✓	✓	✓	✓	✓	✓
Basic French	✓	✓	✓	✓	✓	✓
French Second Language	✓	✓	✓		✓	✓
Literacy (Day)	✓	✓	✓	✓	✓	✓
Literacy (Evening)	✓	✓		✓	✓	✓
Pre-Secondary (Day)	✓	✓	✓	✓	✓	✓
Pre-Secondary (Evening)	✓	✓		✓	✓	✓
Secondary 1 - 2 (Day)	✓	✓	✓	✓	✓	
Secondary 1 - 2 (Evening)		✓				
<b>DBE - DIVERSIFIED BASIC EDUCATION (ACADEMIC COURSES)</b>						
Secondary 3 - 4 - 5 (Day)	✓	✓	✓	✓	✓	
Secondary 3 - 4 - 5 (Evening)		✓				
<b>PREREQUISITES FOR CEGEP</b>						
Secondary 4 Math	✓	✓	✓	✓	✓	
Secondary 5 Math	✓	✓	✓	✓	✓	
Secondary 4 Science & Technology	✓	✓	✓	✓	✓	
Chemistry 534	✓		✓	✓	✓	
Physics 534	✓		✓	✓	✓	
Biology	✓	✓	✓	✓	✓	
History / Contemporary World	✓	✓	✓	✓	✓	
Secondary 5 - Optional courses	✓		✓	✓	✓	
<b>OTHER PROGRAMS</b>						
Social Integration Service Program	✓					✓
Social Vocational Integration Service Program	✓					✓
<b>OTHER SERVICES - AEVS TESTING CENTER 514.482.9645</b>						
G.D.T. Exams				✓		
G.E.D. Exams				✓		
TENS Exams				✓		
EMSB - Equivalencies				✓		
Recognition of Acquired Competencies (RAC)				✓		

SARCA COUNSELLING SERVICES  
514.846.7955

(D.E.A.L.) DISTANCE EDUCATION FOR ALL LEARNERS  
MI: 514.788.5935 | Toll Free: 1.800.950.5552

For information and Referral Services please call  
514.488.INFO (4636) | [www.emsb-aevs.com](http://www.emsb-aevs.com)



### HSM ADULT EDUCATION CENTRE

- Downtown Area -

3711 de Bullion, Montréal, QC H2X 3A2

[www.hsmontreal.ca](http://www.hsmontreal.ca)

Tel: 514.788.5937 | Fax: 514.788.5955  
Sherbrooke Metro | Bus 144 West Bus  
Saint-Laurent Metro | 55 North



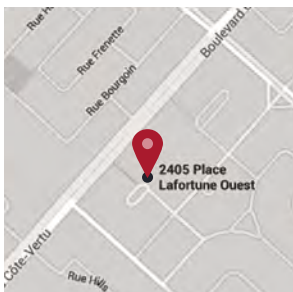
### JOHN F. KENNEDY ADULT EDUCATION CENTRE -

St.Michel Area -

3030 Villeray, Montréal, QC H2A 1E7

[www.jfkac.ca](http://www.jfkac.ca)

Tel: 514.374.2888 | Fax: 514-374-2226  
Saint Michel Metro | Bus 67 North



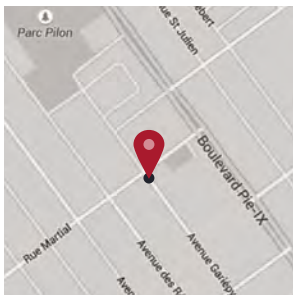
### ST. LAURENT ADULT EDUCATION CENTRE

- Northwest Area -

2405 Place Lafortune West, Ville St-Laurent, QC H4M 1A7

[www.slaec.ca](http://www.slaec.ca)

Tel: 514.337.3856 | Fax: 514.337.8570  
Côte-Vertu Metro | Bus 121 West



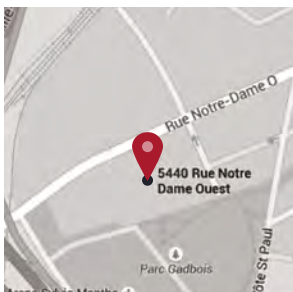
### GALILEO ADULT EDUCATION CENTRE

- Northeast Area -

10921 Gariépy, Montréal-Nord, QC H1H 4C6

[www.gaec.ca](http://www.gaec.ca)

Tel: 514.721.0120 | Fax: 514.721.0827  
Pie-IX Metro | Bus 139  
Jean-Talon Metro | Bus 99  
Bus 139 at Pie-IX Blvd.



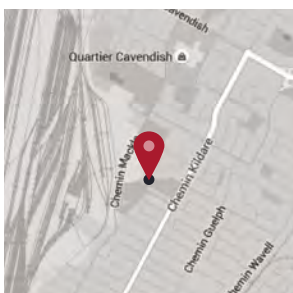
### JAMES LYNG ADULT EDUCATION CENTRE

- Southwest Area -

5440 Notre-Dame West, Montréal, QC H4C 1T9

[www.jlac.ca](http://www.jlac.ca)

Tel: 514.846.0019 | Fax: 514.846.1449  
Lionel-Groulx Metro | Bus 191 West  
St-Henri Metro | Bus 191 West  
Vendôme Metro | Bus 37



### WAGAR ADULT EDUCATION CENTRE

- Côte Saint-Luc Area -

5785 Parkhaven Ave, Côte St-Luc, QC H4W 1X8

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