
By using professional software (accounting, commercial management, payroll, etc.) or office software (spreadsheet, word processing, etc.)

Performing routine administrative activities: file management, document production

By using communication tools such as the telephone or fax

Students who choose this training are destined to work in an office environment, which means sitting for several hours.

Quality and competences :

A great deal of rigour is essential, because doing accounting means scrupulously respecting the system imposed by the national accounting plan.