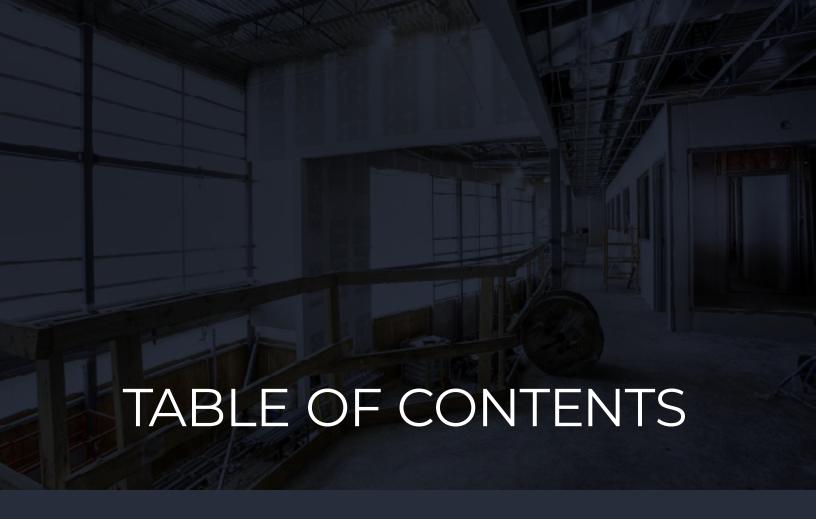


# LESSON PLAN

Administration of a construction company.





#### INTRODUCTION

Presentation

Full Audio / Podcast Access

Administrative vocabulary key words

FINANCE MANAGEMENT

Accounting cycle

Vouchers

Account in (T)

General Journal

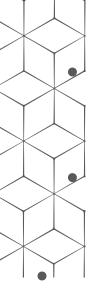
Sales Journal

Purchase log

Closing of accounts

Big general book

Regularizations



Verification scale

financial state

State of the results

Manufacturing cost

Statement of equity

The balance sheet

Chart of Accounts

Budget

Break even

Taxes (GST/QST/HST)

**MANAGEMENT** 

Legal aspects of companies

Business plan

Marketing segmentation

Contracts

**EMPLOYMENT** 

Charter of Human Rights and Freedoms

Construction for you

Journeyman-Apprentice Ratio

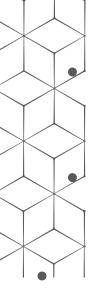
Hiring and termination of Employment

Leaves and Absences

Allowances and costs

LABOR RELATIONS REGIME

Act respecting labor relations (LRT), vocational training & workforce management in the construction industry (CCQ)



### Joint and several liability

Various Construction Industry Stakeholders

LEGISLATION AND REGULATIONS

RBQ Licenses

Classification of residential buildings

The Régie du bâtiment du Québec

Guarantee plan for new residential buildings

Recourse in case of disagreement with the decision of the administrator

Construction Legal Mortgage

Tax Obligations

**Industry Sectors** 

CNESST Insurance Premium (CSST)

Application of Act R-20

Vocational Training (RLRQ)

Building Act (B-1.1)

Civil Code of Quebec

Contractor's Legal Obligations

Other areas where Quebec laws will affect you

PRACTICAL EXAMS

RBQ exam simulations

## CONTACT US



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