

Accounting Clerk Program

Program Duration: 6 months

Course Sequence	Suggested Study Schedule
Microsoft Excel level 1	Week 1 - 3
Microsoft Excel level 2	Week 4 - 6
Microsoft Outlook level 1	Week 7 - 9
Microsoft Word level 1	Week 10 - 12
Business Math	Week 13 – 15
Principles of Accounting I	Week 16 – 18
Principles of Accounting II	Week 19 – 21
Bookkeeping with QuickBooks	Week 22 – 24
Business Correspondence Level 1	Week 25 - 26

- The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
- Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
- We recommend students to follow the course sequence in the order listed above.