

## Bookkeeping Clerk Program

Program Duration: 6 months

<b>Course Sequence</b>	<b>Suggested Study Schedule</b>
Microsoft Excel 2007 – Level 1	Week 1 - 4
Microsoft Outlook 2007 - Level 1	Week 5 - 8
Microsoft Word 2007 – Level 1	Week 9 – 12
Business Math	Week 13 – 18
Principles of Accounting I	Week 19 – 22
Bookkeeping with QuickBooks	Week 23 – 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.