

Professional Bookkeeping with QuickBooks 2017, software included Program

Program Duration: 6 months

Course Sequence	Suggested Study Schedule
Bookkeeping Concepts	Week 1 – 5
QuickBooks – Introductory Concepts	Week 6 – 10
QuickBooks – Intermediate Concepts	Week 11 – 16
Microsoft Excel 2010, Level 1	Week 17 – 18
Microsoft Excel 2010, Level 2	Week 19 – 20
Microsoft Excel 2010, level 3	Week 21 –22
Principles of Accounting I	Week 23 – 24
Principles of Accounting II	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.