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.