Bookkeeping Clerk Program

Program Duration: 6 months

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| **Course Sequence** | **Suggested Study Schedule** |
| 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.