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.