

Professional Bookkeeper Short Certificate Program

Sample Program Schedules (Completion in 3 semesters / 1 year / 52 weeks)

Semester 1
ADMN 1021 - Bookkeeping 1 ADMN 2001 - Bookkeeping 2
Semester 2
Choose any two: BSAD 1093 - Income Tax for Bookkeepers BSAD 1094 - Cost Management for Bookkeepers BSAD 1095 - Payroll Administration
Semester 3
GBSC 1004 - Business Communication BSAD 1029 - Microsoft Office +
Choose any set or two level 1 (ie, Sage 50-1 & Sage 50-2, Sage 50-1 & Quickbooks 1): CSFW 1000 - Sage 50-1 CSFW 2001 - Sage 50-2 CSFW 1004 - Sage 300-1 CSFW 2011 - Sage 300-2 CSFW 1030 - Quickbooks 1 CSFW 2030 - Quickbooks 2

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