

Appendix H – Subject/Module Outline for each Subject in the Program

A separate form is required for EACH subject in a proposed program that was listed in Appendix G.
Attach additional sheets if required.

Computerized Accounting

<u>Mod #</u>	<u>Module Name</u>	<u>Hours</u>
CA-1	Telephone Communication	21
CA-2	Business English	21
CA-3	Introduction to Computers	3
CA-4	Excel	25
CA-5	Word	28
CA-6	Business Math	21
CA-7	Bookkeeping	42
CA-8	Keyboarding: Level 1	24
CA-9	Windows	10
CA-10	Intermediate and Advanced Excel	63
CA-11	ACCPAC	90
CA-12	Simply Accounting	90
CA-13	QuickBooks	12
CA-14	Reception	26
CA-15	Intermediate and Advanced Word	66
CA-16	Canadian Workplace	72
CA-17	Keyboarding: Level 2	16
Diploma	Computer Accounting Total	630