

Program: Accounting and Payroll Administration

Period: Nov 2021- Nov 2022

Subject	Hours	Start Date	End Date	Days	Time
QuickBooks	60	13-Dec-21	7-Jan-22	MTWF	9:00-14:00
Sage 50 Accounting (Simply Accounting)	60	10-Jan-22	28-Jan-22	MTWF	9:00-14:00
Financial Accounting	40	31-Jan-22	11-Feb-22	MTWF	9:00-14:00
Sage 300 ERP (ACCPAC)	80	14-Feb-22	11-Mar-22	MTWF	9:00-14:00
Professional Development	25	14-Mar-22	24-Mar-22	MTWF	9:00-14:00
Computerized Accounting using SAP FI	40	21-Mar-22	1-Apr-22	MTWF	9:00-14:00
Personal Income Tax Preparation	20	4-Apr-22	8-Apr-22	MTWF	9:00-14:00
Microsoft Windows	20	11-Apr-22	15-Apr-22	MTWF	9:00-14:00
Microsoft Word	40	18-Apr-22	29-Apr-22	MTWF	9:00-14:00
Canadian Payroll Legislation*	60	18-Apr-22	15-Jul-22		SPL
Microsoft PowerPoint and Outlook	40	2-May-22	13-May-22	MTWF	9:00-14:00
Microsoft Excel	60	16-May-22	3-Jun-22	MTWF	9:00-14:00
English for Work and Business	90	19-May-22	6-Oct-22	Th	9:00-14:00
Microsoft Access	40	6-Jun-22	17-Jun-22	MTWF	9:00-14:00
Fundamentals of Accounting	80	20-Jun-22	22-Jul-22	MTWF	9:00-14:00
Payroll Fundamentals I *	60	18-Jul-22	14-Oct-22		SPL
Accounting Project	20	25-Jul-22	29-Jul-22	MTWF	9:00-14:00
Canadian Payroll	20	1-Aug-22	5-Aug-22	MTWF	9:00-14:00
QuickBooks	60	8-Aug-22	26-Aug-22	MTWF	9:00-14:00
Sage 50 Accounting (Simply Accounting)	60	29-Aug-22	16-Sep-22	MTWF	9:00-14:00
Financial Accounting	40	19-Sep-22	30-Sep-22	MTWF	9:00-14:00
Payroll Fundamentals II *	60	18-Oct-22	20-Jan-23		SPL
Sage 300 ERP (ACCPAC)	80	3-Oct-22	28-Oct-22	MTWF	9:00-14:00
Professional Development	25	31-Oct-22	10-Nov-22	MTWF	9:00-14:00
Computerized Accounting using SAP FI	40	7-Nov-22	18-Nov-22	MTWF	9:00-14:00
Personal Income Tax Preparation	20	21-Nov-22	25-Nov-22	MTWF	9:00-14:00

Note: Metro College retains the right to change the schedule when it is necessary.

SPL: Self-pace learning with instructor's supervision

*: PCP subjects