

Part-time Delivery Schedule
Bookkeeping (BOKP)
Ontario College Certificate
ONLINE courses
Summer 2024 intake pathway



Graduation requirements: 9 Program Courses, 1 Program Option Course, 1 Communications Course, 1 General Education Course

Recommended sequence: THREE courses per semester			
Program Semester	Course Code	Course Name	Term Offered
Sem 1	ACCT1000	<u>Financial Accounting Principles 1</u>	Summer 2024
Sem 1	COMP1003	<u>Microcomputer Applications</u>	Summer 2024
Sem 1	MATH1002	<u>Mathematics of Finance</u>	Summer 2024
Sem 1	COMMxxxx	<u>Communications Course</u>	Fall 2024
Sem 2	ACCT1001	<u>Financial Accounting Principles 2</u> <i>(pre-requisite: ACCT1000 or ACCT1011)</i>	Fall 2024
Sem 1	BUSI1019	<u>Payroll Administration</u>	Fall 2024
Sem 1	ENTR1002	<u>Introduction to Entrepreneurship</u>	Winter 2025
Sem 2	OPTION	Choose option course from list below	Winter 2025
Sem 2	ACCT2003	<u>Cost Accounting 1</u> <i>(pre-req: ACCT1011 or ACCT1000)</i>	Winter 2025
Sem 2	ACCT2012	Applied Excel	Summer 2025
Sem 2	GNEDxxxx	<u>General Education</u>	Summer 2025
Sem 2	FNCE2009	<u>Taxation</u> <i>(pre-requisite: ACCT1011 or ACCT1000)</i> <i>NOTE: this is a two-way equivalent with ACCT2011</i>	Summer 2025

** This schedule is subject to change**

If you are transferring credits for Communications and General Education, follow the sequencing below:

ACCT1000	Summer 2024	OPTION	Winter 2025
COMP1003	Summer 2024	ACCT2003	Winter 2025
MATH1002	Summer 2024	ACCT2012	Summer 2025
ACCT1001	Fall 2024	FNCE2009	Summer 2025
BUSI1019	Fall 2024		
ENTR1002	Fall 2024		

Completion Timeline – full program

3 courses every semester – finish in under 1.5 years (4 semesters)
 Summer-Fall-Winter-Summer

Completion Timeline – full program
2 courses every semester – finish in 2 years (6 semesters)
 Summer-Fall-Winter-Summer-Fall-Winter

Recommended sequence: TWO courses per semester			
Program Semester	Course Code	Course Name	Term Offered
Sem 1	ACCT1000	<u>Financial Accounting Principles 1</u>	Summer 2024
Sem 1	COMP1003	<u>Microcomputer Applications</u>	Summer 2024
Sem 1	MATH1002	<u>Mathematics of Finance</u>	Fall 2024
Sem 1	COMMxxxx	<u>Communications Course</u>	Fall 2024
Sem 2	ACCT1001	<u>Financial Accounting Principles 2</u> <i>(pre-requisite: ACCT1000 or ACCT1011)</i>	Winter 2025
Sem 1	BUSI1019	<u>Payroll Administration</u>	Winter 2025
Sem 1	ENTR1002	<u>Introduction to Entrepreneurship</u>	Summer 2025
Sem 2	OPTION	Choose option course from list below	Summer 2025
Sem 2	ACCT2003	<u>Cost Accounting 1</u> <i>(pre-req: ACCT1011 or ACCT1000)</i>	Fall 2025
Sem 2	ACCT2012	Applied Excel	Fall 2025
Sem 2	GNEDxxxx	<u>General Education</u>	Winter 2026
Sem 2	FNCE2009	<u>Taxation</u> <i>(pre-requisite: ACCT1011 or ACCT1000)</i> <i>NOTE: this is a two-way equivalent with ACCT2011</i>	Winter 2026

** This schedule is subject to change**

If you are transferring credits for Communications and General Education, follow the sequencing below:

ACCT1000	Summer 2024	OPTION	Summer 2025
COMP1003	Summer 2024	ACCT2003	Summer 2025
MATH1002	Fall 2024	ACCT2012	Fall 2025
ACCT1001	Fall 2024	FNCE2009	Fall 2025
BUSI1019	Winter 2025		
ENTR1002	Winter 2025		

Option courses – choose ONE	
OFAD2021	<u>Executive Financial Management</u> <i>(pre-requisite: ACCT1000 or ACCT1011 or OFAD2014)</i> <i>*this is a bookkeeping course which uses QuickBooks online*</i>
ACCT1016	<u>Computerized Accounting (ODE)</u> <i>(pre-requisite: ACCT1000 or ACCT1011)</i> <i>*this is a Sage 50 course*</i>

As a part-time student, you can take 1, 2 or 3 courses per semester. You can change the number of courses you take each semester. If you change the number of courses you take, connect with us so we can ensure you can find online courses every semester.

All courses offered online are also available in-class although not always in the same semester. You can take in-class courses if that is your preference. There are no specific evening hour classes.

You can take this program full-time which means 4-6 courses per semester. You will need to apply as a full-time student (BOKP) on ontariocolleges.ca

Questions?

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