

Part-time Program Delivery Schedule

Business Fundamentals (BSFN)

Ontario College Certificate

Fall 2023

ONLINE

Graduation Requirements: 9 Program Courses, 2 Communications Courses, 1 General Education Course

Recommended Course Sequence – 2 courses per semester			
Semester	Course Code	Course Name	Term
Sem 1	COMP1003	Microcomputer Applications	Fall 2023
Sem 2	HURM1000	Human Resources Management Foundations	Fall 2023
Sem 1	COMMxxxx	Communications Course	Winter 2024
Sem 1	ACCT1000	Financial Accounting Principles 1	Winter 2024
Sem 1	BUSI1001	Organizational Behaviour	Summer 2025
Sem 2	MKTG2033	Professional Edge	Summer 2025
Sem 1	MATH1002	Mathematics of Finance	Fall 2025
Sem 2	COMMxxxx	Communications Course	Fall 2025
Sem 1	MKTG1000	Introduction to Marketing	Winter 2026
Sem 2	ECON1004	Microeconomics (ODE)	Winter 2026
Sem 2	BUSI1015	Building and Maintaining Customer Relations (ODE)	Summer 2026
Sem 2	GNEDxxxx	General Education Course	Summer 2026

As a part-time student, you can take up to 3 courses each semester. You can create your own plan!

Completion Timelines

TWO courses every semester – finish in 2 years (6 semesters)

Fall-Winter-Summer-Fall-Winter-Summer

THREE courses every semester – finish in under 1.5 years (4 semesters)

Fall-Winter-Summer-Fall

Questions?

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Course Listing by semester – in-class and online equivalents.

Semester 1			
In-class Course Codes/Names		ONLINE course Codes/Names	
ACCT1000	<u>Financial Accounting Principles 1</u>	ACCT1000 or ACCT1011	<u>Financial Accounting Principles 1</u> <u>Financial Accounting 1 (ODE)</u>
COMP1003	<u>Microcomputer Applications</u>	COMP1003 or COMP1065	<u>Microcomputer Applications</u> or <u>Intro to Computers 2 (ODE)</u>
MKTG1000	<u>Intro to Marketing</u>	MKTG1000 or MKTG1020	<u>Intro to Marketing</u> or <u>Marketing 1 (ODE)</u>
MATH1002	<u>Mathematics of Finance</u>	MATH1002	<u>Mathematics of Finance</u>
BUSI1001	<u>Organizational Behaviour</u>	BUSI1001	<u>Organizational Behaviour</u>
COMMXXXX	Communications (COMM) - <u>Several options available</u>		
Semester 2			
In-class Course Codes/Names		ONLINE course Codes/Names	
BUSI2005	<u>Customer Service</u>	BUSI1015	<u>Building and Maintaining Customer Relations (ODE)</u>
HURM1000	<u>Human Resources Management Foundations</u>	HURM1000	<u>Human Resources Management Foundations</u>
ECON1000	<u>Microeconomics</u>	ECON1004	<u>Microeconomics (ODE)</u>
MKTG2033	<u>Professional Edge</u>	MKTG2033	<u>Professional Edge</u>
COMMXXXX	Communications (COMM) – <u>Several options available</u>		
GNEDXXX	General Education (GNED) – <u>Several options available</u>		