

Part-time Delivery Schedule
Bookkeeping (BOKP)
Ontario College Certificate
ONLINE courses
Fall 2026 intake (F26 cohort)



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

Welcome to the program! We have a sequencing of courses for you to follow.

On the pages of this document you will find a course sequencing for students taking 3 courses per semester and for students taking 2 courses per semester.

To ensure that you get to take the courses you need:

- 1. Register early**
- 2. Follow the sequencing**

If you feel that 1 course will be sufficient workload for you, connect with Jenny Wilcox to request a custom sequencing. Jenny.wilcox@georgiancollege.ca

Part-time students:

- can take a maximum of 3 courses in a semester
- can vary the number of courses they take every semester (1, 2, or 3 courses)
- can take one semester off per year.

Courses in this program are delivered through asynchronous online delivery. Amy Lagacy will send you information on course selection prior to registration when more than one section of course is running so you can choose the online version.

How to use this document:

Semester column is a reference column and refers to the semester offered in the full-time program

Course Code and Course Name are how we identify the course you need to take.

Term Offered shows the term (Fall/Winter/Summer) when the course is offered online (when you should take it).

Recommended Course Sequence Bookkeeping program – 2 courses per semester			
Semester	Course Code	Course Name	Term Offered
Sem 1	ACCT1000	Financial Accounting Principles 1	Summer 2026

The course name is a direct link to the course on the webpage so you can easily locate sections to take.

Please ensure you follow your cohort's course sequencing when registering.

Courses are designed to be taken in a specific order to support your learning and success. Registering in courses outside of your scheduled sequence may leave you unprepared for required content and could delay your program progression.

For this reason, **students are expected to register only in the courses outlined for their current term and not substitute or register in alternate courses without prior approval.** Do not choose courses randomly. If you have questions about your sequence or believe you need an adjustment, please contact Jenny Wilcox before registering. We are happy to help you plan the best path forward.

If, when you go to register, courses are showing as FULL – do NOT choose other courses. Send an email to Amy or Jenny. We will do an override or suggest an alternate course if required.

amy.lagacy@georgiancollege.ca

Bookkeeping F26 Cohort Sequencing: THREE courses per semester Completion timeline: 4 semesters (under 1.5 years)			
Program Semester	Course Code	Course Name	Term Offered
Sem 1	ACCT1000	Financial Accounting Principles 1	Fall 2026
Sem 1	COMP1003	Microcomputer Applications	Fall 2026
Sem 1	BUSI1019	Payroll Administration	Fall 2026
Sem 2	ACCT1001	Financial Accounting Principles 2 (pre-requisite: ACCT1000)	Winter 2027
Sem 2	ACCT2012	Applied Excel (pre-req: COMP1003)	Winter 2027
Sem 1	ENTR1002	Introduction to Entrepreneurship	Winter 2027
Sem 2	ACCT2003	Cost Accounting 1 (pre-req: ACCT1000)	Summer 2027
Sem 2	ACCT2011	Personal Taxation (pre-requisite: ACCT1000)	Summer 2027
Sem 1	MATH1002	Mathematics of Finance	Summer 2027
Sem 2	OPTION	Choose one option course:	Fall 2027
	OFAD2021	Executive Financial Management (pre-requisite: ACCT1000)	QuickBooks
	ACCT1016	Computerized Accounting (ODE) (pre-requisite: ACCT1000)	Sage50
Sem 1	COMM1016	Communications Course: COMM1016	Fall 2027
Sem 2	GNEDxxxx	General Education	Fall 2027

** This schedule is subject to change**

⬇ 2 courses every semester ⬇

Bookkeeping F26 Cohort Sequencing: TWO courses per semester Completion timeline: 6 semesters (2 years)			
Program Semester	Course Code	Course Name	Term Offered
Sem 1	ACCT1000	Financial Accounting Principles 1	Fall 2026
Sem 1	COMP1003	Microcomputer Applications	Fall 2026
Sem 2	ACCT1001	Financial Accounting Principles 2 (pre-requisite: ACCT1000)	Winter 2027
Sem 2	ACCT2012	Applied Excel (pre-req: COMP1003)	Winter 2027
Sem 1	BUSI1019	Payroll Administration	Summer 2027
Sem 2	ACCT2011	Personal Taxation (pre-requisite: ACCT1000)	Summer 2027
Sem 2	OPTION	Choose one option course:	Fall 2027
	OFAD2021	Executive Financial Management (pre-requisite: ACCT1000)	QuickBooks
	ACCT1016	Computerized Accounting (ODE) (pre-requisite: ACCT1000)	Sage50
Sem 2	ACCT2003	Cost Accounting 1 (pre-req: ACCT1011 or ACCT1000)	Fall 2027
Sem 1	ENTR1002	Introduction to Entrepreneurship	Winter 2028
Sem 1	MATH1002	Mathematics of Finance	Winter 2028
Sem 1	COMM1016	<u>Communications Course: COMM1016</u>	Summer 2029
Sem 2	GNEDxxxx	<u>General Education</u>	Summer 2029

** This schedule is subject to change**

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.

Questions?

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