Part-time Delivery Schedule
**Bookkeeping (BOKP)**
**Ontario College Certificate**
**ONLINE courses**
**Winter 2027 intake (W27 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**

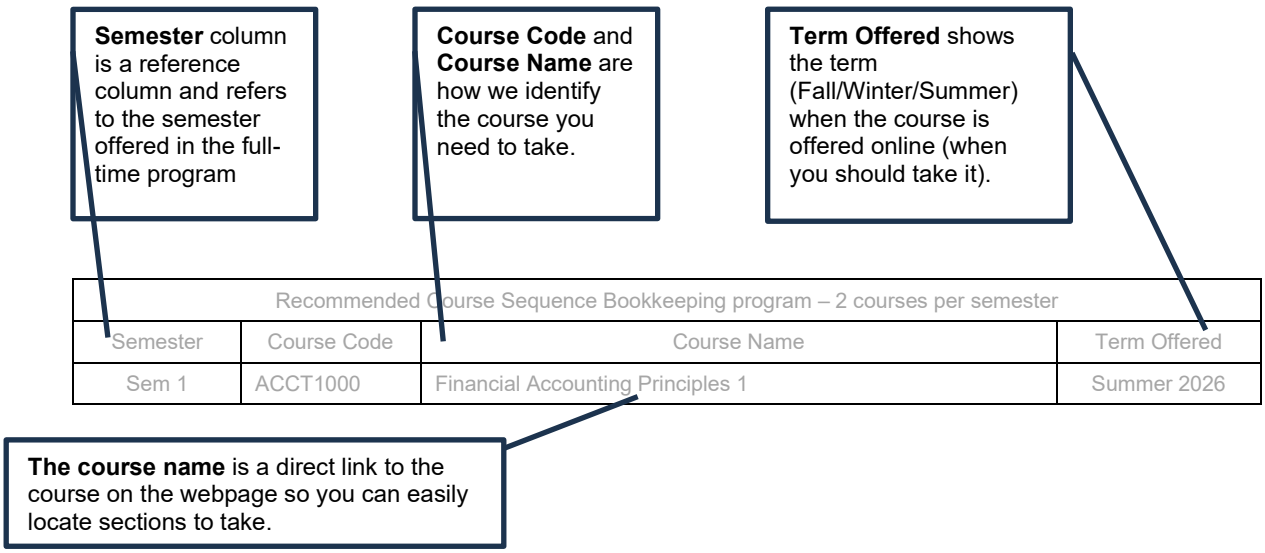
**If you feel that 1 course will be sufficient workload for you,** connect with Jenny Wilcox to request a custom sequencing. Jenny.wilcox@georgiancollege.ca

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:



## 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 W27 Cohort Sequencing: THREE courses per semester**<br>**Completion timeline: 4 semesters (under 1.5 years)** | | | |
|---|---|---|---|
| **Program Semester** | **Course Code** | **Course Name** | **Term Offered** |
| Sem 1 | ACCT1000 | Financial Accounting Principles 1 | Winter 2027 |
| Sem 1 | COMP1003 | Microcomputer Applications | Winter 2027 |
| Sem 1 | ENTR1002 | Introduction to Entrepreneurship | Winter 2027 |
| Sem 1 | BUSI1019 | Payroll Administration | Summer 2027 |
| Sem 2 | ACCT1001 | Financial Accounting Principles 2 *(pre-requisite: ACCT1000)* | Summer 2027 |
| Sem 2 | ACCT2012 | Applied Excel *(pre-req: COMP1003)* | Summer 2027 |
| Sem 2 | ACCT2011 | Personal Taxation *(pre-requisite: ACCT1000)* | Fall 2027 |
| Sem 1 | MATH1002 | Mathematics of Finance | Fall 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: ACCT1000)* | Winter 2028 |
| Sem 1 | COMM1016 | Communications Course: COMM1016 | Winter 2028 |
| Sem 2 | GNEDxxxx | General Education | Winter 2028 |

** This schedule is subject to change**

2 courses every semester

| Bookkeeping W27 Cohort Sequencing: TWO courses per semester<br>Completion timeline: 6 semesters (2 years) | | | |
|---|---|---|---|
| **Program Semester** | **Course Code** | **Course Name** | **Term Offered** |
| Sem 1 | ACCT1000 | Financial Accounting Principles 1 | Winter 2027 |
| Sem 1 | COMP1003 | Microcomputer Applications | Winter 2027 |
| Sem 2 | ACCT2012 | Applied Excel *(pre-req: COMP1003)* | Summer 2027 |
| Sem 2 | ACCT1001 | Financial Accounting Principles 2 *(pre-requisite: ACCT1000)* | Summer 2027 |
| Sem 1 | BUSI1019 | Payroll Administration | Fall 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 | ACCT2011 | Personal Taxation *(pre-requisite: ACCT1000)* | Winter 2028 |
| Sem 1 | ENTR1002 | Introduction to Entrepreneurship | Winter 2028 |
| Sem 1 | MATH1002 | Mathematics of Finance | Summer 2028 |
| Sem 2 | ACCT2003 | Cost Accounting 1 *(pre-req: ACCT1011 or ACCT1000)* | Summer 2028 |
| Sem 1 | COMM1016 | Communications Course: COMM1016 | Fall 2028 |
| Sem 2 | GNEDxxxx | General Education | Fall 2028 |

** 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?**

Program Coordinator
Barb Driscoll
Barb.driscoll@georgiancollege.ca

Part-time Studies Manager
Jenny Wilcox
Jenny.wilcox@georgiancollege.ca