Business – Ontario College Diploma Program

Course Completion Guide

- Students enrolled in the Business Part-Time Online Diploma program must follow the course completion plan outlined in the table below.

  o Track your certificate progress by entering your grades and dates of course completion in the table below.

- You will have a maximum of 7 years (21 semesters) from the start date of your first course to complete this diploma.

- Not all courses are available every semester. Please visit the program webpage to view current course availability.

Suggested Order for Course Completion					
Course Code	**Course Title**	**Pre-Requisites**	**Delivery**	**Completion Date**	**Grade**
Grouping 1:					
ACC135	Introduction to Financial Account I	None	Online		
BUS108	Introduction to Business	None	Online		
BUS117	Computer Applications for Business I	None	Online		
BUS251	Introduction to Human Resources	None	Online		
CMM125	College Communications	None	Online		
MKT100	Introduction to Marketing	None			
MTH170	Business Mathematics	None	Online		

Course Code	Course Title	Pre-Requisites	Delivery	Completion Date	Grade
Grouping 2: All Group 1 courses must be completed before starting Group 2.					
ACC142	Financial Accounting II	ACC135	Online		
BUS120	Computer Applications for Business II	ACC135	Online		
CMM230	Workplace Communications	None	Online		
ECN100	Microeconomics	None	Online		
MKT130	Marketing II	MKT100	Online		
MTH178	Quantitative Methods for Accounting	None	Online		
GENED	General Education Elective	None	Online		
Grouping 3: All Group 1 courses must be completed before starting Group 3.					
ACC209	Managerial Accounting	ACC142	Online		
BUS195	Organizational Behaviour	None	Online		
BUS202	Professional Selling	MKT130	Online		
BUS212	Operations Management	None	Online		
ECN101	Macroeconomics	ECN100	Online		
GENED	General Education Elective	None	Online		
Grouping 4: All Group 1 courses must be completed before starting Group 4.					
BUS209	Business Simulation	None	Online		
BUS214	Project Management	None	Online		

Course Code	Course Title	Pre-Requisites	Delivery	Completion Date	Grade
BUS245	Corporate Social Responsibility	None	Online		
BUS304	Business Research	None	Online		
LAW230	Business Law	None	Online		
GENED	General Education Elective	None	Online		
SBM226	Entrepreneurship	All of Group 1, 2 and 3 courses	Online		