

## Bookkeeping - Durham College Certificate

### Program of Study 2022/2023

- Students starting in the 2022/2023 academic year (September - August) must follow the Program of Study shown below.
- If you began your studies prior to the 2022/2023 academic year, please contact Professional and Part-time Learning at 905-721-3052 or [ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca) to obtain the Program of Study that applies to your start date.
- You will have a maximum of 15 semesters (5 years) from the start date of your first course to complete this certificate.
- Upon successfully completing the courses below and any additional program specific requirements, you may apply to graduate by visiting the [Professional and Part-time Learning Convocation webpage](#).
- Not all courses are available every semester. Please visit the [Program webpage](#) to view current course availability.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

### Required Courses (suggested sequence of study)

Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Accounting I	Online	ACCT 1280	N/A	ACCT 1100	
Business Computer Applications I	Online	COMP 1289	N/A	COMP 1112	
Business Computer Applications II	Online	COMP 2289	COMP 1289	COMP 2209	
Quickbooks Introduction	Online	ACCT 1283	N/A	N/A	
Accounting II	Online	ACCT 2280	ACCT 1280	ACCT 2200	
Payroll Administration	Online	ACCT 2283	ACCT 1280	N/A	
Simply Accounting	Online	ACCT 1980	ACCT 1280	N/A	
Taxation I	Online	ACCT 3284	ACCT 1280	ACCT 2210 or ACCT 2213	
Managerial Accounting I	Online	ACCT 3285	ACCT 2280	ACCT 2102	
Intermediate Accounting I	Online	ACCT 3280	ACCT 2280	ACCT 2100	

### Plus one of the following courses (choose 1)

Communication Foundations	Online	COMM 1884	N/A	N/A	
Customer Service and Ethics	Online	SERV 1383	N/A	N/A	
Office Technology and Procedures	Online	OFFC 1280	N/A	N/A	

\*Courses without a pre-requisite(s) can be taken at anytime during your Program of Study