

BUSINESS STUDIES - BOOKKEEPING FUNDAMENTALS

Program: BSBF
Credential: Certificate
Delivery: Part-time
Length: 1 Semester
Duration: 252 Hours
Effective: Fall 2019
Location: Barrie

Description

This program introduces students to the various functional aspects of business in general, and bookkeeping in particular. Graduates are able to apply skills to support bookkeeping activities, including the maintenance of records and the preparation of financial statements.

A Business Studies: Bookkeeping Certificate is available to all students who want to learn about the fundamentals of today's business world's accounting functions at a college level. Program completion requires six courses which are also credits toward a Georgian College Business diploma. Students can expect to acquire the knowledge, skills and attitudes necessary for an entry level position in a variety of business settings including small business ownership. The courses can be completed on line or attending college classes in the evenings or during the day.

Career Opportunities

Graduates may be eligible for entry level positions as well as a broad range of employment settings in all sectors of business and industry. Credits may be transferred to a post secondary diploma.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. apply bookkeeping practices and procedures involved in financial reporting;
2. support the financial management of a business organization including the preparation of financial statement;
3. apply basic computer practices and techniques for bookkeeping.

External Recognition

Canadian Institute of Bookkeeping (CIB) Certificate Program Georgian College is pleased to co-operate with this association by offering many of the courses which can be used towards the certificate of Certified Bookkeeper (CB). After successful completion of the academic and work experience requirements, students may apply for their CB designation. A passing grade of 65% is required for the CIB.

Admission Requirements

OSSD or equivalent with

- Grade 12 English (C or U)
- any Grade 11¹ or 12 Mathematics (C, M, or U)

¹ Minimum of 60% in Grade 11 College or University level Mathematics (MBF3C or MCF3M)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/policies-procedures/ (<http://www.georgiancollege.ca/admissions/policies-procedures/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details:

www.georgiancollege.ca/admissions/credit-transfer/ (<http://www.georgiancollege.ca/admissions/credit-transfer/>)

Graduation Requirements

3 Program Courses
 3 Program Option Courses

Graduation Eligibility

The passing weighted average to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course.

Program Tracking

Semester 1		Hours
Program Courses		
ACCT 1000	Financial Accounting Principles 1	42
ACCT 1001	Financial Accounting Principles 2	42
ACCT 1002	Computerized Accounting	42
Program Option Courses		
Select 3 courses from the available list during registration.		126
Hours		252
Total Hours		252

Code Title

Program options may include:

ACCT 2003	Cost Accounting 1
ACCT 3002	Advanced Computerized Accounting
BUSI 1019	Payroll Administration
COMP 1003	Microcomputer Applications
COMP 1067	Computer Literacy
FNCE 2002	Taxation

Graduation Window

Students registered in part-time studies programs must maintain continuous registration in order to complete the program according to the curriculum in place at the time they were admitted. Students who do not remain continuously registered must be readmitted to the program and follow the new curriculum.



Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.