BOOKKEEPING

Program: BOKP
Credential: Ontario College Certificate
Delivery: Full-time + Part-time
Length: 2 Semesters
Duration: 1 Year
Effective: Fall 2027, Winter 2028, Summer 2028
Location: Online

Description

Students learn the processes associated with maintaining detailed, day-to-day records of a business's financial transactions. These transactions include sales, purchases, payroll, collection of accounts receivable, payment of bills, paying taxes, and more. Students learn how to record, report and manage financial transactions in order to assist management personnel in making key operating, investing and financing decisions. The program consists of courses that include both theory and computer application.

Career Opportunities

Bookkeeping services are needed in various administrative roles across all organizations, both in profit, non-profit and government organizations. Furthermore, there are self-employment opportunities offering bookkeeping services to the business community.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. complete bookkeeping functions within the accounting cycle including accounts receivables, payables, inventory, and banking using relevant software and operating systems;
2. produce financial statements and reports for proprietorships, partnerships, and corporations using generally accepted accounting principles;
3. prepare individual income tax returns in compliance with relevant legislation and regulations using tax preparation software;
4. develop a plan to support the management needs of the bookkeeping function including planning, forecasting, budgeting cost and revenue management;
5. use spreadsheet and database programs, including Excel to create and produce reports for business analysis, identification of trends and decision-making;
6. employ business, entrepreneurial, and bookkeeping skills to launch or support the operation of a new business venture;
7. use payroll recording-keeping practices and procedures within the requirements and regulations for employee compensation.

External Recognition

Students have the opportunity to become members of the Certified Professional Bookkeepers of Canada (CPB Canada). Membership and certification is awarded by CPB Canada and the requirements are set by them not Georgian College. Additional information can be found at: https://cpbcan.ca/

Program Progression

The following reflects the planned progression for full-time offerings of the program.

Fall Intake

- **Sem 1:** Fall 2027
- **Sem 2:** Winter 2028

Winter Intake

- **Sem 1:** Winter 2028
- **Sem 2:** Summer 2028

Summer Intake

- **Sem 1:** Summer 2028
- **Sem 2:** Fall 2028

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent, or mature student status
- Grade 12 English (C or U)

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/academic-regulations/ (https://www.georgiancollege.ca/admissions/academic-regulations/)

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 for Prior Learning website for details: www.georgiancollege.ca/admissions/credit-transfer/ (https://www.georgiancollege.ca/admissions/credit-transfer/)

Bring Your Own Device (BYOD) requirements

All Georgian College students are required to bring their own device (BYOD) (https://georgiancollege.ca/byod/) that meets the technology requirements (https://georgiancollege.ca/byod/) for their program. Having access to a personal laptop that meets your program's technical requirements will ensure you're prepared for in-class, online and hybrid learning activities. Students are responsible for the cost, software installation, maintenance and repair of their device.

Graduation Requirements

9 Program Courses
1 Program Option Course
1 Communications Course
1 General Education Course

Graduation Eligibility

To graduate from this program, the passing weighted average for promotion through each semester, from year to year, and 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 in each semester unless otherwise stated on the course outline.

Program Tracking

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the program tracking.

Semester 1		Hours
Program Courses		
ACCT 1000	Financial Accounting Principles 1	42
BUSI 1019	Payroll Administration	42
COMP 1003	Microcomputer Applications	42
ENTR 1002	Introduction to Entrepreneurship	42
MATH 1002	Mathematics of Finance	42
Communications Course		
COMM 1016	Communication Essentials	42
	Hours	**252**
Semester 2		
Program Courses		
ACCT 1001	Financial Accounting Principles 2	42
ACCT 2003	Cost Accounting 1	42
ACCT 2011	Personal Taxation	56
ACCT 2012	Applied Excel	42
General Education Course		
Select 1 course from the General Education list during registration.		42
Program Option Course		
Select 1 course from the Program Options list during registration.		42
	Hours	**266**
	Total Hours	**518**

Code	Title
Program Option courses may include:	
ACCT 1016	Computerized Accounting
OFAD 2021	Financial Management for the Executive Assistant

Graduation Window

Students unable to adhere to the program duration of one year (as stated above) may take a maximum of two years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

Disclaimer: *The information in this document 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.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.