

# BOOKKEEPING

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## Program Outline

<b>Major:</b>	BOKP
<b>Length:</b>	1 Year
<b>Delivery:</b>	2 Semesters
<b>Credential:</b>	Ontario College Certificate
<b>Effective:</b>	2013-2014
<b>Location:</b>	Muskoka, South Georgian Bay
<b>Start:</b>	Fall (Muskoka, South Georgian Bay)

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### Description

This program provides students with the necessary knowledge and skills to perform effectively in entry-level bookkeeping, accounts receivable and accounts payable positions in business and industry. Students learn day-to-day operational bookkeeping and managerial accounting in a computerized business environment.

### Career Opportunities

Bookkeeping lends itself well to career advancement into various Accounting roles in business and industry, both in profit and non-profit organizations. Furthermore, Bookkeeping skills enhance the small business and self-employment opportunities.

### Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- maintain paper and electronic accounting records and prepare financial statements for sole proprietorships, partnerships, and corporations in accordance with Generally Accepted Accounting Principles;
- apply payroll record-keeping practices and procedures for both profit and non-profit organizations;
- describe and utilize the knowledge, skills and abilities required in successful business practice with a primary focus on financial administration;

- apply computer skills and knowledge of bookkeeping information systems to support financial statements and reports;
- apply knowledge of the Canadian income tax system, and competence to the preparation of personal income tax returns;
- use mathematical techniques to support the bookkeeping of a business organization including the preparation of financial information;
- apply effective business communication practices to support the bookkeeping function of an organization;
- apply ethics and corporate responsibility to all aspects of work completed.

### **The Program Progression:**

Fall Intake - Muskoka, South Georgian Bay

Sem 1		Sem 2
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Fall		Winter
2013		2014

### **Admission Requirements:**

You must meet ONE of the following requirements to be eligible for admission to these programs:

Secondary school applicants:

- OSS curriculum: OSSD or equivalent, with Grade 12 English (C) or (U) (ENG4C, ENG4U)

Non-Secondary school applicants (19 years or older):

- Any credit Communication course taken at Georgian College
- College preparatory programs including those taken at Georgian College: Business Foundations and General Arts and Science\*
- Equivalent courses in English taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
- Academic and Career Entrance Certificate (ACE) program with communications
- Mature student testing in English that meets the minimum standards for admission (available through most testing services)\*
- Ontario High School Equivalency Certificate (GED)
- English, Literature or Communication credit courses from accredited colleges/universities

Home school applicants:

- Applicants can write the mature student testing in English that meets the minimum standards for admission (available through testing services)\*

\* available from Georgian College. For a complete listing please contact the Office of the Registrar.

Non-secondary school applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program specific prerequisites including all selection criteria; equivalencies are stated above. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

Credit transfer and course exemptions:

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may be eligible for credit transfer/course exemptions. Courses/experience must match at least 80% of the learning outcomes of a Georgian College course with a minimum grade of 60% or C achieved in previous coursework; some program exceptions apply (see program outline). For further information please visit the Credit Transfer Centre website: [georgiancollege.ca/admissions/credit-transfer/](http://georgiancollege.ca/admissions/credit-transfer/)

### **Graduation Requirements:**

- 9 Mandatory Courses
- 2 Communications Courses
- 1 General Education Course

### **Graduation Eligibility:**

To graduate from this program, the passing weighted average for promotion through each semester, 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.

Mandatory Courses

ACCT1000 Financial Accounting Principles 1

ACCT1001 Financial Accounting Principles 2  
ACCT1002 Computerized Accounting  
ACCT2003 Cost Accounting 1  
BUSI1007 Legislation and Payroll  
BUSI1008 Payroll Practices 1  
COMP1003 Microcomputer Applications  
FNCE2002 Taxation  
MATH1002 Mathematics of Finance

#### Communications Courses

To be selected at time of registration from the College list, as determined by testing.

#### General Education Course

To be selected from College list

#### **Course Descriptions:**

ACCT1000 Financial Accounting Principles 1 42.0 Hours

This introductory course in financial accounting covers the accounting cycle including preparation of financial statements for service and trading companies operating as single proprietorships. Also included are topics related to accounting for merchandising operations, accounting information systems, cash.

ACCT1001 Financial Accounting Principles 2 42.0 Hours

This introductory course in financial accounting provides students with an overview of accounting for receivables, inventories and cost of goods sold, capital assets, current and long-term liabilities, partnership accounting and accounting for corporations. The course is designed to provide students with an opportunity to interpret and apply current accounting standards in these accounting areas.

P- ACCT1000 Financial Accounting Principles 1 or P- ACCT1011 Financial Accounting 1 (ODE) or P- ACCT1004 Introduction To Accounting or P- ACCT1010 Accounting 1 or P- ACCT1008 Financial Accounting 1 (ODE) or P- ACCF1000 Principes de compt financière or P- ACC2122 Financial Acctg. Principles 1 or P- ACC2113 Intro Accounting 1 or P- BDE2101 Introductory Accounting or P- BDE2123 Financial Acct I

ACCT1002 Computerized Accounting 42.0 Hours

This course introduces students to a multi-module accounting software program designed for small to medium-size businesses. Students will use the software and their knowledge of Generally Accepted Accounting Principles (GAAP) to create and maintain accounting records, including period end procedures and the creation of financial statements for sole proprietorships.

P- ACCT1000 Financial Accounting Principles 1 or P- ACCT1004 Introduction To Accounting or P- ACCT1011 Financial Accounting 1 (ODE)

**ACCT2003 Cost Accounting 1 42.0 Hours**

This course is an introduction to Cost Accounting as a Management tool. Emphasis will be placed upon the application of cost accounting theory in the solution of problems and case studies.

P- ACCT1000 Financial Accounting Principles 1 or P- ACCT1004 Introduction To Accounting or P- ACCT1010 Accounting 1 or P- ACCT1008 Financial Accounting 1 (ODE) or P- ACC9101 Introduction To Accounting or P- ACC2122 Financial Acctg. Principles 1 or P- ACC2113 Intro Accounting 1 or P- BDE2101 Introductory Accounting or P- BDE2123 Financial Acct I

**BUSI1007 Legislation and Payroll 42.0 Hours**

This course provides you with knowledge of an organization's payroll compliance responsibilities and how to communicate this information to stakeholders. In addition, you will develop working knowledge of the payroll tools and how to apply them to individual payroll scenarios.

**BUSI1008 Payroll Practices 1 42.0 Hours**

You will acquire working knowledge of payroll legislation and individual pay calculations, including the components of pay from remuneration and deductions, to net pay for regular and non-regular situations.

P- BUSI1007 Legislation and Payroll

**COMP1003 Microcomputer Applications 42.0 Hours**

This course will introduce the student to database, spreadsheet, and presentation software. The student will be provided with a working knowledge of the most common business computer application software. This course will provide the student with hands-on learning and independent study.

**FNCE2002 Taxation 42.0 Hours**

This course introduces the student to Canadian Income Tax legislation and practice, related to the filing of personal income tax returns.

P- ACCT1004 Introduction To Accounting or P- ACC9101 Introduction To Accounting or P- ACCT1000 Financial Accounting Principles 1 or P- ACC2122 Financial Acctg. Principles 1

**MATH1002 Mathematics of Finance 42.0 Hours**

This introductory course is designed to develop a student's ability to perform basic mathematic operations and to apply mathematical techniques to a wide range of business problems. The mathematics of compound interest and annuities forms a major component of the course.

**Course Description Legend**

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

*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.*