

# BOOKKEEPING

**Program:** BOKP

**Credential:** Ontario College Certificate

**Delivery:** Full-time + Part-time

**Length:** 2 Semesters

**Duration:** 1 Year

**Effective:** Fall 2018

**Location:** Orangeville, South Georgian Bay

## Description

Students are provided with the necessary knowledge and skills to perform effectively in entry-level bookkeeping, accounts receivable, accounts payable and payroll 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:

1. maintain paper and electronic accounting records and prepare financial statements for sole proprietorships, partnerships, and corporations in accordance with Generally Accepted Accounting Principles;
2. apply payroll record-keeping practices and procedures for both profit and non profit organizations;
3. describe and utilize the knowledge, skills and abilities required in successful business practice with a primary focus on financial administration;
4. apply computer skills and knowledge of bookkeeping information systems to support financial statements and reports;
5. apply knowledge of the Canadian income tax system, and competence to the preparation of personal income tax returns;
6. use mathematical techniques to support the bookkeeping of a business organization including the preparation of financial information;
7. apply effective business communication practices to support the bookkeeping function of an organization;
8. apply ethical and corporate responsibility to all aspects of work completed;
9. identify the financial, marketing, legal, human resource, operations, and general management skills that are necessary to successfully launch and operate a successful entrepreneurship;
10. explain issues relevant to entrepreneurs such as "green" business practices, environmental sustainability, social entrepreneurship, and intellectual property.

## The Program Progression

### Fall Intake

- Sem 1: Fall 2018
- Sem 2: Winter 2019

## Admission Requirements

OSSD or equivalent with

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

## Graduation Requirements

9 Program Courses  
2 Communications Courses  
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

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		
Select 1 course from the communications list during registration.		42
Hours		252
Semester 2		
Program Courses		
ACCT 1001	Financial Accounting Principles 2	42
ACCT 2003	Cost Accounting 1	42
FNCE 2002	Taxation	42
OFAD 2021	Financial Management for the Executive Assistant	42
Communications Course		
Select 1 course from the communications list during registration.		42
General Education Course		

Select 1 course from the general education list during registration.	42
Hours	252
Total Hours	504

*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.*