

BOOKKEEPING

Program Outline

Major:	BOKP
Length:	1 Year
Delivery:	2 Semesters
Credential:	Ontario College Certificate
Effective:	2016-2017
Location:	South Georgian Bay
Start:	Fall (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:

- 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 ethical and corporate responsibility to all aspects of work completed;
- identify the financial, marketing, legal, human resource, operations, and general management skills that are necessary to successfully launch and operate a successful entrepreneurship;
- explain issues relevant to entrepreneurs such as “green” business practices, environmental sustainability, social entrepreneurship, and intellectual property.

The Program Progression:

Fall Intake - South Georgian Bay

Sem 1 | Sem 2

Fall | Winter
2016 | 2017

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/

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/

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
ACCT2003 Cost Accounting 1
BUSI1019 Payroll Administration
COMP1003 Microcomputer Applications
ENTR1002 Introduction to Entrepreneurship
FNCE2002 Taxation
MATH1004 Mathematics for the Office Professional
OFAD2021 Financial Management for the Executive Assistant

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 course provides the student with knowledge of basic accounting procedures and theory. Students are taught the steps of the accounting cycle that result in useful information for decision makers. Also included are adjusting entries, the preparation of financial statements, merchandising activities, and accounting information systems.

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

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

BUSI1019 Payroll Administration 42.0 Hours

Students will examine the framework and knowledge behind administering a payroll system. Topics include: maintaining payroll records; salaried, hourly, commission, piecework, and contract workers; taxable benefits; statutory and other deductions; preparation of payroll journal entries; preparation of Record of Employment, preparation of T4's, T4A's and T4 Summary; Workers' Compensation; Employment Standards; and Computerized 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.

ENTR1002 Introduction to Entrepreneurship 42.0 Hours

This course is designed to help students evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. Students will learn about themselves, their decisions, and their goals to determine how entrepreneurship can play a role in their lives. Students will also be introduced to entrepreneurship from an economic perspective and the concepts of environmentally sustainable practices and social entrepreneurship.

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

MATH1004 Mathematics for the Office Professional 42.0 Hours

This course introduces students to the mathematical concepts and formulas commonly used by office administrators in a business environment. It is recommended students have a good knowledge of spreadsheet software.

OFAD2021 Financial Management for the Executive Assistant 42.0 Hours

This course is designed to expand knowledge gained in bookkeeping in order to understand the accounting process from an administrative professional's perspective. Emphasis is placed on the conversion of a manual accounting system to computerized accounting systems. Students gain further experience in managing business revenues and expenses as well as strengthening budgeting, planning, and development skills.

P- OFAD2014 Bookkeeping for the Office Professional or P- ACCT1000 Financial Accounting Principles 1

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.