Bookkeeping (BOKP)
Ontario College Certificate

PART-TIME

Frequently Asked Questions

Do I need to apply?
Part-time students must apply to this program through ontariocolleges.ca
Use the code BOKX.

When can I start the program?
Intakes: September, January, May

How many courses do I take?
Full program details can be viewed on the Program Outline.

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

What does online mean?
The online courses listed in the Online Delivery schedule displays when courses are offered online *asynchronous* which means no live classes. ALL courses in this program are delivered asynchronously. You can log in to the course whenever it works best for you. Most courses have weekly deadlines you will have to meet. Classes are delivered combining self-directed lectures, group discussions and virtual instructor support.

You will not be required to be on campus for any part of the course – all lectures, tests, and exams are online. You MAY be required to participate in group work in some of your courses and/or do a virtual presentation.

Is a Mac Computer compatible with this program?

Students must use a PC for courses in this program. The Taxation course uses ProFile software that only runs on a PC. This software, as well as QuickBooks (OFAD2021) is available through Apps Anywhere for Georgian students.

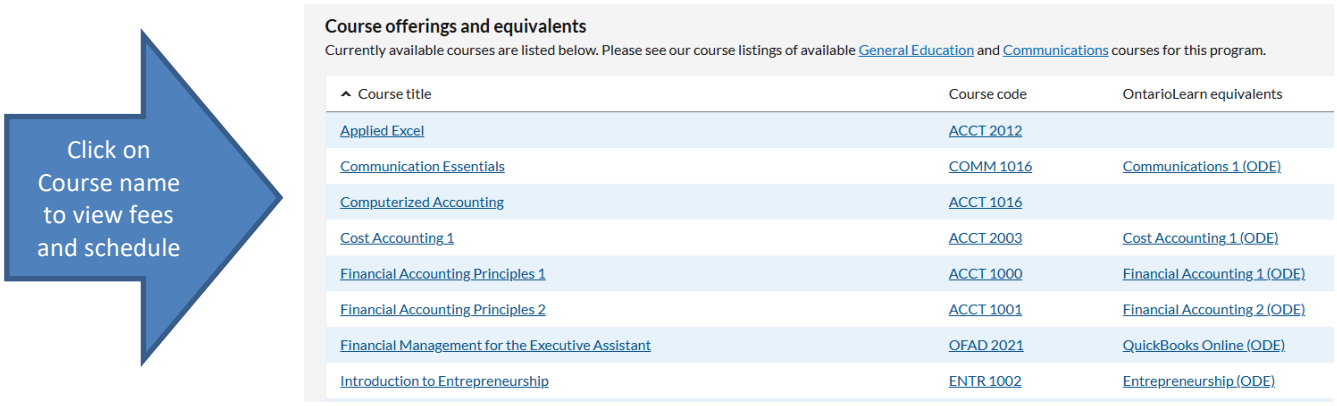
What is a part-time student?

As a part-time student, you can take 1, 2 or 3 courses at a time in any given semester.
This program is also available full-time online.

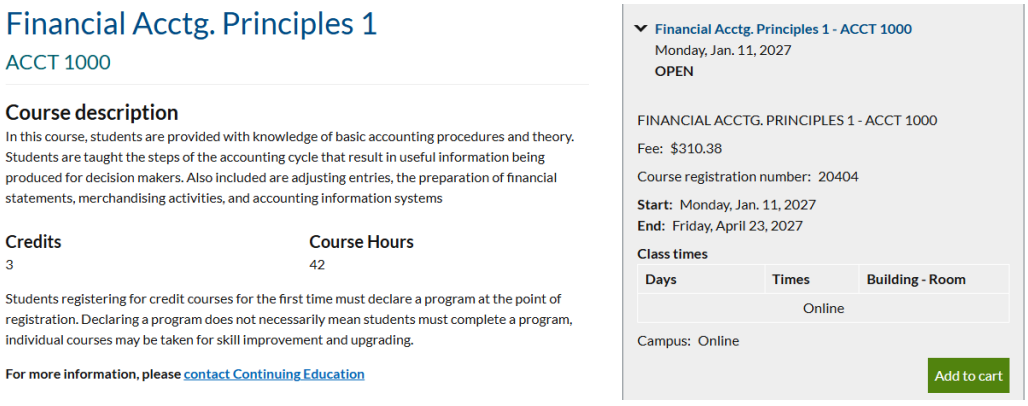
What is the cost of the program when you are part-time?

There is no program fee when studying part-time. **Payment is per course, as you register.**
The course fees change year-to-year and course to course. The best source for accurate fees is to check the Bookkeeping program website.

See screenshot below.



Each course listed links to course sections with fees:

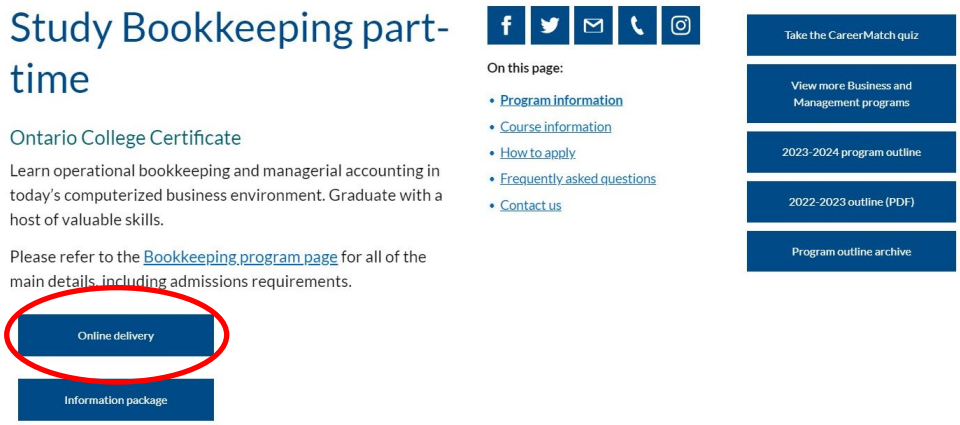


NOTE: courses show on the website during the registration period.

If you are looking for fees and cannot see any section details, use this screenshot as your fee estimate.

How do I know which courses to take?

We have set a schedule up for you – review the ONLINE DELIVERY schedule posted on the program page:



Following this schedule will ensure you have online courses to take every semester and that you can graduate within your timeline.

Why do some courses on the website have (ODE) in the name?

These courses are offered through OntarioLearn. You can find more information about OntarioLearn in the OntarioLearn FAQ.

OntarioLearn courses are set up as equivalents to the program courses. You can choose to take the ODE courses or the Georgian program courses. Noting that our option courses include one Georgian course and one OntarioLearn course. Sage50 is only available through OntarioLearn.

How long will it take to complete the certificate?

This varies depending on how many courses you take each semester. Total courses: 12

3 courses per semester: finish in 4 semesters (just under 1.5 years)
Example: Fall – Winter – Summer – Fall

2 courses per semester: finish in 6 semesters or 2 years
Example: Fall – Winter – Summer – Fall -Winter – Summer

You can also take 1 course per semester if that is what works best for you!

Don't forget to look into a Credit Transfer/Prior Learning Recognition evaluation of your past education and experience for fast tracking through the program.

If you have significant work experience you can review our PLAR opportunities:
https://www.georgiancollege.ca/admissions/credit-transfer/

If you have taken post-secondary at another institution, you may be eligible for credit transfer and/or prior learning recognition (for example, Communications and General Education courses).

If you have taken courses at Georgian in the past and they qualify for this program, they will automatically apply to your Bookkeeping credential. You will see these courses in MyPath.

Wondering if studying online asynchronously is right for you?
https://ecampusontario.pressbooks.pub/learnonline/chapter/chapter-1/
https://tlp-lpa.ca/learning-online

What are my career options upon completion of this program?
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.

Graduates of the Bookkeeping certificate can apply to our Business – Accounting diploma with advanced standing! If you enjoyed Bookkeeping and want to continue to learn more about accounting, you can apply to our diploma program and complete it entirely online!

Transfer Credits to Business – Accounting Diploma		Business – Accounting Diploma Courses to complete with advanced standing (10 transfer credits from BOKP)
7 Program Courses 1 Option Course 1 Communications Course 1 General Education Course	→	11 Program Courses 1 Communications Course 2 General Education Courses

QUESTIONS? We are here to help!

Amy Lagacy
Programming Support Assistant
amy.lagacy@georgiancollege.ca

Jenny Wilcox
Program Manager
Jenny.Wilcox@georgiancollege.ca