

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.

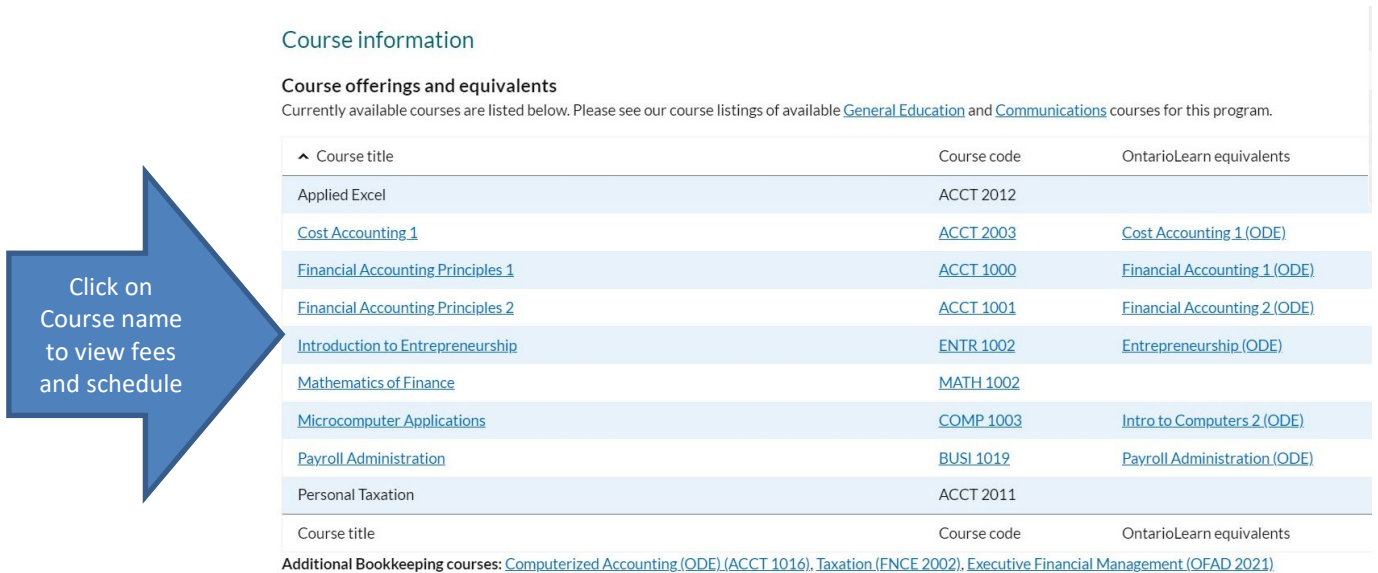
What is a part-time student?

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.



Course information

Course offerings and equivalents
Currently available courses are listed below. Please see our course listings of available [General Education](#) and [Communications](#) courses for this program.

Course title	Course code	OntarioLearn equivalents
Applied Excel	ACCT 2012	
Cost Accounting 1	ACCT 2003	Cost Accounting 1 (ODE)
Financial Accounting Principles 1	ACCT 1000	Financial Accounting 1 (ODE)
Financial Accounting Principles 2	ACCT 1001	Financial Accounting 2 (ODE)
Introduction to Entrepreneurship	ENTR 1002	Entrepreneurship (ODE)
Mathematics of Finance	MATH 1002	
Microcomputer Applications	COMP 1003	Intro to Computers 2 (ODE)
Payroll Administration	BUSI 1019	Payroll Administration (ODE)
Personal Taxation	ACCT 2011	

Course title Course code OntarioLearn equivalents

Additional Bookkeeping courses: [Computerized Accounting \(ODE\) \(ACCT 1016\)](#), [Taxation \(FNCE 2002\)](#), [Executive Financial Management \(OFAD 2021\)](#)

Each course listed links to course sections with fees:

Financial Acctg. Principles 1
ACCT 1000

Course description
In this course, students are provided with knowledge of basic accounting procedures and theory. Students are taught the steps of the accounting cycle that result in useful information being produced for decision makers. Also included are adjusting entries, the preparation of financial statements, merchandising activities, and accounting information systems

Credits	Course Hours
3	42

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program, individual courses may be taken for skill improvement and upgrading.

For more information, please [contact Continuing Education](#)

Available Courses
Unless stated, the course fee does NOT include the textbook(s). Not all courses have required textbooks. See [registration dates](#) for courses that are not yet open.

▼ **Financial Acctg. Principles 1 - ACCT 1000**
Monday, Jan. 5, 2026
FULL

FINANCIAL ACCTG. PRINCIPLES 1 - ACCT 1000
Fee: \$344.4
Course registration number: 20209
Start: Monday, Jan. 5, 2026
End: Friday, April 17, 2026

Class times

Days	Times	Building - Room
	Online	

Campus: Barrie

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:

Study Bookkeeping part-time

Ontario College Certificate

Learn operational bookkeeping and managerial accounting in today's computerized business environment. Graduate with a host of valuable skills.

Please refer to the [Bookkeeping program page](#) for all of the main details, including admissions requirements.

[Online delivery](#)

[Information package](#)

On this page:

- [Program information](#)
- [Course information](#)
- [How to apply](#)
- [Frequently asked questions](#)
- [Contact us](#)

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[View more Business and Management programs](#)

[2023-2024 program outline](#)

[2022-2023 outline \(PDF\)](#)

[Program outline archive](#)

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.

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?

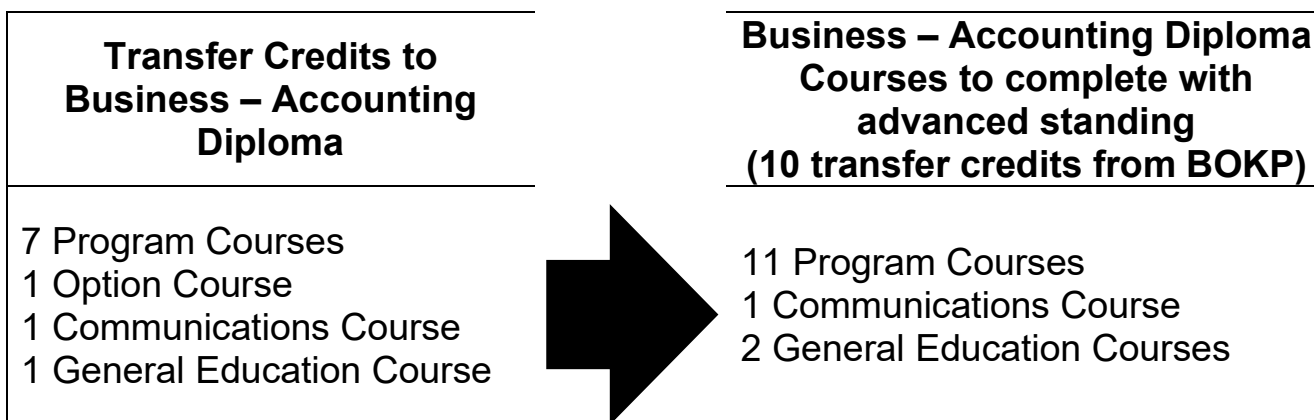
<https://ecampusontario.pressbooks.pub/learnonline/chapter/chapter-1/>

<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!



QUESTIONS? We are here to help!

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