

BOOKKEEPING CERTIFICATE PROGRAM HANDBOOK

Delivery Method

The Bookkeeping Certificate program is currently being delivered as an online program.

Applications

How many intakes are there for the Bookkeeping Certificate?

There are two intakes per year - one in the Fall semester (September) and one in the Spring semester (January).

For more information about [How to Apply](#), visit the Admissions website.

What communication will I receive after I have submitted a completed application?

Provided you have submitted a complete application and have met the qualifications for the Bookkeeping Certificate, you will either receive an acceptance letter or a waitlist letter within three to four weeks after your application is received.

Admissions

What are the Entry Requirements for the Bookkeeping Certificate?

Visit Bookkeeping Certificate, [Entry Requirements](#).

What is the Student Readiness Assessment?

Applicants who cannot provide proof of having the Math and English requirements listed in the [Bookkeeping Certificate - Entry Requirements](#), may write the [Student Readiness Assessment](#) (SRA) to try to meet the admission requirements. The SRA assesses your proficiency in English and/or Math. In order to write the test, you must have a current CNC student number and have applied for the program. You are also required to pay the testing fee of \$20.00+ tax prior to your test date. To register for this assessment visit [Academic Success Centre](#).

How are seats awarded for the Bookkeeping Certificate?

Seats will be awarded on a first qualified, first accepted basis.

Can a Bookkeeping course be cancelled?

Community & Continuing Education reserves the right to cancel a course due to insufficient enrollment. If we are running the course at a later date, you may be given the opportunity to enroll in the later offering provided seats are available; if you decline, you will be issued a refund.

Program timeline

How long do I have to complete the Bookkeeping Certificate?

Students have 3 years (36 months) from the date of first entry to complete all requirements for the Bookkeeping Certificate. Exceptions to this timeframe may be discussed with a Continuing Education Coordinator.

How quickly can I complete the Bookkeeping Certificate?

Students have the opportunity to complete the Bookkeeping Certificate in 2 semesters or 12 months. This is the recommended timeline to ensure seats are available each semester.

Do I need to re-apply if I do not complete all of the courses within the recommended timeline?

Students returning after an interruption of two or more semesters must complete and submit an application along with an application fee. Re-admission will be considered on a first qualified, first accepted basis.

Can I re-start the program in the next semester if I fail a course in the first semester?

At this time, the Bookkeeping Certificate Program does not have a re-admission policy. Therefore, if you fail a course that is a pre-requisite for another course, you will be de-registered. To return the next semester you will be required to re-apply, and will be allocated a seat on a first qualified, first accepted basis.

Program expenses

How much is tuition?

The estimated total tuition for the Bookkeeping Certificate is \$3753.

How much are student fees?

Student fees for the Bookkeeping Certificate will include all standard CNC fees for credit programming as applicable to each campus. These fees are subject to change without notice, please refer to the [Fee Schedule](#) for the most up-to-date information.

How much are textbooks?

Textbooks cost approximately \$80 to \$160 per book. Several textbooks are used for multiple courses. Please note that textbooks required for each course are subject to change. Visit [CNC's Bookstore](#) online for the most up-to-date list of required textbooks and prices.

Is the Bookkeeping Certificate eligible for student loans, scholarships or bursaries?

Please contact [Financial Aid & Awards](#) for information on student loans, scholarships, and bursaries.

Can I opt-out of the Students' Unions Extended Health and Dental Benefits?

If you already have coverage for extended health and dental benefits, you can opt-out of the plan provided by the Students' Union; please visit their [opt-out site](#).

Class and final exam times, breaks, and parking

What time are classes?

Classes are typically scheduled in the evening from 6:30pm to 9:30pm on Mondays, Tuesdays, Wednesdays, and/or Thursdays.

When are final exams for Bookkeeping classes?

For Bookkeeping courses final exams are usually on the last day of class.

Do Bookkeeping classes continue during CNC's Reading Break?

Yes.

Do Bookkeeping classes continue during Spring break for elementary and secondary schools?

Yes.

Do Bookkeeping classes continue on Statutory Holidays?

No. The college will be closed for the statutory holidays.

What do I need to know about parking?

Pay parking is in effect at the CNC Prince George campus 24 hours a day, 7 days a week. For details and costs please see [Parking at Prince George Campus](#).

Equipment and software needed

Please ensure that you have a modern computer with high-speed internet. For additional technology requirements, see: [Technology Recommendations](#).

What software will I need for the Bookkeeping Certificate?

For BOOK 113 and 114 you will receive access to a student version of QuickBooks Online for Canada.

Transfer credit

Is the Bookkeeping Certificate for credit?

Yes, the Bookkeeping Certificate is an approved credential. All courses are worth credit, except Management Skills for Supervisors (CESS 151).

Is there a limit on how many courses I can transfer into the Bookkeeping Certificate?

Yes, students can transfer a maximum of 4 courses into the Bookkeeping Certificate. Students must complete a minimum of 50 percent of credits or equivalent through the College of New Caledonia. Students can only use credits earned from one credential to meet some of the requirements of another credential provided a minimum of 50 percent of credits or equivalents counted for the credential are unique to the latest credential to be attained.

Is there a limit on how long ago I could have taken a course and have it transferred into the Bookkeeping Certificate?

Courses taken more than 3 years ago cannot be transferred into the Bookkeeping Certificate Program as defined in the Scope and Limits of CNC's Education Council Policy E-1.37.

I've successfully completed the Applied Business Technology (ABT) program through CNC. Do any of these courses transfer into the Bookkeeping Certificate?

Yes, advance standing may be given between ABT and the Bookkeeping Certificate. You need a minimum "B" grade for these courses to be given exemption.

I've taken non-credit/professional development courses related to Bookkeeping. Will these transfer into the Bookkeeping Certificate?

Normally, non-credit or professional development courses would not transfer into the Bookkeeping Certificate. If you have questions, please make an appointment to meet with an Academic Advisor, 250-561-5818.

I've taken for-credit courses related to bookkeeping. Will these transfer into the Bookkeeping Certificate?

Students seeking transfer credit for bookkeeping related credit courses taken at other post-secondary institutions should make an appointment to meet with an Academic Advisor, 250-561-5818.

Can I have previous work experience assessed for credit towards the Bookkeeping Certificate?

At this time, CNC does not have a procedure to fairly and equitably assess prior learning gained from work experience in the field. We've found that students benefit from taking the full program, even if they have worked as a Bookkeeper.

Further questions?

If there is anything in this package that we didn't cover please contact us at Community & Continuing Education, 250-561-5846 or continuinged@cnc.bc.ca.