

BOOKKEEPING CERTIFICATE ONLINE - FREQUENTLY ASKED QUESTIONS for 2021 FALL

Welcome to the Bookkeeping Certificate Program for 2021 Fall!

This program is designed to train future bookkeepers; the ground level accounting professional who can expertly analyze day-to-day transactions, and report them accurately within the accounting cycle. Bookkeepers manage the day-to-day processing of and tracking of all pertinent financial information to a business. They can provide timely information to owners and managers for sound and informed decision-making. Since all businesses need to manage and organize their financial transactions, bookkeepers perform an essential role in every sector of the economy.

To help you prepare for the Bookkeeping Certificate Program please read the enclosed information carefully.

Program delivery model

All of the courses in the Bookkeeping Program starting in 2021 Fall will be delivered in a 100% online format, including the Management Skills for Supervisors courses.

This means if you start the program online in 2021 Fall, you will be able to complete it online by Spring 2022.

The courses will be delivered through a combination of “synchronous” and “asynchronous” online delivery methods - some components of your courses will be scheduled on specified day(s) and time(s) and other components will not be scheduled on specified day(s) and time(s).

Applications

How many intakes are there for the Bookkeeping Certificate?

There are two intakes per year - one in the 2021 Fall semester (September) and one in the 2022 Spring semester (January).

Note: Students wishing to participate in classes through online delivery should apply for the 2021 Fall semester.

When and how do I apply for the Bookkeeping Certificate?

Online and paper applications for the 2021 Fall online intake have been open since March 2020. You are encouraged to submit all supporting documents, such as your official transcript, at the time of application. Completed applications will be dated upon receipt. There is a \$40 non-refundable application fee. Please speak with your regional campus to see if you are eligible to have the application fee waived.

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

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

Assuming 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. This letter may include detailed information about your program, important dates and contacts, and information about tuition fees.

Admissions

What are the Entry Requirements for the Bookkeeping Certificate?

Visit Programs & Courses, [Bookkeeping Certificate](#).

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 \$15.30 prior to your test date. To register for this assessment visit [Testing & Tutoring Services](#).

How are seats awarded for the Bookkeeping Certificate?

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

Registration

When and how do I register for classes?

New students for 2021 Fall will receive an email when registration becomes available for your program. You will be given a priority date and time to register. Please see CNC Connect for Students, Registration, and "When Can I Register?" for your priority date.

You will then be able to register online via CNC Connect in your 2021 Fall courses. Registration for 2022 Spring will take place later in the Fall semester.

In order to secure a seat in the program, you are encouraged to register as close to your priority date and time as possible.

What is the non-refundable tuition deposit?

To accept your seat in the program, you will be required to pay a non-refundable tuition deposit of \$1500 at the time of registration. This deposit will be applied to your registration fees after you register.

All remaining tuition and student fees for the 2021 Fall semester will be due by August 18th, and for the 2022 Spring semester will be due by December 8th.

Can I register for a course that has already started or if I've missed the fee payment deadline?

Yes, if seats are still available. As per CNC's Change of Enrollment Status Policy E-1.14, students may have late registration in a course. Students may need to complete a Change of Enrollment Status form with the instructor's and/or Dean's signature.

Note: Students who attend a course, even with instructor's permission, but who do not officially register in the course and make a payment of relevant tuition and other fees by the applicable deadline, will not be considered "enrolled" in the course, regardless of whether or not the course is successfully completed and will not be assigned a grade.

When are final fee payments due?

Students who are continuing into their second semester pay all tuition and fees by the fee payment deadline date set by the Office of the Registrar (approximately 2 weeks before the start of each semester). For 2021 Fall, the final fees are due August 18th and for 2022 Spring, the final fees are due by December 8th.

Note: Out-of-sequence students who are re-admitted into the program are required to pay all tuition and fees at the time of registration.

Can a Bookkeeping course be cancelled?

The Community & Continuing Education department 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. Refunds will take approximately three to four weeks to process.

Schedule and workload

There are eight courses in this program which are offered in a part-time, evening delivery format:

- Fundamentals of Bookkeeping
- Intermediate Bookkeeping
- Advanced Bookkeeping
- Excel for Bookkeepers
- Computerized Bookkeeping Level 1
- Computerized Bookkeeping Level 2
- Payroll
- Management Skills for Supervisors: Interpersonal Communication & Conflict Resolution

Graduation requirements

Students are required to obtain a minimum grade of “B” (72%) in each Bookkeeping course and a satisfactory grade in Management Skills for Supervisors: Interpersonal Communication & Conflict Resolution (CESS 151) to qualify for the certificate.

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 Community and 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.

What if I do not complete all of the courses within the recommended timelines?

If students fall “out-of-sequence” from the recommended timelines they will receive a later registration date and will only be able to register for courses based on seat availability.

Do I need to re-apply if I fall out-of-sequence?

Students returning after an interruption of one or more semesters must complete and submit an application along with an application fee. Re-admission will be considered on a space-available basis.

Suggested pathway

Beginning in 2022 the new Fall cohort offered online will include BOOK 101, 103, and 113. Students will then complete the online program in 2022 Spring with BOOK 105, 108, 114, and 115. To complete the program in one year, and to ensure that there are available seats in the courses, it is strongly recommended that students follow this pathway.

2021 Fall	2022 Spring
BOOK 101 - Fundamentals of Bookkeeping	BOOK 105 – Advanced Bookkeeping Prerequisites BOOK 103 (minimum B grade)
BOOK 103 – Intermediate Bookkeeping Prerequisites BOOK 101 (minimum B grade)	BOOK 108 – Excel for Bookkeepers Prerequisites BOOK 105 (minimum B grade)
BOOK 113 – Computerized Bookkeeping Level 1 Prerequisites BOOK 101 (minimum B grade)	BOOK 114 – Computerized Bookkeeping Level 2 Prerequisites BOOK 113 (minimum B grade)
	BOOK 115 – Payroll Prerequisites BOOK 105 (minimum B grade)
CESS 151 – Management Skills for Supervisors: Interpersonal Communication & Conflict Resolution will be available several times per year.	

Note: Some of the courses that start in the Spring (January) semester will run into the Intersession semester (May/ June).

When can I take the Management Skills for Supervisors (CESS 151) course?

Students will have several opportunities to complete the Management Skills course (CESS 151) during both the Fall and Spring semesters. It is offered either in a synchronous or asynchronous format. Please refer to cnc.bc.ca for scheduled course information.

Program expenses

How much is tuition?

The total tuition for the Bookkeeping Certificate is \$3493.36.

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 \$90 to \$180 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.

Dates, breaks, class times and parking

When are final exams for Bookkeeping classes?

Final exams are usually on the last day of class for Bookkeeping courses.

Do Bookkeeping classes continue on Statutory Holidays?

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

Do Bookkeeping classes continue during CNC's Reading Break?

Yes.

Does class continue during Spring break for elementary and secondary schools?

Yes.

What time are classes?

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

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. All vehicles parked within the College parking areas must display a valid parking permit, have e-permit or have registered their plates with the meters. The only exceptions are vehicles with valid handicapped passes in designated areas and veteran plates.

You will need your license plate number to register your plates at the parking meters. There are two parking meters located inside the main front entrance and two parking meters located inside the back entrance. They accept quarters, loonies, toonies and credit card. For more options 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 this link: [Technical Recommendations](#).

What software will I need for the Bookkeeping Certificate?

For BOOK 113 and 114 you will need a student version of Sage 50, or your instructor may opt to use CNC's Virtual Desktop - please wait to receive a confirmation email to confirm which version of Sage you will be using.

For BOOK 108 you will need Microsoft Excel. CNC participates in the Microsoft Office 365 for Education program. This allows students and employees to use their CNC credentials to download Microsoft Office Applications free of charge. Learn more at [Information Technology Services](#).

Can I use a MAC to access Sage 50, and Office 365?

Using a MAC is not recommended for the Bookkeeping Certificate Program. Although Sage Business Cloud supports Sage 50 Cloud Accounting software, for the bookkeeping program at CNC you will either use a student version of Sage 50 included with your textbook, or CNC's virtual desktop. Both of these solutions are designed for PC users. Although there may be workarounds to use a MAC, due to connectivity and compatibility challenges, our instructors do not recommend using a MAC for learning the Bookkeeping Certificate Program. This also applies to the use of Office 365.

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 Ten Year Timeline for Program Completion.

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.

Student services

As a CNC student you have access to a variety of services, including the Aboriginal Resource Centre, CNC Library, Health and Wellness Centre, Financial Aid & Awards, Accessibility Services, Recreation and more! You can see more at cnc.bc.ca

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.