

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 .

Program timeline

How long do I have to

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: [Technical Recommendations](#).

What software will I need for the Bookkeeping Certificate?

For BOOK 113 and 114 you will be granted access to a student version of Sage 50.

What kind of computer will I need?

Students will require a compatible PC computer in order to install tr ial software as the desktop version of Sage 50 is only available to PC's in Canada. Mac version is NOT supported.

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