



OFFICE ADMINISTRATION DEPARTMENT

Accounting/Bookkeeping Certificate (ABC)

Quick Facts 2019-2020

The Accounting/Bookkeeping certificate program is a 630-hour, 21-week **onsite and online** certificate program for students who have some prior business education or experience, and who wish to specialize as accounting assistants and/or bookkeepers. Graduates of this program may begin immediate employment as accounting assistants in small, medium and large businesses performing accounts payable, accounts receivable, payroll and general bookkeeping duties. Some graduates of this program may use their accounting skills to establish home-based bookkeeping businesses.

Students enrolled in the **Accounting/Bookkeeping** program will learn business math and calculators, spreadsheets, manual and computerized accounting, and payroll. The program culminates in a three-week practicum. Graduates from the Accounting/Bookkeeping Program will receive course equivalency credits for Business Administration BUAD 111, BUAD 121, and BUAD 128. Students completing this certificate can take BUAD 208 and BUAD 264 to meet all of the **academic** requirements for the Certified Bookkeeper certification with the Canadian Institute of Bookkeeping (CIB).

Attendance	<ul style="list-style-type: none"> • Kelowna <ul style="list-style-type: none"> • September 3, 2019 – February 14, 2020 • Monday to Friday (30 hours per week) • Online through Okanagan College (schedule to be determined)
Cost \$3,900* <i>*Costs are estimated and subject to change</i>	<ul style="list-style-type: none"> • Tuition \$2,308* • Texts approximately \$1,000* if purchased new – some used texts may be available • Dental/Extended Health \$125.70 (may be waived) • Students fees, printing costs, and parking – approximately \$450 • May be eligible for sponsorship through government agencies
Employment Opportunities	<ul style="list-style-type: none"> • Account Payable/Receivable Clerk • Accounting Clerk • Home-based bookkeeper • Financial Services Clerk • Payroll Clerk • Real Estate Assistant • Government Clerk
Success Expectations	<ul style="list-style-type: none"> • Over 95 percent of recent graduates are working in business offices throughout the Okanagan and beyond. • After five years' work experience, Accounting/Bookkeeping graduates can expect to earn between \$35,000 and \$50,000 per year, plus benefits. • There is a high demand for Accounting/Bookkeeping graduates in the Okanagan and throughout Canada
ABC Courses can lead to further education in:	<ul style="list-style-type: none"> • Payroll Management Certification www.payroll.ca • Professional Bookkeeping Certificate www.cibcb.com • Business Administration and Office Management Certificates, Diplomas and Degrees at Okanagan College

Admission Requirements	<ul style="list-style-type: none"> • Graduation from Grade 12 (or equivalent); or mature student status (age 19 and out of full-time high school for at least one year prior to commencement of the program). • A pass in English 11 or an equivalent Advanced Level Adult Basic Education English course or a minimum score of at least 70% on an Okanagan College Office Administration English assessment. • A minimum of a pass in any math 11 course or equivalent or a minimum score of 70% on an Okanagan College Office Administration math assessment. <p>OR:</p> <ul style="list-style-type: none"> • Completion of an Okanagan College Office Assistant or Administrative Assistant Certificate
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Courses Include:
(Some courses are available online)

Course Number and Name	Hours	PLA ***Available
OADM 130 Business Math and Calculators	60	Yes
OADM 142 Payroll Accounting	45	
OADM 143 Accounting I	90	Yes
OADM 144 Accounting II	60	Yes
OADM 145 Essential Office Skills	45	
OADM 152 Accounting Software I	60	
OADM 155 Accounting Software II	60	
OADM 156 Accounting Simulation	30	
OADM 169A Spreadsheets I	30	Yes
OADM 169B Spreadsheets II	30	Yes
OADM 181 Job Search Techniques	30	Yes
OADM 183 Practicum – Accounting ****	90	

** Transfer credits may be accepted from or by other institutions or departments. Please contact the department chair for full details or visit the BC Transfer Guide at www.bctransferguide.ca/program/abt.cfm

*** Prior Learning Assessment (PLA) Credit for previous learning. PLA may involve an evaluation exam, interview and/or portfolio assessment. **NOTE:** In order to receive the Okanagan College Accounting Bookkeeping Certificate, a minimum of 50 percent of course credits must be completed at Okanagan College. PLA credits do not count for residency requirements.

**** Students are responsible for obtaining their own practicum placements.

Further Information	<p>Web: www.okanagan.bc.ca/OADM</p> <p>Office Administration Department Chair: Brenda Ridgeley-Ketchell, MA, BBA Email: bridgeley@okanagan.bc.ca Phone: 1-877-755-2266 ext 4391</p>
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