



OFFICE ADMINISTRATION DEPARTMENT

ONLINE

Bookkeeping/Accounting Technician Certificate (BAT)
Quick Facts 2023-2024

The Bookkeeping/Accounting Technician (BAT) program is a 1,098-hour online certificate program for students who wish to specialize as accounting technicians and/or bookkeepers. Graduates of this program may begin immediate employment as accounting technicians 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 **Bookkeeping/Accounting Technician** program will learn three levels of accounting, spreadsheets, computerized accounting, tax preparation, and payroll. The program culminates in a four-week practicum. Graduates from the Bookkeeping/Accounting Technician Program will receive course equivalency credits for Business Administration BUAD 111, BUAD 121, and BUAD 128.

Graduates will have the opportunity to fast track towards the nationally recognized Certified Professional Bookkeeper (CPB) designation. Students will also have access to a preferred student membership rate, full of [member benefits](#) that will provide access to continuing education and networking opportunities with bookkeeping professionals across Canada!

**Online students may take up to three years to complete each certificate.*

Schedule	<ul style="list-style-type: none"> • Online through Okanagan College <ul style="list-style-type: none"> • September 2023 – August 2024
Cost \$5,959.46* <i>*Costs are estimated and subject to change</i>	<ul style="list-style-type: none"> • Course Fees \$5,207.14* • Texts approximately \$752.32* if purchased new – some used texts may be available • May be eligible for sponsorship through government agencies • Online is <i>not</i> eligible for BC student loans – check your province’s regulations if residing out of province.
Employment Opportunities	<ul style="list-style-type: none"> • Account Payable/Receivable Technician • 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. • There is a high demand for Bookkeeping/Accounting graduates in the Okanagan and throughout Canada.
BAT Courses can lead to further education in:	<ul style="list-style-type: none"> • Payroll Management Certification www.payroll.ca • Certified Professional Bookkeeper (CPB) designation www.cpbcan.ca • Business Administration Diplomas and Degrees at Okanagan College

<p>Admission Requirements</p>	<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 first day of classes). • 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>Courses Include:</p>																																																							
<table border="1"> <thead> <tr> <th data-bbox="196 527 818 575">Course Number and Name</th> <th data-bbox="818 527 1192 575">Hours</th> <th data-bbox="1192 527 1537 575">PLA ***Available</th> </tr> </thead> <tbody> <tr> <td data-bbox="196 575 818 623">OADM 130 Business Math and Calculators</td> <td data-bbox="818 575 1192 623">60</td> <td data-bbox="1192 575 1537 623">Yes</td> </tr> <tr> <td data-bbox="196 623 818 672">OADM 149 Canadian Payroll Practices</td> <td data-bbox="818 623 1192 672">60</td> <td data-bbox="1192 623 1537 672"></td> </tr> <tr> <td data-bbox="196 672 818 720">OADM 137 Math Toolbox and Applications</td> <td data-bbox="818 672 1192 720">60</td> <td data-bbox="1192 672 1537 720"></td> </tr> <tr> <td data-bbox="196 720 818 768">OADM 143 Accounting I</td> <td data-bbox="818 720 1192 768">90</td> <td data-bbox="1192 720 1537 768">Yes</td> </tr> <tr> <td data-bbox="196 768 818 816">OADM 144 Accounting II</td> <td data-bbox="818 768 1192 816">60</td> <td data-bbox="1192 768 1537 816"></td> </tr> <tr> <td data-bbox="196 816 818 865">OADM 146 Accounting III</td> <td data-bbox="818 816 1192 865">60</td> <td data-bbox="1192 816 1537 865"></td> </tr> <tr> <td data-bbox="196 865 818 913">OADM 158 Cloud Accounting & Integration</td> <td data-bbox="818 865 1192 913">93</td> <td data-bbox="1192 865 1537 913"></td> </tr> <tr> <td data-bbox="196 913 818 961">OADM 173 Client Communications</td> <td data-bbox="818 913 1192 961">60</td> <td data-bbox="1192 913 1537 961"></td> </tr> <tr> <td data-bbox="196 961 818 1010">OADM 157 Tax Preparation for Bookkeepers</td> <td data-bbox="818 961 1192 1010">90</td> <td data-bbox="1192 961 1537 1010"></td> </tr> <tr> <td data-bbox="196 1010 818 1058">OADM 145 Essential Office Skills</td> <td data-bbox="818 1010 1192 1058">60</td> <td data-bbox="1192 1010 1537 1058">Yes</td> </tr> <tr> <td data-bbox="196 1058 818 1106">OADM 152 Accounting Software I</td> <td data-bbox="818 1058 1192 1106">75</td> <td data-bbox="1192 1058 1537 1106"></td> </tr> <tr> <td data-bbox="196 1106 818 1155">OADM 155 Accounting Software II</td> <td data-bbox="818 1106 1192 1155">75</td> <td data-bbox="1192 1106 1537 1155"></td> </tr> <tr> <td data-bbox="196 1155 818 1203">OADM 156 Accounting Simulation</td> <td data-bbox="818 1155 1192 1203">45</td> <td data-bbox="1192 1155 1537 1203"></td> </tr> <tr> <td data-bbox="196 1203 818 1251">OADM 169A Spreadsheets I</td> <td data-bbox="818 1203 1192 1251">30</td> <td data-bbox="1192 1203 1537 1251">Yes</td> </tr> <tr> <td data-bbox="196 1251 818 1299">OADM 169B Spreadsheets II</td> <td data-bbox="818 1251 1192 1299">30</td> <td data-bbox="1192 1251 1537 1299">Yes</td> </tr> <tr> <td data-bbox="196 1299 818 1348">OADM 181 Job Search Techniques</td> <td data-bbox="818 1299 1192 1348">30</td> <td data-bbox="1192 1299 1537 1348">Yes</td> </tr> <tr> <td data-bbox="196 1348 818 1396">OADM 183 Practicum – Accounting ****</td> <td data-bbox="818 1348 1192 1396">120</td> <td data-bbox="1192 1348 1537 1396"></td> </tr> </tbody> </table>		Course Number and Name	Hours	PLA ***Available	OADM 130 Business Math and Calculators	60	Yes	OADM 149 Canadian Payroll Practices	60		OADM 137 Math Toolbox and Applications	60		OADM 143 Accounting I	90	Yes	OADM 144 Accounting II	60		OADM 146 Accounting III	60		OADM 158 Cloud Accounting & Integration	93		OADM 173 Client Communications	60		OADM 157 Tax Preparation for Bookkeepers	90		OADM 145 Essential Office Skills	60	Yes	OADM 152 Accounting Software I	75		OADM 155 Accounting Software II	75		OADM 156 Accounting Simulation	45		OADM 169A Spreadsheets I	30	Yes	OADM 169B Spreadsheets II	30	Yes	OADM 181 Job Search Techniques	30	Yes	OADM 183 Practicum – Accounting ****	120	
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<p>** 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</p>																																																							
<p>*** 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 Bookkeeping/Accounting Technician Certificate, a minimum of 50 percent of course credits must be completed at Okanagan College. PLA credits do not count for residency requirements.</p>																																																							
<p>**** Students are responsible for obtaining their own practicum placements. This is the final course in the BAT program; therefore, students do not return to class once the practicum is complete.</p>																																																							
<p>Further Information</p>	<p>Web: Office Administration Online</p> <p>Office Administration Department Chair: Brenda Ridgeley-Ketchell, MA, BBA Email: oadm@okanagan.bc.ca Phone: 1-877-755-2266 ext 4391</p>																																																						