

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, 121, and 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 [membership 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 the certificate.

Schedule:	<p>The online year runs from September 2023 to August 2024. <u>Terms are as follows:</u> Fall 2023- September-November course starts. Winter 2024- January-March course starts. Summer 2024- April- July course starts. <u>Be advised that you cannot start new courses in December or August because of holiday breaks.</u></p>
Cost:	<p>Course Fees: \$5,207.14* Texts: \$752.32* *Costs are estimated and subject to change. Courses are paid for as you register for them. You may be able to find used textbooks, otherwise required texts are available for purchase online from the bookstore. Online classes are not eligible for BC student loans. If you are taking courses from outside of BC check with your province's student funding agency.</p>
Employment Opportunities:	<ul style="list-style-type: none"> Accounts Payable/Receivable Technician Accounting Clerk Home-based bookkeeper Financial Services Clerk Payroll Clerk Real Estate Assistant Government Clerk
Post-Graduation Expectations:	<p>Over 95 percent of recent graduates are working in business offices throughout the Okanagan and in their home communities. Completing the required practicum allows you to gain experience and forge relationships with potential future employers. There is high demand for Bookkeeping/Accounting graduates in the job market.</p>
Further Educational Paths:	<p>Graduates from BAT may choose to move on to further education such as:</p> <ul style="list-style-type: none"> Payroll Management Certification- www.payroll.ca Professional Bookkeeping Certificate – www.cibcb.com Business Administration Diploma (2 years) or BBA (4 years)

Admission Requirements:	<ul style="list-style-type: none">B.C. Secondary school graduation, or equivalent, <i>or</i> 19 years of age and out of secondary school for at least one year as of the first day of classes.English 11 (or alternative) with a minimum grade of 50%; <i>or</i> 70% or better on an Okanagan College Office Administration English assessment.Math 11 (or alternative) with a minimum grade of 50%; <i>or</i> 70% or better on an Okanagan College Office Administration Math assessment.		
Required Courses:			
Course Name and Number		Hours	PLA Available *
OADM 130 – Business Math & 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	
Transfer credits may be accepted from or by other institutions or departments. Please contact the department chair (see “Further Information” below) for full details or visit the BC Transfer Guide .			
*Prior Learning Assessment (PLA) Credit available for previous learning. PLA may involve an evaluation exam, interview, and/or portfolio assessment. NOTE: To receive the Okanagan College Bookkeeping/Accounting Technician Certificate, a minimum of 50 percent of course credits (not including PLA credits) must be completed at Okanagan College.			
*** Students are responsible for obtaining their own practicum placements. This is the final course in the BAT program; therefore, students do not return to classes once the practicum is complete.			
Further Information	BAT Webpage: Accounting/Bookkeeping Technician Certificate Okanagan College		
	Office Administration Department Chair: Brenda Ridgeley-Ketchell, MA, BBA Email Inquiries: oadm@okanagan.bc.ca Phone: 1-877-755-2266 ext. 4391 If you have been enrolled as a student, you should have access to the <i>OADM Program Hub</i> on Moodle. This hub contains many useful links and has step-by-step course registration instructions for distance education delivery. If you don’t have access, please contact oadm@okanagan.bc.ca .		