



Office Administration Department  
**Bookkeeping/Accounting Technician**

Online Distance Education Delivery  
Quick Facts 2023-2024

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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



Admission Requirements:	<ul style="list-style-type: none"> <li>• B.C. Secondary school graduation or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.</li> <li>• English 11 (or alternative) with a minimum grade of 50% or 70% or better on an Okanagan College Office Administration English assessment</li> <li>• Math 11 (or alternative) with a minimum grade of 50%; or 70% or better on an Okanagan College Office Administration Math assessment</li> </ul>		
<b>Required Courses:</b>			
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			