

Accounting Clerk Certificate

Overview

This program certificate prepares students for entry-level positions in bookkeeping. Entry-level bookkeepers perform routine tasks such as bank reconciliations, journalizing, posting, worksheets, accounts payable, accounts receivable and payroll, plus clerical duties such as typing and filing. The program emphasizes foundational bookkeeping and accounting principles along with specialty courses in addition to general business management and microcomputer applications.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Apply methods within in the accounting cycle, evaluate information, and make decisions based on accounting records, payroll procedures, and financial statements.
2. Communicate effectively with employees and diverse business teams.
3. Use computer applications for accounting procedures, managerial analysis, and presentations.

Certificate (one year): Accounting Clerk

| | FALL TERM | WINTER TERM | SPRING TERM |
|---------------|--|--|--|
| YEAR 1 | CAS 133, 4 CR, Basic Computer Skills | CAS 170, 3 CR, Beginning Excel | MTH 105, 4 CR, Applied Math |
| | BA 211, 4 CR, Principles of Accounting | BA 212, 4 CR, Principles of Accounting II | BA 228, 4 CR, (A) Comp. Accounting Applications-Quickbooks |
| | BA 101, 4 CR, Intro to Business | BA 131, 4 CR, Intro to Business Technology | BA 205, 4 CR Business Communication |
| | BA 218, 3 CR, Personal Finance | WR 121, 4 CR, English Composition | |
| | 15 Credit Total | 15 Credit Total | 12 Credit Total |
| YEAR 2 | FALL TERM | WINTER TERM | SPRING TERM |
| | BA 177, 3 CR, (A) Payroll Accounting | | |
| | BA 285, 3 CR, Human Relations in Organizations | | |
| | 6 Credit Total | | |
| | | | Total Credits: 48 |

2020-2021

Part Time Students:

| | | | |
|---------------|---------------|---------------|---------------|
| YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 |
|---------------|---------------|---------------|---------------|

| One-year Accounting Clerk Certificate | CR |
|---|-----------|
| BA 101: Intro to Business ^F | 4 |
| BA 131: Intro to Business Technology ^W | 4 |
| BA 177: Payroll Accounting ^F | 3 |
| BA 205: Business Communication ^{Sp} | 4 |
| BA 211: Principles of Accounting I ^F | 4 |
| BA 212: Principles of Accounting II ^W | 4 |
| BA 218: Personal Finance ^F | 3 |
| BA 228: Comp. Accounting Applications-Quickbooks ^{Sp} | 4 |
| BA 285: Human Relations in Organizations * ^F | 3 |
| CAS 133: Basic Computer Skills ^F | 4 |
| CAS 170: Beginning Excel ^W | 3 |
| MTH 104: XXX * ^{Sp} | 4 |
| WR 121: English Composition * ^W | 4 |
| Total | 48 |
| <i>* Satisfies Gen. Ed. Related Instruction</i> | |
| F = Fall; ^W = Winter; ^{Sp} = Spring; ^{Su} = Summer | |

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