

# Entry-Level Accounting Clerk Certificate

## Overview

This career pathways certificate in Entry-Level Accounting prepares individuals for entry-level employment in the Accounting field. The course work includes instruction in foundational skills in accounting and bookkeeping.

## Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Communicate effectively using standard accounting terminology.
2. Apply accounting procedures and practices using computer software.

<b>Career Pathway Certificate: Entry-Level Accounting Clerk</b>			
	<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
<b>YEAR 1</b>	BA 211 Principles of Accounting I (4 CR)	BA 212 Principles of Accounting II (4 CR)	BA 228 Comp. Accounting Applications-Quickbooks (4 CR)
	BA 101 Intro to Business (4 CR)		
	<b>8 Credit Total</b>	<b>4 Credit Total</b>	<b>4 Credit Total</b>
			<b>Total Credits: 16</b>

<b>CPC: Entry-Level Accounting Clerk</b>	<b>CR</b>
BA 101: Intro to Business <sup>F</sup>	4
BA 211: Principles of Accounting I <sup>F</sup>	4
BA 212: Principles of Accounting II <sup>W</sup>	4
BA 228: Comp. Accounting Applications-Quickbooks <sup>Sp</sup>	4
<b>Total</b>	<b>16</b>

<sup>F</sup> = Fall; <sup>W</sup> = Winter; <sup>Sp</sup> = Spring; <sup>Su</sup> = Summer

Tillamook Bay Community College 2021-2022 [www.tillamookbaycc.edu](http://www.tillamookbaycc.edu)