

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

**Part Time Students:**

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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<b>One-year Accounting Clerk Certificate</b>	<b>CR</b>
BA 101: Intro to Business <sup>F</sup>	4
BA 131: Intro to Business Technology <sup>W</sup>	4
BA 177: Payroll Accounting <sup>F</sup>	3
BA 205: Business Communication <sup>Sp</sup>	4
BA 211: Principles of Accounting I <sup>F</sup>	4
BA 212: Principles of Accounting II <sup>W</sup>	4
BA 218: Personal Finance <sup>F</sup>	3
BA 228: Comp. Accounting Applications - Quickbooks <sup>Sp</sup>	4
BA 285: Human Relations in Organizations * <sup>F</sup>	3
CAS 133: Basic Computer Skills <sup>F</sup>	4
CAS 170: Beginning Excel <sup>W</sup>	3
MTH 105: Math in Society * <sup>Sp</sup>	4
WR 121: English Composition I * <sup>W</sup>	4
<b>Total</b>	<b>48</b>
<i>* Satisfies Gen. Ed. Related Instruction</i>	
<sup>F</sup> = Fall; <sup>W</sup> = Winter; <sup>Sp</sup> = Spring; <sup>Su</sup> = Summer	

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