

STARTING OPTIONS

[TBCC Catalog](#) | [Skills Development](#) | [Student Services](#) | [Financial Aid](#) | [Program Information](#)

High School Students

Courses and program will be connected to and articulated with high schools via College Now credit.

Adult Students

Adult learners (including non-traditional students, ESOL students, and dislocated workers) start with ABE/GED or Compass Placement Testing and begin at the appropriate level.

ENTRANCE CONSIDERATIONS

- **Admission to TBCC**
- **Placement into:** RD 115, WR 115, MTH 60

PATHWAY CERTIFICATE

[Entry-Level Accounting Clerk](#) [PDF] 14 Credits

Outcomes: This program prepares students for entry-level positions such as accounting and bookkeeping clerks. Skills gained in this program can lead to a variety of jobs that support the accounting and finance function within an organization.

EMPLOYMENT

\$11.61 - \$16.13/hour

- [Billing Clerk](#)
- [Accounting Collector](#)
- [Information Desk](#)

ONE-YEAR CERTIFICATE

[Accounting Clerk](#) [PDF] 48 Credits

Outcomes: This program prepares students for entry-level positions in bookkeeping. Entry level bookkeepers perform routine tasks such as bank reconciliations, journaling, posting, worksheets, accounts payable, accounts receivable, and payroll, plus clerical duties such as typing and filing. The program emphasizes bookkeeping and accounting specialty courses plus keyboarding, in addition to general business microcomputer application courses.

EMPLOYMENT

\$11.24 - \$23.86/hour

- [Bookkeeping Clerk](#)
- [Accounting Clerk](#)

ASSOCIATE OF APPLIED SCIENCE DEGREE

[Accounting](#) [PDF] 92 Credits

Outcomes: Students who successfully complete the AAS in Accounting degree will develop skills and knowledge appropriate for entry-level bookkeeping and accounting positions. Upon successful completion of this AAS Accounting degree, students will be able to: analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles; use applicable technology available in accounting practice; communicate effectively with business professionals; demonstrate an understanding of the legal, ethical, and economic environment of business organizations; and use accounting information for decision making.

EMPLOYMENT

\$11.24 - \$35.14/hour

- [Payroll & Accounts Clerks](#)
- [Managers of Administrative Support Workers](#)
- [Tax Preparer](#)

RELATED BACHELOR DEGREE OPTIONS

The following programs provide opportunities for educational advancement. **Some credits may transfer.**

Specific transfers:

- Bachelor of Science in [Accountancy](#): Oregon State University (OSU)

General transfer information:

- [Oregon University System](#)
- [Career Options](#)
- [Map of Post Secondary Institutions in Oregon](#) [PDF]

ARTICULATED BACHELOR DEGREE TRANSFER OPTIONS

There are no current articulation agreements to Bachelor degree programs at this time.