



STARTING OPTIONS

[TBCC Catalog](#) | [Admissions](#) | [Financial Aid](#) | [Program Information](#)

High School Students

Courses and program will be connected to and articulated with high schools via Dual Credit.

Adult Students

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

PATHWAY CERTIFICATE

Entry-Level Accounting Clerk 14 Credits

Prepares you for entry-level positions such as accounting and bookkeeping clerks, accounting clerk, or information desk employee.

EMPLOYMENT: \$9.25 - \$24.00 / hour [Billing Clerk](#)
[Accounting Collector](#) [Information Desk](#)

PATHWAY CERTIFICATE

Basic Computer Literacy 13 Credits

Learn basic computer applications used in business operations in the role of office and administrative support.

EMPLOYMENT: \$9.25 - \$25.00 / hour [Office and Administrative Support](#) [Receptionist/Information Clerk](#) [Data Entry](#) [Word Processor](#) [Office Clerk](#)

ONE-YEAR CERTIFICATE

Accounting Clerk 47 Credits

This program prepares you for entry-level positions such as accounting or bookkeeping clerks.

EMPLOYMENT: \$11.00 - \$25.00 / hour [Bookkeeping Clerk](#) [Accounting Clerk](#)

ASSOCIATE OF A APPLIED SCIENCE DEGREE

Business Administration: Accounting or Management Emphasis 90 Credits (Management Emphasis) 91 Credits (Accounting Emphasis)

The Accounting Emphasis prepares you for entry into the accounting field as bookkeepers, payroll and accounting clerks, tax preparers, or accounting assistants.

The Management Emphasis prepares you to enter business as a supervisory trainee who will coordinate activities and direct personnel to attain operational goals.

EMPLOYMENT: \$10.00 - \$43.75 / hour [Payroll & Accounts Clerks](#) [Managers of Administrative Support Workers](#) [Tax Preparer](#)

INTERESTED IN A BACHELOR'S DEGREE?

Visit: <http://www.oregon.gov/HigherEd/Pages/campuslinks.aspx>