

CLATSOPCC CAREER PATHWAYS

ENTRY-LEVEL ACCOUNTING CLERK

Oregon Skill Set: Business & Management

www.clatsopcc.edu

STARTING OPTIONS

General Education Diploma / Adult Basic Education Courses / High School Diploma / College Now

College Now / High School Articulation Courses:

- BA131 Accounting Procedures I (3 CR)
- BA132 Accounting Procedures II (3 CR)

CAREER PATHWAY CERTIFICATE ENTRY-LEVEL ACCOUNTING CLERK

Length of Training: Approximately 9 Months (11+ Credits)

Classes:

- BA218 Personal Finance (2 CR)
- BA131 Accounting Procedures I (3 CR)
- BA132 Accounting Procedures II (3 CR)

- BA228 Automated Accounting (3 CR) or CSL 107 Spreadsheets (3 CR) or CS131 Introduction to Computer Information Systems (4 CR) or MIC 145 Introduction to Integrated Software (3 CR)

POSSIBLE CAREER OPTIONS INCLUDE:

- [Bookkeeping/Accounting/Auditing Clerk](#)
- [Billing/Posting Clerk](#)
- [Bill/Account Collector](#)
- [Receptionist/Information Clerk](#)
- [Office Clerk](#)
- [Office/Administrative Support Worker](#)
- [Human Resource Assistant](#)
- [Court, Municipal or License Clerk](#)
- [Customer Service Representative](#)

ONE YEAR CERTIFICATE BUSINESS PROFESSIONAL

ADDITIONAL CAREER OPTIONS:

- [Administrative Assistant](#)
- [Medical Secretary](#)

ADDITIONAL DEGREE OPTIONS

- [AAS Degree – Business Management](#)
 - [AAS Degree – Accounting Technician](#)
- Length of Training: Approximately 24+ Months (90+ Credits)

ADDITIONAL CAREER OPTIONS:

- [Supervisor/Manager of Office & Administrative Support Workers](#)
- [Executive Secretary](#)

ARTICULATED BACHELOR DEGREE OPTIONS

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

RELATED BACHELOR DEGREE OPTIONS

There are opportunities for educational advancement. Some credits may transfer.

- [OSU \(Oregon State University\) Transfer Course Search \(CCC courses that transfer to OSU\)](#)
- [Map of Post-Secondary schools in Oregon](#)

Additional education and experience can enhance career placement and advancement opportunities.