

# CAREER PATHWAYS TRAINING

## VESL Entry Level Accounting Clerk

### Vocational Training for English Language Learners

This short-term intensive pathway is designed for students pursuing entry-level work as accounting, payroll, or bookkeeping clerks. The training is three terms in length (9 months) with students earning 14 Business Admin credits.

Students gain a theoretical knowledge base in business and accounting while learning practical skills associated with the accounting field.

In addition to the course work students can complete a supervised internship which allows them the opportunity to apply their classroom learning to a real life work situation. At the conclusion of the pathway, students receive a certificate and are qualified for entry-level work in a broad array of businesses and industries.

### Training Format:

Courses are offered with English language support to students. Classes are only open to students accepted into the pathway.

### Costs:

#### Estimated Cost\*\*:

<b>Term 1</b>	
Tuition, Fees.....	\$462.30/1081.40
Books.....	\$259.80
Term 1 Total*.....	\$722.10/1341.20
<b>Term 2</b>	
Tuition, Fees.....	\$717.40/1251.80
Books.....	\$251.25
Term 2 Total*.....	\$969/1503.05
<b>Term 3</b>	
Tuition, Fees.....	\$462.30/1081.40
Books.....	\$97.40
Term 3 Total*.....	\$559.70/1178.80
<b>Total.....</b>	<b>\$2250.95/4023.05</b>

\*Includes college service and parking fees

\*\* For the most up-to-date costs, visit our website at [www.pcc.edu/cp](http://www.pcc.edu/cp).

### Prerequisites:

- Students must possess a High School Diploma or GED.
- Complete a COMPASS placement exam (results of the exam should place students into Level 6 ESOL or higher.
- Complete the PCC online student orientation.

For information on a COMPASS Test Taking Workshop, please call 971-722-6218.

### Steps to Admission:

1. Visit [www.pcc.edu/cp](http://www.pcc.edu/cp) for the most current details on this pathway.
2. Apply for Admission to PCC.
3. Take the College placement exam. You can call one of the PCC testing centers listed below for an exam schedule:
 

Cascade Campus .....	971-722-5234
Rock Creek Campus .....	971-722-7300
SE Center .....	971-722-6277
Sylvania Campus .....	971-722-4533
4. Complete the PCC online student orientation.
5. Speak with the contact person listed below.

### Features:

- Students earn college credit that may be applicable to the PCC Accounting Clerk Certificate or Associate of Applied Science degree programs.
- This training is on the State of Oregon Eligible Training Providers list (WIA/ETPL).
- This pathway is offered in partnership with PCC Business Administration Departments and ESOL.

### Courses:

<b>Term 1</b>	
BA 131 Computers in Business	4 credits
ESOL Support	credit or non
<b>Term 2</b>	
BA 111 Intro to Accounting	3 credits
BA 228 Computer Accounting Applications	3 credits
ESOL Support	credit or non
<b>Term 3</b>	
BA 101 Intro to Business	4 credits
BA 228 Computer Accounting Applications	3 credits
ESOL Support	credit or non

### Contact:

Sara Nelson Treadway: 971-722-6284, [sara.nelson1@pcc.edu](mailto:sara.nelson1@pcc.edu)

For more detailed information visit our web page at:  
[www.pcc.edu/cp](http://www.pcc.edu/cp)

Portland Community College is an Affirmative Action, Equal Employment Opportunity Institution. If you have a disability that requires any special materials, services or assistance, please contact the Office for Students with Disabilities, 971-722-4341, TTY 503-977-4877, at least 72 hours prior to the first class so we may arrange appropriate accommodations. For general information via TTY, call 971-722-4877.



## Computer Applications for Speakers of Other Languages

### Vocational Training for English Language Learners

This vocational training prepares non-English speakers for entry level clerical, administrative, and customer service jobs in the healthcare, business, education, social services, and other industries.

The training is a 2-term plus a 1 term bridge course prior to the first academic term. Students earn up to 14 Computer Application and Office Systems credits. Students need to have intermediate language proficiency in English as well as their native language, and preferably have a high school diploma. Students become proficient with Microsoft Office 2010 programs, email programs and the internet. Throughout the training, students practice and improve keyboarding, clerical and communications skills.

Students attend class four days a week and work two or three mornings a week in an unpaid internship. The curriculum also includes proven job readiness and job search components. Based on past graduates of the training, average starting wages are from \$10 to \$14 per hour.

#### Costs:

Estimated Total (including all terms)..... \$2208/ \$4077

Bridge Term Estimated Total.....\$276/\$895

Costs include:

- ESOL Support class; CAS 121
- Books and Supplies

Term 1 Estimated total..... \$1071/ \$1690

Costs include:

- ESOL Support class; CAS 122; CAS 133
- Internship support

Term 2 Estimated total..... \$860/ \$1491

Costs include:

- ESOL Support class; CAS 170; CAS 216
- Internship support

#### Steps to Admission:

1. Visit [www.pcc.edu/cp](http://www.pcc.edu/cp) for the most current details on this pathway.
2. Apply for Admission to PCC.
3. Take the College placement exam. You can call one of the PCC testing centers listed below for an exam schedule:
  - Cascade Campus .....971-722-5234
  - Rock Creek Campus .....971-722-7300
  - SE Center .....971-722-6277
  - Sylvania Campus .....971-722-4533
4. Complete the PCC online student orientation.
5. Speak with the contact person listed below.

#### Features:

- Students earn college credit that may be applicable to the PCC Basic Computer Certificate or Associate of Applied Science degree programs.
- This training is on the State of Oregon Eligible Training Providers list (WIA/ETPL).
- This pathway is offered in partnership with PCC Computer Applications and Office Systems and ESOL.

#### Prerequisites:

- Students possess a High School Diploma or GED (recomm).
- Complete a COMPASS placement exam (results of the exam should place students into Level 5 ESOL or higher).
- Complete the PCC online student orientation.
- For information on a COMPASS Test Taking Workshop, please call 971-722-6218.

#### Courses:

##### Bridge Term

CAS 121 Beginning Keyboarding	1-3 credits
ESOL Support	credit or non

##### Term 1

CAS 122 Keyboarding for Speed and Accuracy	3 credits
CAS 133 Basic Computer Skills/MS Office	4 credits
ESOL Support	credit or non

##### Term 2

CAS 170 Beginning Excel	3 credits
CAS 216 Beginning Word	3 credits
ESOL Support	credit or non

#### Internship: 6-10 hours per week

- Unpaid work experience
- Various work environments: Business; Healthcare; Education; Social Services; Public Sector

For training information, contact: Sara Nelson Treadway, [sara.nelson1@pcc.edu](mailto:sara.nelson1@pcc.edu), Phone 971.722.6284

For more information about Career Pathways go to: [www.pcc.edu/cp](http://www.pcc.edu/cp)

Portland Community College is an affirmative Action, equal opportunity institution. If you have a disability that requires any special materials, services for assistance, please contact the office for students with disabilities, 503.977.4341, TTY 503.977.4877, at least 72 hours prior to the first class so we may arrange appropriate accommodations. For general information via TTY, call 503.977.4877.

