

Accounting and Bookkeeping

Professional/Technical Pathway

This short-term intensive pathway is designed for students pursuing entry-level work as accounting, payroll, or bookkeeping clerks. The pathway can be either one or two terms in length (3–6 months) with students earning 14 to 27 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.

Format

First-term classes are held Monday thru Friday, primarily in the evening. Second-term classes are from course sections offered throughout the PCC system.

Costs

Estimated Cost:

Term 1

Tuition, Fees*	\$1,974.80
Books	\$450.80
Term 1 Total	\$2,425.60

* Includes fee for career guidance, Career Planning course and job placement assistance.

Term 2

Tuition, Fees	\$1,124.60
Books	\$296.70
Term 2 Total	\$1,421.30

Total (Includes parking) \$3,846.90

Steps to Admission

1. Apply for Admission to PCC
2. Take the College placement exam. You can call one of the PCC testing centers listed below to schedule an exam:
 - Cascade Campus 503-978-5234
 - Rock Creek Campus 503-614-7300
 - SE Center 503-788-6277
 - Sylvania Campus 503-977-4533
3. Complete the PCC online student orientation.
4. Speak with the pathway contact listed below.

Contact

Andrew Roessler, 503-788-6271, aroessle@pcc.edu

For more detailed information visit our web page at:
www.pcc.edu/cp

Features

- Students participate in three hours a week of Career Planning.
- Through the Career Planning course a cohort learning community is developed and supports students as they pursue employment in the accounting/bookkeeping field.
- 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).
- This pathway is offered in partnership with PCC Cascade and Rock Creek Business Administration Departments.

Prerequisites

- Students must possess a High School Diploma or GED.
- Complete a COMPASS placement exam (results of the exam should place students into Writing 121, Reading 115, and Math 60) at a PCC Testing Center.
- Complete the PCC online student orientation.
- For information on a free workshop to prepare to take the COMPASS exam call 503-788-6218.

Courses

Term 1

BA 111	Intro to Accounting	3 credits
BA 101	Intro to Business	4 credits
BA 131	Computers In Business	4 credits
BA 228	Computer Accounting Applications (Quickbooks)	3 credits
WFTT23	Career Planning	non-credit

Term 2

CAS 121	Beg. Keyboarding	3 credits
OS 131	10-Key on Calculators	1 credits
CAS 170	Beginning Excel: WIN	3 credits
BA 177	Payroll Accounting	3 credits
BA 280A	Cooperative Education	3 credits

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, 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.

