

CAREER PATHWAYS TRAINING

Accounting and Bookkeeping



Career 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 to 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.

Training Format

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

Features

- Students participate in career planning seminars and receive job coaching services.
- 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.
- Training is on the State of Oregon Eligible Training Providers list (WIA).
- This pathway is offered in partnership with PCC Business Administration Departments.

Prerequisites

- High school diploma or GED.
- Completion of a COMPASS placement exam at a PCC testing center (results of the exam should place students into Writing 121, Reading 115 and Math 60).
- For COMPASS test-taking workshop information, call 971-722-6218.

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	3 credits
WFTT23	Career Planning Seminars	non-credit

Term 2

CAS 121	Beginning 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

Total credits for two-term training 27

Estimated Cost

Term 1	\$2,181.50
Term 2	\$1,649.60 (optional)

Total \$3,831.10

Total includes fee for job coaching and career planning seminars in Term 1, ongoing job search assistance, tuition, fees, books and parking.

For the most up-to-date costs, visit www.pcc.edu/cp.

Steps to Admission

1. Visit www.pcc.edu/cp for the most current details on this pathway.
2. Apply for admission to PCC.
3. Take the college placement exam. 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.

Contact

Andrew Roessler, 971-722-6271, aroessle@pcc.edu

For more information visit www.pcc.edu/cp