

# Professional Development for the Changing World of Work

## Professional/Technical Pathway

This pathway is designed for students looking to develop their leadership and project management skills for work in a wide variety of workplace settings. The training can be either one or two terms in length (3–6 months). At the conclusion of the training students receive a Certificate and are qualified for entry-level work in a broad array of businesses and industries.

## Training Format

Some classes may only be offered online, in the evening or as one-day classes held on a Saturday from 8am–7pm. A weekly 3 hour Career Planning class will also take place one afternoon or morning per week. Optional second-term classes are selected from course sections offered throughout the PCC system.

## Costs

### Estimated:

#### Term 1

Tuition, Fees*	\$1,834.40
Books	\$246.70
<b>Term 1 Total (Includes parking pass)</b>	<b>\$2,081.10</b>

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

#### Term 2 (Optional)

Tuition, Fees	\$1,014.40
Books	\$300.00
<b>Term 2 Total</b>	<b>\$1,314.40</b>

**Total** **\$3,395.50**

## Features

- Students participate in three hours a week of Career Planning.
- A cohort learning community is developed and an Employment Specialist supports students as they pursue employment in their chosen field.
- Students earn college credit that may be applicable to program awards or the Associate of Applied Science degree in Management and Supervisory Development.
- Training is on the State of Oregon Eligible Training Providers list (WIA).
- This pathway is offered in partnership with the PCC Management and Supervisory Development Department.

## Prerequisites

- Students must possess a High School Diploma or GED.
- Complete a COMPASS placement exam at a PCC Testing Center.
- For information on free workshop to prepare to take the COMPASS test call 503-788-6218.

## Courses

### Term 1

MSD 101	Principles of Management	3 credits
MSD 105	Interpersonal Communication	3 credits
MSD 121	Leadership Skill Development	3 credits
MSD 157	Conflict Management	1 credit
MSD 180A	Goal Setting & Productivity	1 credit
MSD 192A	Project Management	1 credit
WFTT23	Career Planning	non-credit

### Term 2 (Optional)

Students that elect to can customize their training and earn a program award in any one of the following areas:

- Management and Supervisory Development
- Conflict Management
- Customer Service
- Human Resource Management
- Leadership
- Project Management
- Change/Innovation Management

## Contact

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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, 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.

