

Docket Item:

Community College Approval: Portland Community College, Certificate of Completion in Accounting Clerk within 52.0301 Accounting.

Summary:

Portland Community College proposes a new Certificate of Completion in Accounting Clerk. Higher Education Coordinating Commission (HECC) staff completed a review of the proposed program. After analysis, HECC staff recommends approval of the degree as proposed.

Staff Recommendation:

The HECC recommends the adoption of the following resolution:
RESOLVED, that the Higher Education Coordinating Commission approve the following degree: CC1 in Accounting Clerk.



Portland Community College seeks the Oregon Higher Education Coordinating Commission's approval to offer an instructional program leading to a Certificate of Completion in Accounting Clerk.

Program Summary

BUSINESS ADMINISTRATION

Cascade Campus

Technology Education Building (TEB), Room 210

503-978-5317

Rock Creek Campus

Building 3, Room 201

503-614-7235

Sylvania Campus?

Social Science Building (SS), Room 215?

503-977-4324

Extended Learning Campus

Southeast Center?

Mt. Scott Hall (MSH), Room 103?

503-788-6146

www.pcc.edu/programs/business/

CAREER AND PROGRAM DESCRIPTION

Four associate of applied science degrees in business administration are offered. They are: Accounting, Management, Marketing and Retail Management. These two-year degrees emphasize skills to be used on the job upon completion of the degree requirements and are not designed for students intending to transfer to four-year schools. If transferability of courses is a concern, students should consult with the institution of their choice regarding transfer possibilities.

Due to the rapid changes in employment opportunities, technological advances and certifying agency regulations, Business programs are subject to change. Students must meet PCC's writing and math competencies prior to graduation. See Comprehensive Degree Requirements in this catalog.

1. ***Describe the need for this program by providing clear evidence.***

Employment in this occupation in 2019 was much larger than most occupations in the region. The total number of job openings is projected to be much larger than most occupations in the region through 2029. This occupation is expected to grow at a much slower rate than the regional average growth rate for all occupations through 2029. There were 1,399 total annual openings in the Portland Tri-County area in 2019. Average annual wage is \$47,305 in the Portland metropolitan area.

2. ***Does the community college utilize systemic methods for meaningful and ongoing involvement of the appropriate constituencies?***

The program meets regularly with its advisory board and discussed the changes with that board. The revision to the certificate was necessitated by the closure of the Computer Applications and Office Systems program where the courses were originally housed. The advisory board confirmed the continued need for the content in the courses and supported the creation of new courses in the Business Administration program. The advisory board confirmed the continued need for Word and Excel skills for students completing this certificate.

3. ***Is the community college program aligned with appropriate education, workforce development, and economic development programs?***

Student learning outcomes in the certificate are aligned with industry needs. Courses are available online to allow students to take courses while working. The changes to the certificate are a collection of skills that are reframed into new courses in response to the elimination of the CAS/OS courses. The primary skills that are captured are Word, Excel, and 10-key in the form of document and spreadsheet creation. There are also basic computer skills included.

4. ***Does the community college program lead to student achievement of academic and technical knowledge, skills, and related proficiencies?***

Students complete the certificate with strong computer skills. Students also are required to take a writing course which contributes to strong written communication skills.

5. ***Does the community college identify and have the resources to develop, implement, and sustain the program?***

The college has assessed the needs of this certificate and has allocated resources to its ongoing and future needs.

Assurances

Portland Community College has met or will meet the four institutional assurances required for program application.

1. ***Access.*** The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.

2. *Continuous Improvement.* The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.
3. *Adverse impact and detrimental duplication.* The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intrasegmental* impact and detrimental duplication problems with other relevant programs or institutions.
4. *Program records maintenance and congruence.* The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Office are the official records and it is the college's responsibility to keep their records aligned with those of the Office. The college will not make changes to the program without informing and/or receiving approval from the Office.