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**Docket Item: 6.5 - CONSENT ITEM: Umpqua Community College | Accounting Certificate, CC1.**

**Summary:**

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

**Staff Recommendation:**

The HECC recommends the adoption of the following program: Umpqua Community College CC1 in Accounting Certificate.

**Recommended Motion:**

Move to approve the following certificate: Umpqua Community College CC1 in Accounting Certificate.



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

**Program Summary**

The Accounting Certificate is a 1-year certificate designed to develop a student's skills in areas such as accounting, payroll, computerized accounting applications, business law, business math, computer applications, personal finance, written communications, management fundamentals, critical thinking and problem solving.

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

This hands-on accounting certificate program focuses on the essential skills needed in today's business environment. Our local community has openings for people with accounting knowledge and skills. Our previous Accounting AAS degree developed students with more skills than are needed in the local business community. The proposed accounting certificate will provide entry-level training better suited for local small to midrange enterprises.

Currently, there are positions available at the following businesses: Con-Vey (\$52,500-63,500 a year), H&R Block (\$20-60 an hour), Bay Area Ambulance (\$39,600-\$50,200 a year), Lone Rock Resources (\$43,300-\$58,700 a year) and Clint Newell Auto Group (\$55,200-\$69,800 a year).

At our local employment services, we have the following positions: Grant Accountant (\$26.26 an hour), Accounting Services Manager (\$60,000-\$70,000 a year), Payroll Associate (\$16-\$25 per hour), and Family Office Accountant (\$20 an hour).

These types of positions are continually open in our local area. We have had many students contacting us for programs that provide them with accounting skills. The need in the area is there and increasing

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

The college uses advisory committees for community involvement in the programs' development, creation, and sustainability. The advisory committee's role is to advise the college departments regarding their programs and the content of the programs in relation to the needs of the job market, skills, and industry needs. The advisory committee members advise on and inform career education curriculum development, including new program development.

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

The accounting certificate aligns with the needs identified by the advisory committee for workforce development and readiness. The Accounting Certificate can help students learn the accounting profession's basics. The certificate programs can also help those already in the accounting field learn new skills, which can translate to new career opportunities.

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

The Accounting Certificate is a 1-year certificate that will lead students to a job or continuation for a bachelor's degree at a university. An accounting certificate is a 1-year certificate designed to develop a student's skills in areas such as accounting, payroll, computerized accounting applications, business law, business math, computer applications, personal finance, written communications, management fundamentals, critical thinking, and problem-solving. Career considerations are entry-level bookkeeping and accounting positions.

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

UCC has the resources in place to develop, implement, and sustain the program. All the courses in the accounting certificate already exist within the Business Department course offerings. Two courses have been dormant since the suspension of the Accounting AAS degree several years ago. The two courses (payroll and practical accounting) still exist and will need to be developed for delivery in an online format. The academic staff teaches all but these two courses in other degree programs.

### ***Assurances***

Umpqua 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

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*intra*segmental 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.