



January 13, 2016

To: OCCC College Council

From: Tom Boyce, CAS Faculty and Instructional Leadership Team

Re: Recommendation to Adopt the following PCC Degrees and Certificates at OCCC

**Associate of Applied Science Accounting Degree**

- Entry Level Accounting Clerk Career Pathways Certificate
- Accelerated Accounting Certificate

**Associate of Applied Science Administrative Assistant Degree**

- Career Pathway Certificate Basic Computer Literacy
- Career Pathway Certificate Word Processing
- Career Pathway Certificate Spreadsheets

**Justification**

Lincoln County is a rural community with few large employers spread across a variety of sectors (Hospitality & Tourism; Government/Education; Healthcare; Marine; Wood Products; etc.). Training programs in areas with generalizable skills such as Accounting and Computer Applications meet needs for entry and mid-level employees across sectors. There are no other training and education programs available in Lincoln County to address this workforce need. The design of the proposed certificates and degrees creates an effective “career ladder” in which a relatively short term certificate can provide entry into a career area, and further experience and education (up to the bachelors or even masters level) leads to identifiable advanced career opportunities in the field. There are multiple target populations for the Accounting and Administrative Assistant Programs at OCCC, including: working adults, recent HS graduates, current HS dual credit students, ESOL & ABS students, GED completers, and the 7% of Lincoln County residents who have "some college" but never completed a certificate or degree. These programs will be the first CTE programs based at our North County Center.

**Labor Market Data for Accounting**

The Training Oregonians for the Right Jobs report

(<https://www.qualityinfo.org/documents/10182/13336/Training+Oregonians+for+the+Right+Jobs?version=1.2>) identified on a county-cluster basis the top 20 high wage/high demand occupations based on highest wages and projected openings. Lincoln County is grouped with Linn and Benton counties. All projections are through 2022.

Accountants and Auditors were in the top 20 for these three counties (with 240 projected openings). In addition, the top 20 high-wage/high-demand occupations included additional job titles which could benefit from or rely upon skills gained through training in Accounting: General and Operations Managers (352 projected openings), Managers All Others (84 projected openings), Sales Managers (44 projected openings). This report also included state-wide data for high-demand, low wage occupations. The following occupations relevant to Accounting education were on the Top 20 Low Wage High Demand list: Accounting & Auditing Clerks (6645 projected state-wide openings); Book-keeping, Shipping, Receiving and Traffic Clerks (2875 projected state-wide openings); Billing & Posting Clerks (2173 projected state-wide openings); Bill & Account Collectors (1929 projected state-wide openings).



### **Labor Market Data for Administrative Assistant (and Computer Applications)**

The Training Oregonians for the Right Jobs report also substantiates need and demand for this education. The salary component of the formula for county top-20 precluded the inclusion of the lower rungs of the administrative assistant type occupations. However included in the top 20 were multiple other occupations that could be reasonably viewed as the upper ends of a career ladder that begins with the Administrative Assistant, as follows: Medical and Health Services Managers (with 77 projected openings), Software Developers, Applications (with 103 projected openings), General and Operations Managers, (with 352 projected openings), Human Resources Specialists (with 85 projected openings). This report also included statewide data for high-demand, low wage occupations. The following occupations relevant to Administrative Assistant education were on the Top 20 Low Wage High Demand list: Customer Service Representatives (10,049 projected state-wide openings) Hotel, Motel, and Resort Desk Clerks (2,179 projected state-wide openings), Shipping, Receiving and Traffic Clerks (2875 projected state-wide openings); Billing & Posting Clerks (2173 projected state-wide openings).

### **Sustainability Planning**

We anticipate receiving approximately \$65,000 from the statewide Career Pathways grant, which will help to subsidize initial start-up costs, particularly in the first years while enrollments gain momentum. Attachment A shows 35 total courses associated with the new Degrees and Certificates. This table also shows that 11 of the new courses are required in 3 or more degrees/certificates. Additionally, many of the 15 CAS/OS courses are typically delivered at the same time with a single instructor (for example, beginning and intermediate Excel). These two factors along with careful scheduling, planning, outreach and marketing will concentrate enrollment and fill the new classes. As a fall back, virtually every new course is also offered at PCC via on-line. In those instances where we initially project low enrollment, we will coordinate with PCC so that our students can meet degree and certificate requirements. Initially, these new classes can be staffed with part-time faculty, and given the subject area and experience of other rural community colleges we do not anticipate difficulty finding qualified instructors. As funding allows, the addition of a full-time Business faculty position is a priority.



## Proposed Degree and Certificates Accounting

| Degree Title:        | Associate of Applied Science Accounting   |
|----------------------|---|
| Degree Requirements: | Minimum 92 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of sixteen credits of General Education. Some courses specified within the program may be used as General Education. In addition to required courses in the program of study, students must satisfy MTH 58/65 competency. |
| Required Courses     | Title   |
| BA101                | Introduction to Business  |
| BA111                | Introduction to Accounting  |
| BA131                | Introduction to Business Technology   |
| BA177                | Payroll Accounting  |
| BA205                | Business Communication Using Technology   |
| BA206                | Management Fundamentals   |
| BA211                | Principles of Accounting I  |
| BA212                | Principles of Accounting II   |
| BA213                | Managerial Accounting   |
| BA222                | Financial Management  |
| BA226                | Business Law I  |
| BA228                | Computer Accounting Applications  |
| BA240                | Nonprofit Financial Management and Accounting or  |
| BA242                | Introduction to Investments   |
| BA256                | Income Tax  |
| BA285                | Human Relations - Organizations   |
| CAS170               | Beginning Excel - or  |
| CAS171               | Intermediate Excel  |
| CAS 216              | Beginning Word - or   |
| CAS217               | Intermediate Word   |
| EC201                | Principles of Economics: Microeconomics   |
| EC202                | Principles of Economics: Macroeconomics   |
| OS131                | 10-Key on Calculators   |
|                      | Choose one of the following:  |
| PHL202               | Ethics – or   |
| PHL209               | Business Ethics or  |
| BA277                | Business Practices and Contemporary Social Issues   |
| WR121                | English Composition   |
|                      | Business Administration – Business Program Electives (11 credits)   |
|                      | General Education Courses (8 credits)   |

| Certificate Title:                          | Accelerated Accounting   |
|---|--|
| Certificate Requirements and prerequisites: | 29 credits: Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities |



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|  | should substitute a business elective and start the accounting series BA 211 in the second term. Students who can touch type more than 40 words per minute should substitute an approved business elective |
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| Required Courses | Title  |
|------------------|--|
| BA111            | Introduction to Accounting                                       |
| BA177            | Payroll Accounting   |
| BA211            | Principles of Accounting I                                       |
| BA228            | Computer Accounting Applications                                 |
| CAS121           | Beginning Keyboarding - or                                       |
| CAS122           | Keyboarding for Speed/Accuracy                                   |
| CAS170           | Beginning Excel - or   |
| CAS171           | Intermediate Excel   |
| CAS217           | Intermediate Word - or   |
| CAS216           | Beginning Word   |
| CG209            | Job Finding Skills   |
| OS131            | 10-Key on Calculators  |
| WR90             | Writing 90 - or  |
| WR121            | English Composition - or   |
| WR115            | Introduction to Expository Writing                               |
|                  | Business Administration – Business Program Electives (3 credits) |

| Certificate Title:                          | Entry Level Accounting Clerk Career Pathways   |
|---|--|
| Certificate Requirements and prerequisites: | Minimum 14 credits. Students must meet all certificate requirements. The Entry-Level Accounting Clerk Certificate is a Career Pathway. All courses are contained in the Accounting AAS Degree. |
| Required Courses:                           | Title  |
| BA101                                       | Introduction to Business   |
| BA111                                       | Introduction to Accounting   |
| BA131                                       | Introduction to Business Technology  |
| BA228                                       | Computer Accounting Applications   |

**Proposed Degree and Certificates  
Administrative Assistant (Computer Applications)**

| Degree Title:        | Associate of Applied Science Administrative Assistant  |
|----------------------|--|
| Degree Requirements: | 94 credits: All programs of study in CAS/OS recommend placement in WR 115, RD 115, MTH 20, and keyboarding by touch or CAS 121. Additional skill requirements are specified in course descriptions. Students must meet OCCC's writing and math competencies prior to graduation. |



| <b>Required Courses:</b>   | <b>Title:</b>                                   |
|--|---|
| BA111  | Introduction to Accounting                      |
| BA205  | Business Communication Using Technology         |
| BA285  | Human Relations - Organizations                 |
| CAS123   | Production Keyboarding                          |
| CAS133   | Basic Computer Skills/Microsoft Office          |
| CAS140   | Beginning Access                                |
| CAS170   | Beginning Excel                                 |
| CAS216   | Beginning Word                                  |
| CAS217   | Intermediate Word                               |
| CAS246   | Integrated Computer Projects                    |
| OS131  | 10-Key on Calculators                           |
| OS220  | Business Editing Skills                         |
| OS240  | Filing and Records Management                   |
| OS245  | Office Systems and Procedures                   |
| OS 280F  | Cooperative Education: Administrative Assistant |
| MTH30  | Business Mathematics                            |
| WR121  | English Composition                             |
| Admin Assist Degree Business Electives (6 credits), Admin Assist Degree Electives (14 credits), General Education Courses (16 credits) |   |

| <b>Certificate Title:</b>                   | <b>Basic Computer Literacy Career Pathways</b>   |
|---|--|
| Certificate Requirements and prerequisites: | 13 credits Computer Application Office System: Administrative Assistant: Less than One Year Career Pathway Certificate: Basic Computer Literacy. All programs of study in CAS/OS recommend placement in WR 115, RD 115, MTH 20, and keyboarding by touch or CAS 121. Additional skill requirements are specified in course descriptions. The Basic Computer Literacy Certificate is a Career Pathway and all the courses are contained in the Administrative Assistant AAS degree. |
| <b>Required Courses:</b>                    | <b>Title:</b>  |
| CAS122                                      | Keyboarding for Speed/Accuracy   |
| CAS133                                      | Basic Computer Skill/MS Office - or  |



|        |   |
|--------|---|
|        | Computer Application Systems – CAS/OS Certificate Electives (3) |
| CAS170 | Beginning Excel   |
| CAS216 | Beginning Word  |

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|---------------------------------|---|
| <b>Certificate Title:</b>       | <b>Spreadsheets Career Pathways</b>   |
| Requirements and Prerequisites: | 27 Credits Spreadsheets Career Pathway Certificate. All programs of study in CAS/OS recommend placement in WR 115, RD 115, MTH 20, and keyboarding by touch or CAS 121. Additional skill requirements are specified in course descriptions. The Spreadsheet Certificate is a Career Pathway and all the courses are contained in the Administrative Assistant AAS degree. |
| <b>Required Courses:</b>        | <b>Title:</b>   |
| BA111                           | Introduction to Accounting  |
| CAS122                          | Keyboarding for Speed/Accuracy  |
| CAS140                          | Beginning Access  |
| CAS170                          | Beginning Excel   |
| CAS171                          | Intermediate Excel  |
| CAS216                          | Beginning Word - or   |
| CAS217                          | Intermediate Word   |
| OS131                           | 10-Key on Calculators   |
| MTH30                           | Business Mathematics  |
| WR121                           | English Composition   |

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|---------------------------------|--|
| <b>Certificate Title:</b>       | <b>Word Processing Career Pathways</b>   |
| Requirements and Prerequisites: | 26 credits Computer Application Office System: Administrative Assistant: Less than One Year Career Pathway Certificate: Word-processing. All programs of study in CAS/OS recommend placement in WR 115, RD 115, MTH 20, and keyboarding by touch or CAS 121. Additional skill requirements are specified in course descriptions. The Word Processing Certificate is a Career Pathway and all the courses are contained in the Administrative Assistant AAS degree. |
| <b>Required Courses:</b>        | <b>Title:</b>  |
| CAS122                          | Keyboarding for Speed/Accuracy   |
| CAS123                          | Production Keyboarding   |
| CAS170                          | Beginning Excel  |
| CAS216                          | Beginning Word   |
| CAS217                          | Intermediate Word  |
| CAS231                          | Publisher  |
| OS220                           | Business Editing Skills  |
| WR121                           | English Composition  |