**Business, Information Systems, Computer Software Advisory Committee**

**October 14, 2021 8-9:30am**

*ZOOM:*<https://whccd-edu.zoom.us/j/91480606286?pwd=UG41cENEdldJeTB3V0NvREx5VlAzUT09>

*Meeting ID: 914 8060 6286 Passcode: 514900*

**Tentative Agenda**

|  |  |  |
| --- | --- | --- |
| 7:30am | Welcome & Introductions | Kris Costa, CTE Dean |
| 7:40 | Campus Updates  * Campus Updates * WIN Center and MakeOvate Lab * DOD Internships * BUS 020 OER | Kris Costa |
| 7:55 | Status of BUS programs:[Business Administration](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/business-administration.php)[Business Bookkeeping](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/business-bookkeeping.php)[Business Information Worker](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/business-information-worker.php)[Business Management](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/business-management.php)[Entrepreneurship](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/business-entrepreneurship.php)[Project management](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/project-management.php)   1. [Retail Business Management](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/business-retail-business-management.php) | Status of CIS programs:  1. [Introduction to Cyber Security](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/cybersecurity.php) 2. [Networking Fundamentals](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/cis-networking-fundamentals.php) 3. [Web Business Management](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/cis-web-business-management.php) 4. [Web Designer](https://www.westhillscollege.com/lemoore/catalog/current/programs-of-study/cis-web-designer.php) |
| 8:15am | Program and Additions Proposals  * Human Resources Certificate | * User Experience Design COA * Computer Forensics COA |
| 9:00am | Adjourn | |

**Human Resources Certificate of Achievement – New program**

|  |  |  |
| --- | --- | --- |
| [BUS 020](https://westhillslemoore.elumenapp.com/catalog/21-22/course,bus020#mainContent) | Intro to Business | 3 |
| [BUS 018](https://westhillslemoore.elumenapp.com/catalog/21-22/course,bus018#mainContent) | Business Law | 4 |
| [BUS 028](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-028) | Business Communication | 3 |
| [BUS 035](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-035) | Human Resources Management | 3 |
| [BUS 015X](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-015x) | Occupational Work Experience | 2 |
|  |  |  |
| [SOC](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-007) 002 | Critical Thinking and Social Problems | 3 |
| **Total** |  | **18** |  |

**User Experience (UX) Design – New Certificate**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CIS 002H | Internet Graphics | 3 |  | ART 020A | Introduction to Digital Art | 3 |
| COMP 005 | Intro to User Experience Design | 3 |  | BUS XXX | Business Marketing Class (name TBA) | 3 |
| COMP 001A | Web Develop- HTML/CSS | 3 |  | CIS 015X | Occupational Work Experience | 1 |
| COMP 001B | Web Development - CSS | 3 |  |  | **TOTAL** | **19** |

**BUSINESS PROGRAM DATA**

**Local Certificates**

Business Entrepreneurship

|  |  |  |
| --- | --- | --- |
| [BUS 007](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-007) | Introduction to Entrepreneurship | 3 |
| [BUS 032](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-032) | Small Business Management | 3 |
| [CIS 002G](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-002g) | Introduction to E-Commerce | 3 |
| **Total** |  | **9** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| 9 | 11 | 2 | 1 | 7 |

**Certificates of Achievement**

Retail Business Management

|  |  |  |
| --- | --- | --- |
| [BUS 001A](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-001a) | Beginning Principles of Accounting | 4 |
| or [BUS 055](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-055) | Bookkeeping | 3 |
| [BUS 018](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-018) | Business Law | 4 |
| [BUS 020](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-020) | Introduction to Business | 3 |
| [BUS 028](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-028) | Business Communication | 3 |
| [BUS 032](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-032) | Small Business Management | 3 |
| [BUS 035](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-035) | Human Resources Management | 3 |
| [CIS 007](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-007) | Computer Concepts | 3 |
| Electives | BUS 013A/B, CIS 008, 042, ECON 001A/B, OR PHIL 003 | 3 |
| **Total** |  | **25-26** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| 11 | 7 | 6 | 1 | 5 |

Business Bookkeeping

|  |  |  |
| --- | --- | --- |
| BUS-013A/B | Word for Windows I & II | 3 |
| [BUS 055](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-055) | Bookkeeping | 3 |
| [BUS 074](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-074) | Computerized Accounting | 3 |
| [BUS 020](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-020) | Introduction to Business | 3 |
| [BUS 024](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-024) | Business Mathematics | 3 |
| [BUS 028](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-028) | Business Communication | 3 |
| [CIS 007](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-007) | Computer Concepts | 3 |
| [CIS 034](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-034) | Introduction to Spreadsheets | 3 |
| **Total** |  | **24** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| 5 | 11 | 9 | 7 | 6 |

Business Information Worker (COA)

|  |  |  |
| --- | --- | --- |
| [BUS 002](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-002) | Introductory Keyboarding | 3 |
| [BUS 003](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-003) | Intermediate Keyboarding | 3 |
| [BUS 013A](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-013a) | Word for Windows I | 1.5 |
| [BUS 013B](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-013b) | Word for Windows II | 1.5 |
| [BUS 015X](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-015x)  OR | Occupational Work Experience | 1 - 8 |
| [WE 015XX](https://www.westhillscollege.com/lemoore/catalog/current/courses/we/#we-015xx) | General Work Experience | 1 - 6 |
| [BUS 028](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-028) | Business Communication | 3 |
| [BUS 035](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-035) | Human Resources Management | 3 |
| [BUS 067](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-067) | Filing and Records Management | 2 |
| [CIS 007](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-007) | Computer Concepts | 3 |
| [CIS 008](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-008) | Microcomputer Operating Environment | 1 |
| [CIS 034](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-034) | Introduction to Spreadsheets | 3 |
| **Total** |  | **25** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| - | 1 | 1 | 0 | 1 |

Business Management

|  |  |  |
| --- | --- | --- |
| [BUS 001A](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-001a) | Beginning Principles of Accounting | 4 |
| [BUS 001B](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-001b) | Elementary Principles of Accounting | 4 |
| BUS-013A/B | Word for Windows I & II | 3 |
| [BUS 018](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-018) | Business Law | 4 |
| [BUS 020](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-020) | Introduction to Business | 3 |
| [BUS 024](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-024) | Business Mathematics | 3 |
| [BUS 028](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-028) | Business Communication | 3 |
| [BUS 032](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-032) | Small Business Management | 3 |
| [BUS 035](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-035) | Human Resources Management | 3 |
| [CIS 007](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-007) | Computer Concepts | 3 |
| [CIS 034](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-034) | Introduction to Spreadsheets | 3 |
| **Total** |  | **36** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| 3 | 3 | 2 | 1 | 6 |

**Degrees**

Business Information Systems AA (in dev)

|  |  |  |
| --- | --- | --- |
| [BUS 002](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-002) | Introductory Keyboarding | 3 |
| [BUS 003](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-003) | Intermediate Keyboarding | 3 |
| [BUS 013A](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-013a) | Word for Windows I | 1.5 |
| [BUS 013B](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-013b) | Word for Windows II | 1.5 |
| [BUS 015X](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-015x) | Occupational Work Experience | 1 - 8 |
| [BUS 028](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-028) | Business Communication | 3 |
| [BUS 035](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-035) | Human Resources Management | 3 |
| [BUS 067](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-067) | Filing and Records Management | 2 |
| [CIS 007](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-007) | Computer Concepts | 3 |
| [CIS 008](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-008) | Microcomputer Operating Environment | 1 |
| [CIS 034](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-034) | Introduction to Spreadsheets | 3 |
| **Total** |  | **30** |

**COMPUTER INFORMATION SYSTEMS PROGRAMS**

**Local Certificates**

Web Active Scripting

|  |  |  |
| --- | --- | --- |
| [CIS 002](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-002) | Internet Programming HTML/CSS | 3 |
| [CIS 002C](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-002c) | Internet Programming- Script Languages | 3 |
| [CIS 002F](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-002f) | Internet Server Side Scripting | 3 |
| **Total** |  | **9** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| 10 | 8 | 7 | 1 |  |

Web Business Management

|  |  |  |
| --- | --- | --- |
| [BUS 032](https://www.westhillscollege.com/lemoore/catalog/current/courses/bus/#bus-032) | Small Business Management | 3 |
| CIS 002CG | Introduction to E Commerce | 3 |
| **Total** |  | **6** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| 13 | 13 | 7 | -- | 11 |

Web Designer

|  |  |  |
| --- | --- | --- |
| [CIS 002](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-002) | Internet Programming HTML/CSS | 3 |
| [CIS 002B](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-002b) | Internet Programming - CSS | 3 |
| CIS 002H OR | Internet Graphics | 3 |
| CIS 002E | Web Design and Interactive Media | 3 |
| **Total** |  | **9** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| 8 | 6 | 3 | **--** | -- |

**Certificates of Achievement**

Introduction to Cybersecurity

|  |  |  |
| --- | --- | --- |
| [CIS 005E](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-005e) | Intro to Inf System Security | 3 |
| [CIS 005F](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-005f) | Intro to Information Assurance | 3 |
| [CIS 005G](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-005g) | Computer Forensics Fundamentals | 3 |
| [CIS 005H](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-005h) | Operating Systems - Linux | 3 |
| [CIS 042](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-042) | System Analysis and Design | 3 |
| **Total** |  | **15** |

Networking Fundamentals

|  |  |  |
| --- | --- | --- |
| [CIS 005A](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-005a) | Info & Communication Tech Essentials | 4 |
| [CIS 005B](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-005b) | Computer Network Fundamentals | 3 |
| [CIS 005C](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-005c) | Routing & Switching Essentials | 3 |
| [CIS 005D](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-005d) | System & Network Administration | 3 |
| [CIS 042](https://www.westhillscollege.com/lemoore/catalog/current/courses/cis/#cis-042) | System Analysis and Design | 3 |
| [WE 015XX](https://www.westhillscollege.com/lemoore/catalog/current/courses/we/#we-015xx) | General Work Experience | 1 - 6 |
| or CIS -015XX | Occupational Work Experience | 1 - 3 |
| **Total** |  | **17-19** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| 6 | 2 | 2 | -- | 2 |

**Degrees**

Information Technology AA \*\*

|  |  |  |
| --- | --- | --- |
| BUS 019A | Intro to Project Management | 3 |
| CIS 007 | Computer Concepts | 3 |
| CIS 015X | Occupational Work Exp | 1 |
| CIS 042 | Intro to System Analysis/Design | 3 |
| Select one specialization track | |  |
| Networking Track | | 13 |
| Cybersecurity Track | | 12 |
| User Experience Design | | 18 |
| Programming Track | | 18 |
|  | Electives | 0-8 |
|  |  |  |
|  | **TOTAL** | **30** |