Minutes

Business / CIS Advisory Committee

October 25th, 4:30 - 6

Cravens' Student Center, DSPS Conference Room

Committee Members in attendance:

|  |  |  |
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| Nancy Munoz  Desert Lexus  Payroll & Human Resources  68068 Kyle Road  Cathedral City, CA 92234  760-321-5750  Mmunoz525@mycod.us | Beth Wilbrecht  Director of Employee Relations  Fisherman’s Market & Grill  73286 Azure Rain Unit 104  Palm Desert, CA 92211  T 760-272-4063  Bethw4cm@aol.com | Coryn La Rue  COD Business Student  82954 Tyler Court  Indio, CA 92203  [coryndirect@gmail.com](mailto:coryndirect@gmail.com)  530-518-7058 |
| Jasmin Loi, Human Resource Manager  The City of Indio  City Manager’s Office  100 Civic Center Mall  Indio, CA 92201  T 760-391-4009  F 760 391-6455  jloi@indio.org | David Bashore  Adjunct Instructor  dbashore@collegeofhtedesert.edu | Rhonda Dupree  Human Resources Director, Saks 5th Avenue  77526 Ashberry Ct.  Palm Desert, CA 92211  760-837-2907  Rhonda\_dupree@s5a.com |
| Robert Holmes, President  Ames Real Estate Inc.  81711 Highway 111, STE 1  Indio, CA 92201  [Robert.holmesjr1@verison.net](mailto:Robert.holmesjr1@verison.net) | Zerryl Becker, Professor CIS | Kelly Hall, Associate Professor, Business |

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| **Topic:** | Role of Advisory Committee |
| **Discussion:** | KH went over general role: community advocacy, curriculum consultation, etc.  The College depends on local business community members to share their ideas about the skills and knowledge that students will need to succeed in today’s job market. The key goal for advisory committees is to better prepare students for today's jobs by giving faculty the advice we need to keep programs innovative, relevant, and responsive to community’s needs.  KH Mentioned internships and general discussion followed on this topic. |
| **Conclusions/Recommendations** |  |

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| **Topic:** | Certificate compared to AA degree |
| **Discussion:** | KH explained that certificates are career readiness/ skills based accomplishment. BW stated that she was unaware of the depth and value of a certificate. JL stated that local governments are very familiar with certificates. When job candidates have a bachelor degree in a non-related field, the county requests they obtain a CTE certificate to demonstrate skills acquisition. |
| **Conclusions/Recommendations** | Committee and college must do more to educate business community as to the value of CTE certificates. College should develop more CTE business-based certificates and degrees so students can demonstrate various skills acquisition |

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| **Topic:** | Need for HR Certificate |
| **Discussion:** | According to the 2010-11 Occupational Outlook Handbook published by the U.S. Department of Labor, HR Management and Specialists jobs are projected to grow 10% and 24%, respectively by 2018.  KH distributed hand-out listing proposed certificate courses and descriptions. General discussion and agreement regarding the need and marketability of HR skills and competencies.  There was immediate and enthusiastic consensus that HR is a growing field with a need for qualified personnel and ample job opportunities for entry level positions.  DB questioned the need for an accounting course in the program. NM pointed out that her job entails both HR and payroll. JL agreed that accounting knowledge is tangential to many HR roles. RD suggested that accounting acumen would be vital or not depending upon the HR specialty selected. BW said that although payroll was outsourced for her 120 employees, an understanding of the fundamental concepts is essential. KH suggested that accounting could be an elective and not a requirement. In this way, a student could choose, based upon their career plan, whether accounting would be a necessary skill. Committee agrees.  Other courses in the proposed program were discussed and vetted. |
| **Conclusions/Recommendations** | Accounting coursework should be an available but not required elective in the HR program. |

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| **Topic:** | Office Administrative Office Assistant Certificate Discussion |
| **Discussion:** | There was general agreement that the cis 12 Office Procedures class is essential; that job applicants do not have these basic skills and that perhaps the course should be titled “Office Survival Skills”.  Another skills students lack is the ability to write; Zerryl mentioned that there cis 10 includes a section on creating a resume and writing a business letter.  Students also need experience; work experience should be included. |
| **Conclusions/Recommendations** | A communications could should be considered as a requirement for this certificate; buma 94 Business Communications is currently an elective. |

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| **Topic:** | Office Administrative Office Professional Certificate Discussion |
| **Discussion:** | This Certificate is similar to the Assistant certificate but more comprehensive. The writing course suggested for the Assistant degree is already included. The group approved the selection of courses; the accounting option; the computer applications option; and the inclusion of work experience as an elective. |
| **Conclusions/Recommendations** | This certificate should move forward as proposed. |

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| **Topic:** | Wrap up, next meeting, next steps. |
| **Discussion:** | KH & ZB thanked the committee for their important contributions and asked for a commitment to the next gathering in the fall. NM asked how long the new programs would take to be offered. KH said the process if about one year. |
| **Conclusions/Recommendations** | ZB & KH will move forward with approval process on programs as approved. Committee will re-convene in the Spring of 2013 |

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| **Human Resource Technician** | | | |
| **Certificate of Achievement**  *PROPOSED COURSES* | | | |
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| Required Courses: | |  |  |
|  |  |  |  |
|  | BUMA 001 | Principles of Management | 3 |
|  | BUMA 032 | Human Resource Management | 3 |
|  | BUMA 064 | Human Relations in the Work Place | 4 |
|  | CIS 10 | Computer Literacy | 4 |
|  | BUMA 94 | Business Communications | 3 |
|  | BUMA 20A | Business Law | 3 |
|  | BUMA 31 | Business Calculations  or College Level Math | 3-4 |
|  |  | **Total** | **23-24** |
|  |  |  |  |
| Electives: Select two from the following: | | |  |
|  |  |  |  |
|  | BUAC 20a | Financial Accounting | 4 |
|  | BUAC 50 | Accounting in the Business Environment | 3 |
|  | BUAC 66 | Fundamentals of Bookkeeping | 3 |
|  | CIS 12 | Office Procedures | 3 |
|  | CIS 20 | Integrated Office Procedures | 4 |
|  | CIS 72D | Excel | 3 |
|  |  |  | 3 |
|  |  | **Total** | **6-8** |
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|  |  | **TOTAL** | **29-32** |

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| **Administrative Office Professional** | | | | | | | |
| **Certificate of Achievement** | | | | | | | |
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| Required Courses: | | | |  | | |  |
|  | |  | |  | | |  |
|  | | CIS 5 | | Computer Survival Skills and Keyboarding | | | 2 |
|  | | CIS 6 | | Business Research | | | 1 |
|  | | CIS 10 | | Computer Literacy ( Word, Excel, Access, PowerPoint) | | | 4 |
|  | | cis 12 | | Office Procedures | | | 3 |
|  | | cis 20 | | Integrated Office (Word, Excel, Outlook) | | | 4 |
|  | | buma 94 | | Business Communications | | | 3 |
|  | |  | | **Total** | | | **17** |
|  | |  | |  | | |  |
| Accounting Electives: Select one from the following: | | | | | | |  |
|  | |  | |  | | |  |
|  | | buac 10 | | Accounting with Quick Books | | | 3 |
|  | | buac 50 | | Accounting in the Business Environment | | | 3 |
|  | | buac 66 | | Fundamentals of Bookkeeping | | | 3 |
|  | |  | | **Total** | | | **3** |
|  | |  | |  | | |  |
| Computer Applications: Select 2 from the following: | | | | | | |  |
|  | |  | |  | | |  |
|  | | CIS 11 | | Current Topics/Technology | | | 3 |
|  | | CIS 17 | | Records Management and Database | | | 4 |
|  | | CIS 72D | | Excel | | | 3 |
|  | | cis 82C | | Web Publishing I | | | 3 |
|  | |  | | **Total** | | | **6-7** |
|  | |  | |  | | |  |
| Business Electives: Select 3 units from the following: | | | | | | |  |
|  | |  | |  | | |  |
|  | | BUMA 1 | | Principles of Management | | | 3 |
|  | | BUMA 28 | | Small Business Dev/Mgmt | | | 3 |
|  | | BUMA 31 | | Business Calculations | | | 3 |
|  | | BUMA 32 | | Human Relations | | | 3 |
|  | | CIS 95A - D | | CIS Work Experience | | | 1-4 |
| or | | BUAC 95A - D | | Accounting Work Experience | | | 1-4 |
| or | | BUMA 95A - D | | Management Work Experience | | | 1-4 |
|  | |  | | **Total** | | | **3** |
|  | |  | |  | | |  |
|  | |  | | **Total** | | | **29-30** |
| **Administrative Office Assistant** | | | | | |
| **Certificate of Achievement** | | | | | |
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| Required Courses: | | |  | |  |
|  |  | |  | |  |
|  | CIS 5 | | Computer Survival Skills | | 2 |
|  | CIS 6 | | Business Research | | 1 |
|  | CIS 10 | | Computer Literacy | | 4 |
|  | cis 12 | | Office Procedures | | 3 |
|  |  | |  | |  |
|  |  | | **Total** | | **10** |
|  |  | |  | |  |
| Accounting Electives: Select one from the following: | | | | |  |
|  |  | |  | |  |
|  | BUAC 10 | | Accounting with Quick Books | | 3 |
|  | BUAC 50 | | Accounting in the Business Environment | | 3 |
|  | BUAC 66 | | Fundamentals of Bookkeeping | | 3 |
|  |  | | **Total** | | **3** |
|  |  | |  | |  |
| Computer Applications: Select 1 from the following: | | | | |  |
|  |  | |  | |  |
|  | CIS 11 | | Current Topics/Technology | | 3 |
|  | CIS 17 | | Records Management | | 4 |
|  | CIS 20 | | Integrated Office Procedures | | 4 |
|  | CIS 72D | | Excel | | 3 |
|  | CIS 82C | | Web Publishing I | | 3 |
|  |  | | **Total** | | **3-4** |
|  |  | |  | |  |
| Business Electives: Select at least 2 units from the following: | | | | |  |
|  |  | |  | |  |
|  | BUMA 1 | | Principles of Management | | 3 |
|  | BUMA 28 | | Small Business Dev/Mgmt | | 3 |
|  | BUMA 31 | | Business Calculations | | 3 |
|  | BUMA 32 | | Human Relations | | 3 |
|  | BUMA 94 | | Business Communications | | 3 |
|  | CIS 95A - D | | CIS Work Experience | | 1-4 |
| or | BUAC 95A - D | | Accounting Work Experience | | 1-4 |
| or | BUMA 95A - D | | Management Work Experience | | 1-4 |
|  |  | | **Total** | | **2 - 4** |
|  |  | |  | |  |
|  |  | | **Total** | | **18-22** |

Robert Holmes, Committee Chair Kelly Hall, Faculty Advisor

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