IST-RIV-ADVISORY-MINUTES-10-09-2019

## Attendees:

Yelanie Warren, Assistant Branch Manager, Apple One

Kevin Nguyen, Regional Student Manager, Apple One

Phil Laure, ASQ Section Chair

Janet Lehr, Co-Chair, Business, Information Systems & Technology Department

Scott McLeod, Associate Professor, Computer Information Systems, RCC

James Cregg, Associate Professor, Computer Information Systems, RCC

Paul Conrad, Associate Professor, Computer Science, RCC

## Curriculum

**Certificate: Amazon Cloud Services**   
CIS-49A: New Course for Amazon Web Services program

CIS-49B: New Course for Amazon Web Services program

Notes: Two new courses for the certificate. Other existing courses are part of the certificate. Total of 20 units for the certificate. Cloud architect and technician.

*Advisory Feedback*: Yelanie already sees many positions opening for these skills. Phil noted that more qualified applicants are needed. Overall the advisory members affirmed the need for this program, courses, and skills and were excited to see it coming—the sooner the better.

**New Noncredit Certificate: Skill Builders: Computer Applications for the Workplace Certificate of Competency**

Two classes and certificate require department approval today (898 and 846)

CAT/CIS-851-Word Skills: Editing and Formatting Documents (approved and launched)

CAT/CIS-852- Excel Skills: Preparing and Formatting Worksheets and Workbooks (approved and launched)

CAT/CIS-853- PowerPoint Skills: Creating and Formatting Presentations (approved and launched)

CAT/CIS-898-Windows: Request department approval

CAT/CIS-846-Access Skills: Request department approval

*Advisory Feedback*: Members had some questions about the level of skill, which was described as very beginning level, developed to help students to enter credit courses and develop foundational workplace skills. The need was understood and affirmed by the advisory members.

**New Credit Certificate: Web Master: Web Developer (conversion to State-Approved)**

CIS-76B: Introduction to Dreamweaver  
CIS-12: PHP Dynamic Web Site Programming  
CIS-14A: Web Programming: JavaScript  
CIS-72A: Intro to Web Page Creation using HTML  
CIS-72B: Intermediate Web Page Creation using CSS  
CIS-78A: Introduction to Adobe Photoshop  
CIS/CAT-79: Introduction to Adobe Illustrator  
CIS-56A: Designing Web Graphics

**New Credit Certificate: Web Master: Web Design (conversion to State-Approved)**

CIS-76B: Introduction to Dreamweaver  
CIS-72A: Intro to Web Page Creation using HTML  
CIS-72B: Intermediate Web Page Creation using CSS  
CIS-78A: Introduction to Adobe Photoshop

CIS/CAT-79: Introduction to Adobe Illustrator  
CIS-56A: Designing Web Graphics

*Advisory Feedback*: The members discussed the usefulness of exposure to Dreamweaver (Phil). Kevin noted that his clients who need Photoshop students are looking for portfolios of work. Students with these skills are in demand in Graphic Design and marketing specialist positions. Scott noted this is something we should think about formalizing within the program and/or courses.

**Courses Major Modification:**

CIS-1A: Introduction to Computer Information Systems (General updates with course objectives)   
CIS-95A: Introduction to the Internet – Living Online (Major rework to align with certification exam)

*Advisory Feedback*: It was understood that these courses were updated to remain current with state and industry certification (95A).

**Course Deletions:**

CAT-57-Creating and Managing the Virtual Office

*Advisory Feedback*: It was understood that this course was part of program that was already deleted. No questions or concerns regarding deletion.

**Course Major Modifications or Deletion Information Item**: (These courses to be updated to include updated SLOs, objectives, course content, and books—pending approval of the advisory committee). **Are the courses still needed?**

CIS/CSC-28A: MS Access Programming (possible deletion)

CIS/CSC-61: Introduction to Database Theory (major modification)

CIS/CSC-62: Microsoft Access DBMS: Comprehensive (major modification)

CIS/CSC-63: Introduction to Structured Query Language (SQL)

*Advisory Feedback*: Phil mentioned that there seemed to be a move toward SharePoint in terms of database application/organization IT. Yelanie mentioned that the 62 and 63 classes are still needed. She has clients that need applicants with these skills (Businesses <50 people, manufacturing clients). There was extensive discussion regarding the need for Excel skills, especially Pivot Tables and HLookups and VLookups from Phil, Kevin, and Yelanie. Kevin reiterated that the number one skill that was required of interns was VLookup and Pivot tables. They’re considered almost the basic, entry skills.

**Additional Discussions**

Kevin discussed the various internships he has for Computer Science and other areas. He mentioned the need for students with good soft skills, teamwork, attitude, humility, and coachability