

**GCC CS/IS (Computer Science/Information Systems) and CABOT (Computer Applications and Business Office Technologies) Advisory Committee Meeting Minutes**

Wednesday, August 24, 2016 6PM – 8:30PM, San Rafael 321 – Sandbox Lab  
Glendale Community College, 1500 North Verdugo Road, Glendale, CA 91208

**1. Welcome remarks – Introductions**

Name	Company/Title	Name	Company/Title
Sevada Isayan	PWW/Director of Operations, GCC/ Adjunct Instructor, CSUN/Lecturer and Consultant	Scott Young	Elite Force Management Group /COO
Rory Schlueter	GCC/Business Division Chair	Tony Biehl	GCC/ Instructor
Steven Wright	California Community College Chancellor's Office, Depart. of Economic and Workforce Development/ ICT-DM Sector Navigator	Jan Swinton	GCC/ Dean, Workforce Development
Dan Watanabe	California Community College Chancellor's Office, Depart. of Economic and Workforce Development/ ICT-DM Deputy Sector Navigator and IT Consultant	Brett Miketta	GCC/ Instructor
Dr. Sandi Sheffey	GCC/ Instructor	Sepand Hormozdiary	XYPRO Technology/ System Administrator
David Glover	GCC/ Instructor	Sevak Isayan	SNS Enterprises/ Vice President
Mike Hakopyan	San Gabriel Transit/ IT Director	Rachel Yegiaian	PPG Aerospace/ IT Project Manager
Sarkis Meguerdijian	CSUN/Lecturer and Consultant	Frank Moss	UCR/Lecturer and GCC/ Adjunct Instructor
Ken Taira	GCC/ Adjunct Instructor, WLAC/ Adjunct Instructor and Consultant	Ted Milner	Executive Temps/President
Ashot Movsesyan	GCC/ Adjunct Instructor and Senior Computer Lab Technician		

## 2. ICT-DM Sector Navigator Update

### I. ICT-Digital Media Sector - Strategy to Improve ICT Career Readiness PPT

- a) Supply in-demand skills for employers via relevant pathways and stackable credentials and promote student success.
- b) Small and medium business jobs are hybrid and unadvertised
- c) Effective Solution Criteria (Achieve Scale and Distribution, Be Right – Be Efficient, Recognizable brands and products and be Relevant)
- d) Statewide Branded Pathways (Business Information Worker: 1,2,3 and IT Technician Pathway based on 400 Business Survey)
- e) Get Industry Recognized Certifications
- f) In 2020, the CA Community College system will become: largest high-quality public CTE IT Technology training institution in the United States with the IT Technician pathway and BAS IT-Networking available at a majority of colleges leading to increased employment among Under Represented Minorities in IT jobs

## 3. BIW/BIS Programs

### I. Business Information Worker I

- a) Discussion regarding courses listed in the program
- b) Industry largely prefers Microsoft products knowledge (google products seen as side product in industry and there are security concerns)
- c) Important for students to learn the necessary information in order to obtain in demand industry certifications.
- d) Unanimously approved certificate.

### II. Business Information Worker II

- a) Discussion regarding courses listed in the program
- b) Access vs SharePoint discussion
- c) SharePoint considered valuable for industry needs
- d) Recommend SharePoint replace Access course. SharePoint changes from one-unit survey course to three-unit user, implementation and administration course
- e) Industry needs individuals who can convert paper records to electronic papers with proper filing with meta data.
- f) Filing Methods and Systems to be modified to electronic filing.
- g) PowerPoint is highly recommended for industry
- h) Unanimously approved Certificate and AS degree with recommended changes.

### III. Business Information Specialist

- a) Discussion regarding courses listed in the program
- b) It is important to utilize electronic tools to teach Project Management and Principles of Marketing in a practice way.
- c) Salesforce.com administration is highly desired in industry.
- d) Unanimously approved Certificate and AS degree

### IV. Administrative Assistant

- a) Discussion regarding courses listed in the program

- b) Microsoft Outlook and Human Relations in Business should be required
- c) (Microsoft Word I AND Microsoft Excel I) OR Beginning Microsoft Office Applications in order to add PowerPoint option to program
- d) Scheduling/Calendar part of Microsoft Outlook is a key aspect that is required in industry.
- e) Unanimously approved Certificate and AS degree with recommended changes.

#### **4. CS/IS Programs**

##### **I. Information Technology (MC)**

- a) Discussion regarding courses listed in the program
- b) Add Customer Service Skills to Core
- c) Unanimously approved Certificate and AS degree with recommended changes.

##### **II. IT Technician I: Computer Retail Sales and Support**

- a) Discussion regarding courses listed in the program
- b) Discussion regarding Retail Sales term used in the title
- c) Unanimously approved Certificate

##### **III. IT Technician II: Help Desk User Support**

- a) Discussion regarding courses listed in the program
- b) Unanimously approved Certificate and AS degree

##### **IV. IT Technician III**

- a) Discussion regarding courses listed in the program
- b) Correct advanced topic in IT course number to CS/IS 187
- c) Unanimously approved Certificate and AS degree

##### **V. Computer Information Systems**

- a) Discussion regarding courses listed in the program
- b) SQL and C# favored in industry
- c) Discussion regarding the differences between IS, MIS, BIS and CIS programs.
- d) Discussion regarding transfer vs degree program.
- e) Pathway documents should be created for transfer to local schools.
- f) Unanimously approved Certificate and AS degree

##### **VI. Web Development**

- a) Discussion regarding courses listed in the program
- b) Design vs development discussion
- c) SEO, web presence and social media integration understanding and use important
- d) Recommend program name be changed from Web Development to Business Web Development
- e) Understand business contracts within courses
- f) Unanimously approved Certificate and AS degree.

##### **VII. Mobile Application Development**

- a) Discussion regarding courses listed in the program
- b) GitHub utilization in order to develop portfolio

- c) Program name changed to Mobile Application Programmer
- d) Business vs Technical discussion
- e) First step certificate, will be looking into developing follow on programs that will incorporate business, market and entrepreneurship
- f) Unanimously approved Certificate with recommended changes.

**Business Information Worker I (22 units Certificate)**

<b>Dept. Name/#</b>	<b>Name</b>	<b>Units</b>
BUSAD 106	Written Business Communications	3
CABOT 205	Introduction to Computer Keyboarding	3
CABOT 208	Introduction to Microsoft Windows	1
CABOT 265	Microsoft Word	3
BUSAD 110	Human Relations in Business	3
CABOT 270	Microsoft Excel	3
CABOT 285	Introduction to Microsoft Outlook	3
CSIS 100	Computer Concepts	3

**Business Information Worker II (38 units Certificate/AS)**

<b>Dept. Name/#</b>	<b>Name</b>	<b>Units</b>
BUSAD 106	Written Business Communications	3
CABOT 205	Introduction to Computer Keyboarding	3
CABOT 208	Introduction to Microsoft Windows	1
CABOT 265	Microsoft Word	3
BUSAD 110	Human Relations in Business	3
CABOT 270	Microsoft Excel	3
CABOT 285	Introduction to Microsoft Outlook	3
CSIS 100	Computer Concepts	3
CABOT 271	Microsoft Excel II	3
CABOT 287	Introduction to SharePoint for Collaboration and Document Management	3
CABOT 104	Filing Methods and Systems	1
CABOT 280	Microsoft PowerPoint I	3
ACCTG 120	Computerized Accounting Systems	3
BUSAD 203	Customer Service and Relations	3

**Business Information Specialist (47 units Certificate/AS)**

<b>Dept. Name/#</b>	<b>Name</b>	<b>Units</b>
BUSAD 106	Written Business Communications	3
CABOT 205	Introduction to Computer Keyboarding	3
CABOT 208	Introduction to Microsoft Windows	1
CABOT 265	Microsoft Word	3
BUSAD 110	Human Relations in Business	3
CABOT 270	Microsoft Excel	3
CABOT 285	Introduction to Microsoft Outlook	3
CSIS 100	Computer Concepts	3
CABOT 271	Microsoft Excel II	3
CABOT 287	Introduction to SharePoint for Collaboration and Document Management	3
CABOT 104	Filing Methods and Systems	1
CABOT 280	Microsoft PowerPoint I	3
ACCTG 120	Computerized Accounting Systems	3
BUSAD 203	Customer Service and Relations	3
BUSAD 210	Foundations of Project Management	3
BUSAD 162	Principles of Marketing	3
BUSAD 205	Professional Selling Fundamentals	3

**Administrative Assistant (28-30 units Certificate/AS)**

<b>Dept. Name/#</b>	<b>Name</b>	<b>Units</b>
BUSAD 106	Written Business Communications	3
OR	OR	OR
BUSAD 152	Management Communications—Oral	3
CABOT 101	Business Office Procedures	3
CABOT 102	English for Business	4
CABOT 103	Business Vocabulary Development	3
CABOT 104	Filing Methods and Systems	1
CABOT 208	Windows Basics	1
CABOT 205	Computer Keyboarding/Typing I	3
(CABOT 265 & CABOT 270) OR CABOT 260	(Microsoft Word I AND Microsoft Excel I) OR Beginning Microsoft Office Applications	(3+3) OR 4
BUSAD 110	Human Relations in Business	3
CABOT 285	Microsoft Outlook	3

**Information Technology (22 units Certificate/AS)**

<b>CORE COURSES: (All courses required)</b>		<b><u>Units</u></b>
CS/IS 101	Introduction to Computer and Information Systems	5
CS/IS 112	Introduction to Programming Using Java	3
CS/IS 190	Introduction to Computer Networks	3
CS/IS 194	Information Technology Essentials	4
BUSAD 204	Customer Service Skills	1
<b>ADDITIONAL COURSES: (At least 2 courses required)</b>		
BUSAD 106	Written Business Communications	3
CS/IS 180	Systems Analysis	3
CS/IS 183	Digital Forensics Fundamentals	3
CS/IS 185	Database Management	3
CS/IS 193	Introduction to Cybersecurity: Ethical Hacking	3
CS/IS 196	Advanced Networking: Security	3
CS/IS 197	Advanced Networking: Server Operations	3

**IT Technician I: Computer Retail Sales and Support (20 units Certificate)**

<b>Course Number:</b>	<b>Course Title:</b>	<b>Units</b>
BUSAD 101	Introduction to Business	3.0
BUSAD 204	Customer Service Skills	1.0
BUSAD 106	Written Business Communications	3.0
CABOT 260	Beginning Microsoft Office Applications	4.0
CS/IS 194	Information Technology Essentials	4.0
CS/IS 101	Introduction to Computer and Information Systems	5.0

**IT Technician II: Help Desk User Support (32 units Certificate/AS)**

<b>Course Number:</b>	<b>Course Title:</b>	<b>Units</b>
BUSAD 101	Introduction to Business	3.0
BUSAD 204	Customer Service Skills	1.0
BUSAD 106	Written Business Communications	3.0
CABOT 260	Beginning Microsoft Office Applications	4.0
CS/IS 194	Information Technology Essentials	4.0
CS/IS 101	Introduction to Computer and Information Systems	5.0
CS/IS 190	Introduction to Computer Networks	3.0
CS/IS 197	Advanced Networking: Server Operations	3.0
CS/IS 186	Workstation Security and Support	3.0
CS/IS 196	Advanced Networking: Security	3.0

### IT Technician III (42 units Certificate/AS)

<b>Course Number:</b>	<b>Course Title:</b>	<b>Units</b>
BUSAD 101	Introduction to Business	3.0
BUSAD 204	Customer Service Skills	1.0
BUSAD 106	Written Business Communications	3.0
CABOT 260	Beginning Microsoft Office Applications	4.0
CS/IS 194	Information Technology Essentials	4.0
CS/IS 101	Introduction to Computer and Information Systems	5.0
CS/IS 190	Introduction to Computer Networks	3.0
CS/IS 197	Advanced Networking: Server Operations	3.0
CS/IS 186	Workstation Security and Support	3.0
CS/IS 196	Advanced Networking: Security	3.0
CS/IS 187	<b>Advanced Topics in IT (New Course)</b>	<b>3.0</b>
CS/IS 174	Unix/Linux System Administration	4.0
CS/IS 193	Introduction to Cybersecurity - Ethical Hacking	3.0



## Computer Information Systems (32 units Certificate/AS)

<b>CORE Courses: 24 Units Required</b>		<b><u>Units</u></b>
BUSAD 106	Written Business Communications	3
<b>or</b> ENGL 101	Freshman English	(3)
CS/IS 101	Introduction to Computer Science & Information System	5
CS/IS 112	Introduction to Programming Using JAVA	3
CS/IS 151	Python Programming	3
<b>or</b> CS/IS 135	Programming in C/C++	3
CS/IS 172	UNIX/LINUX Operating System	4
CS/IS 190	Introduction to Computer Networks	3
CS/IS 260	Introduction to Web Site Development	3
<b>ADDITIONAL COURSES: Minimum 8 units Required</b>		
BUSAD 110	Human Relations in Business	3
CS/IS 130	Introduction to Algorithms	3
CS/IS 135	Programming in C/C++	3
CS/IS 137	C++ and Advanced Topics	4
CS/IS 139	JAVA	3
CS/IS 174	Unix/Linux System Administration	4
CS/IS 193	Introduction to Cybersecurity: Ethical Hacking	3
CS/IS 261	Interactive Web Development	3
CS/IS 262	Web Scripting	3
CS/IS 234	Oracle/SQL	3
ENTRE 101	Concepts of Entrepreneurship	2
ENTRE 102	The Entrepreneurial Mindset	3
CS/IS 050	Internship	3

### **Web Development (27 units Certificate/AS)**

<b>Required Courses:</b>		<b><u>Units</u></b>
CS/IS 255	Introduction to Ecommerce	3
CS/IS 260	Introduction to Web Site Development	3
CS/IS 261	Interactive Web Development	3
CS/IS 262	Web Scripting	3
CS/IS 263	Database-Driven Web Page Creation	3
CS/IS 264	Web Development Project 1: Planning	1
CS/IS 265	Web Development Project 2: Construction	1
CS/IS 266	Web Development Project 3: Maintenance	1

### **Additional Courses: Minimum 9 units Required**

Art 250	Designing Web Graphics	2.5
Art 251	Web Design with Dreamweaver	3
CS/IS 112	Introduction to Programming Using JAVA	3
CS/IS 172	UNIX/LINUX Operating System	4
CS/IS 190	Introduction to Computer Networks	3
CS/IS 234	Oracle/SQL	3
ENTRE 101	Concepts of Entrepreneurship	2
ENTRE 102	The Entrepreneurial Mindset	3

### **Mobile Application Programming (12 units Certificate)**

<b><u>CORE Courses:</u></b>		<b><u>Units</u></b>
CS/IS 112	Introduction to Programming Using JAVA	3
CS/IS 135	Programming in C/C++	3
CS/IS 132	Mobile Application Development – Andriod	3
CS/IS 133	Mobile Application Development – iOS	3