

AGENDA

BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING

OCTOBER 16 – NOVEMBER 5, 2014

I. *PLANS FOR THE NEXT SEMESTERS*

- A. Noncredit BT Lab
A noncredit Business Office Technology course is in development and will be submitted to the Curriculum Committee this semester. This class will be free and is intended to help students with any computer related tasks.
- B. BT CWE
A Cooperative Work Experience (CWE) course is in development and will be submitted to the Curriculum Committee this semester. Staff and faculty are looking for Internship opportunities for suitable Business Office Technology students.
- C. New Certificate Proposals
Looking for 2 to 4 courses to bundle for a Career Advancement Certificate – Which skills/courses to target (for example: Excel and Word, QuickBooks, Excel and ???)

II. *OTHER ITEMS*

- A. Please feel free to bring up other topics/ideas
- B. Next Meeting – Beginning of December or spring 2015?

MINUTES

BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING

OCTOBER 16 – NOVEMBER 5, 2014

I. **PLANS FOR THE NEXT SEMESTERS**

A. Noncredit BT Lab

Item:

A noncredit Business Office Technology course is in development and will be submitted to the Curriculum Committee this semester. This class will be free and is intended to help students with any computer related tasks.

Responses:

- Target employers.
- Redec, (Redwood Region Economic Development Commission and other agencies that help small business people could possibly refer clients to lab if appropriate – an example would be for people creating business plans.
- Real Estate Agencies may be interested in help with technology.
- Holly Yashi may have employees interested to enhance documentation and basic computer skills.
- Market this broadly because many workers need their skills updated – Especially Windows 8.
- Send bulk email to all currently registered students to let them know this is available.
- Marketing in conjunction with other tutoring/help services.
- A good program to market to new students in the orientation process.

B. BT CWE

Item:

A Cooperative Work Experience (CWE) course is in development and will be submitted to the Curriculum Committee this semester. Staff and faculty are looking for Internship opportunities for suitable Business Office Technology students.

Responses:

- North Coast Children's Services seems to always be short staffed for their office needs (bookkeeping, mailing/correspondence, making flyers).
- HSU during times when federal work student students are going (like winter break).
- Target large local companies such as Fox Farm, Cypress Grove, Fire and Light, Pierson's, Lost Coast Brewery (they have a new big facility).
- CR has some administrative office positions that maybe could be supported by student interns.
- In the past the General Manager of Holly Yashi has worked with Business Educators and may be a resource.

- Sequoia Personnel has already partnered with CR.
- Financial/accounting firms could possibly use additional support in their offices during tax time.

C. New Certificate Proposals

Item:

Looking for 2 to 4 courses to bundle for a Career Advancement Certificate. Which skills/courses to target (for example: Excel and Word, QuickBooks, Excel and ?)

Responses:

- Excel for sure but difficult to pinpoint others as each office has different needs.
- More training on Windows 8 and Cloud ..
- Let the student tailor their own curriculum in regards to the specific programs – perhaps giving them 4 or 5 from which to choose.
- Excel & Word and the entire MSOffice Suite.
- Outlook.
- QuickBooks (Pro?).

D. Other:

Need to look at teaching students social media manipulation, data mining, file sharing, saving to the cloud and file management as it relates to records retention (scanning to folders).

E. Next Meeting:

Again, I would appreciate your feedback – if you felt the asynchronous email meeting was effective and if you'd like to meet in that format again. I appreciate any positive or dubious thoughts about the format of the meeting.

I would like to proposed that the next meeting be scheduled for Friday, April 10, 2015 from 8:30am – 10:00am. Please let me know if you are able to attend that day and time.