MINUTES
BUSINESS OFFICE TECHNOLOGY ADVISORY MEETING
FRIDAY, FEBRUARY 9, 2018
COLLEGE OF THE REDWOODS COMMUNITY & ECONOMIC DEVELOPMENT BUILDING
310 3RD STREET, EUREKA; 9:00AM – 10:00AM

I. Attendees: Gretchen Anderson, Tomas Chavez, Anna Gaines, Angelina Hill, Colleen Trask. Absent: Aaron Carter, Michelle Henson

II. *Discussion of New Job Skills:*

- Discussion about the emergence of online QuickBooks and how it differs from QuickBooks installed on a computer
- Now employers looking to hire more than an administrative assistant to do general, typical office duties – employers want all the typical office assistant skills but also looking for an employee who can do some bookkeeping and social media maintenance

III. *BIW Model Curriculum Discussion:*

The committee agreed with almost all of the skills listed for the Quick Start Certificate, the 18-unit Certificate and Business Information Worker Degree with the exception of:

- 2 Access courses not needed in the 18-unit Certificate (maybe 1 Access class)
- Project Management class needed possibly in the 18-unit Certificate, for sure in the Degree (Trello was mentioned)
- Also needed are the social media maintenance (and creation) skills; discussed creating a class to address this item as well as the project management skills
- Discussion about communication skills (especially face-to-face skills) need to be emphasized throughout the curriculum as well as the emergence of a *shift* in modes of communication (for example software that sends emails to hand held devices as a text message)
- Importance of 10-key skills
- Adobe Acrobat skills needed

IV. *Development of Certificate of Completion* – did not get to this item.

V. *Modification of Current Courses/Development of New Courses* – addressed in #3.

VI. *Other Items*

How to market certificates and degrees to Businesses? The was a suggestion to contact the Builder's Exchange

VII. *Next Meeting* (November 9, 2018) – possibly not a good date (a holiday weekend)