Information Systems & Technology
Breakout Session
Advisory Meeting - Thursday, October 8, 2019
5:30-8:00 p.m.
MINUTES

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, Assistant 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 skills 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, team work, attitude, humility, and coachability