

Advisory Meeting Minutes
Apple One Employment Services
3801 University Ave #175, Riverside
September 12, 2019
10:00-11:00 AM

Attendees:

Maricela Caro, Regional Manager, Apple One
Yelaine Warren Assistant Branch Manager, Apple One
Professor Janet Lehr, Riverside City College

On-site advisory meeting was held on Thursday, September 12, 2019 at Apple One Employment Services to discuss current and proposed curriculum related to medical office/administrative clerical and excel and access data analysis.

Topics/Discussion:

- General Advisory Meeting Invitation – Discussed establishment/reinforcement of college pipeline with Apple one. The Regional Student Manager who should also attend our advisory meeting next month would be Kevin Nguyen.
- Medical Front Office Curriculum-the need for medical front office workers was discussed. There is a need for medical/administrative clerical skills such as those in the proposed Business Information Worker: Medical Front Office. There was little recognition of the term “Business Information Worker. Medical Secretary is probably more recognizable.
- Excel/Data Curriculum-Per Yelanie, there is a strong need for students with Excel skills, including pivot tables, advanced Excel skills, and Microsoft Access database skills, and problem-solving skills using Excel and Access. The existing program courses (CAT/CIS-98A-Beginning Excel, CAT/CIS-98B-Advanced Excel, and CIS 62-Access) and proposed course using Excel and Access for data analysis and business skills problem solving (Data Analysis Using Excel and Access) address employer needs.

Invitations to Yelanie and Kevin will be sent via email from Elaine, our CTE Division Administrative Assistant.