

OFTECH Advisory Board Meeting

October 11, 2016

Meeting Attendees: Fariba Bolandhemat, Bridget Hana, Odemaris Valdivia, Kaysha Morgan, Howard Stahl, Laura Manyweather, Linda Mobley, Christie M. Gaynor, Huma Khan, Alexander Carrasco, Pastor Wardell Wells, Clarisa Leiva, Teresa Williamson, Jacqueline Scott

Summary of board recommendation and input:

Record Management, a new course was reviewed and approved unanimously by the board and they agreed that it is a very good course. This course will be part of Business Information Worker II certificate of achievement.

Short term certificates: Basic Medical Office and Basic Legal Office Clerk were presented to the Board and after reviewing they were unanimously approved.

As short term courses, Outlook review was suggested which provided students with an overview and Office 365 Outlook can be used for this purpose.

Another suggestion was bringing back a 1 unit course in Proof Reading. This is critical for administrative, medical and legal positions. Adding proof reading in OFTECH 5 can also be another way to provide students with this skill.

If CIS 4 becomes a 4 unit course, then Outlook for sure should be added to this course.

Developing non-credit courses for File Clerk skillsets were discussed. The board suggested to develop courses in basic skills such as proof reading, using mouse & keyboard, filing, answering phones, answering face-to-face. These skills can be practiced in class as: group discussions, case study approach, role playing and adaptability.

Other non-credit courses: basic of social media; usage of social media personal vs. business; resume writing; composing email personal vs. business.

The board recommended looking into Courthouse Internships.