Advisory Committee Fall 2018 Annual Meeting
Administrative Office Technology
Vernon College – Thursday, November 15, 2018 12:00PM Vernon College Room 115

Jeanie Boyd – Chair
Kenny Weeks – Vice Chair
Denise Williams – Recorder

Members Present:
Penny Miller – My HR Department
Delores Jackson – MSU
Jeanie Boyd – Spherion Staffing
Sam Pak – Ameriprise Financial
Lauren Zotz – Helen Farabee
Michelle Oates – WF Area Food Bank
Kenny Weeks – MyStaff
Ronda Raub – McDonald's
Denise Williams – MyStaff

Facility and Staff Present:
Arwyna Randall-Gay
Shana Drury
Elizabeth Crandall
Holly Scheller

Members Absent:
Gayle Jones

Jeanie Boyd discussed the new business:

Program Outcomes:

Discussion and review took place among committee members regarding the program outcomes listed below.

1. Demonstrate proper and proficient keyboarding techniques as measured by speed (wpm) and accuracy.
2. Design and produce reports, tables, forms, and presentations using the following business applications software: Microsoft Word, Access, Excel, and Power Point.
3. Demonstrate effective communication skills in developing various business correspondence and documents.
4. Given scenarios and examples, determine an ethical course of action appropriate to the workplace.
5. Demonstrate proper use of the following office equipment: Personal computers and Printers, Copy Machines, Document Scanners, Telephone systems, and Adding Machines.
6. Analyze and journalize business accounting transactions in both a manual and computerized (Quick Books 2014) environment.

After discussion, Jeanie Boyd asked for a motion to approve program outcomes.
Denise Williams made motion to approve program outcomes as presented.
Kenny Weeks seconded the motion.

The motion to approve program outcomes passed.

Assessment Methods:

Jeanie Boyd asked that assessment methods and results be discussed and asked Mrs. Randall-Gay to elaborate.

The students complete a portfolio by completing weekly projects. Each week the projects focus on different tasks to highlight soft and hard skills. The projects are assessed by rubric.

Jeanie Boyd asked for a motion to approve assessment methods and results.
Penny Miller made motion to approve assessment methods and results as presented.
Lauren Zotz seconded the motion.

The motion to approve assessment methods and results passed.

<u>Workplace Competency</u>

Workplace competencies were discussed in detail as the table reflects below.

Insert workplace competencies (Capstone course or licensure exam). Use the table below to fill in data:

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Demonstrate proper and proficient keyboarding techniques as measured by speed (wpm) and accuracy.	4	2 students @ 90% 1 student @ 80% 1 student @ 70%	Results are used for curriculum planning and revisions
2. Design and produce reports, tables, forms, and presentations using the following business applications software:	4	2 students @ 90% 1 student @ 80% 1 student @ 70%	Results are used for curriculum planning and revisions

Microsoft Word, Access, Excel, and Power Point.			
3. Demonstrate effective communication skills in developing various business correspondence and documents	4	2 students @ 90% 1 student @ 80% 1 student @ 70%	Results are used for curriculum planning and revisions
4. Given scenarios and examples, determine an ethical course of action appropriate to the workplace.	4	2 students @ 90% 1 student @ 80% 1 student @ 70%	Results are used for curriculum planning and revisions
5. Demonstrate proper use of the following office equipment: Personal computers and Printers, Copy Machines, Document Scanners, Telephone systems, and Adding Machines.	4	2 students @ 90% 1 student @ 80% 1 student @ 70%	Results are used for curriculum planning and revisions
6. Analyze and journalize business accounting transactions in both a manual and computerized (Quick Books 2015) environment.		2 students @ 90% 1 student @ 80% 1 student @ 70%	Results are used for curriculum planning and revisions

After discussion, Jeanie Boyd asked for a motion to approve workplace competency. Delores Jackson made motion to approve workplace competency as presented. Denise Williams second the motion.

The motion to approve workplace competency as presented passed.

Review program curriculum:

Administrative Office Technology, A.A.S.

CIP 52.0407

ASSOCIATE IN APPLIED SCIENCE DEGREE (Probable Completion Time - 2 years)

Instructional Locations - Vernon Campus, Century City Center

General Education Requirements (15 SH)

ENGL 1301	Composition I	3
GOVT 2305	Federal Government (Federal Constitution and Topics)	3
MATH 1314	College Algebra	3
	Or	
MATH 1332	Contemporary Mathematics	3
SPCH 1315	Public Speaking	3
SFF>	Language, Philosophy, and Culture or Creative Arts Elective	3

Major Requirements (45 SH)

ACNT 1313	Computerized Accounting Applications	3
ACNT 1325	Principles of Accounting I (A)	3
ACNT 1326	Principles of Accounting II	3
BUSI 2304	Business Report Writing and Correspondence	3
ITSW 1301	Introduction to Word Processing	3
POFI 1349	Spreadsheets	3
POFI 2431	Desktop Publishing	4
	Or	
ITSE 1401	Web Design Tools	4

POFT 1220	Job Search Skills	2
POFT 1301	Business English (A)	3
POFT 1309	Administrative Office Procedures I	3
POFT 1325	Business Math Using Technology	3
POFT 1349	Administrative Office Procedures II	3
POFT 2331	Administrative Project Solutions	3
TBA*	Approved Electives	6
	Total Credit Hours:	**60**

ACCT 2301 and *ACCT 2302* *may be substituted for* *ACNT 1325 (A)* *and* *ACNT 1326* *for this A.A.S*
> To be selected from the following: *ARTS 1301, DRAM 1310, DRAM 2366, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, MUSI 1306*
(A) Course included on the State's Advanced Technical Credit list. (See *Advanced Technical Credit.)*

*Approved elective to be selected from the following courses:
For medical office emphasis: *HITT 1305* *(A),* *HITT 1211*
For web design emphasis: *ITSE 1401*
Other approved electives: *COSC 1301* *or* *ITSC 1301* *(A) or* *BCIS 1305, POFI 2431,* *and* *POFT 1364*

Verification of Workplace Competencies: Capstone experience

POFT 2331	Administrative Project Solutions	3

Administrative Office Technology, Level 1 Certificate

CIP 52.0407

Level 1 Certificate

Instructional Locations - Vernon Campus, Century City Center
CERTIFICATE OF COMPLETION (Probable Completion Time – 9 months or 32 weeks)

Related Requirements (6 SH)

ACNT 1325	Principles of Accounting I (A)	3
POFT 1301	Business English (A)	3

Major Requirements (20 SH)

ITSW 1301	Introduction to Word Processing	3
POFT 1220	Job Search Skills	2

POFI 1349	Spreadsheets	3
POFT 1309	Administrative Office Procedures I	3
POFT 1325	Business Math Using Technology	3
POFT 1349	Administrative Office Procedures II	3
POFT 2331	Administrative Project Solutions	3
	Total Credit Hours:	**26**

*(A) Course included on the State's Advanced Technical Credit list. (See **Advanced Technical Credit**.)*

Verification of Workplace Competencies: Capstone

POFT 2331	Administrative Project Solutions	3

Administrative Office Technology Occupational Skills Award (9 Semester Hours):

ITSW 1301	Introduction to Word Processing	3
POFI 1349	Spreadsheets	3
POFT 1309	Administrative Office Procedures I	3

ACNT 1313 Computerized Accounting Applications - Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.

Utilize spreadsheet and/or database software for accounting and management applications; and complete a comprehensive project.

ACNT 1325 Principles of Accounting I - A study of accounting concepts and their application in transaction analysis and financial statement preparation. Emphasis on the accounting cycle for service and merchandising enterprises.

Apply generally accepted accounting principles, concepts, and procedures; and complete the accounting cycle for service and merchandising enterprises.

ACNT 1326 Principles of Accounting II - A study of the fundamentals of managerial accounting. Emphasis on budgeting, planning, management decision making, and analysis of financial reports.

Define managerial accounting terminology; prepare various managerial reports for decision making; analyze various managerial reports; and perform other managerial analyses.

ITSW 1301 Introduction to Word Processing - An overview of the production of documents, tables, and graphics.

Identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents.

POFI 1349 Spreadsheets - Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

Identify spreadsheet terminology and concepts; calculate data using formulas and functions; 'create and modify workbooks; insert graphics; generate charts and reports; and create and use special functions.

POFI 2431 Desktop Publishing - In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency.

Define desktop publishing terminology; manipulate text and graphics to create a balanced and focused layout; and create fliers, brochures, and multiple page documents.

ITSE 1401 Web Design Tools - Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Emphasis on optimization of graphics and images and exploration of tools available for creating and editing Web documents.

Develop Web pages using industry standard software; develop and manage a website; and identify how the Internet functions with specific attention to the World Wide Web and file transfer.

POFT 1220 Job Search Skills - Skills to seek and obtain employment in business and industry.

Assess career aptitudes; describe job search procedures; prepare employment documents; and create a professional portfolio.

POFT 1301 Business English - Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and write sentences and paragraphs.

POFT 1309 Administrative Office Procedures I - Study of current office procedures, duties, and responsibilities applicable to an office environment.

Develop time management techniques; demonstrate communication skills; and identify the basic skills of an office professional.

POFT 1325 Business Math Using Technology - Skill development in business math problem-solving using technology.

Solve business math application problems using technology.

POFT 1349 Administrative Office Procedures II - In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking.

Prepare business documents; present business data in report form; and define management theories.

POFT 2331 – Administrative Project Solutions - Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Manage business projects using technology, critical thinking, and problem-solving skills.

Review of Matrices:

Jeanie Boyd led the discussion on Review Secretary's Commission on Achieving Necessary Skills (SCANS), General Education, Program Outcomes Matrices, and Institutional Outcomes Matrices and asks the faculty to expand on them.

Arwyna explains the matrices below.

Program: Administrative Office Technology	Credential: Associate in Applied Science (AAS) Degree
Award: Administrative Office Technology Associate in Applied Science (AAS)Degree	
Cip: 52.0407	

LIST OF ALL COURSES REQUIRED AND OUTCOMES

SCANS COMPETENCIES								Course Number	Course Title
					X			ACNT 1313	Computerized Accounting Applications
		X	X			X		ACNT 1325*	Principles of Accounting I
		X	X			X		ACNT 1326	Principles of Accounting II
	X	X	X	X		X		BUSI 2304	Business Report Writing and Correspondence
X	X	X		X		X		ITSW 1301*	Introduction to Word Processing
X		X		X	X	X		POFI 1349*	Spreadsheets
	X		X			X		POFI 2431	Desktop Publishing
	X		X					ITSE 1401	Web Design Tools
X		X	X	X	X	X		POFT 1220*	Job Search Skills
X	X	X	X			X		POFT 1301*	Business English
X	X		X	X		X		POFT 1309*	Administrative Office Procedures I
X		X		X		X		POFT 1325*	Business Math Using Technology
X	X		X	X		X		POFT 1349*	Administrative Office Procedures II
X	X	X	X	X	X	X	X	POFT 2331*	Administrative Project Solutions
									TBA Approved Electives Either/ or
X	X	X	X	X	X	X	X	POFT 1364	Practicum (or Field Experience)- Administrative Assistant and Secretarial Science, General

8. BASIC USE OF COMPUTERS
7. WORKPLACE COMPETENCIES
6. PERSONAL QUALITIES
5. THINKING SKILLS
4. SPEAKING AND LISTENING
3. ARITHMETIC OR MATHEMATICS
2. WRITING
1. READING

Program: Administrative Office Technology	Credential: Associate in Applied Science (AAS) Degree
Award: Administrative Office Technology Associate in Applied Science (AAS)Degree	

Cip: 52.0407							

IDENTIFIED CORE OBJECTIVES							LIST OF ALL COURSES REQUIRED AND
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
X	X	X	X	X	X	ENGL 1301	Composition I
X	X	X	X	X	X	GOVT 2305	Federal Government
X	X	X	X	X	X	MATH 1314	College Algebra
X	X	X	X	X	X	MATH 1334	Contemporary Mathematics
X	X	X	X	X	X	SPCH 1315	Public Speaking
X	X	X	X			ACNT 1313	Computerized Accounting Applications
X		X	X			ACNT 1325*	Principles of Accounting I
X		X	X			ACNT 1326	Principles of Accounting II
X	X		X	X		BUSI 2304	Business Report Writing and Correspondence
X	X			X		ITSW 1301*	Introduction to Word Processing
X	X	X		X		POFI 1349*	Spreadsheets
X	X			X	X	POFI 2431	Desktop Publishing
X	X			X	X	ITSE 1401	Web Design Tools
X	X				X	POFT 1220*	Job Search Skills
X	X					POFT 1301*	Business English
X	X		X	X	X	POFT 1309*	Administrative Office Procedures I
X		X		X		POFT 1325*	Business Math Using Technology
X	X	X	X	X	X	POFT 1349*	Administrative Office Procedures II
X	X	X	X	X	X	POFT 2331*	Administrative Project Solutions
							TBA Approved Electives Either/ or
X	X	X	X	X	X	POFT 1364	Practicum (or Field Experience)- Administrative Assistant and Secretarial Science, General

					6. Personal Responsibility
				5. Social Responsibility	
			4. Teamwork		
		3. Empirical and Quantitative Skills			
	2. Communication Skills				
1. Critical Thinking Skills					

Program: Administrative Office Technology	**Credential: Associate in Applied Science (AAS) Degree**
Award: Administrative Specialist Associate in Applied Science	
Cip: 52.0407	

LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES							
Program Outcomes						**Course Number**	**Course Title**
1	2	3	4	5	6		
					X	ACNT 1313	Computerized Accounting Applications
		X	X			ACNT 1325*	Principles of Accounting I
		X	X			ACNT 1326	Principles of Accounting II
	X	X	X	X		BUSIN 2304	Business Report Writing and Correspondence
	X	X		X		ITSW 1301*	Introduction to Word Processing
	X				X	POFT 1349 *	Spreadsheets
	X			X		POFI 2431	Desktop Publishing
	X			X		ITSE 1401	Web Design Tools
X		X	X	X		POFT 1220*	Job Search Skills
X	X	X	X	X		POFT 1301*	Business English
X	X	X	X	X		POFT 1309*	Administrative Office Procedures I
X	X			X		POFT 1325 *	Business Math Using Technology
X	X	X	X	X		POFT 1349 *	Administrative Office Procedures II
X	X	X	X	X	X	POFT 2331*	Administrative Project Solutions
							TBA Approved Electives Either/Or
X	X	X		X		POFT 1364	Practicum (or field experience)- Administrative Assistant and Secretarial Science, General

6. Analyze and journalize business accounting transactions in both a manual and computerized (Quick Books 2015) environment.

5. Demonstrate proper use of the following office equipment: Personal computers and Printers, Copy Machines, Document Scanners, Telephone systems, and Adding Machines.

4. Given scenarios and examples, determine an ethical course of action appropriate to the workplace.

3. Demonstrate effective communication skills in developing various business correspondence and documents.

2. Design and produce reports, tables, forms, and presentations using the following business applications software: Microsoft Word, Access, Excel, and Power Point.

1. Demonstrate proper and proficient keyboarding techniques as measured by speed (wpm) and accuracy.

Program: Administrative Office Technology	Credential: Associate in Applied Science (AAS) Degree
Award: Administrative Specialist Associate in Applied Science	
Cip: 52.0407	

LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES						
Program Outcomes						General Education Outcomes
1	2	3	4	5	6	
	X	X			X	1. Critical Thinking Skills
X	X		X		X	2. Communication Skills
					X	3. Empirical and Quantitative Skills
			X			4. Teamwork
			X			5. Social Responsibility
			X			6. Personal Responsibility
					6. Analyze and journalize business accounting transactions in both a manual and computerized (Quick Books 2015) environment.	
				5. Demonstrate proper use of the following office equipment: Personal computers and Printers, Copy Machines, Document Scanners, Telephone systems, and Adding Machines.		
			4. Given scenarios and examples, determine an ethical course of action appropriate to the workplace.			
		3. Demonstrate effective communication skills in developing various business correspondence and documents.				
	2. Design and produce reports, tables, forms, and presentations using the following business applications software: Microsoft Word, Access, Excel, and Power Point.					
1. Demonstrate proper and proficient keyboarding techniques as measured by speed (wpm) and accuracy.						

Jeanie Boyd asked for a motion to approve matrices.
Sam Pak made motion to approve matrices as presented.
Penny Miller seconded the motion.

The motion to approve matrices as presented passed.

Program statistics:

Jeanie Boyd proceeded into discussing Program statistics

- Program Statistics:
  - Graduates 2017-2018: (2)
  - Enrollment Summer 2018: (1)
  - Majors Fall 2018-2019: (6)
  - Enrollment Fall 2018: (5)

Local Demand:

Lauren Zotz states she has one position open in Vernon. They are looking for a person that has marketing ability with their administrative office skills. Discussion also took place over a well-rounded administrative assistant who is knowledgeable in basic IT work as well.

Evaluation of facilities and equipment:

External learning experiences:

Jeanie Boyd moved discussion to external learning experiences, employment, and placement opportunities

Placement Rate of Program Completers by Reporting Year [1]			
Program	3-Year Average		
	Plc	Cmp	%
52040000-Business Operations Support and Assistant Services	16	18	88.89%

Professional development of faculty:

The Chair moves to professional development of faculty and recommendations:

> Dexter Learning -Active Learning Faculty Retreat
> Vernon College Leadership Academy with Dr Dusty Johnston
> Teachers of Accounting at Two-year Colleges Conference May 2018

Promotion and publicity:

Jeanie Boyd proceeds to promotion and publicity (recruiting) about the program to the community and to business and industry

> Preview Day Mar 2018
> Community Day June 2018
> Senior Tour Day November 2018

Serving students from special populations:

Jeanie Boyd would like to discuss serving students from special populations.

> 1. individuals with disabilities;
> 2. individuals from economically disadvantaged families, including foster children;
> 3. individuals preparing for non-traditional fields;

Male (1); Female (5)
4. single parents, including single pregnant women;
5. displaced homemakers; and
6. individuals with limited English proficiency

Adjourn
The meeting adjourned at 1:12 PM

Recorder Signature:	Date:	Next Meeting: Fall 2019
Denise Williams	2-4-19	