



BUSINESS ADVISORY COMMITTEE MEETING
Board Room Building 10
Tuesday, November 14, 2023
1:00 – 2:00 p.m.

Agenda

- 1. Welcome and Purpose** – Alexis Araujo/Jeff Beckley
- 2. Introductions** – All
- 3. Review Business Programs**
 - a. Business Administration for Transfer – Jeff Beckley
 - b. Business Administrative Assistant – Angie Ruiz
 - c. Business Management Certificate – Jeff Beckley
 - d. Business Office Technician – Angie Ruiz
- 4. Microsoft Certification Program** – Angie Ruiz
 - a. Removal of MS Access
 - b. Addition of CIS 159: Windows OS
- 5. Non Credit Programs**
 - a. Essential Skills for the Workplace (New Non-Credit Program)
- 6. Other**
- 7. Adjourn**