

Office Systems

Meeting Date: April 19, 2023 – 9:00am

External Participants: 2

Michelle Brening – Human Resources Generalist – City of DeKalb

Tiffany Kousoulas – Employee Benefits Specialist – Crum-Halsted Insurance Agency

Internal Participants: 4

Chase Budziak – Dean of Instruction

Dr. Terry Lynn Funston – Director of Curriculum & Program Development

Pamela Pascolini – Faculty, Office Systems

Katie Macias – Minutes

I. College/Program Updates

a. Enrollment

- College and Department enrollment has increased

b. Curriculum changes

- OS program redesign planned for SP23/FA24 to reduce time to completion and add new technologies such as Canva (web-based publishing/marketing software), Microsoft Teams, Zoom, Slack.
- Aligning Office Systems more closely with Computer Information Systems and Marketing/Management pathways. Considering department name of Computer Office Systems (COS).
- Introducing alignment with Bookkeeping and the development of a micro-certificate to be completed in a semester.

II. Industry & Workforce Update – *Advisory Members*

- Many employers will require ongoing certifications or industry related training, so focus on flexibility and life-long learning is essential.
- Advisory members discussed how the program addresses soft skills appropriately, which gives AAS graduates an edge as job applicants.

III. Employment Need

a. Emerging Trends and Technologies – *Advisory Members*

- Canva is a cloud-based graphic design tool used to create on-brand marketing content, sales presentations, training videos and more by companies of all sizes.
- Pascolini indicated those will be addressed in other courses in the new COS 101 Media Course will include Canva.