

BCSED Advisory Committee Meeting
June 1, 2012

Recommendations

Group Name: Business/Management/Marketing/Office Technology

Group Leader: MaryAnne Holcomb and Donna Meyer

Members in Attendance: Larry Hales (AVC Adjunct)
Deborah Sullivan-Ford (AVC Adjunct)

1. Continue training for soft skills: Punctual behavior, dress code, etc.
2. Written and verbal communication skills continue to be lacking. Make sure classes develop these skills.
3. Continue to offer classes that allow workers to develop skills: Computer literacy, keyboarding, etc.
4. Maintain technology currency: Wireless technology; move to new software, as needed, etc.
5. Offer short training for students on using Blackboard and/or Turnitin.com