Northland Community and Technical College
East Grand Forks Campus
Administrative Support
Advisory Committee Meeting
March 22, 2016

Attendance	The Administrative Support Program Advisory Committee met on March 22, 2016, at 6 p.m. at the East Grand Forks campus for a dinner meeting. Attendance included: Angela Morgan Maureen O'Connell, Michelle Olderbak, Julie Rivard, Heidi Sundquist, and Linda Simmons. Linda Simmons called the meeting to order at 6:30 p.m.
Minutes of	The minutes of the October 27, 2015, meeting was approved by Julie Rivard and seconded by
Previous Meeting	Maureen O'Connell.
Membership:	New members, Angela Morgan, UND Energy & Environmental Research Center and Michelle Olderbak, UND Energy & Environmental Research Center were welcomed. It was noted that Julie Rivvard's workplace is now called Brady Martz and Associates. Carl Ohrn, Academic Coordinator and his guest, Murray Turner, Director, Pine to Prairie Cooperative Center joined the group for the meeting.
Reports **Enrollment**	Linda reported on the enrollment. There are currently 30 students enrolled for spring 20. For the school year 2015-2016 twelve students will graduate.
New Business	**Technical Electives:** Maureen brought it to Linda's attention that ADMN students have commented that they would like to have more options for technical electives. Linda brought a list of potential courses below for the committee to review: Discussion of technical electives for each Administrative Support programs followed. Current technical electives for the programs:

ADMINISTRATIVE ASSISTANT
AAS 60 Credits

Course #	Course Name	Credits
ACCT1104	Payroll	3
ACCT1108	Business Math/Calculators	3
ACCT1128	Computerized Accounting I	4
ADMS2280	Internship	2-4
BUSN2221	Prin of Accounting I	4
HPER1410	First Aid/CPR	1

ADMISTRATIVE SUPPORT SOFTWARE SPECIALIST
AAS 60 CREDITS

Course#	Course Name	Credits
ACCT1108	Business Math/Calculators	3
ACCT1128	Computerized AcctI	3
ADMS1128	Records/Database Mgmt	3
ADMS 2280	Internship	2-4
BUSN2221	Prin of Accounting I	4
CPTR1148	Micro Operating Systems	3
HPER1410	First Aid/CPR	1

ADMINISTRATIVE SUPPORT MICROCOMPUTER SPECIALIST
Diploma 48 Credits

Course #	Course Name	Credits
ACCT1104	Payroll	3
ACCT1108	Business Math/Calculators	3
ACCT1128	Computerized Accounting I	4
ADMS2280	Internship	2-4
BUSN2221	Prin of Accounting I	4
HPER1410	First Aid/CPR	1

ADMINISTRATIVE SUPPORT
Diploma 31 Credits

Course #	Course Name	Credits
ACCT1108	Business Math/Calculators	3
ACCT 1128	Spreadsheet Concepts	
ACCT1114	Desktop Pub/Pres Graph	
ADMS2280	Internship	2-4
BUSN2221	Prin of Accounting I	4
CPTR1106	Microcomputer Databases	3
CPTR1500	Intro Web Concepts	3
HPER1410	First Aid/CPR	1

New courses discussed to be added to the lists of technical electives:

Potential Technical Electives:

Course #	Course Name	Credits
BUSN2218	Legal Environment	3
CDEV2250	Sign Language	1
CPTR1131	Microcomputer Maintenance	4
HPER1143	Self Defense	1
MKTG2120	Supervisory Leadership	3
HPER1122	Yoga	1

Each potential new technical elective course was reviewed and discussed at length for the applicability for the ADMN Support programs. The committee members overwhelming agreed all six courses would be beneficial as technical electives to the programs. Course descriptions for the new technical electives are attached.

Other Business   A discussion followed regarding the content of Keyboard I and Keyboarding II. Further discussion was tabled until next meeting

Adjournment   The meeting was adjourned at 7:40 p.m. by Linda Simmons, O'Connell seconded.

Next Meeting   October 25, 2016

ADMINISTRATIVE SUPPORT
TECHNICAL ELECTIVE OPTIONS

BUSN 2218 Legal Environment   **3 credits**

This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include the court system, legal system, contract, negotiable instruments, agency and employer/employee relationships. Prerequisites: None

CDEV 2250 Sign Language   **1 credit**

This course covers the basic principals of American Sign Language, its proper use with hearing impaired children and adults, and the value of learning non-verbal communication. Prerequisites: None

CPTR 1131 Microcomputer Maintenance   **4 credits**

This course covers the various software and hardware needed to support the installation and service of microcomputers. Software examples would be commands used to format disks, create sub-directories, copy disks, and editors to create batch files. The various hardware components that make up the microcomputer will be described. Normal operation conditions are discussed and demonstrated. With the help of software diagnostic tools a microcomputer will be installed or diagnosed, repaired and retested for normal operation after the repair, before placing in-service. Prerequisites: None

HPER 1143 Self Defense   **1 credit**

This course teaches students the mental, emotional, and physical skills necessary for personal protection. Students will also work to develop an increased awareness of how the issues surrounding personal protection impact their daily lives. Prerequisite: None

MKTG 2120 Supervisory Leadership   **3 credits**

The methods and techniques of leadership and supervision and their applications are emphasized in this course. The content covers such topics as delegation, motivation, training, orienting, evaluating, and effectively increasing productivity. Prerequisites: None

HPER 1122 Yoga   **1 credit**

Yoga is a practice that has physical and emotional benefits. Students in this course will learn and perform various Yoga and relaxation/breathing techniques and a method to improve posture, flexibilty, balance and relieve stress. Prerequisites: None