



**Rowland Unified School District  
School to Career Office**

**CTE Subject Area Advisory Meeting**

**Wednesday, May 6, 2015**

**5:00 to 7:00 p.m.**

**Rowland High School – Hideout**

**Business - Group Minutes**

**Attendees (see sign-in sheet for details):**

Dan Luna, Caroline Manookian, Dr. Kimo Morris, Judy Nieh, Debbie Player, Lauren Pong, Nancy Torbet

**1. Course outline reviews (up to 30 minutes):**

Course: Computer Applications – 3 reviewers

Result	Comments
Validate (2)	<ul style="list-style-type: none"> <li>Making this class a graduate requirement is a great idea. Students won't run into the need of using excel or finer points of Microsoft office unless school calls for it. If they don't take economics until college, they'll be rushing to learn these skills that some other students may already have.</li> </ul>
Validate with some revisions (1)	<ul style="list-style-type: none"> <li>Expand area to research skill</li> </ul>

Course: Personal Finance – 3 reviewers

Result	Comments
Validate (2)	<ul style="list-style-type: none"> <li>This is very important. Some students may not be aware of how to care for their finances and everything that encompasses from their family. Setting them up now is useful down the line. The only problem is many students won't have to keep track of things for another few years. Still, it is better that they're informed.</li> <li>Very useful class</li> </ul>
Validate with some revisions (1)	<ul style="list-style-type: none"> <li>Teach practical skills in managing money</li> </ul>

Course: Business Foundations – 3 reviewers

Result	Comments
Validate (3)	<ul style="list-style-type: none"> <li>Definitely a necessary course</li> <li>Excellent for business majors</li> </ul>

Course: Accounting – 2 reviewers

Result	Comments
Validate (2)	<ul style="list-style-type: none"> <li>Well designed</li> <li>Teach bank reconciliation if not already applied</li> </ul>

Course: Advanced Accounting – 3 reviewers

Result	Comments
Validate (2)	<ul style="list-style-type: none"> <li>This is a great course to experience before dedicating your entire major to accounting in college before realizing what it's all really about.</li> <li>Well designed</li> </ul>
Validate with some revisions (1)	<ul style="list-style-type: none"> <li>Consider teaching QuickBooks which is used over 90% in business book.</li> </ul>

Course: Marketing – 2 reviewers

Result	Comments
Validate (2)	<ul style="list-style-type: none"> <li>Good foundation for business majors</li> </ul>

**2. General comments regarding course outline review.**

I. Computer Apps:

- a. Lauren: Internship program: uses formatting and general attention to detail as a means of sorting their candidates
  - i. Excel is important for all candidates
  - ii. More likely to use Excel for basic duties, graphs, research
- b. Kimo: Professor and business owner. Presentation is important, but uses Excel and Word to prepare info for data. Uses Excel in a very specific way for scientific methodology.
  - i. Open access programs are now being used at his college. Moving away from MS programs. Seeing google as an area. Uses Adobe products. (Adobe is strictly graphical at this time). Web in Design program was suggested as a possible area to look into for Web design.
- c. MS office programs essential in business and accounting fields.

II. Accounting/Advanced Accounting:

- a. Kimo: Students need experience to help decide on a career. Business and accounting would be helpful.
- b. Judy: concerned that counselors aren't enrolling students in accounting. Likes Quick Books. Peachtree harder to use than QuickBooks. Need a lot of computer applications in industry for accounting.

III. Marketing:

- a. All: Sounds like a valuable course

IV. Personal Finance:

- a. Judy: agree with concepts taught. She wants young people to have better foundations of personal finance concepts. Teaching budgetary skills are important. Practicality is important.
- b. Kimo: sees value of personal finance

V. Business Foundations:

- a. Kimo: differentiated instruction is noted in class.

**3. Questions to Business Panel regarding careers, trends and needs in the career pathway.**

- a. **Are potential employees prepared for your job market? If not, how can we better prepare students for entry level positions?**  
Yes, to some degree

**b. Is the curriculum in your specific field addressing industry needs?**

Yes

**c. What work ethics do you believe educators should be emphasizing with students?**

- Diplomacy, team work, integrity
- Time management
- Being on time
- Professional presentation
- Work ethic
- Communication skills

**d. What levels of core subjects, math and language arts, skills are required for an entry-level position in your organization/industry?**

AS/AA college degree

**e. What is the most critical issue facing your organization and/or industry today?**

Expanding demand, not enough trained workers

## Job Market Survey Summary

1. What do you see as the trends for the next few years regarding employment in your field?
    - Increased demand for skilled workers, college educated
  2. How many entry level positions will your business have open within the next year?  
\_\_\_\_\_ Full-time      \_\_\_\_\_ 10 \_\_\_\_\_ Part-time
  3. What entry-level job titles related to the industry does your company use?  
Field technician, lab technician
  4. Have you ever offered students job shadowing or internship experiences?       Yes       No
  5. Have you ever offered teachers job shadowing experiences?       Yes       No
  6. Would you consider hiring a student with no actual job experience, but who has completed training in the workplace?       Yes       No
  7. Have you ever employed students through an on-the-job training program?       Yes       No
  8. Do you see a need for more students to be trained?       Yes       No
  9. What is the current hourly pay rate for an entry-level position in your company?      \$10/hr
  10. Is your pay scale determined by education and experience, or do all employees start at an entry-level pay?       education and experience       entry-level pay?
  11. What type of equipment and/or resources should students be exposed to in order to be competent on the job?
    - Computer skills
  12. What is the most critical issue facing your organization today?
    - Emerging environmental issues
  13. According to economic conditions, what are the labor demands in your field?  
Increasing
- Other suggestions and comments:

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Sign-in Sheet**

**Career Pathway: Business**

**Business/Community Members**

Name/Title	Address	Phone/ Email
Dr. Kim Morris Principal/Senior Scientist	18673 Aquino St. Rowland Hts.	310-625-5466 kim@pukashell.net
Lauren Pong Const. services Representative	1380 Fullerton Rd, Suite 205 Rowland Heights, CA 91748	7626-964-5123 lauren.pong@mail. house.gov
Judy Nieh		662-964-9573

**Instructors**

Name	Course(s) Taught	School
Debbie Player	Business/Accounting	Nogales HS
Nancy TORBERT	Comp App / JOBS	Nogales HS
Caroline Manookian	Finance/Marketing/Comp. Apps	Rowland HS
DAN LUNA	Accounting/Finance/Computer Apps	Rowland HS

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**Master List of Curriculum Outlines to be Reviewed**

**Career Pathway: Business**

Course Title	Reviewed by:
Computer Applications	Kimo Morris, Judy Nieh Lauren Pong
Personal Finance	Kimo Morris, Judy Nieh Lauren Pong
Business Foundations	Kimo Morris, Judy Nieh Lauren Pong
Accounting	Kimo Morris Judy Nieh
Advanced Accounting	Lauren Pong, Kimo Morris Judy Nieh
Marketing	Lauren Pong Kimo Morris