

NORTH ORANGE CONTINUING EDUCATION

Curriculum Committee Meeting

September 8, 2020



## AGENDA

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Report of Curriculum Chair
- V. Old Business: IHSS 124, IHSS 111, IHSS 106, IHSS, 107, IHSS 102, IHSS 109, IHSS 123, IHSS 174.
- VI. New Business
  - A) Distance Education Attendance Collecting Formula
  - B) Revised Courses: MS 105, MS 106, MS 107, MS 119, MS 134, MS 143, MS 144, MS 160, MS 165, ESLA 1070, BMGR 410, BMGR 412, BMGR 415, BMGR 417, BMGR 421, BMGR 423, BMGR 430, BMGR 431, BMGR 452, BMGR 610, OTEC 091, OTEC 092, OTEC 105, OTEC 110, OTEC 111, OTEC 210, OTEC 211, OTEC 212, OTEC 225.
- VII. Announcements:
  - **Next Curriculum Committee meeting will be September 22, 2020, from 3-4:30 pm.**
- VIII. Adjournment

## Join Zoom Meeting

<https://nocccd-edu.zoom.us/j/98232298760?pwd=bjZVUHprNElwQVZyempGUEIROFdCQT09>

**Meeting ID:** 982 3229 8760

**Passcode:** 036556

One tap mobile

+16699009128,,98232298760# US (San Jose)

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~~ Revised Courses ~

Crs Id	Title	Hours	Course Description	Justification	Effective Term
MS 105	Excel, Introduction	36	Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting. Recommended proficiency in: Introduction to Computers, Introduction to Windows or equivalent.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
MS 106	Access, Introduction	36	Design databases using this popular software package. Includes creating tables, forms, reports and labels. Recommended proficiency in: Introduction to Computers, Introduction to Windows or equivalent.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
MS 107	Access, Intermediate	36	Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships, and defining queries. Text and disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
MS 119	PowerPoint, Introduction	36	Learn how to create presentations using text, graphics, sounds, animations, and videos using PowerPoint.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
MS 134	Microsoft Word, Intermediate	36	This continuing course covers features such as mail merging, styles and templates, large documents and Word Art. Textbook purchase may be required at first class. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Word or equivalent.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
MS 143	Microsoft Publisher, Introduction	36	Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as fliers, newsletters, and business cards.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
MS 144	Microsoft Word, Introduction	36	Provides a basic working knowledge of Word. Covers topics such as formatting with fonts, paragraph alignment, indents, margins, inserting clip art, bullets and numbering, columns and tables.	Align distance education requirements with COR. Add DE addenda.	Spring 2021

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MS 160	MS Office Overview	36	Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office courses.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
MS 165	Microsoft Excel, Power User Skills	36	For people who are comfortable using MS Excel and want to develop "power skills". Topics include computational techniques (defining names, nested IF functions, summarizing data), using Excel's database tools (tables, database operations, lookup functions), and expert skills (conditional formatting, macros). Covers advanced formatting techniques and shortcuts for accelerating productivity.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
OTEC 091	Computer Basics	12	Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other NOCE computer course.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
OTEC 92	Software Essentials	12	Learn the beginning basics of Word, Excel, PowerPoint, and Access in one class. This class serves as a foundation for OTEC courses.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
OTEC 105	Microsoft Outlook Fundamentals	12	This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and manage task and contact records, and customize Outlook.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
OTEC 110	Business Math for Office Technology	24	Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic.	Align distance education requirements with COR. Add DE addenda.	Spring 2021

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OTEC 111	Customer Relation Management	18	This course introduces students to customer relationship management (CRM) and its application in marketing, service, and sales. Topics will include CRM strategies aligned with business processes with using people, technology, and knowledge. The use of CRM to optimize acquisitions, customer growth and retention, gain a competitive advantage, and maximize profit.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
OTEC 210	Computer Concepts and Applications I	36	This is the first course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part I introduces students to fundamental workforce skills in computers and information processing; hardware; system software; networks, security, and privacy; troubleshooting and maintenance; and application software. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
OTEC 211	Computer Concepts and Applications II	60	This is the second course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in the internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word, and Microsoft Excel. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	Align distance education requirements with COR. Add DE addenda.	Spring 2021

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OTEC 212	Computer Concepts and Applications III	36	This is the third course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part III builds on the foundations learned in parts I and II and introduces students to fundamental workforce skills in Microsoft Access and Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
OTEC 225	MS Office Integrated Projects	36	This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
BMGR 410	Elements of Supervision	18	Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
BMGR 412	Management Skills I	18	This course provides an overview of the functions of the management process and its practical applications in a business environment. The course focuses on the planning process and organizing skills, including decision-making, strategic planning, delegating and staffing. Students will learn management principles that provide basic guidelines for supervisory decisions and actions.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
BMGR 415	Written Communication-Business	18	Provides Extensive hand-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports.	Align distance education requirements with COR. Add DE addenda.	Spring 2021

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BMGR 417	Effective Business Presentations	18	This course provides instruction and practice in business presentation skills. Students will learn techniques to enhance their ability to speak before any size group with more confidence and communicate their message effectively. Students are encouraged to participate in a video tape exercise for their own assessment of strengths and weaknesses.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
BMGR 421	Successful Negotiations	18	Participants will learn, practice and perfect skills required for achieving better outcomes in sales transactions, employment and promotion, purchasing and employee cooperation	Align distance education requirements with COR. Add DE addenda.	Spring 2021
BMGR 423	Introduction to Employment Law	18	This course is an introduction to the federal and California state laws governing the relationships between employers and employees. It examines the nature, purpose, and employees. It examines the nature, purpose, and operation of these laws from the perspectives of both the employer and employee.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
BMGR 430	Marketing Principles	18	Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and current business case studies. The student will learn to apply marketing skills in the development of a marketing plan.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
BMGR 431	Finance Non-Financial Mangr	18	This course introduces students to the basics of business finance for the non-financial manager. Financial statements will be covered along with discussions on sales and expenses, assets and liabilities, budgeting and planning, and financial analysis.	Align distance education requirements with COR. Add DE addenda.	Spring 2021

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BMGR 452	Understanding Business Contracts	18	This course will provide an overview of contract principles and explore the meaning, purpose and effect of common contracts clauses, i.e., limitation of liability, warranty and indemnification. Students will learn how to achieve a better contract result by knowing why, when and how to request contract modifications.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
BMGR 610	Management Skills II	18	This course focuses on developing management skills in working with individuals and teams to promote productivity, quality and innovation. Topics include employee performance appraisal, performance management, work groups, and the control process for keeping people, plans and programs on track.	Align distance education requirements with COR. Add DE addenda.	Spring 2021
ESLA	ESL Academic Distance Learning	180	The course content is relevant to the lives of students. It integrates language functions and language forms with informational sources, skills and topics. Course topics will include the process and skills needed to seek employment as well as norms in the American workforce. The course will also cover planning, traveling and finances as skills needed to function in society. Students will use the above topics to build on reading comprehension, vocabulary, listening, speaking, writing and technology skills in an online environment.	Align distance education requirements with COR. Add DE addenda.	Spring 2021