

NORTH ORANGE CONTINUING EDUCATION  
Curriculum Committee Meeting  
October 13, 2020



## AGENDA

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Report of Curriculum Chair
- V. Guest Speaker
- VI. Old Business: 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. New Business
  - A) Revised Courses: ABED 105, ABED 110, ABED, 115, ABED 116, ABED 117, BUSN 645, COMP 510, COMP 511, COMP 645, COMP 685, DSSS 110, DSSS 111, DSSS 116, DSSS 117, DSSS 120, DSSS 121, DSSS 122, DSSS 123, DSSS 124, DSSS 125, DSSS 130, DSSS 131, DSSS 132, DSSS 133, DSSS 134, DSSS 135, DSSS 137, DSSS 138, DSSS 140, DSSS 141, DSSS 142, DSSS 143, DSSS 144, DSSS 146, DSSS 147, DSSS 150, DSSS 151, DSSS 152, DSSS 153, DSSS 160, DSSS 161, DSSS 162, DSSS 163, DSSS 164, DSSS 165, DSSS 300, DSS 301, DSSS 302, DSSS 303, DSSS 304, DSSS 305, DSSS 306, DSSS 307, DSSS 308, DSSS 309, DSSS 310, ENCO 200, ENCO 201,ESLA 001, MEDA 141.
  - B) Distance Education Attendance Collecting Formula
- VIII. Announcements: Next Curriculum Committee meeting will meet October 27, 2020, from 3-4:30pm.
- IX. 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
<b>CTE</b>					
BUSN 645	Customer Service	24	This course covers the key elements of outstanding customer service. The student will be introduced to the concepts of internal and external customers, customer satisfaction and retention. Topics will also include communicating with customers, developing a positive attitude, and handling complaints.	Addition of Distance Education Addendum.	Spring 2021
COMP 510	Computer Keyboarding, Mastery I	30	The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm.	Addition of Distance Education Addendum.	Spring 2021
COMP 511	Computer Keyboarding Mastery II	30	The second of two keyboarding courses designed to increase and maintain keying speed and accuracy to employment levels of 50+ net words per minute (nwpm).	Addition of Distance Education Addendum.	Spring 2021
COMP 645	Integrated Computer Projects	36	Designed for those who want to apply the knowledge they have gained from previous computer classes. See how those skills can be put to work in real world simulations. Capstone course for students who have already learned the basics of computer usage. Recommended proficiency in: Introduction to Computers, Discover the Internet, MS Office Overview or equivalent.	Addition of Distance Education Addendum.	Spring 2021
COMP 685	Computer-Keyboarding-Beginning	36	Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys, alpha keys, punctuation, and number keys.	Addition of Distance Education Addendum.	Spring 2021
MEDA 141	Medical Billing Lab, Introduction	24	An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/ MediCal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered.	Addition of Distance Education Addendum.	Spring 2021

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Crs Id	Title	Hours	Course Description	Justification	Effective Term
<b>DSS</b>					
DSSS 300	WISE -Budgeting Skills	450	This class is designed to teach students with developmental and intellectual disabilities how to budget, pay bills safely and correctly as well as save their money.	Addition of Distance Education Addendum.	Spring 2021
DSSS 301	WISE -Consumer Skills	450	The class is designed to teach adults with developmental and intellectual disabilities to increase their skills and knowledge to be better consumers.	Addition of Distance Education Addendum.	Spring 2021
DSSS 302	WISE -Health and Nutrition	450	This class is designed to teach adults with developmental and intellectual disabilities the benefits of achieving good health through nutrition, exercise, and lifestyle choices.	Addition of Distance Education Addendum.	Spring 2021
DSSS 303	WISE -Safety Skills	450	This class is designed to teach adults with developmental and intellectual disabilities to improve their personal awareness and safety in the workplace, community and at home.	Addition of Distance Education Addendum.	Spring 2021
DSSS 304	WISE -Securing a Job	450	This class is designed to teach adults with developmental and intellectual disabilities the skills needed to seek and secure a job.	Addition of Distance Education Addendum.	Spring 2021
DSSS 305	WISE -Retaining a Job	450	This class is designed to teach adults with developmental and intellectual disabilities basic Occupational skills and give them the opportunity to practice different occupational skills in various settings. Students will also learn the traits needed to be a good employee.	Addition of Distance Education Addendum.	Spring 2021
DSSS 306	WISE -Independent Living Skills	450	This class is designed to teach adults with developmental and intellectual disabilities how to apply practical living skills in order to live more independently	Addition of Distance Education Addendum.	Spring 2021
DSSS 307	WISE -Independent Living Skills in the Community	450	This course is designed to teach adults with developmental and intellectual disabilities how to access public transportation and integrate into their community more independently	Addition of Distance Education Addendum.	Spring 2021

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DSSS 308	WISE -US Civics	450	This class is designed for adults with developmental and learning disabilities who want to become better citizens by gaining knowledge about the civics of the United States of America as well as American national monuments, American heroes and national patriotic symbols.	Addition of Distance Education Addendum.	Spring 2021
DSSS 309	WISE -US Geography	450	This class is designed for adults with developmental disabilities and learning disabilities who want to learn United States geography. Students will learn about states, state capitals, and major United States landmarks.	Addition of Distance Education Addendum.	Spring 2021
DSSS 310	WISE-Daily Living Skills	75-90	This course is designed for students interested in enhancing their skills related to daily living in personal care, safety, meal planning and preparation.	Addition of Distance Education Addendum.	Spring 2021
DSSS 110	Community Resources	90	This course is designed to provide students with the skills necessary to access resources in the community that may provide opportunities for employment, personal wellness, and organizations that provide community transition assistance. Topics include instructions for use of public transportation to get to and return from community destinations	Addition of Distance Education Addendum.	Spring 2021
DSSS 111	Community Resources, Advanced	90	This course is designed for students to utilize public transportation to access community agencies and resources. Topics include occupational resources in the community and more advanced public transportation skills.	Addition of Distance Education Addendum.	Spring 2021
DSSS 116	Reading: Survival Vocabulary & Basic Reading and Writing	90	This course is designed for students interested in improving their basic reading and writing skills, as well as increasing reading comprehension abilities. Topics include survival vocabulary, introduction to use of reference tools and time management.	Addition of Distance Education Addendum.	Spring 2021
DSSS 117	Reading: Use in Real Life Situations	90	This course is designed to assist students in increasing their functional reading comprehension and writing skills found in real life and vocational situations.	Addition of Distance Education Addendum.	Spring 2021

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DSSS 120	Computer Fundamentals: Beginning Skills	90	This course is designed for students interested in an introduction to basic computer and word processing skills.	Addition of Distance Education Addendum.	Spring 2021
DSSS 121	Computer Fundamentals: Basic Word Processing Editing	90	This course is designed for students interested in learning basic word processing editing and problem solving skills using technology. Topics include keyboarding, editing, and exploration of basics in word processing software.	Addition of Distance Education Addendum.	Spring 2021
DSSS 122	Computers: Presentation Software & Basic Formatting	90	Designed for students interested in developing introductory skills on the use of presentation software and entry level data entry. Topics include training on the use of PowerPoint slide presentation software and basic spreadsheet software for data entry skill development.	Addition of Distance Education Addendum.	Spring 2021
DSSS 123	Computers: Word Processing and Electronic Mail	90	Designed for students interested in increasing their basic knowledge of word processing and training in the use of the Internet and operation of e-mail accounts.	Addition of Distance Education Addendum.	Spring 2021
DSSS 124	Photoshop Elements: Digital Camera Operation & Editing Fundamentals	90	This course is designed for individuals wanting to increase their basic knowledge of taking a digital photo and introduce photo editing software basics. Topics will include operating a camera or related device, the parts of a camera, photo editing software options and basic skills in editing to print.	Addition of Distance Education Addendum.	Spring 2021
DSSS 125	Photoshop Elements: Layering and Special Effects	90	Designed for individuals interested in increasing their basic knowledge of photo editing software. Topics include introduction to layering special effects and adding text.	Addition of Distance Education Addendum.	Spring 2021
DSSS 130	Banking & Bill Paying: Beginning Skills	90	A quick-paced course designed to provide students with foundational banking and money management skills. Topics include basic banking terminology, budgeting and computing purchases.	Addition of Distance Education Addendum.	Spring 2021
DSSS 131	Banking & Bill Paying: Budgeting	90	A quick-paced course designed to provide money-management skills for students interested in living in their own apartment and managing finances.	Addition of Distance Education Addendum.	Spring 2021

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DSSS 132	Money Skills - Safe Shopping and Money Management	90	A course designed for students wanting to gain fundamental skills of safe shopping and money management basics. Students will learn to identify and avoid scams online and in the community.	Addition of Distance Education Addendum.	Spring 2021
DSSS 133	Money Skills: Smart Shopping & Completing Transactions	90	This course is designed to provide students with the skills necessary for accurately making money exchanges, as well as saving and shopping smartly. Course topics will include counting the appropriate amounts of money for purchases, making change, tip calculations and tools, comparison shopping techniques and online deals to find the best bargain.	Addition of Distance Education Addendum.	Spring 2021
DSSS 134	Basic Cooking - Beginning Skills	90	This course is designed to give students a foundation of basic cooking and food preparation concepts and activities, kitchen cleanliness and safety, and grocery shopping skills, using a variety of basic skills.	Addition of Distance Education Addendum.	Spring 2021
DSSS 135	Basic Cooking: Advanced Skills	90	This course is designed for students interested in learning more advanced skills of cooking and food preparation concepts and activities. Topics include kitchen cleanliness and safety, nutrition, and grocery shopping skills, using a variety of basic skills.	Addition of Distance Education Addendum.	Spring 2021
DSSS 137	Independent Living: Options & Resources	90	This course is an overview of living options for those considering living independent of their family homes. Topics will include the advantages and disadvantages of various living options as well as exploring the process of choosing and renting an apartment.	Addition of Distance Education Addendum.	Spring 2021
DSSS 138	Independent Living :Health, Safety & Living with Roommates	90	This course is designed to help students to learn about the responsibilities of maintaining a home. Students will be presented with strategies for cooperative living and problem solving, identifying needs and safety.	Addition of Distance Education Addendum.	Spring 2021

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DSSS 140	Job Skills: Exploring Occupational Paths	90	This course is intended to assist students in establishing a realistic occupational goal and explore resources for seeking employment in a chosen occupational. This course will also introduce students to effective job interview preparation, technique and attire	Addition of Distance Education Addendum.	Spring 2021
DSSS 141	Job Skills: Work Attitude & Employer Expectations	90	This course is intended to prepare students for successful employment by introducing them to appropriate on-the-job behavior, communication, attitude and work ethics. Students will also be introduced to the importance of workplace safety and customer service.	Addition of Distance Education Addendum.	Spring 2021
DSSS 142	Communication on the Job: Foundational Skills	90	A class designed for students interested in learning how to expand their communication skills in relation to employment. Course will focus on professional communication while seeking employment as well as once employment is obtained; and will include activities to enhance written and verbal skills.	Addition of Distance Education Addendum.	Spring 2021
DSSS 143	Communication on the Job: Effectively Dealing W Wk-Related Problems	90	A class designed for students interested in enhancing their communication skills in relationship to employment. Course topics will include communication styles, making good first impressions, workplace bullying, Title IX, basics in professional verbal and written communication	Addition of Distance Education Addendum.	Spring 2021
DSSS 144	Community Volunteering for Vocational Skills Enhancement	90	This course is for a student interested in enhancing employability through exploring different job sites on weekly field trips. Trips will include resources in the community that can provide opportunities for volunteer service. Curriculum includes instruction for use of public transportation to get to and return from field trip destinations.	Addition of Distance Education Addendum.	Spring 2021

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DSSS 146	Workplace Skills Training: Exceptional Employee	90	This is a lecture and lab course designed to provide students with hands-on training in basic vocational tasks that may be expected of them in entry-level employment. Topics include effective on-the-job/workplace behavior, attitude, appropriate dress, hygiene and basic work safety.	Addition of Distance Education Addendum.	Spring 2021
DSSS 147	Workplace Skills Training: Workplace Safety	90	This is a lecture and lab course designed to provide students with hands-on training in tasks that may be expected of them in entry level employment. Topics include workplace safety, injury prevention, and exploration of environmental demands on the job	Addition of Distance Education Addendum.	Spring 2021
DSSS 150	Self Advocacy: Making a Plan	90	This course provides students with the knowledge and resources to make decisions and communicate needs for determining life and vocational paths. Students will examine personal strengths and skills to successfully advocate for life or vocational goals, in addition exploration into areas of disability and adaptive skills to mitigate personal challenges.	Addition of Distance Education Addendum.	Spring 2021
DSSS 151	Self Advocacy: Communication with Authority & Emergency Personnel	90	This course prepares students with the skills necessary for interaction with police and emergency personnel. Topics include an overview of the criminal justice system, rights of individuals if taken into custody and reporting victimization.	Addition of Distance Education Addendum.	Spring 2021
DSSS 152	Social Skills: Foundational Interpersonal Basics	90	This course is designed to provide students with an overview of foundational social skills at home, school, work, and in the community, as well as their personal life using a variety of basic skills.	Addition of Distance Education Addendum.	Spring 2021
DSSS 153	Social Skills: Conflict Management and Resolution Basics	90	This course is designed to provide students with an overview of conflict management and resolution skills at home, school, work, and in the community, using a variety of basic skills.	Addition of Distance Education Addendum.	Spring 2021



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DSSS 160	Relationships: Foundational Basics in Building Healthy Relationships	90	This course is designed to provide students an overview of appropriate interactions with foundational relationships concepts. Topics include appropriate interactions for building and maintaining healthy friendships and romantic relationships, using a variety of basic skills.	Addition of Distance Education Addendum.	Spring 2021
DSSS 161	Relationships: Values, Intimacy & Sexuality Concepts	90	This course is designed to give students a more in depth understanding of the aspects of building and growing general relationships, intimate relationships and boundaries. Topics include relationship types, setting boundaries as well as an overview of sexuality concepts, using a variety of basic skills.	Addition of Distance Education Addendum.	Spring 2021
DSSS 162	Boundaries & Relationships: Fundamentals	90	This course is designed to provide students with the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal boundaries, dealing with strangers, and appropriate types of relationships.	Addition of Distance Education Addendum.	Spring 2021
DSSS 163	Boundaries & Relationships: Personal Development and Safety	90	This course is designed to provide students the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal values, making choices, dating and sexual relationships, human development, sexual activity, birth control, and pregnancy.	Addition of Distance Education Addendum.	Spring 2021
DSSS 164	Human Sexuality: Human Development & Conception	90	This course is designed to give students an overview of basic human sexuality concepts of boundaries, human development and puberty as well as reproduction. Topics will include sexual health in order to build safe, healthy sexual expression and attitudes, consistent with personal values, using a variety of basic skills.	Addition of Distance Education Addendum.	Spring 2021

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DSSS 165	Human Sexuality: Human Development & Healthy Relationships	90	This course is designed to provide students an overview of the basic human sexuality concepts. Topics include having children, healthy relationships, healthy sexual behaviors, expression and attitudes, consistent with personal values.	Addition of Distance Education Addendum.	Spring 2021
Crs Id	Title	Hours	Course Description	Justification	Effective Term
<b>Skills/ High School</b>					
ABED 105	NOCE Learning Center	36-150	Designed for students from beginning levels of reading and mathematics to those needing support for higher education. Through the use of small-group instruction, computer-aided instruction, audio books and workbooks, students will become better readers, writers and thinkers. Students may also improve their skills in mathematics. Skills attained can be used for personal growth, job advancement or for entry into other educational programs. Learning plans will be developed for each students based on student goals, needs and learning style.	Addition of Distance Education Addendum.	Spring 2021
ABED 110	College Prep –Basic Math	72	This noncredit course is intended for students who desire to build or strengthen foundational level mathematical skills such as the addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percents, and integers. These concepts are applied to ratios, exponents, measurements, proportions, statistics, metric conversions, and geometric shapes. In addition, these operations, along with basic number theory, are used to solve real world problems. All work will be done without a calculator	Change course hours and align with addendum. Addition of Distance Education Addendum.	Spring 2021

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<p>ABED 115</p>	<p>College Prep Pre- Algebra</p>	<p>72</p>	<p>This noncredit course is a review of basic math skills and an introduction to the basic principles of algebra. Topics include: Integers and algebraic expressions; operations on integers, mixed numbers and decimals, ratio, fractions, proportion and percentages; introduction of polynomials; polynomials and properties of exponents; factoring polynomials; solving linear equations and linear inequalities; graphing linear equations; equation solving and informal geometry.</p>	<p>Change course hours and align with addendum. Addition of Distance Education Addendum.</p>	<p>Spring 2021</p>
<p>ABED 116</p>	<p>College Prep Elementary Algebra</p>	<p>72</p>	<p>This noncredit course in an introduction to algebra. Topics include: basic operations of integers, fractions, mixed numbers and decimals, linear equations and inequalities, simplifying and evaluating expressions, solutions of linear equations, linear inequalities, systems of linear equations, graphing linear equations, exponents and polynomials, factoring polynomials, rational expressions, roots and radicals, and quadratic equations</p>	<p>Change course hours and align with addendum. Addition of Distance Education Addendum.</p>	<p>Spring 2021</p>
<p>ABED 117</p>	<p>College Prep Pre and Elementary Algebra (Accelerated)</p>	<p>72</p>	<p>An accelerated course combining content from ABED 115 and ABED 120. This noncredit course is a review of the Pre and Elementary Algebra concepts. Topics include: integers and algebraic expressions, operations on integers, mixed numbers and decimals, ratio, fractions, proportion and percentages. Introduction of polynomials, properties of exponents, factoring polynomials, simplifying and evaluating expressions, solving linear equations and inequalities, graphing linear equations, factoring polynomials, rational expressions, quadratic equation, roots and radicals, and informal geometry.</p>	<p>Change course hours and align with addendum. Addition of Distance Education Addendum.</p>	<p>Spring 2021</p>

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<b>ESL</b>					
ESLA 001	ESL Learning Center	12-120	The ESL Learning Center offers an opportunity to practice English through various instructional media as well as group learning activities. Students can practice speaking, listening, reading and writing skills. Students can also work on building grammar knowledge, pronunciation ability and vocabulary enhancement. Students can also develop computer skills and reinforce ESL class lessons in the center.	Addition of Distance Education Addendum.	Spring 2021

Crs Id	Title	Hours	Course Description	Justification	Effective Term
<b>LEAP</b>					
ENCO 200	Braille Transcribing - Reading & Writing Uncontracted and Contracted	45	This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into literary Unified English Braille code.	Addition of Distance Education Addendum.	Spring 2021
ENCO 201	Braille Transcribing - Formatting Contracted Unified English Braille	45	This class is geared for persons with sight or visual impairments to learn how to format documents according to the Rules of Unified English Braille code and submit a manuscript for certification	Addition of Distance Education Addendum.	Spring 2021