

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 2, 2020



AGENDA

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Report of Curriculum Chair
- V. Old Business:

Revised Courses- ESLA 001, ESLA 110, ESLA 120, ESLA 159, ESLA 160, ESLA 161, ESLA 162, ESLA 163, ESLA 164, ESLA 169, ESLA 170, ESLA 171, ESLA 172, ESLA 173, ESLA 174, ESLA 180, ESLA 181, ESLA 185, ESLA 186, ESLA 222, ESLA 223, ESLA 225, ESLA 226, ESLA 801, ESLA 802, ESLA 803, ESLA 805, ESLA 808, ESLA 809, ESLA 815, ESLA 1020, ESLA 1025, ESLA 1030, ESLA 1050, ESLA 1052, ESLA 1054, ESLA 1056, ESLA 1060, ESLA 1062, ESLA 1065, ESLA 1067.

- VI. New Business:

Revised Courses- ABED 105, ABED 405, ABED 406, ABED 407, ABED 408, ABED 409, ECE 100, ECE 108, ECE 112, ECE 116, ECE 130, ECE 132, ECE 136, ECE 140, ECE 142, ECE 165, ECE 170, ECE 175, MEDA 100, MEDO 105, MEDA 101, MEDA 110, MEDA 111, MEDA 120, MEDA 121, MEDA 130, MEDA 131, MEDA 140, MEDA 141, MEDA 200, MEDA 201, MEDA 210, MEDA 211, MEDA 300, MEDO 311, MEDO 312, MEDO 313, ESLA 1070, ENCO 200, ENCO 201.

- VII. Announcements:

Next Curriculum Committee meeting will meet December 8, 2020.

- VIII. Adjournment

Join Zoom Meeting

<https://nocccd-edu.zoom.us/j/98232298760?pwd=bjZVUHprNEIwQVZyempGUEIROFdCQT09>

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
Basic Skills/ High School					
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 student based on student goals, needs and learning style.	Addition of Distance Education Addendum.	Spring 2021
ABED 405	GED/HiSET: Mathematics	72	GED/HiSET mathematics prepares students to pass the math section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of instruction is basic computation, analytical and reasoning skills, word problems and word problems with graphics.	Update course hours.	Spring 2021
ABED 406	GED/HiSET: Reading	72	GED/HiSET reading prepares students to pass the reading section of the GED test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of instruction includes comprehension, fiction, nonfiction, poetry, and drama.	Update course hours	Spring 2021
ABED 407	GED/HiSET: Science	72	GED/HiSET science prepares students to pass the science section of the GED/HiSET test. Sciences covered are life, physical, earth and space. Students learn to analyze and apply science information.	Update course hours	Spring 2021
ABED 408	GED/HiSET: Social Studies	72	GED/HiSET social studies prepares students to pass the social studies section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of course covers U.S. history, world history, civics and government, geography and economics.	Update course hours	Spring 2021
ABED 409	GED/HiSET: Language Arts and Writing	72	GED/HiSET writing prepares students to pass the language arts and writing section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. This course covers the writing process, grammar usage and mechanics.	Update course hours	Spring 2021

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~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
CTE- Early Childhood Education					
ECE 100	Child Health and Safety	36	This course covers issues related to the health, safety and nutrition of all children in a child care facility. Topics include infectious disease prevention, safety regulations, emergency planning, nutritious meal planning, and child abuse. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	Addition of Distance Education Addendum.	Spring 2021
ECE 108	ECE Program Principles and Practice	60	Course examines the history, basic principles, and philosophies of various types of early childhood programs, emphasizing the role of the adult and characteristics of quality programs. This course is part of a program approved by the California Department of Social Services, Community Care Licensing, for employment in private facilities only.	Addition of Distance Education Addendum.	Spring 2021
ECE 112	Language Arts and Literacy in Early Childhood	36	This course examines the teacher's role in promoting and facilitating children's emerging literacy and language development through the use of storytelling, books, songs, flannel board stories and puppetry. This course is part of a program approved by the California Department of Social Services, for employment in a private facility.	Addition of Distance Education Addendum.	Spring 2021
ECE 116	Program: Music and Movement	36	Explores the benefits of music and movement within the early childhood environment. Students will learn to plan and lead a variety of musical movement activities that promote children's cognitive, emotional, social and physical development. This course is part of a program approved by the California Department of Social Services for employment in private facilities	Addition of Distance Education Addendum.	Spring 2021
ECE 130	ECE Program: Science and Math	36	Students learn to plan, organize and implement preschool activities to develop a child's skills and enthusiasm for science and math. Topics include lesson planning and developmentally appropriate curriculum to enhance mathematical thinking and problem-solving techniques. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	Addition of Distance Education Addendum.	Spring 2021

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ECE 132	ECE Program: Creative Experiences	36	In this course, students explore and experience how developmentally appropriate creative experiences can enhance children's learning while developing fine motor, creative expression and problem-solving skills. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	Addition of Distance Education Addendum.	Spring 2021
ECE 136	Family and Community Relationships	36	This course examines the sociological relationship between family and society, including the institutional, cultural, social and economic factors affecting the family and the child. This course is part of a program approved by Department of Social Services, Community Care Licensing.	Addition of Distance Education Addendum.	Spring 2021
ECE 140	Early Childhood Development	36	An introduction to the developmental stages of children from prenatal to middle childhood with emphasis on the physical, cognitive, language and social/emotional milestones. Application of developmental and learning theories addressed. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	Addition of Distance Education Addendum.	Spring 2021
ECE 142	Supervision & Administration	36	This course covers the laws and regulations to operate a childcare center. Upon completion, the student will have learned business and management skills, health and safety, and parent/child relationship.	Addition of Distance Education Addendum.	
ECE 165	Children with Special Needs	36	This course offers a broad study of children with special needs and early childhood education as it relates to inclusion. This course covers federal and state laws and regulations, terminology and definitions, appropriate practices and intervention. This course is part of a program approved by Department of Social Services, Community Care Licensing.	Addition of Distance Education Addendum.	Spring 2021
ECE 170	Introduction to Curriculum for Early Childhood Education	36	This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	Addition of Distance Education Addendum.	Spring 2021

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ECE 175	Infant-Toddler Care	60	This course explores the theories, principles and practices of an infant/toddler program. Content includes respectful, responsive care giving; licensing and regulation issues; and enriching, safe, healthy developmentally appropriate environments. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	Addition of Distance Education Addendum.	Spring 2021
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~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
CTE- Medical Assistant					
MEDA 100	Medical Assistant, Core Concepts	36	Explores past history and current issues of healthcare; the health care field; the role of the Medical Assistant; ethics and law for medical assistants; customer service; communication/cultural competencies in healthcare; student success; math skills for healthcare; safety in healthcare; and job skills and the professional portfolio	Addition of Distance Education Addendum.	Spring 2021
MEDO 105	Medical Terminology	48	This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment.	Addition of Distance Education Addendum.	Spring 2021
MEDA 101	Computers in Healthcare and EHR, Introduction	36	This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field	Addition of Distance Education Addendum.	Spring 2021
MEDA 110	Medical Assistant Administrative	24	This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications.	Addition of Distance Education Addendum.	Spring 2021

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MEDA 111	Medical Assistant Administrative Lab	24	This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students practice reception techniques, use of computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications in a simulated lab.	Addition of Distance Education Addendum.	Spring 2021
MEDA 120	Medical Assistant Electronic Health Records	12	This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and HER regulations.	Addition of Distance Education Addendum.	Spring 2021
MEDA 121	Medical Assistant Electronic Health Records Lab	24	This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools	Addition of Distance Education Addendum.	Spring 2021
MEDA 130	Medical Assistant Financial Concepts	24	This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices.	Addition of Distance Education Addendum.	Spring 2021
MEDA 131	Medical Assistant Financial Concepts Lab	24	This course develops the necessary skills for financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices in a direct hands on, simulated environment.	Addition of Distance Education Addendum.	Spring 2021
MEDA 140	Medical Billing, Introduction	24	An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/ Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered.	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/ Medi- Cal, 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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MEDA 200	Medical Assistant Clinical Procedures Theory I	18	This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures.	Addition of Distance Education Addendum.	Spring 2021
MEDA 201	Medical Assistant Clinical Procedures Lab I	48	This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: exam room procedures, medical asepsis, infection control, patient intake, vital signs, assisting with physical examination, specialty exams, electrocardiograph, public health education, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures.	Addition of Distance Education Addendum.	Spring 2021
MEDA 210	Medical Assistant Clinical Procedures Theory II	18	This course reviews the theory behind back office procedures. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures.	Addition of Distance Education Addendum.	Spring 2021
MEDA 211	Medical Assistant Clinical Procedures Lab II	48	This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture.	Addition of Distance Education Addendum.	Spring 2021
MEDA 300	Medical Assisting Simulation Lab and Certification Prep	108	This course will offer hands on simulation to medical case studies in a laboratory environment as well as offer an opportunity for students to prepare to take a CCMA certification exam.	Addition of Distance Education Addendum.	Spring 2021

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~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
CTE- Personal Care Aide					
MEDO 311	Personal Care Aide 1	36	This course introduces key concepts for the personal care aide, working in different settings, teamwork, and professional behavior. Students will also gain foundational knowledge and skills in the following areas: working with elders; respecting clients; communication; working with depressed patients; infection control; basic nutrition and eating; body systems and common diseases; and proper body mechanics. This is the first course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with daily living activities at their homes or in a care facility.	Addition of Distance Education Addendum.	Spring 2021
MEDO 312	Personal Care Aide 2	36	This course focuses on activities of daily living (ADL): bathing and personal care, toileting, bed making, and dressing. Students will learn about working with patients with dementia, mental illness, and developmental disabilities, as well as different types of abuse and neglect. This is the second course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with activities of daily living at their homes or in a care facility.	Addition of Distance Education Addendum.	Spring 2021
MEDO 313	Personal Care Aide 3	30	Personal Care Aides ensure better care to people while they are aging or recovering at home. This career development course will provide students with the skills needed to obtain employment as a personal care aide. Topics includes: resume writing, interviewing skills, and job search. Students will also complete CPR and First Aid training for certification.	Addition of Distance Education Addendum.	Spring 2021

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Crs Id	Title	Hours	Course Description	Justification	Effective Term
ESL					
ESLA 1070	ESL Academic Distance Learning	14-200	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.	Addition of Distance Education Addendum.	Spring 2021

~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
DSSS					
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