

NORTH ORANGE CONTINUING EDUCATION

Curriculum Committee Meeting

November 10, 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- 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.

- VI. New Business:

Revised Courses- ESLA 1020, ESLA 1025, ESLA 1030, ESLA 1050, ESLA 1052, ESLA 1054, ESLA 1056, ESLA 1060, ESLA 1062, ESLA 1065, ESLA 1067, ESLA 162, ESLA 163, ESLA 164, ESLA 171, ESLA 172, ESLA 173, ESLA 174, ESLA 181, ESLA 186, ESLA 223, ESLA 225, ESLA 226, ESLA 226, ELSA 801, ESLA 802, ESLA 803, ESLA 805, ESLA 808, ESLA 809, ESLA 815, ESLA 1070/211, DSSS 118, DSSS 350, DSSS 352, DSSS 353, DSSS 360, DSSS 361, DSSS 362, DSSS 363, DSSS 364, DSSS 370, DSSS 375, DSSS 376, DSSS 377, DSSS 380, DSSS 381, CRAE 100, CRAE 104, CRAE 105, CRAE 106, EDEN 100, ENCO 501, HLTH 109, HLTH 161, HLTH 163, HLTH 167, HLTH 200, HLTH 205, MUSC 200, MUSC 303, MUSC 304, PARN 101, PARN 102, PARN 200, PARN 260, PARN 261, PARN 262, PARN 265, PARN 268, PARN 269, SAFE 205, MS 104, OTEC 100, BMGR 645, BMGR 648, BMGR 651, BMGR 654, BMGR 657, BMGR 660, ELET 175, ELET 176, ELET 205, ELET 206, ELET 207, ELET 190, ELET 191, ELET 192, ELET 178, ELET 195, ELET 196, FSRV 100, FSRV 110, FSRV 1120, FSRV 125, FSRV 126, COMP 650, MEDO 105, ABED 150.

- VII. Announcements:

Next Curriculum Committee meeting will meet December 8, 2020.

- 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
Basic Skills/ High School					
ABED 150	College Prep English Reading and Writing	50-150	This non-credit course is intended for students who desire to strengthen developmental English reading and writing skills by emphasizing a comprehensive approach to reading and writing. Topics include: academic comprehension, vocabulary development, reading efficiency, study techniques, and academic composition.	Addition of Distance Education Addendum.	Spring 2021

~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
CTE- Computers					
COMP 650	Fundamentals for Financial Office using QuickBooks	36	Teaches students the basics of using the QuickBooks software to develop customized financial applications for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks.	Addition of Distance Education Addendum.	Spring 2021
MS 104	Windows Operating Systems, Introduction	36	Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows, making connections and communicating with other people.	Addition of Distance Education Addendum.	Spring 2021

CTE- Office Technology					
O TEC 100	Office Essentials	24	A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service.	Addition of Distance Education Addendum.	Spring 2021

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~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
CTE- Pharmacy Technology					
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

CTE- Medical Device					
BMGR 645	Introduction to Medical Device Quality Assurance Specialist	36	This course introduces students to the medical device industry in preparation for an entry-level position as a quality assurance specialist. Learn the role and responsibilities of a quality assurance specialist within the medical device industry. Learn about the industry's size and scope, current trends, and products used in healthcare settings.	Addition of Distance Education Addendum.	Spring 2021
BMGR 648	Regulatory Affairs for Medical Devices	36	Course will provide students with an in-depth understanding of the regulations and regulatory agencies that are specific to the medical devices industry. The course will cover U.S. and European Union (EU) regulations and related agencies. Includes laws governing the development, manufacturing and approval of medical devices.	Addition of Distance Education Addendum.	Spring 2021
BMGR 651	Document and Database Management for Medical Devices	36	An overview of regulatory requirements for document control and database management for the medical device field. Covers the fundamentals of writing documents that meet regulatory compliance. Equips students for handling document management systems efficiently.	Addition of Distance Education Addendum.	Spring 2021
BMGR 654	Quality Assurance for Medical Devices	36	This course provides students with an in-depth overview of quality assurance and its role within the medical device industry. The course covers the role of assurance during the manufacturing and production stages. Topics will include the step-by-step process of ensuring quality requirements are met for a product or service.	Addition of Distance Education Addendum.	Spring 2021

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BMGR 657	Technical Writing for Bio-Medical Industries	36	This course will provide students with an overview and understanding of technical writing for the bio medical industry. The course will cover principle writing methodologies for quality assurance, engineering, manufacturing, and production of a medical device product. Topics will address documentation as related to FDA mandated requirements, ISO standards and for writing GMP procedures.	Addition of Distance Education Addendum.	Spring 2021
BMGR 660	Quality Auditing for Medical Device	36	This course presents the principles and techniques for assessing the adequacy of a quality system for a medical device manufacturer. Topics include evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms and other audit concepts.	Addition of Distance Education Addendum.	Spring 2021

CTE- Electrical

ELET 175	Electrical Trades Mathematics I	54	A study of mathematics used in the electrical and construction trades including topics such as arithmetic, fractions, decimals, percent's, graphing, measurement, and an introduction to algebra.	Addition of Distance Education Addendum.	Spring 2021
ELET 176	Electrical Trades Mathematics II	54	This course will present basic algebra and trigonometry and their application to the solution of practical problems in the electrical construction field with an emphasis on trigonometric solutions to alternating current electrical theory.	Addition of Distance Education Addendum.	Spring 2021
ELET 178	OSHA Standards for Construction	32	This course covers Occupational Safety and Health Administration (OSHA) policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card.	Addition of Distance Education Addendum.	Spring 2021
ELET 190	National Electrical Code – Residential	54	This course is an introduction to the National Electrical Code. The interpretation of electrical wiring diagrams, material use, installation methods and calculations of electrical loads to size feeders, branch circuits and conductors as they relate to residential occupancies is included.	Addition of Distance Education Addendum.	Spring 2021

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ELET 191	National Electrical Code – Commercial	54	This course covers the National Electrical Code requirements for commercial, office, and light industrial wiring. The electrical layout and design of commercial buildings, feeder circuit calculations, branch circuit calculations and circuit overcurrent protection are included.	Addition of Distance Education Addendum.	Spring 2021
ELET 192	National Electrical Code – Industrial	54	This course covers the National Electrical Code requirements for industrial application. Materials and wiring methods for heavy industrial applications, life safety, and hazardous systems are included.	Addition of Distance Education Addendum.	Spring 2021
ELET 195	Electrical Cost Estimating	54	This course will present an introduction to electrical cost estimating, including take-off, and listing procedures. It is designed for students preparing to enter electrical estimating occupations or electrical contracting work. □	Addition of Distance Education Addendum.	Spring 2021
ELET 196	Blueprint Reading Basics	54	This course uses a fundamental approach to blueprint reading. Students will become familiar with basic blueprint terms, components, and symbols. Students will also learn different type(s) of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions.	Addition of Distance Education Addendum.	Spring 2021
ELET 205	Electrical Fundamentals I – Residential	54	This course introduces the student to the elements of basic direct current circuits and residential type construction with an emphasis on wiring principles and basic residential design. The student will perform a "hands on" design of a basic residential blueprint with all components in strict accordance with the requirements of the National Electrical Code.	Addition of Distance Education Addendum.	Spring 2021
ELET 206	Electrical Fundamentals II – Commercial	54	Course provides an overview of the National Electrical Code (NEC) and its application to commercial wiring. Topics include commercial wiring, conduit systems, conductor types and applications, over-current protection, single and three distribution systems and equipment, grounding, and lighting sources in accordance with the NEC.	Addition of Distance Education Addendum.	Spring 2021
ELET 207	Electrical Fundamentals III – Industrial	54	Course provides an overview of the National Electrical Code (NEC) and its application to industrial wiring. Topics include industrial wiring, conduit systems, conductor types and applications, over-current protection, electrical motors, motor circuit conductors, motor control circuits, and industrial electrical power installations in accordance to the National Electrical Code.	Addition of Distance Education Addendum.	Spring 2021

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~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
CTE- Funeral Service					
FSRV 100	Introduction to Funeral Service Practice	60	This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills.	Addition of Distance Education Addendum.	Spring 2021
FSRV 110	Communication Skills for the Funeral Assistant	60	This class will prepare the student to provide support to client families in grief, bereavement, and mourning, and communicate effectively with the public. Topics include an exploration of cultural differences in grief and funeralization practices, as well as the diversity of religious beliefs impacting disposition options.	Addition of Distance Education Addendum.	Spring 2021
FSRV 120	Funeral Service Operations	60	This course introduces students to funeral service practices and procedures in preparation for entry-level positions in the funeral home. These include funeral service assistant, receptionist, mortuary representative, transfer personnel, funeral director assistant, and pre-need salesperson. Students review historical funeral service practices, funeral service price lists, and service arrangements.	Addition of Distance Education Addendum.	Spring 2021
FSRV 125	Funeral Service Practices and Procedures I	60	This course introduces students to the sociology of funeral service practice. It is designed to develop the necessary skills for arranging religious funeral ceremonies, conducting funeral and memorial services, and assisting in the disposition of human remains including cremation and scattering. Funeral service merchandise options are also covered.	Addition of Distance Education Addendum.	Spring 2021
FSRV 126	Funeral Service Practices and Procedures II	60	This course provides students with experience related to administrative and managerial funeral directing. Students will explore the necessary skills required to operate within the funeral home, including advertising and public relations, marketing and merchandising, and compliance with applicable laws, rules, and regulations.	Addition of Distance Education Addendum.	Spring 2021

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~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
ESL					
ESLA 211	ESL Skill Building, Intermediate to Advanced	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. Students will be required to attend an orientation and take the CASAS assessment on campus.	Addition of Distance Education Addendum.	Spring 2021
ESLA 162	ESL Fundamentals, Intermediate Low	168	The course focuses on developing intermediate level receptive and productive language skills. Students will acquire grammar, vocabulary and language functions to improve proficiency. The course also emphasizes life skills.	Addition of Distance Education Addendum.	Spring 2021
ESLA 163	ESL Fundamentals, Intermediate High	168	This is a four-skill language course using topics and information sources related to student need. Students will increase their proficiency in reading, writing, listening and speaking by acquiring new vocabulary and applying appropriate grammatical structures. Building language fluency is the focus of the course.	Addition of Distance Education Addendum.	Spring 2021
ESLA 164	ESL Fundamentals, Advanced	168	This is a four-skill language course where students will improve their fluency in speaking, listening, reading and writing based on topics relevant to students' lives, experiences and goals. Grammatical structures will be integrated into language practice activities. Improving accuracy is a focus of the course	Addition of Distance Education Addendum.	Spring 2021
ESLA 171	ESL and Civics Education, Beginning High	84	This competency-based course focuses on both language development and life skills. Integrated language skills will help students access community resources, prepare them for the workplace and introduce them to life learning opportunities.	Addition of Distance Education Addendum.	Spring 2021
ESLA 172	ESL and Civics Education, Intermediate Low	84	This competency-based course focuses on both language development and life skills. Integrated language skills will help students access community resources, prepare them for the workplace and introduce them to life learning opportunities. Students will also develop critical thinking skills	Addition of Distance Education Addendum.	Spring 2021

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ESLA 173	ESL and Civics Education, Intermediate High	84	This course partners with ESL Fundamentals to complete the Intermediate High level of ESL. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students.	Addition of Distance Education Addendum.	Spring 2021
ESLA 174	ESL and Civics Education, Advanced	84	This course partners with ESL Fundamentals to complete the Advanced level of ESL. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language fluency development is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students	Addition of Distance Education Addendum.	Spring 2021
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36-84	This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher.	Addition of Distance Education Addendum.	Spring 2021
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36-84	This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing	Addition of Distance Education Addendum.	Spring 2021
ESLA 223	ESL Grammar Review, Intermediate to Advanced	36-84	This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels.	Addition of Distance Education Addendum.	Spring 2021
ESLA 225	ESL Vocabulary Review, Beginning	36	Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels.	Addition of Distance Education Addendum.	Spring 2021
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	36	Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels.	Addition of Distance Education Addendum.	Spring 2021

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ESLA 801	Computer Skills for ESL, Beginning	36	The course introduces ESL students to hands-on exploration and use of current Microsoft Windows programs. Students will learn basic computer parts, keyboarding, and the basics of MS Word, PowerPoint, MS Publisher, and Excel. Emphasis is on English skills in grammar, vocabulary, writing, speaking, pronunciation, and reading.	Addition of Distance Education Addendum.	Spring 2021
ESLA 802	ESL Pronunciation/Conversation Skills	36-60	This course is designed for intermediate to advanced ESL learners to improve conversation and pronunciation skills in English. It is recommended that participants have English language skills at a Beginning High level.	Addition of Distance Education Addendum.	Spring 2021
ESLA 803	Citizenship Preparation	36-60	The course is designed to prepare prospective candidates for the US citizenship process. Students will learn how to complete all required immigration forms and practice the USCIS Citizenship Test by becoming familiar with US history. Students will acquire an understanding of the rights and responsibilities of being a US citizen.	Addition of Distance Education Addendum.	Spring 2021
ESLA 805	Drama for Communication	36-90	This ESL course builds students' reading, speaking, and pronunciation skills in the context of theatrical performances. Students will examine human experiences and cultural norms through imagined roles and expand creative thinking. Students will learn history and terminology of the performing arts and build social skills and confidence necessary for public speaking.	Addition of Distance Education Addendum.	Spring 2021
ESLA 808	ESL Intermediate to Advanced Work Skills	36	This ESL course covers basic job search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems.	Addition of Distance Education Addendum.	Spring 2021
ESLA 809	American Idioms	36	Students will become familiar with American English idioms, their meanings and uses and demonstrate the application of idioms to everyday situations. Students will also learn the skills of deducing the meaning of the new vocabulary from context and sharing their opinions and experiences while practicing the target idioms.	Addition of Distance Education Addendum.	Spring 2021

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ESLA 815	Computer Skills for ESL, Intermediate to Advanced	36	Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively involved in computer projects linking the academic environment with their communities.	Addition of Distance Education Addendum.	Spring 2021
ESLA 1020	Vocational English-as-a-Second Language: Early Childhood Education	36	This ESL course covers basic English communication skills in a pharmacy setting for students who are at an intermediate ESL level or higher. Students will practice typical in-person and phone conversations with pharmacy customers and co-workers	Addition of Distance Education Addendum.	Spring 2021
ESLA 1025	Vocational English as a Second Language: Pharmacy Technician	36	This ESL course provides students with necessary language skills to succeed in early childhood education (ECE) programs, thereby bridging the gap between standard ESL coursework and ECE coursework. The course also focuses on preparing students to interact in the real world in ECE situations (e.g., parent-teacher conferences).	Addition of Distance Education Addendum.	Spring 2021
ESLA 1030	Vocational English as a Second Language: Administrative Assistant	36	This ESL course provides students with necessary language skills to succeed in the vocational administrative assistant programs, thereby bridging the gap between standard ESL and VESL coursework. The course also focuses on preparing students to interact in real-life office situations.	Addition of Distance Education Addendum.	Spring 2021
ESLA 1050	ESL Workplace Advancement Skills, Beginning	60	This course focuses on introducing ESL students to the workplace discourse system and culture. By improving their communication skills and understanding the United States culture within the workplace, students will become successful employees.	Addition of Distance Education Addendum.	Spring 2021
ESLA 1052	ESL Workforce Readiness Skills, Beginning	60	This course covers basic work skills as well as language skills necessary for intermediate level students to gain employment. Students will identify various job opportunities available in their respective communities and will learn to communicate with employers. In addition, students will gain basic knowledge of office technology.	Addition of Distance Education Addendum.	Spring 2021

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ESLA 1054	ESL Workplace Advancement Skills, Intermediate to Advanced	60	This course prepares ESL students at an advanced level for the American workplace. Students will learn American workplace expectations, practice effective business communication including giving presentations and participating in meetings, and identify professional development needs. In addition, students will enhance their computer applications skills by gaining additional experience with Microsoft Office.	Addition of Distance Education Addendum.	Spring 2021
ESLA 1056	ESL Workforce Readiness Skills, Intermediate to Advanced	60	This course prepares ESL students at an advanced level for the American workforce. Students will plan a career path based on skills and interests. They will also practice all aspects of conducting a job search, perform business communication tasks, and use computers for word processing and internet searches. In addition, students will learn about American workplace values and expectations.	Addition of Distance Education Addendum.	Spring 2021
ESLA 1060	ESL for Academic Success: Reading and Writing I	120	Acquire reading and writing skills for academic success in higher level academic ESL courses, college, high school, GED, or career technical education programs. Students will participate in a variety of writing and reading activities on high-interest academic topics. Skills covered include reading for main ideas/details, sentence patterns and the writing process.	Addition of Distance Education Addendum.	Spring 2021
ESLA 1062	ESL for Academic Success: Listening and Speaking I	120	Acquire listening and speaking skills necessary for academic success in higher level academic ESL courses, college, high school, GED, or career technical education programs. Students will participate in a variety of listening and speaking activities on high-interest academic topics. Skills covered include listening to lectures, note taking, presentation skills and critical thinking.	Addition of Distance Education Addendum.	Spring 2021
ESLA 1065	ESL for Academic Success: Reading and Writing II	180	Acquire reading, writing, note-taking, test-taking, critical thinking, and computer skills necessary for academic success in college, high school, GED, or career technical education programs. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For intermediate high and advanced level ESL students.	Addition of Distance Education Addendum.	Spring 2021
ESLA 1067	ESL for Academic Success: Listening and Speaking II	180	ESL students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the technological skills needed for academic success and experience campus life through field trips to local colleges. For intermediate high and advanced level ESL students.	Addition of Distance Education Addendum.	Spring 2021

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~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
DSSS					
DSSS 118	Developing Skills for College Success	30	This course is designed to equip students with the knowledge and skills to be successful students and increase independence.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 350	Have Internet; Will Travel	36	This course is designed to provide students skills to make travel plans utilizing the Internet. Students will use resources covered in class to plan the 3 trips: a day trip, a weekend get-away, and a week vacation.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 352	Open Computer Lab, Beginning	36	This course is designed to provide students with the knowledge to develop or maintain skills in basic computer applications such as, but not limited to: Windows, word processing, data entry, Internet navigation, keyboarding, and remedial academic software.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 353	Social Media and Online Safety	36	This course is designed to equip students with the knowledge to increase personal online safety while creating and maintaining social media accounts.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 360	Critical Thinking	30	Designed to assist students in acquiring or improving critical thinking skills necessary to support independence in a variety of activities, situations, and environments. Emphasis on problem solving and decision making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 361	Improving Skills: Self-Determination Skills	36	This course is designed to improve self-determination skills for students, to better support independence at home and the workplace.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021

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DSSS 362	Mobility Skills	36-90	A class designed for students with disabilities to enhance independence by introducing safe practices and knowledge for using public transportation.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 363	Money Skills	36	This course is designed to provide students with the skills necessary for performing accurate and safe money exchanges. Students will gain awareness of budget basics, and solve real life shopping problems using money.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 364	Rules of the Road	36	This course is designed to provide students with the knowledge of personal safety and awareness out in the community. This course will enhance students' awareness as a pedestrian/bicyclist or future licensed driver about the laws and rules of the road.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 370	Educational Support and Employment Prep Lab	30-150	This course is designed to provide students with the basic knowledge to develop educational and vocational skills. Students will increase awareness of campus and community supports, build self-advocacy skills, as well as exercise communication and mobility skills.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 375	Personal Safety	36	This course is designed to enhance students' awareness of personal safety skills. Students will be presented with proactive steps to take in order to avoid dangerous situations in the community and at home. Students will also be presented with basic techniques for self defense and first aid.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 376	Public Speaking	36	This course is designed to provide students with the knowledge and skills to create and deliver presentations in the classroom. Students will learn how to reduce anxiety and deliver presentations to their classmates through public speaking activities and speeches.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 377	Social Opportunities	36	This course is intended to equip students with the tools needed to develop a healthy social life. Course content will include, meeting people and making friends, identifying low-cost activities, learning age-appropriate games to play with guests, practicing social manners, and planning a social event and carrying it out.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
DSSS 380	Summer Cooking	36	This course is designed to provide students with the knowledge and skills needed to cook simple, nutritious meals. The course will cover meal planning, grocery shopping basics, food preparation, and clean up.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021

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DSSS 381	Actor's Workshop	30	This course is designed to expose students to basic acting techniques. Additionally, the acting, focused on everyday social dilemmas, will enhance the student's ability to interpret and then deal with these everyday life situations on a regular basis.	Addition of Distance Education Addenda and changing of subject code.	Spring 2021
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~~ Revised Courses ~~					
Crs Id	Title	Hours	Course Description	Justification	Effective Term
LEAP					
CRAE 100	Creative Arts for Older Adults	36	This class for older adults encourages art appreciation, self-expression, and creativity through a variety of art media. Projects are designed to expose older adult students to artistic design, and to give experience with different artistic methods, techniques, tools, and materials.	Addition of Distance Education Addendum.	Spring 2021
CRAE 104	Needlecrafts, Knitting, Crochet for Older Adults	24	Older Adult students will learn the practical application, knowledge, and skills required to create knitted, crocheted needlepointed and cross-stitched hand-made items. A wide variety of items are created by older adult students, including decorations for the home and clothing for babies, children, and adults.	Addition of Distance Education Addendum.	Spring 2021
CRAE 105	Painting for Older Adults	36	This class offers older adults an individualized approach to learning painting and artistic expression at their own pace and within their interest and style. Older adult students will learn techniques in drawing, brush strokes, color mixing and application.	Addition of Distance Education Addendum.	Spring 2021
CRAE 106	Quilting for Older Adults	24	This course offers the essentials of quilting for older adult students, which includes fabric selection, cutting, and sewing methods along with the history and vocabulary of the craft. Special techniques for older adults are covered such as patchwork, appliqué, hand and machine methods, and finishing techniques.	Addition of Distance Education Addendum.	Spring 2021
EDEN 100	Senior Topics for Older Adults	24	This course presents older adults with various topics for discussion and class activities based on the students' individual interests, backgrounds, physical and mental abilities. Older adults are encouraged to share and compare life experiences, and learn about international, national and local events and issues from a current and historical viewpoint.	Addition of Distance Education Addendum.	Spring 2021

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ENCO 501	Journey Back Into Time for OA	24	This class offers older adult students the opportunity to explore and share their personal histories, cultures, and values among older adult students through group discussion. Shared experiences, memories, and linking the past with the present encourage self-awareness, positive self-esteem, mental stimulation, and enjoyment.	Addition of Distance Education Addendum.	Spring 2021
HLTH 109	Food Prep - Good Nutrition Older Adults	36	This course offers a wide range of food preparation topics as they relate to the health and well-being of older adults. The course explores topics of interest for older adults in the areas of nutrition, consumerism, cultural traditions, entertaining, health, and safety. Various foods will be prepared, tasted, and discussed.	Addition of Distance Education Addendum.	Spring 2021
HLTH 161	History Comedy & Humor for Older Adults	24	This class offers to older adults an informative look at past and present forms of comedy and humor as it relates to their life experiences and what makes them laugh. Older adult students become aware of the influences, various mediums, elements and forms of comedy and humor that has influenced people throughout history.	Addition of Distance Education Addendum.	Spring 2021
HLTH 163	Help Yourself to Health for Older Adults	24	Various health related topics of interest to older adults will be discussed. Safe, beneficial, exercises intended to promote general health and fitness for older adults will be introduced. Each class will incorporate information, discussion, and exercises.	Addition of Distance Education Addendum.	Spring 2021
HLTH 167	Staying Mentally Sharp for Older Adults	24	In this course, older adult students will learn how to recognize age-related memory loss that can be prevented and reversed, identify strategies for coping with and compensating for memory loss, and develop a personal plan for improving and preserving brain fitness.	Addition of Distance Education Addendum.	Spring 2021
HLTH 200	Health and Wellness for Older Adults	24	Learn the benefits of adopting behaviors associated with healthy and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence.	Addition of Distance Education Addendum.	Spring 2021
HLTH 205	Health and Wellness for Older Adults: Restricted Mobility	24	This course provides older adults with techniques and strategies for healthy aging when restricted by physical impairments or limited mobility. Emphasis is on the benefits of managing age-related complications or medical conditions, routine and adaptive physical activity and a healthy diet.	Addition of Distance Education Addendum.	Spring 2021

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MUS 200	Music Arts for Older Adults	36	This course provides stimulating interaction for older adults through musical reminiscence, discussions, and listening to music from different time periods and genres. Older adult students will participate in sing-alongs and rhythmic activities. Older adult students will learn to appreciate and understand different varieties of music.	Addition of Distance Education Addendum.	Spring 2021
MUS 303	Senior Chorus	36	This course introduces older adult students to a broad spectrum of choral music including its cultural and historical aspects. Older adult students will gain knowledge of correct posture, breath control, enunciation, harmony, rhythm and basic music concepts appropriate for the older adult.	Addition of Distance Education Addendum.	Spring 2021
MUS 304	Tone Chime Choir for Older Adults	36	This course provides instruction to older adults on handbell performance skills using chime instruments made by Suzuki. The music will be beginning level handbell music, level 1 and 2, as defined by the American Guild of English Handbell Ringers. The class will share their music by performing to the community in different public venues.	Addition of Distance Education Addendum.	Spring 2021
PARN 101	Joyful Parenting-Creative Art, Music and Movement	18-36	Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation and cooperative learning with other parents. Parents participate with their child in age appropriate activities, which provides them with ideas to use at home while understanding the importance of developmental stages of child rearing.	Addition of Distance Education Addendum.	Spring 2021
PARN 102	Effective Parenting	18	This Class will Provide specific Proven methods for eveloping more effective responses while in the role of being a parent. The class is open to anyone wanting to raise the quality of their responses to children whether as a parent, teacher or caregiver.	Addition of Distance Education Addendum.	Spring 2021
PARN 200	Joyful Parenting-Creative Art, Music and Movement	12-36	Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation and hands-on learning with other students. Age appropriate activities are offered to the children so that parents can learn the importance of developmental stages that prepare children for preschool and/or kindergarten.	Addition of Distance Education Addendum.	Spring 2021
PARN 260	Developmental Movement (Ages 1 - 2)	12-18	Parents and children are introduced to developmental movement and music for one- and two-year-olds. Emphasis is on identifying milestone-appropriate large motor skills, coordinated body movements and introductory behaviors associated with demonstrations of self-esteem for this age range.	Addition of Distance Education Addendum.	Spring 2021

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PARN 261	Developmental Movement(Ages 2 - 3)	12-18	Parents and children are introduced to developmental movement and music for two- and three-year-olds. Emphasis is on tracking developing milestone-appropriate large motor skills, coordinated body movements and milestone psychological behaviors associated with demonstrations of self-esteem for this age range.	Addition of Distance Education Addendum.	Spring 2021
PARN 262	Developmental Movement (Ages 3 - 4.5)	12-18	Parents and children are introduced to developmental movement, and music for three- to four-and-a-half-year-olds. Emphasis is on continued tracking of milestone-appropriate large motor skills, coordinated body movements and psychological behaviors associated with demonstrations of self-esteem for this age range.	Addition of Distance Education Addendum.	Spring 2021
PARN 265	Parenting the Love and Logic Way®	18-36	This course assists parents and caregivers in developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing the Love and Logic approach, this course will teach six subsets of skills that encourage home environments that stimulate responsibility, prevent misbehavior, and encourage setting healthy limits.	Addition of Distance Education Addendum.	Spring 2021
PARN 268	Love and Logic: Supporting Youth with Special Needs™	15-30	This course is designed to support adults parenting or supporting youth with disabilities by developing practical skills for reinforcing the expectations of children at home and in school. By utilizing the Love and Logic® approach, this course will teach four subsets of skills that encourage home environments that stimulate positive relationship development, empathetic listening, realistic goal setting, and encourage independence. The information included in this course is for those who already have a strong understanding of the Love and Logic® approach.	Addition of Distance Education Addendum.	Spring 2021
PARN 269	Love and Logic: Adults Supporting Youth with Challenging Pasts™	18-36	This course assists parents and caregivers in understanding how trauma and hurtful events affect a child's brain. Students will learn the importance of bonding and relationships and how to address the root causes of a child's behavior through practicing empathy, establishing boundaries, and building healthy relationships.	Addition of Distance Education Addendum.	Spring 2021
SAFE 205	Mature Driver Improvement	8	The Mature Driver Improvement Course provides instruction, specifically tailored to older drivers, regarding defensive driving and California motor vehicle laws. During this course, information is provided on the effects that medication, fatigue, alcohol, and visual or auditory limitations have on a person's safe driving ability. Present the DMV certificate to your insurer as proof that you have completed the course. Mature drivers age 55 or older, who successfully complete an approved Mature Driver Improvement Course, may qualify for reduced motor vehicle insurance premiums.	Addition of Distance Education Addendum.	Spring 2021

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