

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
February 18, 2021



AGENDA

I. Call to Order

II. Roll Call

III. Reading and Approval of Minutes

IV. Report of Curriculum Chair-
DE Advisory Group Updates

V. Old 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.

VI. New Business-

Revised Courses- - ABE 440, ABED 106, CRAE 101, CRAE 103, DSSS 171, ECED 100, ECED 105, ECED 110, E ECED 120, ECED 200, ECED 205, ECED 210, ECED 215, ECED 220, ECED 225, ECED 400, EMER 404,

New/ Updated CDCP Program Courses- BMGR, ECE and ESLA

VII. Announcements: Next Curriculum Committee meeting will meet March 9, 2021

VIII. Adjournment

Join Zoom Meeting

<https://noccd-edu.zoom.us/j/7330174574?pwd=L0VtYmw0eXFhMjNFTFlsUFZaNXBxQT09>

Meeting ID: 733 017 4574

Passcode: 4752

One tap mobile: +16699009128,,7330174574# US (San Jose), +12532158782,,7330174574# US (Tacoma)

Revised Courses

Crs Id	Title	Hours	Course Description	Justification	Effective Term
Basic Skills / High School					
ABED 106	Literacy & Basic Skills Beginning	72	Designed for emergent readers or students with very limited reading, writing, and math skills. The focus of the course is on decoding skills, fluency, and workplace literacy. Sight words and essential word reading are covered.	This course is designed for emergent readers to further develop the reading and writing skills and support students with their developmental English skills necessary to access instructional programs such as HSD and CTE.	Fall 2021
Older Adults / Emeritus					
ABE 440	Writing Your Life Story for Older Adults	36	This course teaches both beginning and experienced older adult writers how to write a life story in the form of memoirs--short stories that tell of life events, people, places, and major turning points, expressed in vivid ways to delight readers, offer important insights, and to provide a written legacy for family and friends.	Make adjustments in the hours from 24 to 36 to reflect the new academic calendar; changing from 12 week trimesters to 18 week semesters.	Fall 2021
CRAE 101	Ceramics for Older Adults	36	This is a basic course in ceramics for older adults which includes lecture, demonstration, and the application of ceramic artwork. Students will learn mold selection, glazing, decorating techniques, and proper firing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult students are often displayed	Make adjustments in the hours from 24 to 36 to reflect the new academic calendar; changing from 12 week trimesters to 18 week semesters.	Fall 2021

Revised Courses

Crs Id	Title	Hours	Course Description	Justification	Effective Term
			publicly.		
CRAE 103	China Painting for Older Adults	36	Fundamentals of china painting are presented to older adult students through demonstration and individual instruction. The older adult students will learn techniques such as brush strokes, blending, shading, grounding, and masking. Final class projects are heirloom quality artworks that may be displayed in a community art exhibit.	Make adjustments in the hours from 24 to 36 to reflect the new academic calendar; changing from 12 week trimesters to 18 week semesters.	Fall 2021
EMER 404	Growing and Maintaining a Home-based Business	36	Designed to explore a variety of techniques to manage day-to-day business activities that will increase revenue and profitability to grow a home-based business.	Many students have successfully started their own home-based businesses but are in need of additional education, training and support to maintain and grow their established home-based businesses.	Fall 2021
DSS- Disability Support Services					
DSSS 171	Basic Academic Writing	90	This course will prepare students in nonacademic courses for the critical nature of academic level courses. It will focus on academic reading, writing, critical thinking, and study skills pertinent to academic success.	Students in NOCE DSS courses who wish to transition to credit courses, receive an AA, or transfer require a holistic understanding of academic writing. This class is designed to provide students with the requisite skills to succeed at the academic writing level.	Fall 2021

New Courses for CDCP Programs

Crs Id	Title	Hours	Course Description	Justification	Effective Term
CTE Course					
BMGR 500	Accounting Fundamentals for Bookkeepers	36	Accounting fundamentals covers foundational topics, such as accounting for purchases, analyzing business transactions, and how accounting acts as the language of business. Upon completion students will understand the basics of accounting fundamentals in preparation for the bookkeeping certification exam	Accounting Fundamentals for Bookkeepers covers the materials to prepare bookkeepers for part one of the certification exam - accounting fundamentals.	Fall 2021
BMGR 501	Accounting Principles for Bookkeepers	36	This course covers accounting for partnerships, long-term bonds, and the statement of cash flows, among other pieces of vital bookkeeping knowledge. The course prepares students for part two of the certification exam - Accounting Principles.	Accounting Principles for Bookkeepers covers the materials to prepare bookkeepers for part two of the certification exam - accounting principles.	Fall 2021
BMGR 502	Payroll Fundamentals for Bookkeepers	36	Payroll fundamentals covers foundational topics, such as accounting for computing wages, social security, taxes, withholdings, and analyzing and journalizing payroll transactions. Upon completion students will understand the basics of payroll fundamentals in preparation for the bookkeeping certification exam.	Payroll Fundamentals for Bookkeepers covers the materials to prepare bookkeepers for part three of the certification exam - payroll fundamentals.	Fall 2021

New Courses for CDCP Programs

Crs Id	Title	Hours	Course Description	Justification	Effective Term
CTE- Early Childhood Education					
ECED 100	Early Childhood Development	54	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.	Revised to reflect current standards in the field of early childhood education, specifically California Community Colleges Family and Consumer Sciences, Family and Consumer Sciences Program Plan, 2009. This outlines core components and student learning outcomes for child growth and development curriculum along with other ECE courses. It is an alignment project among the colleges, which would better align noncredit with the credit program to facilitate student transition to the colleges as well.	Fall 2021
ECED 105	Family and Community Relationships	36	Examination of the sociological relationships between family and society; institutional, racial, social, and economical factors affecting the family and the child. Textbook required. (Apportionment)	Update to reflect current standards in ECE field.	Fall 2021

New Courses for CDCP Programs

Crs Id	Title	Hours	Course Description	Justification	Effective Term
ECED 110	ECE Program Principles and Practice	54	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. Textbook required.	To update current standards in the field of early childhood education. Program Principles I and II are being merged to form this single course, which will provide students with seamless instruction on ECE program principles. Combined, total instruction is reduced from 72 hours to 60 hours.	Fall 2021
ECED 115	Child Health and Safety	36	For teachers and directors of pre-schools, this course will focus on the skills and knowledge needed for developing emergency plans and responding to health and safety issues in the classroom. Textbook required.	Update to reflect current standards for the early childhood education.	Fall 2021
ECED 120	Curriculum for Early Childhood Education, Introduction	54	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. Textbook required.	To reflect current standards in the field of early childhood education. Title update, and hours increased from 36 to 54.	Fall 2021

New Courses for CDCP Programs

Crs Id	Title	Hours	Course Description	Justification	Effective Term
ECED 200	Program Science and Math	36	Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math. Textbook Required	To update to current standards in the field of early childhood education	Fall 2021
ECED 205	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.	Provide short-term vocational training in early childhood education, a high demand occupation, that addresses special needs children.	Fall 2021
ECED 210	Infant-Toddler Care and Education	54	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.	This course will replace the ECE 124 Infant Care I and ECE 126 Infant Care II courses.	Fall 2021
ECED 215	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	Update to reflect current standard for early childhood education based on the California Community Colleges Family and Consumer Sciences Plan.	Fall 2021

New Courses for CDCP Programs

Crs Id	Title	Hours	Course Description	Justification	Effective Term
			the California Department of Social Services, for employment in a private facility.		
ECED 220	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.	To update to current standards in the field of early childhood education.	Fall 2021
ECED 225	Program Music and Movement	36	Explores areas of music and movement appropriate to a child's development through participating and experimenting. Textbook Required	Updated to reflect current standards in the field of early childhood education.	Fall 2021
ECED 400	Child Care Supervision & Administration	54	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.	To meet the needs of our local businesses, community members, and partners by preparing a competent, skilled workforce as administrators in licensed private preschool or child care center	Fall 2021

New Courses for new CDCP Programs

Crs Id	Title	Hours	Course Description	Justification	Effective Term
English as a Second Language					
ESLA 182	ESL Speaking Skills- Beginning	36 - 72	This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in everyday situations.	The ESL program is reviewing specialty courses in order to meet students' learning needs based on their levels of proficiency. This new course also consolidates the Pronunciation-Conversation Skills course content into one more integrated communication skills course.	Fall 2021
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36- 72	This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations.	The ESL program has been modifying old specialty ESL course offerings to better target students' language learning needs and levels. This course replaces an outdated ESL Pronunciation/ Conversation Skills class in an effort to provide more robust speaking curriculum that better prepares students for many different types of speaking situations that they will encounter in everyday life, in the workplace, and in higher education.	Fall 2021
ESLA 229	ESL Integrated Skills, Beginning Literacy	216- 252	This course is designed for adult language learners who possess limited to no proficiency in English. Students also may not possess literacy skills in their first language. The class will focus on basic vocabulary in English along with basic writing conventions and pronunciation. Students will start to build competency in all four language skills: reading,	The ESL program is combining two core ESL courses (fundamentals and civics preparation) into one 18 week long course in order to simplify access to English language learning for the student population, adult immigrants to the United States. The courses are also being revised to	Fall 2021

New Courses for new CDCP Programs

Crs Id	Title	Hours	Course Description	Justification	Effective Term
			writing, listening and speaking. Course topics relate to everyday needs and include information related to community resources, the workplace and lifelong learning opportunities. English language and civics topics are chosen each semester based on student needs.	better fit within a semester-based calendar. 21st century digital skills are being added to all ESL courses along with attention to cross cultural awareness and sensitivity.	
ESLA 230	ESL Integrated Skills-Beginning Low	216-252	This course focuses on developing basic-level listening, speaking, reading and writing skills. Students will acquire basic language forms and functions to help them access community resources, prepare for the workplace and introduce them to lifelong learning opportunities.	The ESL program is reviewing the content of ESL core classes to reflect the 2020-2021 new academic year calendar, which will change from a 12-week to an 18-week semester. Digital literacy skills will also be added to the content of the new course.	Fall 2021
ESLA 231	ESL Integrated Skills-Beginning High	216-252	This course focuses on developing beginning-level listening, speaking, reading and writing skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities.	The ESL program is reviewing the content of ESL core classes to reflect the 2020-2021 new academic year calendar, which will change from a 12-week to an 18-week semester. Digital literacy skills will also be added to the content of the new course.	Fall 2021
ESLA 232	ESL Integrated Skills-Intermediate Low	216-252	This course focuses on developing intermediate-level listening, speaking, reading and writing language skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities.	The ESL program is reviewing the content of ESL core classes to reflect the 2020-2021 new academic year calendar, which will change from a 12-week to an 18-week semester. Digital literacy skills will also be added to the content of the new course.	Fall 2021
ESLA 233	ESL Integrated Skills, Intermediate High	216-252	This is a four-skill language course using topics and information sources related to student need. Students will build English fluency in	The ESL program is combining two core ESL courses (fundamentals and civics preparation) into one 18 week long	Fall 2021

New Courses for new CDCP Programs

Crs Id	Title	Hours	Course Description	Justification	Effective Term
			<p>reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. 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.</p>	<p>course in order to simplify access to English language learning for the student population, adult immigrants to the United States. The courses are also being revised to better fit within a semester-based calendar. 21st century digital skills are being added to all ESL courses along with attention to cross cultural awareness and sensitivity.</p>	
ESLA 234	ESL Integrated Skills, Advanced	216-252	<p>This is a four-skill language course using topics and information sources related to students' lives, experiences and goals. Students will expand English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. 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 feel competent and capable in their communities. Civics topics will be chosen each term based on the needs of the students.</p>	<p>The ESL program is combining two core ESL courses (fundamentals and civics preparation) into one 18 week long course in order to simplify access to English language learning for the student population, adult immigrants to the United States. The courses are also being revised to better fit within a semester-based calendar. 21st century digital skills are being added to all ESL courses along with attention to cross cultural awareness and sensitivity.</p>	Fall 2021