

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
March 9, 2021



AGENDA

I. Call to Order

II. Roll Call

III. Reading and Approval of Minutes

IV. Report of Curriculum Chair

V. Old Business-

Revised Courses- ECED 100, ECED 105, ECED 110, ECED 115, ECED 120, ECED 200, ECED 205, ECED 210, ECED 215, ECED 220, ECE 225, ECED 400, ELSA 182, ESLA 183, ESLA 229, ESLA 230, ESLA 231, ESLA 232, ESLA 233, ESLA 234.

VI. New Business-

Revised Courses- BUSA 100, BUSA 101, BUSA 102, EMER 155, EMER 200, EMER 210, EMER 404, DSSS 171, IHSD 100, IHSD 101, IHSD 116, IHSD 117, IHSD 118, IHSD 119, OTEC 230, PARN 250, PARN 275, PARN 277, PARN 278, PARN 279, PARN 300, PARN 301, PARN 302, PARN 304, PARN 305, PRN 306, PTEC 100, PTEC 105, PTEC 110, PTEC 115, PTEC 120, PTEC 125, PTEC 200, PTEC 205, PTEC 300, PTEC 301, PTEC 302, PTEC 305, PTEC 310, QAMD 400, QAMD 405, QAMD 410, QAMD 415, QAMD 420, QAMD 425.

New/ Updated CDCP Program Courses- Medical Device Certificate

VII. Announcements: Next Curriculum Committee meeting will meet **April 13, 2021.**

VIII. Adjournment

Join Zoom Meeting

<https://nocccd-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	Justification	Effective Date
CTE- Medical Device				
BUSA 100	Accounting Fundamentals for Bookkeepers	36	Accounting Fundamentals for Bookkeepers covers the materials to prepare bookkeepers for part one of the certification exam - accounting fundamentals.	Fall 2021
BUSA 101	Accounting Principles for Bookkeepers	36	Accounting Principles for Bookkeepers covers the materials to prepare bookkeepers for part two of the certification exam - accounting principles.	Fall 2021
BUSA 102	Payroll Fundamentals for Bookkeepers	36	Payroll Fundamentals for Bookkeepers covers the materials to prepare bookkeepers for part three of the certification exam - payroll fundamentals.	Fall 2021
DSS- Disability Support Services				
DSSS 171	Basic Academic Writing	90	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
Older Adults / Emeritus				
EMER 155	Writing Your Life Story for Older Adults	36	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 200	Ceramics for Older Adults	36	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 210	China Painting for Older Adults	36	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	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

Revised Courses

Crs Id	Title	Hours	Justification	Effective Date
High School				
IHSD 100	High School English A	64	To provide the opportunity to develop basic English skills and earn High School Diploma residency credits in a fully online modality.	Fall 2021
IHSD 101	High School English B	64	To provide the opportunity to develop basic English skills and earn High School Diploma residency credits in a fully online modality.	Fall 2021
IHSD 116	High School Math A	32	To provide the opportunity to develop basic Math skills and earn High School Diploma residency credits in a fully online modality.	Fall 2021
IHSD 117	High School Math B	32	To provide the opportunity to develop basic Math skills and earn High School Diploma residency credits in a fully online modality.	Fall 2021
IHSD 118	High School Math C	32	To provide the opportunity to develop basic Math skills and earn High School Diploma residency credits in a fully online modality.	Fall 2021
IHSD 119	High School Math D	32	To provide the opportunity to develop basic Math skills and earn High School Diploma residency credits in a fully online modality.	Fall 2021
CTE- Office Technology				
O TEC 230	Electronic Records Management	45-54	Course needed to complete the Customer Relations Management Certificate.	Fall 2021
LEAP- Parenting				
PARN 250	Building Trauma Informed Communities: Family Dynamics	24	This course is a part of the Building Trauma Informed Communities/Communal Parenting track of LEAP Parenting. This course teaches the characteristics needed for healthy family dynamics which serves as a protective factor and preventative measure in preventing adverse childhood experiences (ACEs).	Fall 2021
PARN 275	Parenting the Love and Logic Way® Lab	12	This lab is needed for students to gain additional support and collaboration from faculty and peers as they learn to implement parenting skills acquired in lecture in their everyday lives.	Fall 2021
PARN 277	Love & Logic Early Childhood; Parenting Made Fun!® Lab	10	This lab is needed for students to gain additional support and collaboration from faculty and peers as they learn to practically implement new parenting skills they learn in the lecture section.	Fall 2021

Revised Courses

Crs Id	Title	Hours	Justification	Effective Date
PARN 278	Love and Logic: Supporting Youth with Special Needs™ Lab	8	This lab is needed for students to gain additional support and collaboration from faculty and peers as they learn to practically implement new parenting skills they learn in the lecture section.	Fall 2021
PARN 279	Love and Logic: Adults Supporting Youth with Challenging Pasts™ Lab	12	This lab is needed for students to gain additional support and collaboration from faculty and peers as they learn to implement new parenting skills in their everyday lives.	Fall 2021
PARN 300	Building Trauma Informed Communities: Adverse Childhood Experiences	24	This course will be the foundation of the PARN Building Trauma Informed Communities / Communal Parenting Program in LEAP Parenting. This class addresses how childhood trauma affects us through life and brings awareness to preventative and healing measures. ACE's awareness is being implemented across California through our Surgeon General, Dr. Burke Harris	Fall 2021
PARN 301	Building Trauma Informed Communities: Early Childhood and Infancy	24	This course is a part of the Building Trauma Informed Communities/Communal Parenting curriculum under LEAP Parenting and teaches the importance of healthy connections in early childhood and infancy as a preventative measure for adverse childhood experiences (ACEs).	Fall 2021
PARN 302	BTIC: Attuned Connection for Foster, Kinship, and Adoptive Families	18	This course is a part of the Building Trauma Informed Communities/Communal Parenting curriculum under LEAP Parenting and teaches the importance of healthy connections in foster, kinship and adoptive families as a preventative and prescriptive measure for adverse childhood experiences (ACEs).	Fall 2021
PARN 304	Building Trauma Informed Communities: Mental Health in Our Homes	12	This course is a part of the Building Trauma Informed Communities/Communal Parenting curriculum under LEAP Parenting and teaches the importance of mental health in our homes. This serves as a resource for both preventative and protective measures towards adverse childhood experiences (ACEs).	Fall 2021
PARN 305	Building Trauma Informed Communities: Understanding LGBTQ+ Youth	18	This course is a part of the Building Trauma Informed Communities/Communal Parenting track of LEAP Parenting. This course brings awareness on Human Trafficking in our communities and teaches parents and caregivers tools for prevention.	Fall 2021

Revised Courses

Crs Id	Title	Hours	Justification	Effective Date
PARN 306	Human Trafficking Awareness and Prevention for Parents & Caregivers	306	This course is a part of the Building Trauma Informed Communities/Communal Parenting track of LEAP Parenting. This course brings awareness on Human Trafficking in our communities and teaches parents and caregivers tools for prevention.	Fall 2021
CTE- Pharmacy				
PTEC 100	Pharmacy Technician, Introduction	60	Adding Distance Ed requirements and addendum.	Fall 2021
PTEC 105	Pharmacy Operations Lab	36	To update course to reflect current material and Subject Code Realignment	Fall 2021
PTEC 110	Pharmaceutical Mathematics	36	To update course to reflect current material and Subject Code Realignment	Fall 2021
PTEC 115	Pharmacology I	36	To update course to reflect current material	Fall 2021
PTEC 120	Pharmacology II	36	To update course to reflect current material and Subject Code Realignment	Fall 2021
PTEC 125	Human Relations for Healthcare Workers	36	To update course to reflect current material and Subject Code Realignment	Fall 2021
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48	To update course to reflect current material and Subject Code Realignment	Fall 2021
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48	To update course to reflect current material and Subject Code Realignment	Fall 2021
PTEC 300	Pharmacy Technician Practical Career Training - Entry	18	This course complies with the new ASHP accreditation requirements separating entry level pharmacy technician training from advanced level pharmacy technician training.	Fall 2021
PTEC 301	Pharmacy Technician Advanced Level Lecture	48	This course complies with the new ASHP accreditation requirements separating entry level pharmacy technician training from advanced level pharmacy technician training.	Fall 2021
PTEC 302	Pharmacy Technician Advanced Level Lab	60	This course complies with the new ASHP accreditation requirements separating entry level pharmacy technician training from advanced level pharmacy technician training.	Fall 2021
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	18	To update course to reflect current material and Subject Code Realignment	Fall 2021
PTEC 310	Pharmacy Technician Certification Exam Review	20	This course is designed to prepare students for the national pharmacy technician certification exam and the re-certification process.	Fall 2021

Revised Courses

Crs Id	Title	Hours	Justification	Effective Date
CTE- Medical Device				
QAMD 400	Medical Device Quality Assurance Specialist, Introduction	36	Quality assurance is a vital area of importance for the medical device industry because it focuses on remaining compliant with the various regulations and requirements of the industry. Between 1998 and 2005 the medical device industry experienced over a 4% employment growth in the U.S. Additionally, Orange County holds one of the largest clusters of medical device companies nationally.	Fall 2021
QAMD 405	Regulatory Affairs for Medical Devices	36	Medical device regulatory compliance is essential to a medical device company's survival. Between 1998 and 2005 the medical device industry experienced over a 4% employment growth in the U.S. Additionally, Orange County holds one of the largest clusters of medical device companies nationally.	Fall 2021
QAMD 410	Document and Database Management for Medical Devices	36	Good document management systems reduce costs for information handling and storage. It also both improves and protects access to information, provides for regulatory compliance and improves operating efficiencies within medical device companies.	Fall 2021
QAMD 415	Quality Assurance for Medical Devices	36	The FDA regulates various aspects of the medical device industry through audits and other regulatory measures. Therefore, employers are interested in attracting employees who have the knowledge and skills to ensure the company is prepared for FDA audits and other FDA oversight activities.	Fall 2021
QAMD 420	Technical Writing for Bio-Medical Industries	36	Medical device manufacturing is a complex work environment and it is a document intensive work environment. Written documentation is the narrative describing the lifecycle of any medical device - it is an archive of design controls and changes. Technical writing is needed in both small and large medical device companies.	Fall 2021
QAMD 425	Quality Auditing for Medical Devices	36	Quality auditing is a vital area of importance for the medical device industry because it focuses on remaining compliant with the various regulations and requirements of the industry. Learning how to develop, deploy and maintain systems of business practices that assure marketplace superiority of the products and services to support companies is a skill that companies are searching for in new employees.	Fall 2021

New CDCP Program with New Courses

CTE – Bookkeeper Certificate

Program and Program Description	Effective Term	Justification														
<p>Bookkeeper Certificate</p> <p>The bookkeeper certificate is designed to prepare students for a career as an entry-level bookkeeper or to provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs. Bookkeepers maintain their employers' financial records by using accounting software and other tools. As they play such a significant role in determining their companies' success, employers want only the most highly trained and ethical bookkeepers. As a result, employers prefer bookkeepers with industry knowledge. Students can be expected to learn the following: accounting fundamentals, accounting principles, payroll functions and QuickBooks. Students may work as a bookkeeper, then may take the national certification exam after working full-time for a total for a least two years or for a comparable number of part-time hours</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: left;">Core Courses</th> <th style="text-align: right;">Hours</th> </tr> </thead> <tbody> <tr> <td>BUSA 100 Accounting Fundamentals for Bookkeepers</td> <td style="text-align: right;">36</td> </tr> <tr> <td>BUSA 101 Accounting Principles for Bookkeepers</td> <td style="text-align: right;">36</td> </tr> <tr> <td>BUSA 102 Payroll Fundamentals for Bookkeepers</td> <td style="text-align: right;">36</td> </tr> <tr> <td>COMP 650 QuickBooks Fundamentals for Financial Office Applications</td> <td style="text-align: right;">36</td> </tr> <tr style="background-color: #d9e1f2;"> <td style="text-align: right;">Total Core Hours:</td> <td style="text-align: right;">144</td> </tr> <tr style="background-color: #003366; color: white;"> <td style="text-align: right;">Total Program Hours:</td> <td style="text-align: right;">144</td> </tr> </tbody> </table>	Core Courses	Hours	BUSA 100 Accounting Fundamentals for Bookkeepers	36	BUSA 101 Accounting Principles for Bookkeepers	36	BUSA 102 Payroll Fundamentals for Bookkeepers	36	COMP 650 QuickBooks Fundamentals for Financial Office Applications	36	Total Core Hours:	144	Total Program Hours:	144	<p>Fall 2021</p>	<p>The bookkeeper certificate is designed to prepare students for a career as an entry-level bookkeeper or to provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs. Bookkeepers maintain their employers' financial records by using accounting software and other tools. As they play such a significant role in determining their companies' success, employers want only the most highly trained and ethical bookkeepers. As a result, employers prefer bookkeepers with industry knowledge. Students can be expected to learn the following: accounting fundamentals, accounting principles, payroll functions and QuickBooks. Students may work as a bookkeeper, then may take the national certification exam after working full-time for a total for a least two years or for a comparable number of part-time hours.</p>
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