

**Curriculum Committee
Meeting February 14, 2023
3:00-4:30 p.m.
Virtual Meeting
Approved Minutes**

- I. Call to Order: The meeting was called to order by the Curriculum Chair, Dr. Kimberley H. Stiemke at 3:01 p.m.
- II. Roll Call: Alli Stanojkovic, Kenny Yu, Dr. Karen Bautista, Megan Reeves, Janet Williams, Maricela Moran, Raine Hambly.
- III. Non-voting members Present: Amabel Arredondo and Svetlana Soske.
- IV. Guest Present: Corina Lopez, Jason Makabali, Carlos Diaz, Cathee Mang, and Marcella Valle,
- V. Absentee: Dr. Alice Niyondagara and Shelia Moore-Farmer
- VI. Reading and Approval of Minutes: It was motioned by Janet Williams and seconded by Alli Stanojkovic to approve the December 13, 2022 meeting minutes.
- VII. Public Comments (2 minute max): None
- VIII. Report of the Curriculum Chair:
 - **AB-928:** The California General Education Transfer Curriculum (Cal-GETC) has been approved by the Intersegmental Committee of the Academic Senates (ICAS).
 - **Coding Issues:** In early fall, the Office of Institutional Research and Planning (OIRP) conducted an audit to complete their annual 320 apportionment report. Their analysis yielded some trends that warranted further investigation. As a result, numerous coding issues were identified that impacted ESL and CTE CDCP courses. The Curriculum Team will be working with OIRP, the Registrar's Office, and VP Bautista to create a system of checks and balances to be carried out once the curriculum approval process has been completed.
 - **CurricUNET Cover Sheet:** Several changes have been proposed, and your feedback is needed.
 - **Request for Update on Course Outlines of Record Project**
 1. Can you provide an update on the timeline for the project and the steps we have taken so far to meet the deadline?
 - By the end of this meeting, most of the courses will have been reviewed by the Curriculum Committee and will move forward in the curriculum review process.
 - Courses not reviewed as of today, are expected to be reviewed at our next meeting on Monday, February 27th. Some programs will also need to be updated at that time.
 - Our first and second round of courses for the Attendance Accounting Project were reviewed at the District Curriculum Coordinating Committee (DCCC) and will appear on the next Board agenda on February 28th.
 - The third, fourth, and fifth rounds will be placed on the March DCCC agenda.
 - The rounds refer to the meeting in which the business took place.

2. Are there any challenges or obstacles that have arisen during this project? If so, how are we addressing them?

Obstacles

- Faculty members not meeting the deadline set by the Curriculum Team.
- Underestimation of the amount of time it takes to complete the work.
- Incomplete information on the spreadsheets submitted.
- Inaccurate information on the spreadsheets submitted.
- Unauthorized changes to the spreadsheet.
- Very limited time to work through curriculum not related to the Attendance Accounting Project.
- Morale. Tuning out the noise. Staying focused and encouraged to complete the assigned tasks when people are undermining the processes in the background.
- Response time for getting us the information needed to complete the review.
- Last minute changes.

Addressed

- Given up weekends, vacations, holidays, weeknights, sleep, time with family and friends.
 - Health challenges associated with a weakened immune system due to elevated stress.
 - More frequent Curriculum Committee meetings.
 - Individual meetings with faculty members and departments.
 - More trips to Starbucks and lots of chocolate.
 - Keep each other encouraged with praise and tokens of appreciation.
 - Remain committed to a successful outcome.
3. What support or resources do we need to ensure that the project is completed on time and to the best of our abilities?

The Curriculum Committee has showed incredible support by being available and flexible to review the curriculum and meet on multiple occasions.

What support could have looked like:

- Asking questions and expressing concerns to the Curriculum Chair.
- Trying to understand the process and meet the deadlines, rather than creating barriers.
- Offering support and seeking ways to support at the onset.
- Following directions and guidelines set forth by the Curriculum Team.
- Offering praise and celebration for the work that we do.

The project will be completed on time thanks to the faculty members who adhered to the deadline set by the Curriculum Team, the commitment of the Curriculum Committee, and the personal sacrifices that were made to see the project through, despite the barriers we encountered.

- IX. Report of the DE Coordinator: Janet Williams was happy to report that the last local Peer Online Course Review (POCR) peer reviewer paperwork was submitted to the state. Once approved, the Committee's work will be impacted due to sections A and C, which directly depend on the alignment of SLOs and Instructional Objectives. She also shared that once courses are aligned, data from eLumen will help with further revisions of NOCE courses. Additionally, Dr. Kimberley Stiemke thanked Janet Williams for her work on the review process. She also thanked the faculty members Matt Van Gelder, Julie Shields, and Tina McClurkin, who volunteered their courses to be critiqued, allowing for feedback and a thorough review. Janet Williams reported that the course blueprint is available to faculty members who wish to utilize it to build their courses.
- X. Old Business
- a. Attendance Accounting Project: Shared during the Chair's report.
 - b. DEIAA Follow Up: Dr. Stiemke is still working on a date to meet with Dr. Harris.
- XI. New Business:
- a. New Courses: See page 5
 - b. Revised Courses: See page 21
 - c. New Programs: See page 23
 - d. Apple Swift Curriculum: Dr. Kimberley Stiemke reported that she was approved by Dr. Breland, NOCCCD Chancellor, regarding the Apple Swift curriculum. She shared that he is committed to building community partnerships and ensuring NOCE curricula are relevant. And so, NOCE has the opportunity to offer the courses to their students free of charge. She mentioned that she has been working with Raine Hambly and a team of others to pilot the classes starting Fall of 2023. There are several pathways, but only the first section, Explore package, is currently being worked on. She also shared that Raine has identified a faculty member who can begin building the CORs, which will need to be reviewed and approved by the Committee.
 - e. Curriculum Meeting on **February 27, 2023, at 3:30 p.m.**
- XII. Adjournment: The meeting adjourned at 4:19 p.m.
- It was moved by Janet Williams and seconded by Kenny Yu to adjourn the meeting.

New Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ENTR 100	Entrepreneurship Basics	54	118	54	Entrepreneurship introduces students to the basics of starting up a business, including identifying business opportunities, understanding the components of a business plan, structuring the business, and financial considerations. Upon completion of this course, students will be able to use basic business terminology, explain the components of a business plan, and identify possible business structures.	0506.40 - Small Business and Entrepreneurship C - Occupational	2023 Fall	The Entrepreneurship course covers the materials to assist students to develop the skills to create a start-up business or manage a current business.
ENTR 105	Digital Marketing, Introduction	45	90	45	Introduction to Digital Marketing covers foundational topics, such as planning your marketing strategy, creating content, understanding, engaging, and retaining consumers. Upon completion students will understand the basics of digital marketing from concept to optimization.	0506.40 - Small Business and Entrepreneurship C - Occupational	2023 Fall	Marketing is a vital function of any business' operation. It explores customer perceptions and journeys as primary sources of profit. It also utilizes various data to make smart and insightful business decisions. On a broader scale, marketing skills transcend the business world and are used in many careers. Even outside of a traditional marketing role, people benefit from knowing the fundamental values that connect people, brands, and businesses.
ENTR 115	Business Law Essentials	45	90	135	Business Law Essentials is an overview of the American legal system designed to develop an understanding of the fundamentals of business law for the purpose of observing the application of legal principles in business activity. This course provides the student with a working knowledge of the legal framework within which formal business organizations must operate.	0506.40 - Small Business and Entrepreneurship C - Occupational	2023 Fall	This course provides the student with a working knowledge of the legal framework within which formal business organizations must operate.
ESLA 351	ESL Art Appreciation	90	0	90	This English as a Second Language (ESL) course builds students' reading, writing, and speaking skills in the context of the visual arts. Students will identify common artistic themes while examining a variety of Western and non-western aesthetic forms, styles, and periods. Students are expected to participate in museum field trips and to view performances.	4930.87 English as a Second Language – Integrate E – Non-Occupational	2023 Fall	The course supports transition to college.
ESLA 352	ESL Readers Theatre	90	0	90	Literature and communication are integrated in the art of readers theatre. This English as a Second Language (ESL) course provides the opportunity to select, analyze, read, adapt, write, and present multi-cultural readings to an audience. Attention will be given to staging techniques.	4930.87 English as a Second Language – Integrate E – Non-Occupational	2023 Fall	This course supports transition to college and helps prepare students for careers in the arts.
ESLA 353	ESL Acting	90	0	90	This English as a Second Language (ESL) course focuses on students' reading, speaking, and pronunciation skills in the context of performances. Human experiences and cultural norms will be examined through imagined roles and creative thinking. Terminology and methodology will be introduced for acting, building social skills, and confidence necessary for speaking in public to diverse audiences.	4930.87 English as a Second Language – Integrate E – Non-Occupational	2023 Fall	This course will help upper level ESL students transition into careers or college. Acting is a skill that is in demand in the fields of business and entertainment. The course also equips students with public speaking skills necessary in college. Additionally, specific technical and artistic skills are taught for students who want to pursue certificate or degree

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								programs at college in theatre, cinema, broadcasting, or English.
ESLA 1071	ESL College Success Skills: Listening and Speaking	180	0	180	English as a Second Language (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.	4930.86 – English as a Second Language E – Non Occupational	2023 Fall	This course is part of a college transition program. It is designed to give students the skills necessary to complete the college application process and to succeed in college.
ESLA 1073	ESL College Success Skills: Reading and Writing	180	0	180	English as a Second Language (ESL) students acquire reading, writing, test-taking, critical thinking, and technological skills necessary for success in college. Additionally, they learn American cultural norms in the classroom. Students participate in campus life through field trips to local colleges. For intermediate high and advanced level ESL students.	4930.87 – English as a Second Language - Integrated E – Non Occupational	2023 Fall	This course will help ESL students who plan to attend college by bridging the gap between general English and academic English.
WFPR 200	Career Exploration: Childcare Skills	90	0	90	This course prepares individuals with the foundational skills needed for child-related careers and reviews the basis of childcare skills through interaction with children. Students study soft skills and apply them to foundational concepts and basic industry-related requirements.	4930.10 - Career Guidance and Orientation C - Occupational	2023 Fall	New course provided to students through collaboration with Disability Support Services and Career Technical Education. This program is a pathway course of study culminating in competent, entry-level job preparedness focusing on knowledge, professionalism, and personal responsibility—the first course in the sequence.
WFPR 201	Career Exploration: Preparing for Childcare Job Preparation	90	0	90	This course is designed for students interested in building their knowledge of the childcare profession and preparing to transition into certificate programs or gain entry-level employment. Career preparation standards are integrated throughout the course, which includes basic academic skills and employment literacy in connection to core academic standards.	4930.10 - Career Guidance and Orientation C - Occupational	2023 Fall	New course provided to students through collaboration with Disability Support Services and Career Technical Education. This program is a pathway course of study culminating in competent, entry-level job preparedness focusing on knowledge, professionalism, and personal responsibility—the second course in this sequence.

- It was moved by Janet Williams and seconded by Alli Stanojkovic to approve the ENTR and ESLA courses. Motioned carried with all Committee members voting yes, and NOCE Chair, Dr. Kimberley Stiemke abstaining.
- WFPR 200 and WFPR 201 were tabled for the next meeting to allow for coding updates.
- After approval of ENTR100, ENTR105, and ENTR115 the Committee requested to table the courses until further clarification is given regarding prerequisites requirements.

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
BMGR 410	Elements of Supervision	18	36	18	Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations.	0506.00 - Business Management C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours. Update DE addendum to reflect instructor-student contact hours.
BMGR 412	Management Skills I	18	36	18	This course provides an overview of the functions of the management process and its practical applications in a business environment. The course focuses on the planning process and organizing skills, including decision-making, strategic planning, delegating and staffing. Students will learn management principles that provide basic guidelines for supervisory decisions and actions.	0506.00 - Business Management C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours. Update the DE addendum to reflect instructor-student contact hours.
BMGR 430	Marketing Principles	18	36	18	Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and current business case studies. The student will learn to apply marketing skills in the development of a marketing plan.	0506.00 - Business Management C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours. Update the DE addendum to reflect instructor-student contact hours.
BMGR 610	Management Skills II	18	36	18	This course focuses on developing management skills in working with individuals and teams to promote productivity, quality and innovation. Topics include employee performance appraisal, performance management, work groups, and the control process for keeping people, plans and programs on track.	0506.00 - Business Management C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 362	Mobility Skills	1-99	1-99	1-99	A class designed for students with disabilities to enhance independence by introducing safe practices and knowledge for using public transportation.	4930.32 - Learning Skills, Learning Disabled E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 363	Money Skills	30	30	30	This course is designed to provide students with the skills necessary for performing accurate and safe money	4930.31 - Living Skills, Handicapped E - Non-	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the

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					exchanges. Students will gain awareness of budget basics, and solve real life shopping problems using money.	Occupational		updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update course hours.
DSSS 364	Rules of the Road	30	30	30	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.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update course hours.
DSSS 370	Educational Support and Employment Prep Lab	1-99	1-99	1-99	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.	4930.30 - Learning Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 375	Personal Safety	30	30	30	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.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update course hours.
DSSS 376	Public Speaking	30	30	30	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.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update course hours.
DSSS 377	Social Opportunities	30	30	30	This course is intended to equip students with the tools needed to develop a healthy social life. Course content will include, meeting people and	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC

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					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.			regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update course hours.
DSSS 380	Summer Cooking	30	30	30	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.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update course hours.
DSSS 381	Actor's Workshop	30	30	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.	4930.32 - Learning Skills, Learning Disabled E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update course hours.
ENCO 200	Braille Transcribing - Reading & Writing Uncontracted and Contracted	45	45	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.	0899.00 - Other Education C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ENCO 201	Braille Transcribing - Formatting Contracted Unified English Braille	45	45	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	0899.00 - Other Education C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 001	ESL Learning Center	12-120	0	12-120	The ESL Learning Center offers an opportunity to practice English through various instructional media as well as group learning activities. Students can practice speaking, listening, reading	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit distance education

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					and writing skills. Students can also work on building grammar knowledge, pronunciation ability and vocabulary enhancement. Students can also develop computer skills and reinforce ESL class lessons in the center.			courses.
ESLA 110	ESL Multilevel	36-144	0	36-144	This course is designed for students who want to improve their English skills with lessons and activities appropriate to their language ability. The focus is on English communication in context-specific environments.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 120	ESL Family Literacy	36-72	0	36-72	This course is designed to improve language and literacy skills for adults whose first language is not English and who are balancing their roles as family and community members. The focus is on English and literacy instruction that addresses the students' family goals and cultural/community-based needs.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 169	ESL and Civics Preparation, Beginning Literacy	84	0	84	This competency-based course focuses on both basic language development and an introduction to life skills. Integrated language skills will acquaint students with community resources, the workplace and lifelong learning opportunities.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit distance education courses.
ESLA 180	ESL Reading Skills, Beginning	36-72	36-54	36-72	This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level.	4930.85 - English as a Second Language - Reading E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36-72	36-54	36-72	This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher.	4930.85 - English as a Second Language - Reading E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact

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								hours.
ESLA 182	ESL Speaking Skills, Beginning	36-72	0	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 every day situations.	4930.86 - English as a Second Language - Speaking/Listening E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit distance education courses.
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36-72	36-54	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.	4930.86 - English as a Second Language - Speaking/Listening E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 185	ESL Writing Skills, Beginning	36-72	36-54	36-72	This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences.	4930.84 - English as a Second Language - Writing E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36-72	36-54	36-72	This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing.	4930.84 - English as a Second Language - Writing E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 211	ESL Skill Building, Intermediate to Advanced	180	144	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	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.

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Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					required to attend an orientation and take the CASAS assessment on campus.			
ESLA 222	ESL Grammar Review, Beginning	36-84	36-54	36-84	This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 223	ESL Grammar Review, Intermediate to Advanced	36-84	36-54	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 225	ESL Vocabulary Review, Beginning	36-72	36-54	36-72	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	36-72	36-54	36-72	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 229	ESL Integrated Skills, Beginning Literacy	216-252	144-180	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	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit

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					on basic vocabulary in English along with basic writing conventions and pronunciation. Students will start to build competency in all four language skills: reading, 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.			DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 230	ESL Integrated Skills, Beginning Low	216-252	144-180	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 231	ESL Integrated Skills, Beginning High	216-252	144-180	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 232	ESL Integrated Skills, Intermediate Low	252	180	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2023 Fall	Textbook listed in the COR is out of print and unavailable. Update course hours.
ESLA 233	ESL Integrated Skills, Intermediate High	216-252	144-180	216-252	This is a four-skill language course using topics and information sources related to student need. Students will build 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	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					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.			
ESLA 234	ESL Integrated Skills, Advanced	216-252	144-180	216-252	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 250	American Idioms- Beginning	36-72	0	36-72	This course aims at developing language skills through the use of common North American English idioms and expressions. Receptive skills (i.e., listening and reading) are emphasized through exposure to daily life experiences.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
ESLA 251	American Idioms - Intermediate, Advanced	36-72	36-54	36-72	This course aims at developing language skills through the use of common North American English idioms and expressions. Productive skills (i.e., speaking and writing) are emphasized by sharing daily life experiences.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
ESLA 260	ESL for Community Involvement, Beginning	180-252	0	180-252	This course covers beginning level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their emerging	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					language abilities. It develops beginning level listening, speaking, reading, and writing skills to prepare students to function successfully in the community.			instructor-student contact hours. Course codes were also amended for accuracy.
ESLA 261	ESL for Community Involvement, Intermediate to Advanced	180-252	0	180-252	This course covers intermediate-advanced level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their developing language abilities. It develops intermediate-advanced level listening, speaking, reading, and writing skills to prepare students to function fully in the community.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
ESLA 801	ESL and Computer Skills, Beginning	36-72	36-54	36- 72	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 803	Citizenship Preparation	36-60	0	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.	4930.90 - Citizenship E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit distance education courses. Course codes were also amended for accuracy.
ESLA 805	Drama for Communication	36-90	0	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit distance education courses. Course codes were also amended for accuracy.
ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36-72	36-54	36-72	Students will enhance their English language skills through challenging computer	4930.87 - English as a Second Language -	2022 Summer Term	Update the outside-of-class assignments and the corresponding student

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					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.	Integrated E - Non-Occupational		learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.?
ESLA 850	Citizenship Preparation, Beginning	72-90	54-63	72-90	This beginner course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for their USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing simple sentences, developing fluency in speaking and listening, and producing accurate pronunciation.	4930.90 - Citizenship E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.?
ESLA 851	Citizenship Preparation, Intermediate/Advanced	72-90	54-63	72-90	This intermediate/advanced course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for the USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing paragraphs with complex sentences while refining accuracy in speaking, listening, and pronunciation.	4930.90 - Citizenship E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.?
ESLA 1050	ESL Workplace Advancement Skills, Intermediate	60	36	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.	4931.00 - Vocational ESL D - Possible Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 1052	ESL Workforce Readiness Skills, Intermediate	60	36	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	4931.00 - Vocational ESL D - Possible Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					employers. In addition, students will gain basic knowledge of office technology.			instructor-student contact hours.?
ESLA 1054	ESL Workplace Advancement Skills, Advanced	60	36	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.	4931.00 - Vocational ESL D - Possible Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.?
ESLA 1056	ESL Workforce Readiness Skills, Advanced	60	36	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.	4931.00 - Vocational ESL D - Possible Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.?
ESLA 1060	ESL for Academic Success: Reading and Writing I	120	90	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.?
ESLA 1062	ESL for Academic Success: Listening and Speaking I	120	90	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,	4930.86 - English as a Second Language - Speaking/Listening E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.?

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					note taking, presentation skills and critical thinking.			
ESLA 1065	ESL for Academic Success: Reading and Writing II	120	90	120	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.?
ESLA 1067	ESL for Academic Success: Listening and Speaking II	120	90	120	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.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.?
FSRV 120	Funeral Service Operations	60	60	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.	1255.00 - Mortuary Science C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
FSRV 125	Funeral Service Practices and Procedures I	60	60	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.	1255.00 - Mortuary Science C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update the DE addendum to reflect

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
								instructor-student contact hours. Course codes were also amended for accuracy.
FSRV 126	Funeral Service Practices and Procedures II	60	60	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.	1255.00 - Mortuary Science C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
IHSS 102	High School English 3	14.4-144	0	14.4-144	This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCC regulations in attendance accounting for noncredit distance education courses.
IHSS 106	High School U.S. History	14.4-144	0	14.4-144	This United States history course covers the lives of America's people and aspects of their cultures, from early exploration through the beginning of the twenty-first century. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCC regulations in attendance accounting for noncredit distance education courses.
IHSS 107	High School U.S. Government	14.4-72	0	14.4-72	This course is an individualized, self-paced study of U.S. government. It will cover the Constitution, the roles of the federal, state and	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCC regulations in attendance accounting for noncredit distance education

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					local government, and modern economic and political systems. This course is used for NOCE High School Diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	Occupational		courses.
IHSS 109	High School World History	14.4-144	0	14.4-144	This course presents the history of the world's people and major cultures from early times to the present. This course is offered for the NOCE high school diploma and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCC regulations in attendance accounting for noncredit distance education courses.
IHSS 111	High School Economics	14.4-72	0	14.4-72	This course explores the changing economic climate in the United States and globally. Economic systems, development and problems that affect daily life are covered. This course is offered for NOCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCC regulations in attendance accounting for noncredit distance education courses.
IHSS 123	High School Biology	14.4-144	0	14.4-144	This biology course is an individualized, self-paced study of living things including classification, survival, reproduction, growth, and development. Other topics explore ecological cycles, behaviors and evolution. The content of this course is delivered in a modular format and in a lab environment. In	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCC regulations in attendance accounting for noncredit distance education courses.

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.			
IHSS 124	High School Health	14.4-144	0	14.4-144	This class is designed to give students an understanding of various facets of physical, mental, and social well being. The student will gain knowledge to promote wellness, identify causes of health problems and ways to prevent them. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit distance education courses.
IHSS 174	High School Literature	14.4-144	0	14.4-144	This literature course offers a variety of literary works in a flexible format suitable for individualized self-paced coursework. Literary options include poetry, short stories, essays and complete novels. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit distance education courses.
PTEC 301	Pharmacy Technician Advanced Level Lecture	48	96	48	The program prepares students for practice as Advanced-level pharmacy technicians, in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care) and has students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician.	1221.00 - Pharmacy Technology B - Advance Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
WFPR 101	Virtual Career Skills and Resource Lab	36	72	36	Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills.	4930.12 - Job Seeking/Changing Skills E - Non-Occupational	2022 Summer Term	Update the course hours to reflect the outside-of-class assignments as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect the instructor-student contact hours.

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
WFPR 105	Build Your Career	12	24	12	Ready to get to work? This course will help you launch your career through learning how to step out of your comfort zone, network, build communication skills, explore career options and land the jobs and internships you want.	4930.12 - Job Seeking/Changing Skills E - Non-Occupational	2022 Summer Term	Update the course hours to reflect the outside-of-class assignments as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect the instructor-student contact hours.
<p>Janet Williams motioned to approve all revised courses; and Megan Reeves seconded. Motioned approved by unanimous votes.</p> <p>ESLA 232 was tabled and will be considered for the next meeting, February 27th if the program and the courses linked to the program are submitted within the next couple of days. Carlos Diaz will notify Dr. Stiemke if he is able to submit the request.</p>								

New Programs																								
Program		Eff Date	Justification																					
Entrepreneurship	<p>The Entrepreneurship Certificate is designed to introduce students to key concepts for starting and managing a business. Upon program completion, students will understand the components of a business plan, understand basic business regulations, and be introduced to marketing concepts and basic bookkeeping skills necessary to seek funding to start or expand a business.</p> <p>To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>ENTR 100</td> <td>Entrepreneurship Basics</td> <td>54</td> </tr> <tr> <td>ENTR 105</td> <td>Digital Marketing, Introduction</td> <td>45</td> </tr> <tr> <td>ENTR 115</td> <td>Business Law Essentials</td> <td>45</td> </tr> <tr> <td>COMP 650</td> <td>Quickbooks Fundamentals for Financial Office Applications</td> <td>36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>180</td> </tr> </tbody> </table>	Core Courses					Hours	ENTR 100	Entrepreneurship Basics	54	ENTR 105	Digital Marketing, Introduction	45	ENTR 115	Business Law Essentials	45	COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	Total Hours		180	2023 Fall	<p>The Entrepreneurship Certificate is designed to introduce students to key concepts for starting and managing a business. Upon program completion, students will understand the components of a business plan, understand basic business regulations, and be introduced to marketing concepts and basic bookkeeping skills necessary to seek funding to start, manage, or expand a business.</p> <p>The entrepreneurship certificate is designed to prepare students for a career owning or managing a business. Entrepreneurs play a vital role in every community as business is the economic backbone of most communities because those businesses provide income, employment, and economic growth. Students taking the entrepreneurship certificate program can be expected to learn: the elements of a business plan, basic business regulations, digital marketing basics and QuickBooks.</p>
Core Courses																								
		Hours																						
ENTR 100	Entrepreneurship Basics	54																						
ENTR 105	Digital Marketing, Introduction	45																						
ENTR 115	Business Law Essentials	45																						
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36																						
Total Hours		180																						
Career Exploration Child Care Industry	<p>The Career Exploration: Childcare Industry program is designed to introduce students to the childcare industry, increase their knowledge of the available training programs, and employ the foundational skills to maximize the learning process. Students will work to evaluate their skillset, prepare for the occupation, explore the different types of childcare vocations, and increase foundational skills related to the trade.</p> <p>This certificate program is designed to allow students to participate in workforce education as an initial step toward a career pathway. Completing this program can benefit students in transitioning to additional course work and attaining economic self-sufficiency with subsequent career pathways to the childcare industry, progression to credit, certificated programs, and associate degree programs.</p> <p>Students can be expected to learn the following: desirable qualities of an employee, explore different work environments, employ problem-solving strategies, explore professional childcare duties and industry standards, and work to develop a work portfolio.</p> <p>Successful completion of this program will prepare students for entry into the CTE Early Childhood Education Certificate Program.</p> <p>To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> </thead> <tbody> </tbody> </table>	Core Courses			2023 Fall	<p>The Career Exploration: Childcare Industry program is provided to students through collaboration with Disability Support Services and Career Technical Education. This program is a pathway course of study culminating in competent, entry-level job preparedness with a focus on knowledge, professionalism, and personal responsibility.</p>																		
Core Courses																								

New Programs					
Program			Hours	Eff Date	Justification
	WFPR 200	Career Exploration: Childcare Skills	90		
	WFPR 201	Career Exploration: Preparing for Childcare Job Preparation	90		
	Total Hours		180		

- Career Exploration Child Care Industry program will be reviewed at a later meeting once the coding for the courses is updated.
- The Entrepreneurship program was tabled until further clarification is given regarding prerequisites.