



**North Orange Continuing Education  
Curriculum Committee Meeting  
Agenda  
October 8, 2024  
3:30 p.m. – 5:00 p.m.**

**LOCATION:**

Anaheim Campus, Room 1025, 10<sup>th</sup> Floor  
1830 W. Romneya Drive  
Anaheim, CA 92801

**AGENDA:**

- I. Call to Order:
- II. Roll Call:
- III. Guest Present:
- IV. Approval of the Agenda:
- V. Approval of the Minutes:
- VI. Public Comments (2-minute max):
- VII. Report of the Curriculum Chair:
- VIII. Discussion: Michelle Patrick - DE Courses: Textbooks and/or other course materials for students residing out of the local service area.
- IX. Action Item
  - a. New Courses
  - b. Revised Courses
  - c. Course Deactivations
  - d. New Programs
  - e. Modified Programs
  - f. Program Deactivations
- X. Announcements
- XI. Adjournment

It is the intention of North Orange Continuing Education to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, North Orange Continuing Education will attempt to accommodate you in every reasonable manner. Please contact Jennifer Oo, Curriculum Committee Chair, at [joo@noce.edu](mailto:joo@noce.edu) at least 48 hours prior to the meeting to inform us of your particular needs so that accommodations may be made.

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ESLA 1077	ESL Reading and Writing in College, Intermediate	90	This course is designed for low-intermediate and high-intermediate non-native speakers of English. This course provides intensive instruction in oral communication, basic grammar, reading, sentence and paragraph writing, and vocabulary development.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2025 Summer	This course is a mirrored course with the ESL department at Fullerton College. Noncredit students will be able to attend the course at Fullerton College in order to gain experience in a credit ESL setting. Fullerton College ESL faculty, the dean over ESL and the VPI were consulted in the development of this noncredit course. The noncredit students in this course will benefit from not having to pay tuition or use up any units towards the Basic Skills limit. This fits with district transfer goals.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ENTR 115	Business Basics: Law and Accounting	45	Business Basics: Law and Accounting is an introduction to the laws and resources needed for new entrepreneurs.	0506.40 - Small Business and Entrepreneurship C - Clearly Occupational	2025 Fall	Course is required for the Entrepreneurship program. The course is written to meet the standards set by the advisory committee and industry needs.
ESLA 351	ESL for Art Appreciation	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 - Integrated E - Non-Occupational	2025 Fall	This course supports transition to college and arts related careers.

Course Deactivations		
Course ID	Eff Date	Justification
IHSS 299	2025 Summer	Course no longer offered.

New Programs					
Program		Eff Date	Justification		
Career Exploration: Food Service Industry	Explore Food Safety & Diverse Careers! This comprehensive course focuses on food safety principles, prepares you for the Food Handler's Certification, & uncovers various food service career paths. Develop practical skills through hands-on exercises, assignments & portfolio creation. Get ready for entry-level positions in the dynamic food service industry!		2025 Spring	The goal of the proposed program is to provide comprehensive and practical training in the field of Food Service and Culinary Arts, equipping students with the essential knowledge, skills, and certifications necessary to excel in various roles within the food service industry. The program is designed to meet the needs of students seeking to enter the food service sector with a strong foundation in food safety, handling, customer service, and practical culinary skills. By offering a range of hands-on experiences, theoretical knowledge, and industry insights, the program aims to prepare students for successful careers in the dynamic and diverse world of food service.	
	<b>Core Courses:</b>				
		<b>Hours</b>			
	WFPR 220	Career Exploration: Paths in the Food Service, Industry Introduction			90
	WFPR 221	Career Exploration: Paths in the Food Service Industry			90
<b>Total Hours</b>		180			
Career Exploration: Orientation to College and Survey of Career Fields	The Career Exploration: Orientation to College and Survey of Career Certificate courses work comprehensively together to prepare students towards college success and to assist one in establishing their personal, career, and educational goals. Students will gain awareness and proficiency on the expectations needed for a successful transition to higher learning; survey career clusters and learning pathways to support one to identify their chosen career field of interest.		2025 Spring	The Career Exploration: Orientation to College and Survey of Career Fields certificate of completion program is designed to introduce students towards college success and provide guidance to their academic and career goal selection. Students will work to increase their knowledge of college preparedness, explore various career fields, evaluate their skillset, and gain self-awareness for better informed educational and vocational choices.	
	<b>Core Courses:</b>				
		<b>Hours</b>			
	WFPR 224	Career Exploration: Retail Services, Introduction			90
	WFPR 245	Career Exploration: Survey to Career Fields			90
<b>Total Hours</b>		180			
Career Exploration: Retail and Customer Services Skills	The Retail and Customer Services Certificate is offered for students interested in developing the skills needed to work in customer service industries. Classes are taught by NOCE's DSPS faculty and mentored by field professionals. Students take a series of courses to receive both a Retail and Customer Service Certificate.		2025 Spring	This program is designed not only to meet the requests of the student population but also to address the local deficit in job training in this career area. O*Net has designated Retail and Customer Service Vocations both having a "Bright Outlook" in this geographic area. The vast retail needs of the Anaheim, and Southern California area, offer robust opportunities for students looking for successful and fulfilling entry-level employment. Currently, there are no training options in this field in this area. Providing this valuable opportunity at NOCE will fill an educational void in the community.	
	This program will support enrolled students in learning basic services skills and basic employment skills to support long-term success in the expansive retail environments throughout Orange County. Students graduating with a Retail and Customer Service Certificate will be prepared for many entry-level paid employment opportunities within the retail industry. Upon completion of the Retail and Customer Skills Certificate, students will have the knowledge, skills, and experience to provide basic customer services skills in commercial settings. Students will be certified to work as entry-level employees including Cashiers, Counter and Rental Clerks, Demonstrators and Product Promoters, Door-				

New Programs			
Program		Eff Date	Justification
	to-Door Sales Workers, News and Street Vendors and Related Workers, Stockers and Order Fillers, Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (CSR), Customer Service Specialist, Customer Support Representative (Customer Support Rep), Guest Service Agent, or Member Services Representative (Member Services Rep.)		
	<b>Core Courses:</b>		
		<b>Hours</b>	
WFPR 224	Career Exploration: Retail Services, Introduction	90	
WFPR 225	Career Exploration: Consumer Services Skills	90	
	<b>Total Hours</b>	180	

Modified Programs/Certificates			
Program		Eff Date	Justification
Entrepreneurship	<p>The Entrepreneurship certificate of completion program 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>	2025 Fall	The program was updated to reflect the revised title of ENTR 115- Business Basics: Law and Accounting.
	<b>Core Courses</b>		
		<b>Hours</b>	
ENTR 100	Entrepreneurship, Introduction	54	
ENTR 105	Marketing, Introduction	45	
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	
ENTR 115	Business Basics: Law and Accounting	45	
	<b>Total Hours</b>	180	
Google IT Support Professional Pre-Apprenticeship	The Google IT Support Professional Pre-Apprenticeship certificate is designed for and aligned with Google's IT Support certificate. Students who complete this certificate will be exposed to and become proficient in the IT Technical Support field. This certificate combines the	2025 Fall	Remove the required labs from the core course section.

Modified Programs/Certificates			
Program		Eff Date	Justification
	necessary IT skills to make sound IT decisions, to troubleshoot and resolve IT-related issues. Students will gain valuable professional skills in customer service, trouble shooting, network protocols, cloud computing, windows operating system, Linux command line, systems administration, encryption algorithms and techniques. The certificate prepares students for entry into a formal apprenticeship program and/or other entry-level jobs as an IT/Computer Support Specialist.		
	<b>Core Courses</b>		
		<b>Hours</b>	
CIST 100	Information Technology (IT) Technical Support Fundamentals	54	
CIST 105	The Bits and Bytes of Computer Networking	54	
CIST 110	Operating Systems and Becoming a Power User	54	
CIST 115	System Administration and IT Infrastructure Services	72	
CIST 120	IT Security: Defense Against the Digital Dark Ages	72	
	<b>Total Hours</b>	<b>306</b>	

Program Deactivation		
Program	Eff Date	Justification
Literacy Program	2025 Summer	Program is no longer offered.
Business Information Worker I	2025 Summer	Program replaced with Office Assistant, Introduction.
Business Information Worker II	2025 Summer	Program replaced with Office Assistant, Introduction.
Administrative Professional	2025 Summer	Program replaced with Office Assistant, Advanced.