



**North Orange Continuing Education
Curriculum Committee Meeting
Agenda
December 10, 2024
3:30 p.m. – 5:00 p.m.**

LOCATION:

Anaheim Campus, Room 1025, 10th 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. Action Item
 - a. New Courses
 - b. Course Deactivations
 - c. New Program
 - d. Modified Programs/Certificates
 - e. Program Deactivations
 - f. Content Review Worksheet

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 at least 48 hours prior to the meeting to inform us of your particular needs so that accommodations may be made.

g. CurricUNET Course Language and Modality:

Choose one from the following:

- **Lecture:** Classes are held with direct interaction with an instructor.
- **Laboratory:** Simulations and/or experiments done under the supervision of an instructor.

Delivery Method- Check ALL that apply:

- **Asynchronous Online:** Classes with no set meeting times and are fully online.
- **Synchronous Online:** Classes meet online at scheduled times, as listed in the class schedule and syllabus. Like an in-person class but held online.
- **HY:** Online instruction with scheduled on-campus meetings required.
- **Tutoring:** Noncredit session where the course outline of record specifies that instruction is to be carried out by a tutor.
- **Work Experience:** A program where students gain hands-on, practical experience in a job related to their field of study.
- **Directed Study (Independent Study):** A self-guided learning experience where a student works independently on a specific topic or project under the supervision of an instructor.

IX. Discussion Items

X. Announcements

XI. Adjournment

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
COMP 652	QuickBooks Fundamentals for Financial Office Applications, Intermediate	36	This course is intended as the foundation for using QuickBooks as a bookkeeping, business management and cash flow building tool. The course material provides a critical basis for establishing bookkeeping best practices and ensuring accurate financial information.	0514.00 - Office Technology/Office Computer Applications D - Possibly Occupational	2025 Spring	The need for a QuickBooks-focused course is underscored by the widespread challenges small businesses face in managing finances, the increasing use of QuickBooks in business accounting, and the critical need for financial literacy in today's economy. By equipping individuals with the skills to effectively use QuickBooks, the course will help foster better business practices and contribute to the overall success and sustainability of small business.
ESLA 1200	ESL for Work: Job Searches and Resume Writing	36-54	Intermediate to advanced ESL students taking this course will gain necessary skills to search and prepare for English-speaking employment in the USA. Students will learn how to determine a career path, conduct job searches, complete applications, write a professional resume, and communicate with potential employers.	4931.00 - Vocational ESL D - Possibly Occupational	2025 Fall	The job search process and resume writing can be difficult for anyone. English language learners face more barriers due to cultural and linguistic differences. Immigrant and refugee students need support in learning how to determine a career path in the USA, in completing job searches and applications, and in writing professional resumes. This course supports Vision 2030 by teaching underrepresented populations how to successfully search and prepare for English-speaking employment in the U.S.
ESLA 1202	ESL for Work: Interview Preparation	36-54	Intermediate to advanced ESL students taking this course will learn about and practice interviewing for U.S. jobs. Students will learn how to prepare for the interview, question-answering strategies, strategies for speaking a second language when nervous, U.S. interview culture and etiquette, and how to impress U.S. employers in an interview.	4931.00 - Vocational ESL D - Possibly Occupational	2025 Fall	Immigrant and refugee students need focused English support in preparing for job interviews. Interviews are already nerve-wracking for native English speakers but even more so when English is a person's second language. These students may also need support in cultural awareness surrounding interview etiquette in the U.S. This course supports Vision 2030 by aiding underrepresented populations in learning how to successfully interview for employment in the U.S. while using their second language.
ESLA 1204	ESL for Work: U.S. Workplace Culture and Etiquette	36-54	Intermediate to advanced ESL students taking this course will be introduced to workplace etiquette and professional behavior in USA workplace culture. Students will learn about expected behaviors, fixing misunderstandings, better understand the behavior of their coworkers, work life balance in the U.S., cultural trends in the U.S. workplace, and more.	4931.00 - Vocational ESL D - Possibly Occupational	2025 Fall	Immigrant and refugee students need support in understanding and successfully navigating U.S. culture in the workplace, which may be vastly different from their native culture. This course gives students a supportive opportunity to lower culture shock and learn about U.S. work culture and etiquette. This course supports Vision 2030 by aiding underrepresented populations in learning how to properly navigate the U.S. workplace and become culturally competent for employment success.

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ESLA 1205	ESL for Work: U.S. Workplace Operations and Financial Literacy	36-54	This course will teach intermediate to advanced students about U.S. workplace operations and employment financial literacy. Students will learn about topics such as employment contracts, completing the onboarding process, employee rights, predatory employers, interpreting paystubs, and retirement planning. Students will be prepared to enter employment as confident and informed employees.	4931.00 - Vocational ESL D - Possibly Occupational	2025 Fall	Immigrant and refugee students need support in learning U.S. workplace operations and financial literacy. For example, students may not have experience with common emergency drills/signs or interpreting and understanding onboarding forms, employee handbooks, and employment contracts in English. They also need a basic understanding of our financial system for handling employment income. This course supports Vision 2030 by aiding underrepresented populations in advocating for themselves at work.

Course Deactivations		
Course ID	Eff Date	Justification
CCTR 100	Summer 2025	Course was replaced with OTEC courses.
COMP 100	Summer 2025	Course was replaced with OTEC courses.
COMP 105	Summer 2025	Course was replaced with OTEC courses.
DSPS 360	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 362	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 364	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 380	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 382	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 384	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 410	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 412	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 414	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 420	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 422	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 424	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 430	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 432	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.

Course Deactivations		
Course ID	Eff Date	Justification
DSPS 434	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
DSPS 538	Summer 2025	This course is no longer offered as all courses previously listed under subject code DSPS are now DSSS.
MS 104	Summer 2025	Course was replaced with OTEC courses.
MS 105	Summer 2025	Course was replaced with OTEC courses.
MS 106	Summer 2025	Course was replaced with OTEC courses.
MS 107	Summer 2025	Course was replaced with OTEC courses.
MS 119	Summer 2025	Course was replaced with OTEC courses.
MS 143	Summer 2025	Course was replaced with OTEC courses.
MS 144	Summer 2025	Course was replaced with OTEC courses.
MS 156	Summer 2025	Course was replaced with OTEC courses.

New Programs					
Program		Eff Date	Justification		
ESL Precollege Reading and Writing, Intermediate	This ESL Precollege Reading and Writing, Intermediate program is designed for low intermediate and intermediate non-native speakers of English. This course provides intensive instruction in oral communication, basic grammar, reading, sentence and paragraph writing, and vocabulary development.		2025 Fall	This program is designed to allow noncredit students to take a credit ESL course at our sister college, Fullerton College. Noncredit students will be able to attend ESL 82 at Fullerton College in order to gain experience in a credit ESL setting, although they will still be classified as noncredit. The goal is to support ESL students in the transition between a noncredit and a credit program by providing an introduction and a low-stakes setting for a first attempt at credit courses in a US post-secondary setting.	
	Course Courses				
		Hours			
	ESLA 001	ESL Student Support Center			12
	ESLM 1077	ESL Precollege Reading and Writing, Intermediate			90
Total Hours		102			

Modified Programs/Certificates					
Program		Eff Date	Justification		
Management	The Management Certificate Program will prepare students for first-line supervisory or management positions. Students will learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking, and writing. The course sequence builds a knowledge base to enhance effectiveness on the job through topics such as leadership development, business law, finance, negotiations, marketing, and more.		2025 Fall	Update course electives and the program description.	
	Core Courses				
		Hours			
	BMGR 417	Effective Business Presentations			18
	BMGR 410	Elements of Supervision			18
BMGR 431	Finance for the Non-Financial Manager	18			

Modified Programs/Certificates																			
Program			Eff Date	Justification															
	BMGR 423	Introduction to Employment Law	18																
	BMGR 412	Management Skills I	18																
	BMGR 610	Management Skills II	18																
	BMGR 430	Marketing Principles	18																
	BMGR 421	Successful Negotiations	18																
	BMGR 452	Understanding Business Contracts	18																
	BMGR 415	Written Communication-Business	18																
	Elective Course (must choose one)																		
			Hours																
	MS 134	Microsoft Word, Intermediate	36																
	MS 160	Microsoft Office, Overview	36																
	OTEC 216	Windows and Word for Business	36																
	OTEC 217	Excel for Business	36																
	OTEC 218	Databases and Presentations for Business	36																
	Total Hours		216																
Classroom Essentials for Program Success	The Classroom Essentials for Program Success certificate is designed to prepare students for entry into a short term vocational program. Students can be expected to learn the following: computer terminology, the usage of the major business applications (word processing, database, spreadsheets, graphics and communication), develop a career path to assist them in their educational journey, and choose from a variety of options such as, but not limited to study skills, online education, keyboarding, and employability skills.		2025 Fall		Removed elective courses, WFPR 100 and WFPR 101.														
	<table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <td></td> <td></td> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>OTEC 091</td> <td>Computer Basics</td> <td>12</td> </tr> <tr> <td>OTEC 092</td> <td>Software Essentials</td> <td>12</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>24</td> </tr> </tbody> </table>		Core Courses					Hours	OTEC 091	Computer Basics	12	OTEC 092	Software Essentials	12	Total Hours		24		
Core Courses																			
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OTEC 092	Software Essentials	12																	
Total Hours		24																	

Program Deactivation		
Program Title	Eff Date	Justification
Advanced Office Applications Program	Summer 2025	The program is no longer offered as courses were replaced, and a new program was created.
Financial office Applications Program	Summer 2025	This is an outdated program and has since then been replaced with another program.
Fundamental Computer Concepts and Skills	Summer 2025	This is an outdated program and has since then been replaced with another program.
Graphic, Design, and Web Skills	Summer 2025	This is an outdated program and has since then been replaced with another program.
Network technician preparation Program	Summer 2025	This is an outdated program and has since then been replaced with another program.
Office Applications Essentials	Summer 2025	This is an outdated program and has since then been replaced with another program.

Operating System Specialist Technician Program	Summer 2025	This is an outdated program and has since then been replaced with another program.
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