



**North Orange Continuing Education  
Curriculum Committee Meeting  
Agenda  
February 11, 2025  
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

- I. Approval of the Agenda:
- II. Approval of the December 10, 2024 Minutes
- III. Announcements or Public Comments (2-minute max)
- IV. Report of the Curriculum Chair
- V. New Business
  - a. New Courses, Action - Jennifer Oo (see attached)
  - b. Revised Course, Action – Jennifer Oo, (see attached)
  - c. New Programs, Action – Jennifer Oo (see attached)
- VI. Unfinished Business
  - a. Content Review Worksheet, Action (7 min) – Jennifer Oo
  - b. CurricUNET Course Language and Modality, Action (7 min) – Jennifer Oo
- VII. Adjournment

**Next Meeting:** March 11, 2025

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
EMER 122	Guided Memoir for Older Adults	36	This course is designed to help older adults reflect on and document their life experiences through guided memoir writing. Participants will explore various themes and writing techniques to create a meaningful and personal memoir. The course will provide a supportive environment for sharing stories and receiving feedback.	1507.00 - Creative Writing E - Non-Occupational	2025 Fall	The Guided Memoir for Older Adults class promotes emotional well-being, cognitive function, and social connections. It preserves personal and family history, encourages lifelong learning, and provides a creative outlet. The class helps build legacy and meaning, supports personal reflection and growth, and offers professional guidance. Participants gain a sense of achievement, enhancing their overall quality of life.
IHSS 154	High School Basic Financial Literacy	0-72	This course provides adult high school diploma students with a broad-based understanding of issues concerning personal finances, from young adulthood through retirement. Subjects covered include interest, basic banking, paying for college, budgeting, credit, credit cards, taxes, investing, retirement, insurance, and purchasing a car and home. It is offered for elective credit in the NOCE High School Diploma Program.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2025 Fall	This course will provide important real-world economics and personal finance information to adult high school diploma students just entering the work force, while also offering an opportunity to earn elective credits.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
PARN 275	Parenting the Love and Logic Way® Lab	12	This is a practical application course to be taken concurrently with PARN 265. This course meets weekly and allows students to collaborate with their faculty and peers to implement parenting strategies learned in lecture for practical use in their daily lives.	1305.60- Parenting and Family Education D – Possibly Occupational	Fall 2025	Update course description.

New Programs					
Program		Eff Date	Justification		
ESL Employment Preparation Part A	<p>ESL Employment Preparation Part A is designed for intermediate high to advanced ESL students who want to enter the U.S. workforce. This program is the first step to employment by helping students gain necessary skills for finding, applying for, and interviewing for a new job. Job Searches and Resume Writing teaches students how to search for and apply for a job online, and it teaches students how to write a strong resume that will help attract future employers. Interview Preparation teaches students about job interviews in the U.S. from interview etiquette to strategies for helping anxiety during an interview. It will also teach interviewing strategies that help students impress future employers.</p>		2025 Fall	<p>Workforce expectations, operations, and cultures vary across the world, and ESL students come from a vast variety of countries and cultures. They may arrive unprepared to enter the U.S. workforce, uninformed of concepts like how to find jobs online, what U.S. job interviews are like, how the financial and benefits system works for employment, and/or what U.S. culture is like in the workplace. ESL Employment Preparation A is a first step designed to prepare intermediate high to advanced English language learners to enter in the U.S. workforce in English-speaking positions. It focuses on employment preparation in helping students find, apply to, and interview for English-speaking positions.</p>	
	<b>Core Courses:</b>				
		<b>Hours</b>			
	ESLA 1200	ESL for Work: Job Searches and Resume Writing			36 - 54
	ESLA 1202	ESL for Work: Interview Preparation			36 - 54
<b>Total Hours</b>		72 - 108			
ESL Employment Preparation Part B	<p>ESL Employment Preparation Part B is designed to help intermediate high to advanced ESL students be ready to enter employment in the U.S. as informed and competent employees. If a student has already completed ESL Employment Preparation A or already has job application, resume writing, and interviewing skills, then completing ESL Employment Preparation B is a good choice. This program is the next step in employment preparation by helping ESL students understand the process that happens after being offered a job and what to expect culturally in the workplace when they start. U.S. Workplace Culture and Etiquette teaches students about U.S. work culture like work-life balance, workplace etiquette and expectations, and foundational workplace communication skills. U.S. Workplace Operations and Financial Literacy teaches students about how the U.S. workplace operates, such as the different departments of a company, onboarding paperwork and contracts, understanding the U.S. financial system for employment income and benefits, and common workplace policies.</p>		2025 Fall	<p>Workforce expectations, operations, and cultures vary across the world, and ESL students come from a vast variety of countries and cultures. They may arrive unprepared to enter the U.S. workforce, uninformed of concepts like how to find jobs online, what U.S. job interviews are like, how the financial and benefits system works for employment, and/or what U.S. culture is like in the workplace. ESL Employment Preparation B is designed to prepare intermediate high to advanced English language learners to succeed in entering English-speaking positions. It focuses on employment preparation by helping students understand the process that happens after being offered a job and what to expect culturally and operationally in the workplace when they start.</p>	
	<b>Core Courses</b>				
		<b>Hours</b>			
	ESLA 1204	ESL for Work: U.S. Workplace Culture and Etiquette			36 - 54
	ESLA 1205	ESL for Work: U.S. Workplace Operations and Financial Literacy			36 - 54
<b>Total Hours</b>		72 - 108			