



**North Orange Continuing Education
Curriculum Committee Meeting
Agenda
March 11, 2025
3:30 p.m. – 5:00 p.m.**

LOCATION:

Anaheim Campus, Room 1025, 10th 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)
 - d. Modified programs, Action – Jennifer Oo (see attached)
 - e. Program Deactivation, 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: April 8, 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 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	Originator	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	Johnson, Lisa	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) E - Non-Occupational	2025 Fall	Stackhouse, Daniel	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	Originator	Justification
MEDA 120	Medical Assistant Electronic Health Records	12	This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations.	1208.00 - Medical Assisting C - Clearly Occupational	2025 Summer	Oo, Jennifer	Update Prerequisites
MEDA 121	Medical Assistant Electronic Health Records Lab	24	This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools	1208.00 - Medical Assisting C - Clearly Occupational	2025 Summer	Oo, Jennifer	Update Prerequisites.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
MEDA 140	Medical Billing, Introduction	24	An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered.	1208.00 - Medical Assisting C - Clearly Occupational	2025 Summer	Oo, Jennifer	Update Prerequisites.
MEDA 141	Medical Billing Lab, Introduction	24	An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered.	1208.00 - Medical Assisting C - Clearly Occupational	2025 Summer	Oo, Jennifer	Update Prerequisites.
MEDA 200	Medical Assistant Clinical Procedures Theory I	18	This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures.	1208.00 - Medical Assisting C - Clearly Occupational	2025 Summer	Oo, Jennifer	Update SLO's, content and course objectives.
MEDA 300	Medical Assisting Simulation Lab and Certification Prep	108	This course will offer hands on simulation to medical case studies in a laboratory environment as well as offer an opportunity for students to prepare to take a CCMA certification exam.	1208.00 - Medical Assisting C - Clearly Occupational	2025 Summer	Oo, Jennifer	Addition of Prerequisites.
MS 165	Microsoft Excel, Power-User Skills	36	For people who are comfortable using MS Excel and want to develop "power skills". Topics include computational techniques (defining names, nested IF functions, summarizing data), using Excel's database tools (tables, database operations, lookup functions), and expert skills (conditional formatting, macros). Covers advanced formatting techniques and shortcuts for accelerating productivity.	0514.00 - Office Technology/Office Computer Applications C - Clearly Occupational	2025 Summer	Sedrak, Afraim	Advisory update from MS 105 to OTEC 217.
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	Sherard, Erin	Update course description.

New Programs																			
Program		Eff Date	Originator	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> <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>ESLA 1200</td> <td>ESL for Work: Job Searches and Resume Writing</td> <td>36 - 54</td> </tr> <tr> <td>ESLA 1202</td> <td>ESL for Work: Interview Preparation</td> <td>36 - 54</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>72 - 108</td> </tr> </tbody> </table>	Core Courses:					Hours	ESLA 1200	ESL for Work: Job Searches and Resume Writing	36 - 54	ESLA 1202	ESL for Work: Interview Preparation	36 - 54	Total Hours		72 - 108	2025 Fall	Carlson, Danielle	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.
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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	Carlson, Danielle	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.															

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Modified Programs/Certificates																			
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Office Assistant, Introduction	<p>The Office Assistant, Introduction certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salesperson, customer service representatives, receptionist, and information clerks. Students can be expected to learn the following: basic oral and written communications; basic computer application skills, including beginning Excel, Word, and Outlook; fundamentals of computer systems; and critical thinking and problem-solving skills. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, PowerPoint, and Outlook and the IC3 Digital Literacy certification after completing OTEC 301 Digital Literacy Preparation</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 one of these two courses is chosen as the elective, it must be completed with at least 36 hours. For programs/courses that allow credit for prior learning, at least 75% of all coursework 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>COMP 685</td> <td>Computer Keyboarding, Beginning</td> <td>36</td> </tr> <tr> <td>BMGR 415</td> <td>Written Communication-Business</td> <td>18</td> </tr> <tr> <td>OTEC 100</td> <td>Office Essentials</td> <td>24</td> </tr> </tbody> </table>	Core Courses					Hours	COMP 685	Computer Keyboarding, Beginning	36	BMGR 415	Written Communication-Business	18	OTEC 100	Office Essentials	24	2025 Fall	Sedrak, Afraim	Removed electives WFPR 100 and WFPR 101.
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Office Assistant, Advanced	<p>Office Assistant, Advanced certificate is designed to build upon the skills learned in the Office Assistant, Introduction certificate program and to prepare students for the next level of office and administrative support positions, including administrative assistant, administrative associate, administrative secretary, administrative specialist, administrative technician, clerk typist, department secretary, office assistant, secretary, and staff assistant. Students can be expected to learn the following: basic oral and written communications; practical keyboarding skills; basic computer application skills, including beginning spreadsheets, word processing, databases, presentations, and Outlook; critical thinking and problem-solving skills; and hands-on practice integrating Microsoft Office software into real world simulations. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, PowerPoint, and Outlook and the IC3 Digital Literacy certification, after completing the OTEC 301 elective course. This training is also ideal for incumbent workers to be able to update their existing knowledge and skills relating to this field for more advanced career opportunities.</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</p>	2025 Fall	Sedrak, Afraim	Removed electives WFPR 100 and WFPR 101.																																									

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	Core Courses				
		Hours			
BMGR 415	Written Communication-Business	18			
COMP 685	Beginning Keyboarding.	36			
COMP 510	Computer Keyboarding, Mastery I	30			
COMP 511	Keyboarding Mastery II	30			
OTEC 100	Office Essentials	24			
OTEC 105	Microsoft Outlook Fundamentals	12			
OTEC 110	Business Math for Office Technology	24			
OTEC 218	Databases and Presentations for Business	36			
OTEC 225	MS Office Integrated Projects	36			
	(Must Choose 1 of the 2 Options)				
		Hours			
	Option 1	72			
OTEC 216	Windows and Word for Business	36			
OTEC 217	Excel for Business	36			
	or				
	Option 2	96			
OTEC 215	Computer Concepts and Applications IBEST	96			
	Optional Elective				
		Hours			
OTEC 301	Digital Literacy Preparation	27			
	Total Hours	318 - 369			

Program Deactivation			
Program	Eff Date	Originator	Justification
Self-Advocacy	2025 Summer	Reeves, Megan	The program was deactivated as part of transitioning from the trimester format to a semester-based system.