



**North Orange Continuing Education
Curriculum Committee Meeting
Official Minutes
May 22, 2025
3:30 p.m. – 5:00 p.m.**

LOCATION:

Anaheim Campus, Room 1025, 10th Floor
1830 W. Romneya Drive
Anaheim, CA 92801

NOCE Cypress Center, Room 118, NOCE Bldg. 18.
9200 Valley View Street
Cypress, CA 90630

- I. The meeting was called to order by the Curriculum Chair Jennifer Oo, at 3:33 p.m.
- II. Roll Call: Amabel Arredondo, Dr. Karen Bautista, Dr. Carlos Diaz, Megan Ly, Shelia Moore-Farmer, Jennifer Oo, Dr. Megan Reeves, and Dr. Martha Turner.
- III. Guest Present: Cindy Blandford, Dr. Erin Sherard and Garrett Reza.
- IV. Approval of the Agenda: It was moved by Megan Reeves to approve the agenda and seconded by Martha Turner. The motion passed unanimously.
- V. Approval of April 8, 2025, Minutes: It was moved by Megan Reeves and seconded by Karen Bautista to approve the minutes for the meeting of April 8, 2025. The motion passed unanimously.
- VI. Announcements or Public Comments (2-minute max): No public comments.
- VII. Report of the Curriculum Chair: Jennifer Oo reported that grades must be entered by the May 29 deadline and encouraged faculty to submit grades on time. She announced that the calendar for next year's curriculum meetings has been created. However, a disclaimer will be added to the calendar regarding the volume and timeline for curriculum approvals, as departments are anticipated to submit a large number of proposals. Jennifer also reminded faculty that SLOs are due on May 29.
- VIII. New Business
 - a. New Courses, Action - Jennifer Oo (see attached)

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.

b. Revised Course, Action – Jennifer Oo (see attached)

IX. Adjournment: The committee adjourned at 3:58 p.m.

New Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
PARN 160	Nature Nurtures: How the Outdoors Shapes Childhood (Ages 4-6)	24-36	Families explore nature through hands-on activities, nature walks, wildlife observation, and creative projects. The course fosters curiosity, observation skills, and lasting connections with nature, while offering flexible, asynchronous access to lectures and resources.	1305.60 – Parenting and Family Education D - Possibly Occupational	2026 Spring	Cindy Blandford	The course will assist parents with guiding their child's development through interacting with the natural world. Content brings awareness of mindfulness, observation skills, inquiry, resiliency, developing environmental awareness, problem-solving, and appropriate risk taking.
WFPR 300	Canva for Work	12	This course shows you how to work smarter and look sharper. Learn how to create brainstorm, clearer documents, standout presentations, and bring your data to life all while staying on-brand.	0702.10 - Software Applications D - Possibly Occupational	2026 Spring	Loayza, Santiago	To help individuals add efficiency skills to their toolbox and provide skills to individuals already in the workforce to upskill.
It was moved by Megan Reeves and seconded by Karen Bautista to approve PARN160. The motion passed unanimously.							
It was moved by Megan Reeves and seconded by Carlos Diaz to approve WFPR300. The motion passed unanimously.							

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
BUSA 100	Accounting Fundamentals for Bookkeepers	36	The first course in the series covers foundational topics such as basic principles, concepts, and assumptions of accounting, journal entries and adjusting journal entries, the general journal and general ledger, as well as the adjusted trial balance, closing procedures, and financial statements. Upon completion, students will have a solid understanding of accounting fundamentals in preparation for the bookkeeping certification exam.	0502 - Accounting C – Clearly Occupational	2025 Summer	Alexander Korniakov	Updating outdated content.
BUSA 101	Accounting Principles for Bookkeepers	36	The second course in the series builds upon the foundational accounting knowledge, offering a deeper focus on accounting for sales, receivables, cash receipts, purchases, payables, cash payments, property, plant, equipment, internal controls, and cash. Upon completion, students will have a more detailed understanding of these topics,	0502 - Accounting C – Clearly Occupational	2025 Summer	Alexander Korniakov	Updating outdated content.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
			further preparing them for the bookkeeping certification exam.				
BUSA 102	Payroll Fundamentals for Bookkeepers	36	The course covers key payroll accounting topics such as calculating employee salaries and wages, payroll deductions and withholdings, and analyzing and recording payroll transactions. Upon completion, students will have a solid understanding of payroll fundamentals in preparation for the bookkeeping certification exam.	0502 - Accounting C – Clearly Occupational	2025 Summer	Alexander Korniakov	Updating outdated content.
DSSS 310	WISE - Daily Living Skills	150	This course is designed for students interested in enhancing their skills related to daily living in personal care, safety, meal planning and preparation.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations.
DSSS 350	Have Internet: Will Travel	30	This course is designed to provide students skills to make travel plans utilizing the Internet. Students will use resources covered in class to plan the 3 trips: a day trip, a weekend get-away, and a week vacation.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations.
DSSS 352	Open Computer Workshop, Beginning	30	This course is designed to provide students with the knowledge to develop or maintain skills in basic computer applications such as, but not limited to: Windows, word processing, data entry, Internet navigation, keyboarding, and remedial academic software.	4930.32 - Learning Skills, Learning Disabled E - Non-Occupational	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations and replaced 'Lab' with 'Workshop' in the title. Funding Apportionment
DSSS 353	Social Media and Online Safety	30	This course is designed to equip students with the knowledge to increase personal online safety while creating and maintaining social media accounts.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations. Funding Apportionment
DSSS 360	Critical Thinking	30	Designed to assist students in acquiring or improving critical thinking skills necessary to support independence in a variety of activities, situations, and environments. Emphasis on problem solving and decision making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies.	4930.32 - Learning Skills, Learning Disabled E - Non-Occupational	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations. Funding Apportionment
DSSS 361	Improving Skills: Self-	30	This course is designed to improve self-determination skills for students, to	4930.31 - Living Skills, Handicapped	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session

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	Determination Skills		better support independence at home and the workplace.	E - Non-Occupational			to accurately reflect instructional time and student engagement expectations. Funding Apportionment
DSSS 362	Mobility Skills	30	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	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations. Funding Apportionment
DSSS 363	Money Skills	30	This course is designed to provide students with the skills necessary for performing accurate and safe money exchanges. Students will gain awareness of budget basics, and solve real life shopping problems using money.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations. Funding Apportionment
DSSS 364	Rules of the Road	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	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations. Funding Apportionment
DSSS 370	Educational Support and Employment Preparation Workshop	90-135	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	4930.32 – Learning Skills, Learning Disabled E - Non-Occupational	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations. Funding Apportionment
DSSS 375	Personal Safety	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	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations. Funding Apportionment
DSSS 376	Public Speaking	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	2026 Summer	Stanojkovic, Alli	We are updating the course hours for the 6-week summer session to accurately reflect instructional time and student engagement expectations. Funding Apportionment
FSRV 100	Introduction to Funeral Service Practice	60	This course is an introduction to the funeral service profession and career opportunities. Topics covered include	1255.00 - Mortuary Science	2025 Fall	Ojeda, Gary	Updating Textbooks.

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			personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills.	C - Clearly Occupational			
FSRV 126	Funeral Service Practices and Procedures II	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 - Clearly Occupational	2025 Fall	Ojeda, Gary	Updating textbooks.
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48	Course covers the preparation of medications given by intravenous, epidural and subcutaneous routes of administration. The student will learn aseptic techniques, pharmacy IV calculations, drug compatibilities and stabilities, IV therapy management, and specialized equipment. The laboratory incorporates use of laminar and vertical flow hoods and computerized software for IV preparation.	1221.00 – Pharmacy Technology C - Clearly Occupational	2025 Fall	Julie Shields	Correct Course Resource Materials.
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48	This course is designed to provide pharmacy technician students with practical experience in a simulated out-patient pharmacy setting. It includes hands-on experience working with a computerized pharmacy management system in the retail setting, third party billing and telephone etiquette.	1221.00 – Pharmacy Technology C - Clearly Occupational	2025 Fall	Julie Shields	Correct Course Resource Materials.
<p>It was moved by Megan Reeves and seconded by Karen Bautista to discuss the BUSA courses. After discussion, a vote was taken for the approval of the courses. The motion did not pass, with Karen Bautista voting yes and Jennifer Oo, Carlos Diaz, Megan Ly, Megan Reeves, and Martha Turner voting to table the courses.</p> <p>It was moved by Megan Reeves, and seconded by Karen Bautista to approve the remainder of the revised courses. The motion passed unanimously.</p>							