



## North Orange Continuing Education Curriculum Committee Meeting

### Agenda

November 4, 2025

1:00 p.m. – 2:30 p.m.

#### LOCATION:

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

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

#### AGENDA:

- I. Call to Order:
- II. Roll Call:
- III. Guest Present:
- IV. Approval of October 14, 2025, Minutes
- V. Announcements or Public Comments (2-minute max)
- VI. Report of the Curriculum Chair
- VII. New Business
  - a. New Course, Action - Jennifer Oo (see attached)
  - b. Revised Course, Action – Jennifer Oo (see attached)
- VIII. Unfinished Business
- IX. Adjournment

**Next Meeting:** December 9, 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	Originator	Justification
BUSN 103	Outlook & Intelligent Communication Tools	18	This course provides students with practical skills in Microsoft Outlook and other intelligent communication tools used in today's professional environments. Students will learn how to manage emails, calendars, contacts, and tasks efficiently, while also exploring collaborative features and integrating with productivity platforms.	0514.00 - Office Technology/Office Computer Applications C - Clearly Occupational	2026 Fall	McClurkin, Tina	Elevating the existing Outlook class to include additional software and AI components. Name change.
BUSN 104	Smart Keyboarding	36	Smart Keyboarding is a modern, hands-on course that teaches students how to type efficiently and accurately using proper finger placement, posture, and technique. In addition, students will also explore AI-powered voice typing tools, learn how to dictate text effectively and use speech-to-text technology for increased productivity.	0514.00 - Office Technology/Office Computer Applications C - Clearly Occupational	2026 Summer	McClurkin, Tina	Updating basic keyboarding to remove wpm requirement and include AI-powered tools.
ESLA 252	ESL and American Literature	54	In this advanced level English as a Second Language course, students will build English fluency in reading, writing, speaking and listening while learning about and reading original American literature texts. Students will read, discuss and write about this literature from a historical context.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2026 Summer	Lynch, Candace	Our higher level ESL learners want to continue developing their English fluency after or while finishing our ESL Advanced level. This course will allow students to continue building language fluency while reading, writing about and discussing American literature.
ESLA 270	ESL and Newsletter Writing	72	In this advanced level English as a Second Language course, students will build English fluency in reading, writing, speaking and listening while planning out and creating a school newsletter. Students will use software applications, digital devices and online tools to create, edit and revise newsletter material. Students will interact with the campus and campus community by visiting different parts of the campus.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2026 Summer	Lynch, Candace	Our higher level ESL learners want to continue developing their English fluency after or while finishing our ESL Advanced level. This course will allow students to continue building language fluency while learning to organize, write and publish a school newsletter.
ESLA 272	ESL for Memoir Writing	72	In this advanced level English as a Second Language course, students will build English fluency in reading, writing, speaking and listening while learning about and reading published memoir texts as well as planning out and writing personal memoir selections. Students will use word processing software to create documents in class and for class.	4930.84 - English as a Second Language - Writing E - Non-Occupational	2026 Summer	Lynch, Candace	Our higher level ESL learners want to continue developing their English fluency after or while finishing our ESL Advanced level. This course will allow students to continue building language fluency while learning to organize and compose memoir texts.
ESLA 273	ESL for Self Advocacy, Advanced	36	In this advanced level English as a Second Language course, students will practice developing English communication skills within the context of self advocacy. The course will focus on rights, responsibilities and resources to help students gain experience navigating American culture and communicating needs and expectations for themselves and their families. Students will use technology to access resources for this course.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2026 Summer	Lynch, Candace	Our higher level ESL learners want to continue developing their English fluency after or while finishing our ESL Advanced level. This course will allow students to continue building language fluency while learning to advocate for self and family through exploring rights and responsibilities as well as navigating resources.

New Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
ESLA 1100	ESL and American Culture and Customs	0-54	In this advanced ESL course, students will build English fluency and critical thinking skills through discovery and analysis of American culture and customs.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2026 Summer	Lynch, Candace	Our higher level ESL learners want to continue developing their English fluency after or while finishing our ESL Advanced level. This course will allow students to continue building language fluency while reading, writing about and discussing American culture and customs.
ESLA 1101	ESL and American Humor and Slang	0-36	In this advanced ESL course, students will build English fluency skills while developing the use and understanding of American humor and slang. Students will use and analyze humor and slang through authentic materials like media and TV/film clips.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2026 Summer	Lynch, Candace	Our higher level ESL learners want to continue developing their English fluency after or while finishing our ESL Advanced level. This course will allow students to continue building language fluency while reading, writing about and discussing American humor and slang.
ESLA 1102	ESL for Media Studies	0-36	In this advanced ESL course, students build English fluency and critical thinking skills through the study and analysis of mass media. This course will focus on defining and analyzing a variety of media sources as well as reflecting on personal media consumption and media literacy.	4930.86 - English as a Second Language - Speaking/Listening E - Non-Occupational	2026 Summer	Lynch, Candace	Our higher level ESL learners want to continue developing their English fluency after or while finishing our ESL Advanced level. This course will allow students to continue building language fluency while reading, writing about and discussing mass media.
OTEC 310	Office Professionalism and Workplace Skills	30	This course equips students with the essential skills and knowledge needed to succeed in an entry-level office position. Topics include understanding the office environment, developing professional behavior, building strong work ethics, mastering key aspects of customer service, and leveraging artificial intelligence to enhance workplace productivity. Through practical learning and real-world applications, students will be prepared to thrive in today's dynamic business settings.	0514.00 - Office Technology/Office Computer Applications C - Clearly Occupational	2026 Fall	McClurkin, Tina	Name change from Office Essentials. Adding AI to the course content. Increase in hours.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
BMGR 415	Written Communication-Business	18	Provides Extensive hand-on experience with all types of written business communications including letters, resumes, cover letters, memos/emails, and reports.	0506.00 - Business Management C - Clearly Occupational	2026 Summer	McClurkin, Tina	Update content to reflect current developments
COMP 685	Computer Keyboarding, Beginning	36	Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys, alpha keys, punctuation, and number keys.	0514.00 - Office Technology/Office Computer Applications C - Clearly Occupational	2022 Summer	McClurkin, Tina	Update objectives and SLOs.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
ELET 178	OSHA 10 – Standards for Construction	32	This course covers Occupational Safety and Health Administration (OSHA) policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 10-Hour Outreach Training Program Completion Card.	0952.20 - Electrical C - Clearly Occupational	2026 Spring Tri	McClurkin, Tina	Updating hours for certification purposes.
MEDO 107	Basic Life Support (BLS)	4	This class is designed for professionals with a duty to respond, or anyone with the desire for advanced CPR knowledge. Upon successful completion students receive a 2-year certification as a BLS Provider with American Heart Association (AHA). Minimal fee for certification card.	1201.00 - Health Occupations, General C - Clearly Occupational	2025 Spring	Shields, Julie	Adjust hours and description for new in person only instructional plan. Remove outside-of-class assignments.
OTEC 091	Computer Basics	21	Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, explores operation systems, software and hardware, and using the Cloud. Provides foundation for other NOCE computer courses.	0514.00 - Office Technology/Office Computer Applications D - Possibly Occupational	2026 Summer	McClurkin, Tina	Adjust the class hours to better support student success. Update the content to reflect current developments in computers.
OTEC 092	Software Essentials	21	Learn the basics of Word, Excel, PowerPoint, and Access in one class. This class serves as a foundation for OTEC courses.	0514.00 - Office Technology/Office Computer Applications D - Possibly Occupational	2025 Summer	McClurkin, Tina	Adjust the class hours to better support student success.

Modified Programs/Certificates				
Program		Eff Date	Originator	Justification
High School Diploma Program	<p>The North Orange Continuing Education (NOCE) High School Diploma Program (HSDP) provides students opportunities to develop proficiency in English Language Arts, Mathematics, Science, and Social Science.</p> <p>Upon completion of the HSDP, students are prepared to successfully transition to advanced educational opportunities such as trade schools and institutions of higher education. Earning a NOCE High School Diploma equips students to achieve personal, family, and career goals and serve their communities.</p> <p>Total All Required Core High School Credits.....110 Total All Electives High School Credits..... 50</p> <p><b>Total All Core and Elective High School Credits.....160</b> <b>(Please disregard "Hours" heading, High School Diploma Program is awarded in Credits)</b></p>	2026 Fall	Stackhouse, Daniel	Updates needed to reflect the current program offerings.

Modified Programs/Certificates						
Program				Eff Date	Originator	Justification
	<b>Required Core Courses (110 Credits)</b>					
			<b>Hours</b>			
	<b>English - Core Courses (Minimum Required Credits: 30)</b>					
			<b>Hours</b>			
IHSS 100	High School English 1		1 - 10			
IHSS 101	High School English 2		1 - 10			
IHSS 102	High School English 3		1 - 10			
	<b>Arts/Language/Career - Core Courses (Minimum Required Credits: 10)</b>					
			<b>Hours</b>			
IHSS 113	High School Mass Media		1 - 5			
IHSS 173	High School Novels		1 - 10			
IHSS 174	High School Literature		1 - 10			
IHSS 181	High School Short Stories		1 - 5			
IHSS 992	High School Art History - Artists and their Work		1 - 5			
IHSS 993	High School Elements and Principles of Design.		1 - 5			
	<b>Mathematics - Core Courses (Minimum Required Credits: 20)</b>					
			<b>Hours</b>			
	<b>Algebra I (Minimum Required Credits: 10)</b>					
IHSS 118	High School Algebra 1		1 - 10			
	<b>Math (Minimum Required Credits: 10)</b>					
IHSS 116	High School General Math		1 - 10			
IHSS 119	High School Geometry		1 - 10			
	<b>Natural Science - Core Courses (Minimum Required Credits: 20)</b>					
			<b>Hours</b>			
	<b>Biological Sciences (Minimum Required Credits: 10)</b>					
IHSS 415	High School Biology A: Molecules to Organisms		2.5			
IHSS 416	High School Biology B: Interaction, Energy, and Dynamics		2.5			
IHSS 417	High School Biology C: Heredity and Inheritance		2.5			
IHSS 418	High School Biology D: Unity and Diversity		2.5			
	<b>Physical Sciences (Minimum Required Credits: 10)</b>					
IHSS 121	High School Earth Science		1 - 5			
IHSS 122	High School Physical Science		1 - 5			
	<b>Social and Behavioral Sciences - Core Courses (Minimum Required Credits: 30)</b>					
			<b>Hours</b>			
	<b>Economics (min 5 Credits)</b>					
IHSS 305	High School Economics A		2.5			
IHSS 306	High School Economics B		2.5			
	<b>U.S. Government (min 5 Credits)</b>					
IHSS 310	High School US Government A		2.5			
IHSS 311	High School US Government B		2.5			
	<b>U.S. History (min 10 Credits)</b>					
IHSS 315	High School US History A		2.5			
IHSS 316	High School US History B		2.5			

Modified Programs/Certificates					
Program			Eff Date	Originator	Justification
	IHSS 317	High School US History C	2.5		
	IHSS 318	High School US History D	2.5		
	<b>World History (min 10 Credits)</b>				
	IHSS 109	High School World History	1 - 10		
	<b>Elective Courses (50 Credits)</b>				
			<b>Hours</b>		
	<b>English - Electives</b>				
			<b>Hours</b>		
	IHSS 100	High School English 1	1 - 10		
	IHSS 101	High School English 2	1 - 10		
	IHSS 102	High School English 3	1 - 10		
	IHSS 105	High School Writing Skills	1 - 10		
	IHSS 163	High School Composition	1 - 10		
	IHSS 170	High School Grammar	1 - 10		
	IHSS 183	High School Vocabulary	1 - 10		
	<b>Arts/Language/Career - Electives</b>				
			<b>Hours</b>		
	IHSS 113	High School Mass Media	1 - 5		
	IHSS 173	High School Novels	1 - 10		
	IHSS 174	High School Literature	1 - 10		
	IHSS 181	High School Short Stories	1 - 5		
	IHSS 992	High School Art History - Artists and their Work	1 - 5		
	IHSS 993	High School Elements and Principles of Design.	1 - 5		
	<b>Mathematics - Electives</b>				
			<b>Hours</b>		
	IHSS 116	High School General Math	1 - 10		
	IHSS 119	High School Geometry	1 - 10		
	<b>Natural Science - Electives</b>				
			<b>Hours</b>		
	IHSS 153	High School General Science	1 - 10		
	IHSS 345	High School Health A: Human Development	2.5		
	IHSS 346	High School Health B: Sexual Health and Behavior	2.5		
	IHSS 347	High School Health C: Communication	2.5		
	IHSS 348	High School Health D: Physical, Mental, and Emotional Health	2.5		
	<b>Social and Behavioral Sciences - Electives</b>				
			<b>Hours</b>		
	IHSS 110	High School World Geography	1 - 10		
	IHSS 660	High School Psychology	1 - 5		
	<b>Other Electives</b>				
			<b>Hours</b>		
	ABED 110	College Prep - Basic Math	5		
	ABED 115	College Prep Pre-Algebra	5		
	ABED 116	College Prep Elementary Algebra	5		
	ABED 117	College Prep Pre and Elementary Algebra (Accelerated)	5		
	ABED 150	College Prep English Reading and Writing	5		
	IHSS 154	High School Basic Financial Literacy	1 - 5		
	IHSS 300	Transitioning to College	1		
	IHSS 994	High School Academic Success	1 - 10		

Modified Programs/Certificates					
Program			Eff Date	Originator	Justification
	BUSA 100	Accounting Fundamentals for Bookkeepers	2.5		
	OTEC 091	Computer Basics	1		
	OTEC 092	Software Essentials	1		
	OTEC 105	Microsoft Outlook Fundamentals	1		
	CIST 100	Information Technology (IT) Technical Support Fundamentals	4		
	COMP 685	Computer Keyboarding, Beginning	2.5		
	ELET 178	OSHA Standards for Construction	2		
	ENTR 100	Entrepreneurship, Introduction	4		
	ENTR 105	Marketing, Introduction	3		
	ENTR 115	Business Law Essentials	3		
	HRMA 100	Human Resources, Introduction	5		
	HRMA 105	Employee Relations	5		
	BMGR 412	Management Skills I	1		
	BMGR 415	Written Communication-Business	1		
	BMGR 417	Effective Business Presentations	1		
	BMGR 423	Introduction to Employment Law	1		
	BMGR 431	Finance for the Non-Financial Manager	1		
	ESLA 1200	ESL for Work: Job Searches and Resume Writing	2.5		
	ESLA 1204	ESL for Work: U.S. Workplace Culture and Etiquette	2.5		
	<i>Total of 50 credits combined from electives courses in either English, Humanities, Mathematic, Natural Sciences, Social and Behavioral Sciences and/or Other Electives.</i>				
	<b>Total Hours</b>		160		
GED/HiSET Test Preparation	This program is designed to prepare the adult student to obtain a passing score on the official General Education Development (GED/HiSET) test. Upon successful completion of this program, the student will be prepared in all five areas of the GED/HiSET competency requirement. Acquisition of a GED/HiSET certificate will lead to improved employability and the skills mastered will apply to entry-level college preparation		2026 Fall	Carey, Jennifer	This is a revision updating the hours of the GED courses to 72 and including an additional elective (ABED 102) to the program.
	<b>Required Courses</b>				
			<b>Hours</b>		
	ABED 405	GED/HiSET: Mathematics	72		
	ABED 406	GED/HiSET: Reading	72		
	ABED 407	GED/HiSET: Science	72		
	ABED 408	GED/HiSET: Social Studies	72		
	ABED 409	GED/HiSET: Language Arts and Writing	72		
	<b>Elective Courses</b>				
			<b>Hours</b>		
	ABED 102	Supervised Tutoring	36		
		or			
	ABED 105	NOCE Learning Center	36		
		or			
	ABED 106	Literacy and Basic Skills Beginning	36		
		or			
	ABED 107	Literacy & Basic Skills Intermediate	36		
	<b>Total Hours</b>		396		