



**North Orange Continuing Education
Curriculum Committee Meeting
Agenda
December 9, 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

AGENDA:

- I. Call to Order:
- II. Introduction:
- III. Guest Present:
- IV. Approval of November 4, 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)
 - c. New Programs, Action – Jennifer Oo (see attached)
- VIII. Unfinished Business
- IX. Adjournment

Next Meeting: February 10, 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
ESLA 1104	ESL for Popular Culture Studies	72	In this advanced ESL course, students will build English fluency skills in reading, writing, listening and speaking through the examination of popular culture, including what it is, how it is transmitted, and how it reflects and shapes many aspects of life.	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 popular culture.
OTEC 219	Data Entry for Business	36	This course provides skills to operate the numeric keypad (10-key) by touch with accuracy and speed. Emphasis is placed on proper technique, building muscle memory, and applying 10-key data entry in business settings such as accounting, payroll, billing, and database input.	0514.00 - Office Technology/Office Computer Applications C - Clearly Occupational	2026 Summer	McClurkin, Tina	We are developing this course to incorporate into the Office Assistant program under advisement of the CTE advisory board. It is a skill that is in demand within the industry.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
ABED 106	Literacy and Basic Skills Beginning	36-150	Designed for emergent readers or students with very limited reading and writing skills. The focus of the course is on decoding skills, fluency, and workplace literacy. Sight words and essential word reading are covered.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2026 Summer	Carey, Jennifer	Update the in-class hours to a range of 36-150 to align with the program updates.
ELET 195	Electrical Materials and Cost Estimating	54	This course will present an introduction to electrical cost estimating, including take-off, and listing procedures. It is designed for students preparing to enter electrical estimating occupations or electrical contracting work.	0952.20 – Electrical C - Clearly Occupational	2026 Summer	McClurkin, Tina	Update the course title to better represent the content.
EMER 115	Creative Writing for Seniors	18-36	This course for older adults teaches both beginning and experienced writers how to create and shape autobiographies, fiction, and non-fiction writing and poetry into readable and publishable forms.	1507.00 - Creative Writing E - Non-Occupational	2024 Fall	Bloom, Danielle	Updated to 18–36 hours to align with noncredit standards and allow flexibility in scheduling across 9- and 16-week formats while maintaining consistent learning outcomes.
ESLA 1035	ESL and Public Speaking, Advanced	48	This advanced level ESL course builds students' public speaking skills, focusing on preparation, practice, presentation and evaluation of formal speaking. Students will learn the elements and organization of a speech, common types of speeches, verbal and nonverbal techniques in formal speaking, and the evaluation standards of speeches.	4930.86 - English as a Second Language - Speaking/Listening E - Non-Occupational	2026 Summer	Lynch, Candace	The SLOs and textbook are out of date and need to be revised.
WFPR 225	Career Exploration: Retail Customer Experience Skills	90	This course deepens students' understanding of retail customer service, emphasizing customer interaction techniques and problem-solving in retail environments. It covers effective communication strategies, conflict resolution, and technology's role in enhancing customer service. The curriculum prepares students for a broad range of customer service roles, focusing on skill application in simulated scenarios to adapt to diverse retail settings. Students explore career advancement within the sector, building on foundational skills for further education or professional growth in retail services.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2026 Fall	Stanojkovic, Alli	The course title has error, should be Customer not consumer

New Programs

Program		Eff Date	Originator	Justification																		
Applied Artificial Intelligence	<p>This three-course certificate program prepares learners with no to limited knowledge of AI to use, operate, and build artificial intelligence solutions without requiring programming experience. Students begin by developing essential AI literacy and hands-on proficiency with commonly used AI tools. They then advance to applying AI to business processes, automation, and workflow applications. The final course guides students in designing and deploying no-code AI systems such as chatbots, data automation, and AI-enhanced digital products. Emphasizing ethical, human-centered, and responsible AI practice, the program equips learners from all backgrounds to confidently integrate AI into professional, entrepreneurial, and organizational settings.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Core Courses</th> </tr> <tr> <th style="width: 10%;"></th> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Hours</th> </tr> </thead> <tbody> <tr> <td>CIST 201</td> <td>AI User – Foundations of Intelligent AI Use</td> <td style="text-align: center;">48</td> </tr> <tr> <td>CIST 205</td> <td>AI Operator – Business Applications and Innovation</td> <td style="text-align: center;">48</td> </tr> <tr> <td>CIST 210</td> <td>AI Developer – Design and Develop AI Tools</td> <td style="text-align: center;">48</td> </tr> <tr> <td colspan="2">Total Hours</td> <td style="text-align: center;">144</td> </tr> </tbody> </table>	Core Courses					Hours	CIST 201	AI User – Foundations of Intelligent AI Use	48	CIST 205	AI Operator – Business Applications and Innovation	48	CIST 210	AI Developer – Design and Develop AI Tools	48	Total Hours		144	2026 Fall	Sedrak, Afraim	<p>This program enhances employability by equipping learners with the essential digital literacy skills needed for workplaces increasingly infused with artificial intelligence. Employers value professionals who can leverage AI tools to optimize communication, automate routine tasks, and manage information efficiently. By becoming confident AI users, students gain a competitive edge in virtually any industry, demonstrating adaptability, productivity, and ethical awareness in modern work environments.</p>
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Cloud Computing	<p>This three-course certificate program provides a structured pathway into the field of cloud computing, preparing students for entry-level roles in cloud support, cloud operations, and junior cloud administration. The program begins with core cloud concepts, economic models, and security responsibilities shared across all major cloud providers. Students then advance to hands-on practice with virtual networking, compute, storage, and serverless services. The final course guides learners through cloud solution design, database selection, monitoring, auto-scaling, and cost optimization. Emphasizing security, architectural best practices, and real-world scenarios, the program supports career and certification readiness for AWS, and foundational for other services like Azure, and Google Cloud foundational credentials.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Core Courses</th> </tr> <tr> <th style="width: 10%;"></th> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Hours</th> </tr> </thead> <tbody> <tr> <td>CIST 301</td> <td>Foundation of Cloud Computing</td> <td style="text-align: center;">48</td> </tr> <tr> <td>CIST 305</td> <td>Core Cloud Services</td> <td style="text-align: center;">48</td> </tr> <tr> <td>CIST 310</td> <td>Advanced Cloud Solutions</td> <td style="text-align: center;">48</td> </tr> <tr> <td colspan="2">Total Hours</td> <td style="text-align: center;">144</td> </tr> </tbody> </table>	Core Courses					Hours	CIST 301	Foundation of Cloud Computing	48	CIST 305	Core Cloud Services	48	CIST 310	Advanced Cloud Solutions	48	Total Hours		144	2026 Fall	Sedrak, Afraim	<p>This program equips students with essential cloud literacy, enabling them to understand key concepts, cost models, and security responsibilities. These foundational skills are highly valued by employers across industries, as cloud adoption is now a baseline competency in IT and business roles.</p>
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CIST 301	Foundation of Cloud Computing	48																				
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New Programs

Program		Eff Date	Originator	Justification		
ESL for Computers and Technology	This certificate is designed for ESL students to create foundational and build to intermediate computer and technology skills while improving their English reading, writing, listening, and speaking skills. This program includes two courses that build on one another, beginning with basic digital tasks and progressing to higher-level digital and language tasks. Upon completion of both courses, students will be able to use computers and digital tools to communicate and access information in English with greater confidence and accuracy. Students will create emails, letters, flyers, presentations, spreadsheets, and more while applying accurate English usage and conventions.		2026 Summer	Lopez, Corinna	This program serves as a foundation to ensure student readiness and preparedness for further courses in academic study and workforce training.	
	ESL for Computers and Technology					
	Completion of ESLA 816 ESL for Computers and Technology, Beginning and ESLA 817 ESL for Computers and Technology, Intermediate to Advanced					
		Hours				
	ESLA 816	ESL for Computers and Technology, Beginning				36 - 72
	ESLA 817	ESL for Computers and Technology, Intermediate to Advanced				36 - 72
	Total Hours					72 - 144
Program Management	The Project Management program is designed to equip students with foundational and practical knowledge to plan, execute, and manage projects successfully across diverse industries. Students will develop the ability to define project scope, schedule tasks, manage budgets, control quality, assess risks, and lead project teams effectively.		2026 Summer	McClurkin, Tina	In today's complex and competitive global environment, organizations across all sectors rely on effective project management to achieve strategic objectives, drive innovation, and deliver value. The demand for professionals with strong project management skills continues to grow as industries increasingly prioritize efficiency, accountability, and results-oriented leadership.	
	Core Courses					
		Hours				
	BUSN 120	Project Management - Introduction and Overview				18
	BUSN 124	Project Requirements, Scope and Planning Management				18
	BUSN 126	Project Time and Cost Management				18
	BUSN 122	Project Quality and Risk Management				18
Total Hours		72				

New Programs

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Residential Electrical Technology	<p>Students in the Residential Electrical Technology program are trained for entry-level employment in residential electrical installation and maintenance. Upon completion of the program, students will have knowledge and hands-on experience to safely install, maintain and repair electrical systems commonly found in homes and residential buildings. The program emphasizes current code standards, safety practices, proper tool usage, and troubleshooting skills. Graduates are prepared for careers such as Electrician's Helpers and Electrician Trainee.</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>ELET 175</td> <td>Electrical Trades Mathematics I</td> <td>54</td> </tr> <tr> <td>ELET 190</td> <td>National Electrical Code - Residential</td> <td>54</td> </tr> <tr> <td>ELET 161</td> <td>Residential Electrical Fundamentals I</td> <td>54</td> </tr> <tr> <td>ELET 164</td> <td>Residential Electrical Laboratory Practices I</td> <td>54</td> </tr> <tr> <td>ELET 162</td> <td>Residential Electrical Fundamentals II</td> <td>54</td> </tr> <tr> <td>ELET 165</td> <td>Residential Electrical Laboratory Practices II</td> <td>54</td> </tr> <tr> <td>ELET 178</td> <td>OSHA 10 – Standards for Construction</td> <td>32</td> </tr> <tr> <td>ELET 196</td> <td>Blueprint Reading Basics</td> <td>54</td> </tr> <tr> <td>ELET 195</td> <td>Electrical Materials and Cost Estimating</td> <td>54</td> </tr> <tr> <th colspan="3">Optional Electives</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> <tr> <td>Otec 092</td> <td>Software Essentials</td> <td>0 - 21</td> </tr> <tr> <td>Otec 100</td> <td>Office Essentials</td> <td>0 - 24</td> </tr> <tr> <td>Total Hours</td> <td></td> <td>464 - 509</td> </tr> </tbody> </table>	Core Courses					Hours	ELET 175	Electrical Trades Mathematics I	54	ELET 190	National Electrical Code - Residential	54	ELET 161	Residential Electrical Fundamentals I	54	ELET 164	Residential Electrical Laboratory Practices I	54	ELET 162	Residential Electrical Fundamentals II	54	ELET 165	Residential Electrical Laboratory Practices II	54	ELET 178	OSHA 10 – Standards for Construction	32	ELET 196	Blueprint Reading Basics	54	ELET 195	Electrical Materials and Cost Estimating	54	Optional Electives					Hours	Otec 092	Software Essentials	0 - 21	Otec 100	Office Essentials	0 - 24	Total Hours		464 - 509	2026 Summer	McClurkin, Tina	The program is an update of the current Electrical Technology program.
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