



**North Orange Continuing Education
Curriculum Committee Meeting**

Agenda

**February 10, 2026
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. Approval of December 9, 2025, Minutes
- III. Announcements or Public Comments (2-minute max)
- IV. Report of the Curriculum Chair
- V. New Business
 - a. New Course, Action - Jennifer Oo (see attached)
 - b. Revised Course, Action – Jennifer Oo (see attached)
 - c. Modified Programs/Certificates, Action – Jennifer Oo (see attached)
 - d. Grading Scheme, First Read – Karen Bautista (25 min)
- VI. Unfinished Business
- VII. Adjournment

Next Meeting: March 10, 2026

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
BUSN 120	Project Management - Introduction and Overview	18	Introductory course covering the fundamentals of project management, including project selection, planning, execution, and completion. Emphasizes the roles of the project manager and team, stakeholder engagement, organizational influences, and the project life cycle to ensure successful project outcomes.	0506.00 - Business Management C - Clearly Occupational	2026 Summer	McClurkin, Tina	This course provides essential knowledge and skills for managing projects effectively in any professional field.
BUSN 122	Project Quality and Risk Management	18	Explore the principles of quality and risk management in projects. Learn to apply industry standards, use quality improvement tools, and identify, assess, and respond to risks. Gain skills to enhance project outcomes, meet customer expectations, and achieve organizational goals through effective quality and risk control.	0506.00 - Business Management C - Clearly Occupational	2026 Fall	McClurkin, Tina	To equip students with essential skills to manage quality and risk which are critical factors in successful project delivery.
BUSN 124	Project Requirements, Scope and Planning Management	18	Learn how to prevent project failure through effective planning and scope management. This course teaches you how to clearly define project requirements, control scope creep, and develop detailed, actionable project plans. Gain practical tools to manage change, align deliverables with organizational goals, and lead projects successfully from initiation through execution.	0506.00 - Business Management C - Clearly Occupational	2026 Summer	McClurkin, Tina	Provides students with a structured understanding of project planning and scope management principles.
BUSN 126	Project Time and Cost Management	18	Learn the essentials of project scheduling and cost management. Develop skills in creating timelines, identifying critical paths, estimating costs, and managing budgets. Gain proficiency with tools such as Earned Value Analysis and Capital Budgeting to plan, track, and deliver projects on time and within financial goals.	0506.00 - Business Management C - Clearly Occupational	2026 Fall	McClurkin, Tina	This course provides essential skills for planning and controlling project schedules and budgets which are key competencies for effective project management.
COMP 150	Mac Daily Applications	18	This course focuses on the essential built-in applications of macOS. Students learn to manage daily tasks using Mail, Calendar, Notes, and Contacts; browse safely with Safari; and explore creative tools such as Photos and iMovie to enhance productivity using Apple's native software ecosystem.	0702.10 - Software Applications D - Possibly Occupational	2026 Fall	McClurkin, Tina	More students are requesting training on the Mac applications.
COMP 160	MacOS, Introduction	18	This introductory course is designed for first-time Mac users. Students learn to navigate macOS, organize files, use built-in applications, and adjust system settings. The course builds confidence and efficiency while helping students maximize the capabilities of Apple's Mac computers.	0620.20 - Computer D - Possibly Occupational	2026 Fall	McClurkin, Tina	More students are expressing a need for understanding the basics of Mac. Also, some industries are utilizing Macs.

New Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
DSSS 355	Academic Support & Strategies Workshop	45-90	This self-paced workshop provides students with guided support while they work on coursework from other classes. Students practice strategies for understanding instructions, organizing assignments, using digital tools, and advocating when needed. The workshop helps students strengthen independence, confidence, and study habits needed for success in college and future work settings.	4930.30 - Learning Skills, Handicapped E - Non-Occupational	2026 Summer	Stanojkovic, Alli	This workshop offers supplemental support for students who benefit from guided time to work on assignments, stay organized, and use class tools effectively. It complements other courses and helps students apply strategies for understanding instructions and managing coursework. It is not tutoring and does not replace Learning Center services. A revision Hours are incorrect for our summer term. It should be a range of 45 to 90 hours.
DSSS 357	Self Determination: Personal Agency & Life Skills	30	This course supports students in building personal agency through confidence-building, assertive communication, and everyday decision-making. Students learn how to express their needs, use organizational strategies, and make informed choices that support school, work, and daily routines. Topics include self-awareness, communication, wellness habits, and task management.	4930.12 - Job Seeking/Changing Skills E - Non-Occupational	2026 Fall	Stanojkovic, Alli	This course meets the need for instruction in self-advocacy, communication, and personal management skills. Better preparing students for future learning and the workforce. Students learn practical tools for organizing tasks, making informed choices, and participating more independently in school and daily life.
ELET 161	Residential Electrical Fundamentals I	54	Students will learn the fundamentals of direct and alternating current circuits used in residential construction with an emphasis on wiring principles and basic residential design. Electrical trade math will be incorporated into understanding the electrical concepts that relate to circuits, materials, code allowances, and residential installations.	0952.20 - Electrical C - Clearly Occupational	2026 Summer	McClurkin, Tina	Changing the name of ELEC 205. Updating the content to meet current industry standards.
ELET 162	Residential Electrical Practices I	54	This course covers laboratory work associated with the fundamentals of DC and AC electricity, electromagnetism, series, parallel and combination circuits, wiring practices, safety and hand tools. True application of math concepts and code concepts will be utilized.	0952.20 - Electrical B - Advanced Occupational	2026 Summer	McClurkin, Tina	Provides hands-on experience and support for the concepts learned in the Residential Electrical Fundamentals class.
ELET 164	Residential Electrical Fundamentals II	54	This course builds on foundational electrical concepts through practical application of the National Electrical Code (NEC) in residential installations. Students complete hands-on wiring projects, including rough-in, finish work, service panel installation, and circuit testing, with emphasis on code compliance, safety, and professional jobsite practices.	0952.20 - Electrical C - Clearly Occupational	2026 Summer	McClurkin, Tina	Essential to bridge the gap between theoretical electrical knowledge and real-world application.

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ELET 165	Residential Electrical Practices II	54	This advanced course builds on foundational electrical training through hands-on labs simulating real-world installations. Students apply National Electrical Code (NEC) standards in wiring, service panel setup, and circuit testing. Emphasis is on safety, code compliance, and professionalism, culminating in a capstone: a complete, code-compliant residential system installation.	0952.20 - Electrical C - Clearly Occupational	2026 Summer	McClurkin, Tina	This course is essential to bridge the gap between theoretical electrical knowledge and real-world application.
OTEC 236	PowerPoint and Advanced Office Applications	36	Learn to create professional presentations using text, graphics, sound, animations, and video in Microsoft PowerPoint. These skills, combined with the knowledge gained in OTEC 216 and 217, are applied to real-world simulations commonly encountered in business environments.	0514.00 - Office Technology/Office Computer Applications D - Possibly Occupational	2026 Fall	McClurkin, Tina	There is a growing need for effective visual communication and presentation skills in today's business environment. Employers expect professionals to convey complex information clearly and persuasively using multimedia tools. Also, real-world simulations prepare students for workplace expectations, enhance employability, and support effective communication in business settings.
SOLR 320	SMaRTech Solar Cleaning and Assessment	54	Develop practical knowledge in solar panel cleaning and basic system assessments for residential and commercial installations. Learn how to document site conditions, perform visual inspections of photovoltaic components, identify soiling and debris, conduct basic operational checks, and escalate issues for electrical repair when needed. No electrical experience required.	0945.00 - Industrial Systems Technology and Maintenance C - Clearly Occupational	2026 Fall	Sedrak, Afraim	New course that will be part of the Specialized Maintenance Reporting Technician program.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
DSSS 118	Developing Skills for College Success	30	This course is designed to equip students with the knowledge and skills to be successful students and increase independence.	4930.32 - Learning Skills, Learning Disabled E - Non-Occupational	2026 Summer	Stanojkovic, Alli	Hours are incorrect for our summer term. It should be 30 in class 30 outside of class.
DSSS 370	Educational Support and Employment Preparation Workshop	15-135	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.	4930.30 - Learning Skills, Handicapped E - Non-Occupational	2026 Summer	Stanojkovic, Alli	Hours need to be revised to reflect the course requirements. Should be a range of 15-135 hours.
DSSS 377	Social Opportunities	30	This course is intended to equip students with the tools needed to develop a healthy social life. Course content will include, meeting people and making friends, identifying low-cost activities, learning age-appropriate games to play with guests, practicing social manners, and planning a social event and carrying it out.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2026 Summer	Stanojkovic, Alli	Hours are inaccurate and do not reflect our current course offering schedule. It should be 30 in class and 30 outside of class.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
DSSS 380	Summer Cooking	30	This course is designed to provide students with the knowledge and skills needed to cook simple, nutritious meals. The course will cover meal planning, grocery shopping basics, food preparation, and clean up.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2026 Summer	Stanojkovic, Alli	Hours are incorrect for our offerings. Should be 30 in class 30 outside of class.
FSRV 110	Communication Skills for the Funeral Assistant	45	This class will prepare the student to provide support to client families in grief, bereavement, and mourning, and communicate effectively with the public. Topics include an exploration of cultural differences in grief and funeralization practices, as well as the diversity of religious beliefs impacting disposition options.	1255.00 - Mortuary Science C - Clearly Occupational	2026 Fall	Oo, Jennifer	In-class hours, out-of-class hours, and total student learning hours updated. Textbooks updated. FSRV 100 was removed as a prerequisite and listed under Advisory.
MEDO 313	Personal Care Aide 3	30	Personal Care Aides ensure better care to people while they are aging or recovering at home. This career development course will provide students with the skills needed to obtain employment as a personal care aide. Topics includes: resume writing, interviewing skills, and job search.	1299.00 - Other Health Occupations C - Clearly Occupational	2026 Fall	Oo, Jennifer	Revise Student Learning Outcomes
OTEC 100	Office Professionalism and Workplace Skills	24	This course prepares students to transition successfully into the professional workplace by developing essential skills in organization, communication, ethics, teamwork, and customer service. Students also learn to demonstrate professionalism, manage records, plan events, coordinate travel, interpret financial documents, and apply effective job-seeking and leadership strategies across diverse work environments.	0514.00 - Office Technology/Office Computer Applications C - Clearly Occupational	2026 Summer	McClurkin, Tina	Name and description change to better represent the content of the course.
PARN 147	Babies Love Music: Expectant Parents through 14 mo	36	This course introduces parents and caregivers—including expectant parents—to the ways music can nurture early development, emotional connection, and nervous system regulation in infants and caregivers. Participants will learn how rhythm and sound can mimic the heartbeat, support self-regulation and co-regulation, and foster communication, bonding, and brain growth from the prenatal stage through 14 months of age. Through gentle exploration, discussion, and shared musical experiences, caregivers will discover ways to listen, sing, and create music that promotes calm, engagement, and learning. The course is trauma-aware, inclusive, and open to all caregivers of babies in utero to 14 months of age.	1305.60 - Parenting and Family Education D - Possibly Occupational	2026 Summer	Sherard, Erin	This course update supports NOCE's mission to foster educational access, lifelong learning, and family strengthening by equipping caregivers with tools that promote early development, emotional regulation, and bonding through trauma-aware practices.

Modified Programs/Certificates																												
Program		Eff Date	Originator	Justification																								
Human Resource Assistant	<p>This certificate is designed for students seeking entry-level employment in a Human Resources department. The coursework will prepare students for entry-level positions with job titles such as HR Assistant, HR Clerk, HR Technician, etc.</p> <p>To earn a certificate, students must complete the required courses as listed with a grade of P (pass). For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education.</p> <table><tr><th colspan="3">Core Courses</th></tr><tr><th></th><th></th><th>Hours</th></tr><tr><td>HRMA 100</td><td>Human Resources, Introduction</td><td>24</td></tr><tr><td>HRMA 105</td><td>Employee Relations</td><td>24</td></tr><tr><td>HRMA 110</td><td>Compensation</td><td>24</td></tr><tr><td>HRMA 115</td><td>Assessing and Improving Performance</td><td>24</td></tr><tr><td>HRMA 120</td><td>Talent Acquisition and Development</td><td>36</td></tr><tr><td colspan="2">Total Hours</td><td>132</td></tr></table>	Core Courses					Hours	HRMA 100	Human Resources, Introduction	24	HRMA 105	Employee Relations	24	HRMA 110	Compensation	24	HRMA 115	Assessing and Improving Performance	24	HRMA 120	Talent Acquisition and Development	36	Total Hours		132	2026 Fall	Oo, Jennifer	The goals of the Human Resource Assistant program revolve around developing the knowledge, skills, and abilities needed for effective human resource management. This program and goals provides students with rigorous preparation for a career in the Human Resources field, with skills at the technical and administrative levels for entry-level positions.
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Career Exploration: Digital Marketing	<p>This course will provide students with the opportunity to explore digital marketing concepts and acquire practical skills for personal and professional growth. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their social media presence and content creation. Students will use Word Processing and Photo / Video Editing software to achieve their goals.</p> <p>The curriculum is structured to impart a well-rounded skill set. Students will learn what skills an employee would be desirable in a Digital Marketing career. The course will enhance their office skills and understanding of social media and digital ethics and strengthen their creativity and problem-solving skills by creating long-term projects. Upon successful completion, students will prepare for entry-level employment in the Digital Marketing job and for more advanced industry-specific training and certificated programs.</p> <table><tr><th colspan="3">Core Courses:</th></tr><tr><th></th><th></th><th>Hours</th></tr><tr><td>WFPR 232</td><td>Career Exploration: Digital Marketing</td><td>90</td></tr><tr><td>WFPR 233</td><td>Career Exploration: Digital Marketing Portfolio</td><td>90</td></tr><tr><td colspan="2">Total Hours</td><td>180</td></tr></table>	Core Courses:					Hours	WFPR 232	Career Exploration: Digital Marketing	90	WFPR 233	Career Exploration: Digital Marketing Portfolio	90	Total Hours		180	2026 Fall	Van Gelder, Matt	Removing the words "with disabilities" from the description.									
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