



**North Orange Continuing Education
Curriculum Committee Meeting**

Agenda

March 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 the Agenda
- III. Approval of February 10, 2025 Minutes
- IV. Announcements or Public Comments (2-minute max for each comment for a total of 10 minutes)
- V. Report of the Curriculum Chair
- VI. 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)
 - d. Modified Programs/Certificates, Action – Jennifer Oo (see attached)
- VII. Unfinished Business
 - a. Grading Schemes, Action, Second Read – Karen Bautista and Marth Gutierrez
- VIII. Adjournment
- IX.

Next Meeting: April 14, 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
PARN 256	Foundations of Connection (Prenatal through Infancy)	9-18	This course supports expectant parents and new caregivers with their infants (prenatal through pre-mobile infancy) in building a secure foundation for infant attachment and emotional regulation. Grounded in attachment, regulation, and responsive caregiving practices, the course emphasizes that caregiver wellbeing is central to healthy infant growth.	1305.60 - Parenting and Family Education D - Possibly Occupational	2026 Fall	De La Mora, Jamie	This course provides education and support for caregivers during the vulnerable time period of pregnancy and post delivery.
PARN 258	Developmental Movement (Birth - 12 Months)	9-18	This course is designed to support new parents and caregivers during the early months of life while nurturing secure attachment and healthy infant development through shared movement, breath, and presence.	1305.60 - Parenting and Family Education D - Possibly Occupational	2026 Fall	De La Mora, Jamie	This is an addition to the with child developmental movement series that captures infancy up to 12 months.
WFPR 202	Introduction to Childcare Work: Field Experience	54	Supervised applied experience for entry-level child-related work. Students complete a sequence of observation, planning, and implementation in a With/Child classroom. Students practice workplace expectations, safety, communication, and self-awareness in a live setting and finish a capstone mini-portfolio with mentor feedback.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2026 Fall	Stanojkovic, Alli	This supervised, field-based applied course responds to childcare employers' preference for candidates with direct experience working with children in a classroom. Students work directly with children while practicing reliability, safety routines, professional communication, and using feedback through a structured sequence of observation, planning, and implementation. It supports job readiness and a bridge into ECE coursework.
WFPR 375	Financial Literacy: Personal Finance Foundations	90	This course supports students in understanding personal finance basics, including income, benefits, paychecks, taxes, and budgeting. Emphasis is placed on informed decision-making, financial safety, and planning strategies that reflect real-life responsibilities and individual financial circumstances.	4930.12 - Job Seeking/Changing Skills E - Non-Occupational	2027 Spring	Stanojkovic, Alli	This course is needed to support students in understanding how income, SSI/benefits, paychecks, and taxes connect to everyday financial choices. Many students are navigating limited or fixed income and need practical tools for budgeting, safe decision-making, and planning for real-life expenses.
WFPR 377	Financial Literacy: Practical Money Skills	90	This course helps students build practical money management skills for employment and independent living. Students practice budgeting, banking, digital and traditional payments, understanding benefits, and fraud prevention. Emphasis is on real-world application through workplace scenarios, modern technology, goal setting, and informed decision-making to support financial stability and career readiness.	4930.12 - Job Seeking/Changing Skills E - Non-Occupational	2026 Fall	Stanojkovic, Alli	This course integrates and updates existing banking, money skills, and safe shopping coursework into a more streamlined structure aligned with the needs of a working professional, current financial tools, digital environments, and student needs. Core concepts from prior courses are retained while content is modernized and scaffolded to support skill development across varied ability levels.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
FSRV 100	Introduction to Funeral Service Practice	45	This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills.	1255.00 - Mortuary Science C - Clearly Occupational	2026 Fall	Oo, Jennifer	Update in-class hours, out-of-class hours, and total student learning hours. Textbooks updated.
FSRV 120	Funeral Service Operations	45	This course introduces students to funeral service practices and procedures in preparation for entry-level positions in the funeral home. These include funeral service assistant, receptionist, mortuary representative, transfer personnel, funeral director assistant, and pre-need salesperson. Students review historical funeral service practices, funeral service price lists, and service arrangements.	1255.00 - Mortuary Science C - Clearly Occupational	2026 Fall	Oo, Jennifer	Update in-class hours, out-of-class hours, and total student learning hours. Update Advisory course requirement.
FSRV 125	Funeral Service Practices and Procedures I	45	This course introduces students to the sociology of funeral service practice. It is designed to develop the necessary skills for arranging religious funeral ceremonies, conducting funeral and memorial services, and assisting in the disposition of human remains including cremation and scattering. Funeral service merchandise options are also covered.	1255.00 - Mortuary Science C - Clearly Occupational	2026 Fall	Oo, Jennifer	Update in-class hours, out-of-class hours, and total student learning hours. Textbooks updated. Update Advisory.
FSRV 126	Funeral Service Practices and Procedures II	45	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	2026 Fall	Oo, Jennifer	Update in-class hours, out-of-class hours, and total student learning hours. Textbooks updated. Update advisory courses.

New Programs						
Program		Eff Date	Originator	Justification		
ESL for Cultural Exploration	The ESL for Cultural Exploration CDCP program is for advanced English learners who wish to continue building fluency in English through cultural topics. The program has one required course (ESL and American Culture and Customs) and one elective course of which there are four choices: ESL and American Humor and Slang, ESL for Media Studies, ESL and American Literature, and ESL for Popular Culture Studies.		2026 Fall	Lynch, Candace	Our Integrated Skills program in ESL has six levels and the highest in Advanced. However, even after completing the Advanced level, our students want to continue to develop their English skills and do so through high interest topics. This program allows for advanced level English learners to build fluency in English through cross-cultural exploration.	
	Core Courses					
		Hours				
	ESLA 1100	ESL and American Culture and Customs				54
	Elective Courses					
		Hours				
	ESLA 1101	ESL and American Humor and Slang				36
		or				
	ESLA 1102	ESL for Media Studies				36
		or				
	ESLA 1103	ESL and American Literature				54
	or					
ESLA 1104	ESL for Popular Culture Studies	72				
Total Hours		90 - 126				
ESL for Personal Exploration	The ESL for Personal Exploration CDCP program is for advanced English learners who wish to continue building fluency in English through topics that connect to personal goals and development. The program has one required course, ESL for Self Advocacy, Advanced, and one elective course of which there are two choices: ESL and Memoir Writing and Public Speaking for ESL.		2026 Fall	Lynch, Candace	Our Integrated Skills program in ESL has six levels and the highest in Advanced. However, even after completing the Advanced level, our students want to continue to develop their English skills and do so through high interest topics. This program allows for advanced level English learners to build fluency in English through personal growth and development.	
	Core Courses					
		Hours				
	ESLA 273	ESL for Self Advocacy, Advanced				36
	Elective Courses					
		Hours				
	ESLA 272	ESL for Memoir Writing				72
	or					
ESLA 1035	Public Speaking for ESL	72				
Total Hours		108				
ESL for Written Exploration, Advanced	The ESL for Written Exploration CDCP program is for advanced English learners who wish to continue building fluency in English through writing for different purposes. The program has one required course, ESL Writing Skills, Intermediate to Advanced, and one elective course of which there are two choices: ESL for Memoir Writing and ESL and Newsletter Writing.		2026 Fall	Lynch, Candace	Our Integrated Skills program in ESL has six levels and the highest in Advanced. However, even after completing the Advanced level, our students want to continue to develop their English skills and do so through high interest topics. This program allows for advanced level English learners to build fluency in English through written expression and exploration.	
	Core Courses					
		Hours				
	ESLA 186	ESL Writing Skills, Intermediate to Advanced				36 - 72
	Elective Courses					
		Hours				
	ESLA 272	ESL for Memoir Writing				72
	or					
ESLA 270	ESL and Newsletter Writing	72				
Total Hours		108 - 144				

Modified Programs/Certificates

Program		Eff Date	Originator	Justification																											
Funeral Service Assistant	<p>The Funeral Service Assistant program certificate serves as an introduction to the theoretical and practical knowledge required for professional licensure. It will help individuals determine their level of interest in the funeral service industry and in more formal vocational training in Mortuary Science. This program will prepare students for an entry-level position as a Funeral Service Assistant. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a funeral service assistant such as placing a casket in the parlor or chapel prior to service, arranging floral offerings or lights around the casket, directing or escorting mourners, closing the casket, as well as issuing and storing funeral equipment. It is not intended as a substitute for the Associate in Science – Mortuary Science program, licensing, or certification requirements, which include an apprenticeship, but would provide students a more realistic expectation of the rigors of funeral service practice that will lead to employment as a Funeral Service Assistant and/or a pathway to the Cypress College Mortuary Science Associate in Science degree program.</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>MEDA 101</td> <td>Computers in Healthcare and EHR, Introduction</td> <td>36</td> </tr> <tr> <td>FSRV 100</td> <td>Introduction to Funeral Service Practice</td> <td>60</td> </tr> <tr> <td>FSRV 110</td> <td>Communication Skills for the Funeral Assistant</td> <td>60</td> </tr> <tr> <td>FSRV 125</td> <td>Funeral Service Practices and Procedures I</td> <td>60</td> </tr> <tr> <td>FSRV 120</td> <td>Funeral Service Operations</td> <td>60</td> </tr> <tr> <td>FSRV 126</td> <td>Funeral Service Practices and Procedures II</td> <td>60</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>336</td> </tr> </tbody> </table>	Core Courses					Hours	MEDA 101	Computers in Healthcare and EHR, Introduction	36	FSRV 100	Introduction to Funeral Service Practice	60	FSRV 110	Communication Skills for the Funeral Assistant	60	FSRV 125	Funeral Service Practices and Procedures I	60	FSRV 120	Funeral Service Operations	60	FSRV 126	Funeral Service Practices and Procedures II	60	Total Hours		336	2026 Fall	Oo, Jennifer	Updating required hours and updated text and resources.
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