



**North Orange Continuing Education
Curriculum Committee Meeting**

Agenda

April 14, 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 March 10, 2026, 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)
- VII. Unfinished Business
- VIII. Adjournment

Next Meeting: May 12, 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 |
| DSSS 355 | Academic Support & Strategies | 45-90 | This course provides students strategies for understanding academic instructions, organizing tasks and materials, using digital course tools, managing time, and advocating for support when needed. Students learn skills that strengthen independence, confidence, and study habits for success in school and future work settings. | 4930.30 - Learning Skills, Handicapped E - Non-Occupational | 2026 Summer | Stanojkovic, Alli | This course provides contextualized instruction in organizational, digital, and self-advocacy strategies that support student success in academic settings. Students learn how to understand instructions, manage tasks and materials, use academic tools, and build greater independence. |
| WFPR 202 | Introduction to Childcare Work: Field Experience | 54 | This course is a supervised applied experience that helps students prepare for entry-level work and serves as a pathway to Early Childhood Education coursework. Students practice safety, communication, teamwork, professional expectations, and using feedback in a live With/Child classroom while supporting children and classroom routines. | 4930.12 - Job Seeking/Changing Skills E - Non-Occupational | 2026 Fall | Stanojkovic, Alli | Supervised applied experience responding to employers' preference for direct experience. Students practice entry-level workforce skills (reliability, communication, teamwork, safety, decision-making, feedback) while working with children in a safe instructor-guided sequence (not independent placement) with opt-in/out: observe, plan, implement. Preparation may be completed prior to or concurrently, supporting access and readiness. Builds job readiness and a bridge to ECE coursework. |

| 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 I | 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. | 0502.00 - Accounting C - Clearly Occupational | 2026 Fall | Korniakov, Alexander | This is a minor revision to the course title only. The change is being submitted to ensure consistency with other BUSA courses currently taught at NOCE. |
| BUSA 101 | Accounting Fundamentals for Bookkeepers II | 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, further preparing them for the bookkeeping certification exam. | 0502.00 - Accounting C - Clearly Occupational | 2026 Spring | Korniakov, Alexander | This is a minor revision to the course title only. The change is being submitted to ensure consistency with other BUSA courses currently taught at NOCE. |
| DSSS 118 | Developing Skills for College Success | 30 | This course supports the development of organizational and college success skills that promote student independence and success in classes. Topics include time management, classroom expectations, self-advocacy, organizational strategies, and use of campus resources. | 4930.32 - Learning Skills, Learning Disabled E - Non-Occupational | 2026 Summer | Stanojkovic, Alli | Revision is to reflect accurate hours for summer term. |

Revised Courses

| Course ID | Title | Hours | Course Description | TOP Code CB 03 SAM Code CB 09 | Eff Date | Originator | Justification |
|-----------|--|-------|---|---|-----------|-------------------|--|
| DSSS 362 | Travel Training for Independent Living | 30 | This course is designed to build independent travel skills using public transportation. Students learn transit benefits, bus systems, and trip planning with schedules and apps. Students also develop an understanding of safety strategies and etiquette for travel in the community. | 4930.32 - Learning Skills, Learning Disabled E - Non-Occupational | 2026 Fall | Stanojkovic, Alli | Minor edits were made to keep course resources accurate and accessible for students. References were updated from older print materials to current OCTA/OC Bus tools and fare/payment options (WAVES account and contactless payment terminology) so students can practice with the same tools they will encounter in the community. The course scope and expected outcomes are unchanged. |