

NORTH ORANGE CONTINUING EDUCATION NOCE CURRICULUM COMMITTEE MEETING AGENDA

October 13, 2026, | 3:30 p.m. – 5:00 p.m.

MEETING LOCATIONS

Anaheim Campus

Room 1025, 10th Floor
1830 W. Romneya Drive, Anaheim, CA 92801

NOCE Cypress Center

Room 118, Building 18
9200 Valley View Street, Cypress, CA 90630

This meeting is held in person with teleconferencing available at Cypress. The purpose of the Zoom meeting link is to support the teleconferencing. Members attending via the zoom link not at our teleconferencing location(s) will not be admitted. [Zoom Link](#)

COMMITTEE MEMBERS

Voting Members		
Jennifer Oo	2026-2028	Chair; CTE Faculty
Liliana Balasi	2025-2027	Adjunct Representative
Danielle Bloom	2025-2027	Emeritus FT Representative
Jennifer Carey	2025-2027	DE Chair; Basic Skills FT
Carlos Diaz	2025-2027	ESL FT Representative
Luz Fernandez-Marquez	2026-2028	CSS FT Representative
Sara Franko	2025-2027	Basic Skills FT Representative
Bryan Reyna	2025-2027	Adjunct Representative
Megan Reeves	2026-2028	DSS FT Representative
Erin Sherard	2025-2027	CSS FT Representative; Pro D Chair
Alli Stanojkovic	2025-2027	DSS FT Representative; SLO Coordinator
Kenny Yu	2025-2027	Emeritus FT Representative
Advisory Members		
Karen Bautista	Vice President of Instruction	
Martha Turner	Associate Dean, LEAP	
Non-Voting Members		
Shelia Moore-Farmer	Catalog & Schedule Coordinator, Administrative Services	
Amabel Arredondo	Curriculum Specialist, Office of Instruction	
Carolina Hernandez	Curriculum Technical Support, Office of Instruction	

AGENDA

- I. Call to Order**
- II. Approval of Agenda** *(Action)*
- III. Approval of Minutes** *(Action)*
September 8, 2026, Meeting Minutes
- IV. Announcements & Public Comments** *(Information)*
Public comments are limited to two (2) minutes per speaker, with a maximum of ten (10) minutes total.
- V. Curriculum Chair Report** *(Information)*
- VI. New Business**
 - a. New Course, *(Action)* - Jennifer Oo (see attached)
 - b. Revised Course, *(Action)* - Jennifer Oo
 - c. New Programs, *(Action)* - Jennifer Oo (see attached)
 - d. Modified Programs/Certificates, *(Action)* - Jennifer Oo (see attached)
- VII. Board Policy – AP/BP** *(Discussion)*
 - a. AP 4021 – Educational Program Discontinuance
 - b. AP 4025 – Philosophy and Criteria for Degrees and General Education
 - c. BP 4026 – Philosophy and Criteria for International Education
 - d. AP 4050 – Articulation
 - e. AP 4100 – Graduation Requirements for Degrees and Certificates
 - f. BP 4101 – Independent Study
- VIII. November Curriculum Meeting Date** *(Discussion)*
- IX. Unfinished Business**
- X. VIII. Adjournment**

NEXT MEETING

November TBD, 2026

North Orange Continuing Education complies with the Americans with Disabilities Act (ADA). Individuals requiring accommodations to participate in this meeting should contact Jennifer Oo, Curriculum Committee Chair, at joo@noce.edu at least 48 hours prior to the meeting. Every reasonable effort will be made to provide appropriate accommodations.

New Courses

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
EMER 252	Sewing Techniques: Garment Construction for Older Adult Learners	18-36	This course is designed for older adult learners and focuses on refining sewing skills through structured garment construction techniques. Students build on foundational knowledge to develop precision and accuracy. Instruction emphasizes independent application of techniques while promoting cognitive engagement, fine motor coordination, confidence, independence, and lifelong learning.	1303.00 - Fashion E - Non-Occupational	2027 Spring	Bloom, Danielle	This course supports lifelong learning, creativity, and independence for older adults. Sewing promotes cognitive engagement, fine motor skill development, and social interaction. There is strong community interest in practical, hands-on enrichment courses.
EMER 254	Creative Sewing: Design & Projects for Older Adult Learners	18-36	This course is designed for older adult learners and emphasizes creative, project-based sewing. Students design and complete personalized garments or accessories while applying sewing skills. Instruction supports independence, creativity, and self-expression while promoting cognitive engagement, problem-solving, social connection, confidence, and lifelong learning through meaningful, hands-on projects.	1303.00 - Fashion E - Non-Occupational	2027 Spring	Bloom, Danielle	This course addresses the demand for creative, skill-based learning that supports independence, cognitive engagement, and lifelong learning. Through project-based sewing, students develop practical skills while engaging in creative expression. The course also promotes confidence, problem-solving, and social interaction, supporting continued learning and community engagement.

Revised Courses

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
DSSS 355	Academic Strategies	90	This course provides students strategies for understanding academic resources, 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	2027 Spring	Stanojkovic, Alli	Course currently is listed as only grant funded. It needs to collect apportionment.
EMER 150	Mobile Information Literacy for Older Adults	18-36	Designed to give students the necessary communication and technology skills that are crucial in order to take advantage of the wealth of new and emerging opportunities associated with digital technologies whilst also remaining alert to the various challenge's technology can present.	0699.00 - Other Media and Communications E - Non-Occupational	2027 Spring	Bloom, Danielle	Updated to 18–36 hours to align with noncredit standards and allow flexibility in scheduling across 9- and 18-week formats while maintaining consistent learning outcomes.

Revised Courses

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
IHSS 100	High School English 1	14-144	This course is an individualized, self-paced study in the basics of English language arts, including vocabulary development, grammar, reading comprehension, and writing strategies. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	E - Non-Occupational	2012 Fall Tri	Stackhouse, Daniel	This course fulfills the graduation requirements for core English 1 and elective course work for the NOCE High School Diploma Program.
IHSS 101	High School English 2	14-144	This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. This content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	E - Non-Occupational	2012 Fall Tri	Stackhouse, Daniel	This course fulfills the graduation requirements for the core English 3 coursework for the NOCE High School Diploma Program.
IHSS 101	High School English 2	14.4-144	English 2 is offered in fully online and partially online formats to provide students with flexible access to instruction in reading, writing, and critical thinking. The course is designed to support students with diverse scheduling needs while maintaining the same academic standards, learning outcomes, and course content as traditional classroom offerings. Through a variety of reading analysis, vocabulary building, grammar activities, and writing assignments, students develop the literacy and communication skills necessary to meet California high school diploma requirements. Online delivery enables students to engage with course materials and complete coursework within a structured learning environment.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description and add a Distance Education Addendum.

Revised Courses

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
IHSS 102	High School English 3	14.4-144	This course is an integrative course consisting of an array of subjects designed to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instruction is individualized and assigned based on academic preparation, functional reading levels, and vocational or educational goals. Course content is delivered through a structured sequence of learning activities in a lab environment that supports differentiated instruction and student progress toward educational objectives. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer	Franko, Sara	Add Distance Education Addendum to this course. The instructional methodology also needs to be revised.
IHSS 109	High School World History	14.4-144	This course presents the history of the world's people and major cultures from early times to the present. This course is offered for the NOCE high school diploma and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer	Franko, Sara	Add a Distance Education Addendum to this course.
IHSS 305	High School Economics A	36	Economics A is a course designed to fulfill the California high school diploma requirement in economics. The course explores how individuals, businesses, and governments make decisions about the use of limited resources. Students examine key economic concepts, including scarcity, opportunity cost, supply and demand, competition, entrepreneurship, and the role of government in the economy. Through the study of real-world economic issues and current events, students develop critical thinking and decision-making skills while gaining an understanding of the American market economy in a global context. Successful completion of this course satisfies the economics requirement for a California high school diploma.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description and update the Student Learning Outcomes (SLOs), and to update the Resource Materials.

Revised Courses

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
IHSS 306	High School Economics B	36	Economics B is a course designed to fulfill the California high school diploma requirement in economics. The course examines the U.S. labor market, economic indicators, and the impact of global economic relationships on individuals, businesses, and communities. Students will analyze workforce trends, wages, employment policies, unemployment, inflation, economic growth, and the factors that influence economic decision-making. The course also explores international trade, currency exchange, and the effects of globalization on the U.S. economy. Through the study of real-world economic issues, students develop critical thinking and analytical skills necessary to understand and participate in an increasingly interconnected global economy.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs) and update the Resource Materials.
IHSS 310	High School US Government A	36	US Government A is designed to fulfill the California high school diploma government requirement. The course examines the foundations, principles, and structure of the United States government, including the Constitution, Declaration of Independence, Bill of Rights, and the roles of the legislative, executive, and judicial branches. Students explore constitutional principles, Supreme Court decisions, civic responsibilities, and individual rights. The course also compares democratic and authoritarian systems and examines the relationship between government, human rights, and social change. Through the study of historical and current issues, students develop civic literacy and critical thinking skills.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.
IHSS 311	High School US Government B	36	US Government B is a course designed to fulfill the California high school diploma requirement in government. The course explores the rights and responsibilities of U.S. citizens, civic participation, and the role of government in a democratic society. Students will examine the Constitution, Bill of Rights, elections, political parties, media influence, and the relationships among federal, state, and local governments. Through the study of current events and historical examples, students develop an understanding of civic responsibilities and the skills needed to analyze and participate in the democratic process.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.

Revised Courses

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
IHSS 315	High School US History A	36	US History A is a course designed to examine the founding of the United States, influence of democratic ideas, and development of the Constitution and Bill of Rights, causes and effects of the American Revolution, the growth of the nation, and the ongoing balance between federal and state authority. The course also examines the impact of the Civil War, Reconstruction, industrialization, and the emergence of the United States as a world power. Through the study of historical events and primary sources, students develop critical thinking and historical analysis skills while gaining an understanding of the nation's development and democratic traditions.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.
IHSS 316	High School US History B	36	US History B is designed for adult learners seeking to meet the California high school diploma requirement in U.S. History. The course explores industrialization, urbanization, immigration, and the social, economic, and political changes that shaped the United States in the late nineteenth and early twentieth centuries. Students examine reform movements, economic growth, and developments during the Populist and Progressive eras. The course also investigates the expansion of U.S. influence through foreign policy, territorial growth, and international conflicts. Through the study of historical events and primary sources, students develop critical thinking and historical analysis skills.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.
IHSS 318	High School US History D	36	UUS History D is designed for adult learners seeking to meet the California high school diploma requirement in U.S. History. The course examines the development of civil rights and voting rights in the United States and the ongoing pursuit of equality and justice. Students explore key historical events, Supreme Court decisions, legislation, and the contributions of civil rights leaders and social movements. The course also investigates the expansion of rights and opportunities for African Americans, women, and other historically underrepresented groups. Through the study of primary sources and historical events, students develop critical thinking, historical analysis, and civic understanding skills.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.

Revised Courses

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
PTEC 300	Pharmacy Technician Practical Career Training	18	This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class participation, plus 130 experiential hours in an approved pharmacy. Class topics include professionalism, current issues in pharmacy, and work performance.	1221.00 - Pharmacy Technology B - Advanced Occupational	2027 Spring	Shields, Julie	Name change to reflect new accreditation standards.
PTEC 301	Pharmacy Technician Advanced Level Lecture	48	This course prepares students for practice as an advanced-level pharmacy technician in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of an entry-level pharmacy technician.	1221.00 - Pharmacy Technology B - Advanced Occupational	2027 Spring	Shields, Julie	Update to changes in the accreditation standards and new program narrative.
PTEC 302	Pharmacy Technician Advanced Level Lab	60	This course prepares students for practice as an advanced-level pharmacy technicians in a broad range of advanced roles in a variety of contemporary settings, (e.g., community, hospital, home care, and long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of an entry-level pharmacy technician. A fee is required for the CPR certification card.	1221.00 - Pharmacy Technology B - Advanced Occupational	2027 Spring	Shields, Julie	Update to changes in the accreditation standards and new program narrative.
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	18	This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy environment. It requires weekly class participation plus 200 experiential hours in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance.	1221.00 - Pharmacy Technology B - Advanced Occupational	2027 Spring	Shields, Julie	Update to changes in the accreditation standards and new program narrative.

New Programs

Program		Eff Date	Originator	Justification
Project 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

New Programs						
Program		Eff Date	Originator	Justification		
Residential Electrical Technology	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.		2026 Summer	McClurkin, Tina	The program is an update of the current Electrical Technology program.	
	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 162	Residential Electrical Practices I				54
	ELET 164	Residential Electrical Fundamentals II				54
	ELET 165	Residential Electrical 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 Professionalism and Workplace Skills				0 - 24
	Total Hours					464 - 509

New Programs						
Program		Eff Date	Originator	Justification		
ASHP-Accredited Pharmacy Technician	The goal of this program is to prepare students to perform entry-level duties as a pharmacy technician under the direct supervision of a licensed pharmacist at a community and institutional pharmacy. Basic fundamentals would include prescription order interpretation and processing, mathematical computations, state and federal regulations, and professionalism. Students are required to complete 130 hours of experiential training in an approved pharmacy. This program meets the American Society of Health-System Pharmacists (ASHP) Certificate standards and students will be eligible to take Pharmacy Technician Certification Board (PTCB) exam.		2027 Spring	Shields, Julie	This program is designed to meet the needs of local employers, healthcare providers, and community partners by training a competent and skilled workforce of Pharmacy Technicians. Students will gain foundational knowledge in pharmacy practice, including medication preparation, pharmacy law and ethics, customer service, inventory management, and prescription processing. The curriculum integrates both theoretical instruction, practical application, and supervised work experience to ensure students are well-prepared for real-world work environments in retail pharmacy settings.	
	Core Courses					
		Hours				
	MEDO 105	Medical Terminology				48
	PTEC 100	Pharmacy Technician, Introduction				60
	PTEC 105	Pharmacy Operations Lab				36
	PTEC 110	Pharmaceutical Mathematics				36
	PTEC 115	Pharmacology I				36
	PTEC 120	Pharmacology II				36
	PTEC 125	Human Relations for Healthcare Workers				36
	PTEC 200	Pharmacy Technician, Lab for the In-Patient				48
	PTEC 205	Pharmacy Technician, Lab for the Out-Patient				48
	PTEC 300	Pharmacy Technician Practical Career Training				18
	Total Hours					402
	Advanced Pharmacy Technician	The goal of this program is to prepare students for practice as advanced-level pharmacy technicians in a broad range of advanced roles under the direct supervision of a licensed pharmacist at a community and institutional pharmacy. Students will acquire additional knowledge, skills, behaviors, and abilities beyond those of the entry-level pharmacy technician needed for such advanced practice. Students who complete the Advanced Lecture and Advanced Lab classes with 95% or higher may take the Advanced Practical Training course and are required to complete 200 hours of experiential training in an approved pharmacy. To qualify for this program, students must first earn an ASHP Certificate or be able to demonstrate employment as a California-licensed pharmacy technician for the previous 12 months.				2027 Spring
Core Courses						
		Hours				
PTEC 301		Pharmacy Technician Advanced Level Lecture	48			
PTEC 302		Pharmacy Technician Advanced Level Lab	60			
PTEC 305		Pharmacy Technician Practical Career Training - Advanced	18			
Total Hours		126				

New Programs

New Programs							
Program				Eff Date	Originator	Justification	
Pharmacy Technician Licensing	The goal of this program is to prepare students to perform entry-level duties as a pharmacy technician under the direct supervision of a licensed pharmacist at a community and institutional pharmacy. Basic fundamentals would include prescription order interpretation and processing, mathematical computations, state and federal regulations, and professionalism. Students will be eligible to take Pharmacy Technician Certification Board (PTCB) exam.			2027 Spring	Shields, Julie	This program is designed to meet the needs of local employers, healthcare providers, and community partners by training a competent and skilled workforce of Pharmacy Technicians. Students will gain foundational knowledge in pharmacy practice, including medication preparation, pharmacy law and ethics, customer service, inventory management, and prescription processing. The curriculum integrates both theoretical instruction and practical application to ensure students are well-prepared for real-world work environments.	
	Core Courses						
			Hours				
	MEDO 105	Medical Terminology	48				
	PTEC 100	Pharmacy Technician, Introduction	60				
	PTEC 105	Pharmacy Operations Lab	36				
	PTEC 110	Pharmaceutical Mathematics	36				
	PTEC 115	Pharmacology I	36				
	PTEC 120	Pharmacology II	36				
	PTEC 125	Human Relations for Healthcare Workers	36				
	PTEC 200	Pharmacy Technician, Lab for the In-Patient	48				
	PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48				
	Total Hours						384

New Programs

New Programs						
Program		Eff Date	Originator	Justification		
SMaRT Tech: Solar Maintenance Technician	The SMaRT Tech: Solar Maintenance Technician program prepares individuals for high-demand careers in solar maintenance and clean energy infrastructure support. Through industry-aligned technical training, participants earn OSHA 10 certification while developing the technical expertise and practical business skills needed for success in the field. Eligible apprentices gain paid, real-world experience that reinforces classroom instruction and builds job-ready skills. The program also prepares students to earn the SMaRTCert industry-recognized certification as a Specialized Maintenance and Reporting Technician. By combining technical training, industry certification, and hands-on experience, the SMaRT Tech program creates pathways to sustainable, upwardly mobile careers while supporting California’s growing clean energy economy.		2026 Fall	Sedrak, Afraim	The SMaRT Tech: Solar Maintenance Technician program prepares individuals for high-demand careers in solar maintenance and clean energy infrastructure support. Through industry-aligned technical training, participants earn OSHA 10 certification while developing the technical expertise and foundational project management skills essential for success in the field. Eligible apprentices gain paid, real-world experience that reinforces classroom instruction. The program is designed to create sustainable, upwardly mobile career pathways that support California’s expanding clean energy economy.	
	SOLR 320					
	SMaRT Tech Solar Cleaning and Assessment					
						Hours
	SOLR 320	SMaRTech Solar Cleaning and Assessment				54
		and				
	ELET 178	OSHA 10 – Standards for Construction				32
		and				
	BUSN 120	Project Management - Introduction and Overview				18
		and				
	OTEC 100	Office Professionalism and Workplace Skills				24
		and				
	ENTR 100	Entrepreneurship, Introduction				54
		or				
	ENTR 115	Business Basics: Law and Accounting				45
Total Hours		45 - 182				

Modified Programs/Certificates

Program		Eff Date	Originator	Justification		
Office Assistant, Introduction	The Office Assistant, Introduction certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salesperson, customer service representatives, receptionist, and information clerks. Students can be expected to learn the following: basic oral and written communications; basic computer application skills, including beginning Excel, Word, and Outlook; fundamentals of computer systems; and critical thinking and problem-solving skills. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, PowerPoint, and Outlook and the IC3 Digital Literacy certification after completing OTEC 301 Digital Literacy Preparation		2027 Spring	McClurkin, Tina	Removed electives WFPR 100 and WFPR 101.	
	To earn a certificate, students complete the required and elective 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. (Contact the CTE Office to learn more about which courses offer credit for prior learning).					
	Core Courses					
						Hours
	COMP 685	Computer Keyboarding, Beginning				36
	BMGR 415	Written Communication-Business				18
	OTEC 100	Office Professionalism and Workplace Skills				24
	OTEC 105	Microsoft Outlook Fundamentals				12
	OTEC 110	Business Math for Office Technology				24
	(Must Choose 1 of the 2 Options)					
						Hours
	Option 1					72
	OTEC 216	Windows and Word for Business				36
	OTEC 217	Excel for Business				36
		or				
	Option 2					96
	OTEC 215	Computer Concepts and Applications IBEST				96
	Optional Elective					
						Hours
	OTEC 301	Digital Literacy Preparation				27
	Total Hours					186 - 237

Modified Programs/Certificates

Program		Eff Date	Originator	Justification
ESL for Entrepreneurs	ESL for Starting a Business is designed for intermediate high to advanced ESL students who want to become entrepreneurs in the U.S. Students who complete this program will learn vital English skills for starting their own business. ESL for Work: English for Starting a Business will teach students language and cultural skills for U.S. business, such as English for business plan and pitch writing, public speaking, and understanding U.S. business culture. The course will prepare students with foundational language skills for success in creating their own business. The program also includes 12 hours in the Student Success Center, which will give students extra support in business language skills, such as business plan drafting, pitch delivery, and interpreting business forms.	2026 Summer	Carlson, Danielle	Consistently, the most requested course by ESL students at North Orange Continuing Education is entrepreneurship. Our student population is keenly interested in developing their own businesses and desire to learn English skills necessary to achieve these goals. This program has been developed in direct response to student needs and requests. ESL for Starting a Business will teach students language and cultural skills for business, such as English for business plan and pitch writing, public speaking, and understanding U.S. business culture. Many immigrants travel to the U.S., seeing this country as the land of opportunity, wholly unprepared to navigate the business world here. While they may have business skill from their native country, those skills may not necessarily translate successfully to the U.S., especially if they don't have vital English skills for business. This program prepares students for business success by laying foundational language skills to support the pursuit of their dreams. ESL for Starting a Business also supports Vision 2030 by giving ESL students transferrable business skills that can be applied across multiple industries, leading to rapid employment or the beginning of business development. ESL for Starting a Business is intended to pair with a CTE certificate to create an Integrated Basic Education and Skills Training (I-BEST) program at North Orange Continuing Education, adding even more value to this program's offering. Paired with a CTE certificate, students will not only gain vital language skills but also vital business and digital literacy skills. Students will be guided by two instructors, one from ESL and another from CTE. This supports their technical knowledge and language skills, ensuring a wholistic learning program that addresses students' needs both from a technical and linguistic standpoint.
	Required Course			
	ESLA 1306			
	ESLA 001			
	Total Hours			

Modified Programs/Certificates

Program		Eff Date	Originator	Justification
ESL for Office Assistants	ESL for Office Assistants is designed for intermediate high to advanced ESL students who want to become office assistants in the U.S. This program prepares students with the language and cultural skills necessary to succeed in this entry level position across multiple industries (salons, hotels, law offices, and other businesses). ESL for Work: English for Office Assistants teaches students office assistant skills, such as writing emails and business letters, U.S. office culture and etiquette, how to speak clearly on the phone and understand people over the phone, and U.S. customer service skills. 12 hours in the Student Success Center will allow students to receive continuing support with work skills and their job search, such as interviewing practice and resume drafting.	2026 Summer	Carlson, Danielle	ESL for Office Assistants aims to teach students a variety of skills from enhancing digital literacy through language skills to communicative competence in English as an office assistant. Vision 2030 directs institutions to prepare students for employment, intending to aid students in developing a better economic future. According to the California Employment Development Department (EDD), office assistant positions in Orange County, CA are among the top occupations posted by employers. One of the most vulnerable populations of California residents are immigrants and refugees. ESL students come from a vast variety of countries and cultures. They may arrive unprepared to enter and succeed in the U.S. workforce, uninformed of concepts like our workplace culture, workplace operations, and communication norms. They may also have low digital literacy, which becomes a significant barrier to employment in this digital age, which is a barrier this program addresses by developing students' language skills for digital literacy. Its main goal is preparing immigrants and refugees for employment in the U.S. as office assistants by supplying them with necessary language and cultural skills for success in searching for, attaining, and excelling in a career as an office assistant in multiple industries. The skills this program teaches are not only relevant to office assistants but also transferrable to multiple industries and positions, equipping students with the ability to move up or laterally in their careers. ESL for Office Assistants is intended to pair with a CTE certificate to create an Integrated Basic Education and Skills Training (I-BEST) program at North Orange Continuing Education, adding even more value to this program's offering. Paired with a CTE certificate, students will not only gain vital language skills but also vital office and digital literacy skills. Students will be guided by two instructors, one from ESL and another from CTE. This supports their technical knowledge and language skills, ensuring a holistic learning program that addresses students' needs both from a technical and linguistic standpoint.
	Required Courses			
	ESLA 1302			
	ESLA 001			
	Total Hours			

Modified Programs/Certificates

Program		Eff Date	Originator	Justification															
ESL for Personal Care Aides	English Skills for Personal Care Aide is designed for intermediate high to advanced ESL students who want to work in the health care industry. This program prepares students with the language and cultural skills necessary to succeed in this entry level position within a care giving agency or working independently. ESL students will gain necessary skills to function successfully in the role of Personal Care Aide, such as; communicating effectively, verbally and electronically through email, with clients and families, medical professionals, social services agencies and employers. Students will also learn how to conduct job searches, complete applications, write professional resumes, and communicate with potential employers.	2026 Summer	Carlson, Danielle	Immigrants and refugees face cultural and linguistic barriers to employment in medical services. Filling a health care role requires accuracy and clarity in communication with health care professionals, clients and their families. Immigrants may arrive unprepared to enter and succeed in the U.S. workforce, uninformed of concepts like our workplace culture, workplace operations, and communication norms. They may also have low digital literacy, which becomes a significant barrier to employment in this digital age. These limitations frequently misalign with a student’s technical skill set, or their ability to train for technical skills. This course is designed to teach vital communicative skills that support an English language learner’s technical ability in the health care position of Personal Care Aide. This course supports Vision 2030 by teaching underrepresented populations how to prepare and search for placement as a Personal Care Aide and succeed in an English-speaking environment. The U.S. is currently undergoing an expansion of the aging segment of the population, and the need for PCAs who serve these “baby boomers” is escalating. The English language learner and the surrounding North Orange County community will both benefit by filling the growing need for Personal Care Aides. English language learners will become ready to respond to current high employment demands for PCAs and meet the needs of the surrounding community. Additionally, they will be prepared to advance in their professional lives to other opportunities in the health care field. English Skills for Personal Care Aide is intended to pair with a CTE certificate to create an Integrated Basic Education and Skills Training (I-BEST) program at North Orange Continuing Education, adding even more value to this program’s offering. Paired with a CTE certificate, students will not only gain vital language skills but also required care giving skills. Students will be guided by two instructors, one from ESL and another from CTE. This supports their technical knowledge and language skills, ensuring a wholistic learning program that addresses students’ needs both from a technical and linguistic standpoint. This teaching modality employs contextualized instructional strategies that make acquisition of job skills and language elements such as professional discourse models, accurate grammar and verbal fluency more accessible and efficient than in stand-alone courses.															
	<table><tr><th colspan="3">Required Courses</th></tr><tr><td></td><td></td><th>Hours</th></tr><tr><td>ESLA 1304</td><td>ESL for I-BEST: English for Personal Care Aides</td><td>108 - 162</td></tr><tr><td>ESLA 001</td><td>ESL Student Support Center</td><td>12</td></tr><tr><td colspan="2">Total Hours</td><td>120 - 174</td></tr></table>				Required Courses					Hours	ESLA 1304	ESL for I-BEST: English for Personal Care Aides	108 - 162	ESLA 001	ESL Student Support Center	12	Total Hours		120 - 174
	Required Courses																		
						Hours													
	ESLA 1304				ESL for I-BEST: English for Personal Care Aides	108 - 162													
	ESLA 001				ESL Student Support Center	12													
Total Hours		120 - 174																	

Office Assistant, Advanced	Office Assistant, Advanced certificate is designed to build upon the skills learned in the Office Assistant, Introduction certificate program and to prepare students for the next level of office and administrative support positions, including administrative assistant, administrative associate, administrative secretary, administrative specialist, administrative technician, clerk typist, department secretary, office assistant, secretary, and staff assistant. Students can be expected to learn the following: basic oral and written communications; practical keyboarding skills; basic computer application skills, including beginning spreadsheets, word processing, databases, presentations, and Outlook; critical thinking and problem-solving skills; and hands-on practice integrating Microsoft Office software into real world simulations. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, PowerPoint, and Outlook and the IC3 Digital Literacy certification, after completing the OTEC 301 elective course. This training is also ideal for incumbent workers to be able to update their existing knowledge and skills relating to this field for more advanced career opportunities.	2025 Fall	McClurkin, Tina	Removed electives WFPR 100 and WFPR 101.		
	To earn a certificate, students complete the required and elective 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. (Contact the CTE Office to learn more about which courses offer credit for prior learning).					
	Core Courses					
					Hours	
	BMGR 415				Written Communication-Business	18
	COMP 685				Beginning Keyboarding.	36
	COMP 510				Computer Keyboarding, Mastery I	30
	COMP 511				Keyboarding Mastery II	30
	OTEC 100				Office Essentials	24
	OTEC 105				Microsoft Outlook Fundamentals	12
	OTEC 110				Business Math for Office Technology	24
	OTEC 218				Databases and Presentations for Business	36
	OTEC 225				MS Office Integrated Projects	36
	(Must Choose 1 of the 2 Options)					
					Hours	
	Option 1				72	
	OTEC 216				Windows and Word for Business	36
	OTEC 217				Excel for Business	36
	or					
	Option 2				96	
	OTEC 215				Computer Concepts and Applications IBEST	96
Optional Elective						
	Hours					
OTEC 301	Digital Literacy Preparation	27				
Total Hours		318 - 369				

Modified Programs/Certificates

Program		Eff Date	Originator	Justification		
Career Exploration: Essential Employment Skills	The Essential Employment Skills Certificate prepares students for success in today’s workforce through a practical, skills-based sequence of noncredit courses. Students gain essential workplace skills while developing professional communication, teamwork, problem-solving, and executive functioning strategies. Hands-on activities, simulations, and portfolio projects support job search readiness and workplace confidence. Topics include financial literacy, customer service, workplace communication, digital tools, and conflict resolution. Students practice navigating real-world employment processes, such as completing job applications, preparing resumes, and participating in mock interviews. Throughout the program, students create a personal employment portfolio showcasing applied skills and career goals. This program meets California CDCP workforce-preparation standards and supports NOCE’s mission to provide accessible, equitable education that prepares adult learners for employment, independence, and advancement opportunities.	2026 Fall	Stanojkovic, Alli	The Essential Employment Skills Certificate provides a structured sequence of noncredit workforce-preparation courses designed to: Develop practical, job-ready skills for entry-level employment across industries such as customer service, hospitality, office administration, and property management. Strengthen essential soft skills, executive functioning, and communication strategies that support success in professional environments. Build foundational life-navigation skills, including transportation planning, financial literacy, and community resource use, that improve employability and job retention. This program aligns with California’s CDCP standards and supports NOCE’s mission to deliver equitable, accessible education that builds student confidence, workplace readiness, and pathways to personal and professional growth.		
	Core Courses					
					Hours	
	WFPR 257				Career Preparation: Job Readiness & Career Advancement	180
	WFPR 400				Career Development: Foundational Communication Skills	180
	WFPR 260				Career Preparation: Professional Foundational Skills	180
	WFPR 240				Career Exploration: Workplace Technology and Professional Skills	180
	WFPR 252				Career Preparation: Customer Service Foundational Skills	180
	WFPR 254				Career Preparation: Foundational Conflict Resolution at Work	180
	WFPR 258				Career Preparation: Independent Living Foundations	180
	WFPR 259				Career Preparation: Independent Living in Practice	180
	WFPR 256				Career Preparation: Foundational Employability Soft Skills	90
	Total Hours					1530