NORTH ORANGE CONTINUING EDUCATION

Curriculum Committee Meeting

September 14, 2021
3:00- 5:00 p.m.

AGENDA

I. Call to Order

II. Roll Call

III. Reading and Approval of Minutes

IV. Report of Curriculum Chair

V. Guest Speaker – President Purtell

VI. Old Business

VII. New Business

- Course Content Sheet
- Comp. 685 equivalency
- Out of class assignments
- DE updates
- Revised Courses
- New Courses
- New Programs

VIII. Announcements

IX. Adjournment

Zoom Meeting Link

https://tinyurl.com/NOCE-21-22a

Dial via cell or landline: (669) 900-9128, **Meeting ID:** 733 017 4574

Revised Courses

Crs Id	Title	Hours	Course Description	Justification	Effective Term
CTE / Business Management					
BMGR 421	Successful Negotiations	18	Students will learn how to plan and achieve business objectives and effect change through effective negotiating tactics and strategies, discover the art of persuasion in an ethical, empathetic, and assertive way, and develop confidence to influence and overcome psychological barriers and biases to achieve better outcomes.	Course update to reflect current negotiation practices.	Spring 2022
BMGR 423	Introduction to Employment Law	18	This course introduces the legal system, court structure, and laws governing the employer-employee relationship. It defines the employee status and common contracts, and examines unlawful practices by an employer, obligations of an employee, the principles of non-discrimination, harassment, labor laws, and the time limit to bring actions are also discussed.	To update course to reflect current employment law.	Spring 2022
BMGR 452	Understanding Business Contracts	18	This course is an overview of basic contract principles and explores the meaning and effect of common contracts clauses. Topics covered include the different types of	To update course to reflect current contract law.	Spring 2022

Revised Courses

Crs Id	Title	Hours	Course Description	Justification	Effective Term
			contracts, defenses available to the enforcement of a contract, subsequent remedies for the breach of a contract, and alternatives in the absence of a contract.		
CTE / Bookkeeping					
BUSA 102	Payroll Fundamentals for Bookkeepers	36	Payroll fundamentals covers foundational topics, such as accounting for computing wages, social security, taxes, withholdings, and analyzing and journalizing payroll transactions. Upon completion students will understand the basics of payroll fundamentals in preparation for the bookkeeping certification exam.	Updated student learning outcomes and methods of evaluation. Added textbook.	Spring 2022
LEAP/ Parenting					
PARN 267	Love and Logic Early Childhood Parenting Made Fun!®	10	This course assists parents and caregivers in developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing The Love and Logic Early Childhood approach, this course will teach five subsets of skills that encourage home environments that stimulate responsibility, prevent misbehavior, and	Addition of DE Addendum	Spring 2022

Revised Courses

Crs Id	Title	Hours	Course Description	Justification	Effective Term
			encourage setting healthy limits.		
PARN 306	BTIC: Human Trafficking Awareness and Prevention	24	This course provides an overview on human trafficking and includes the perspectives of many working in the anti-trafficking movement in order to provide awareness in our homes, schools, and communities. The focus is on exploring definitions, risk factors, and skills needed to aid in prevention and protection for our youth.	This course is a part of the Building Trauma Informed Communities/Communal Parenting track of LEAP Parenting. This course brings awareness on human trafficking in our communities and teaches parents and caregivers tools for prevention.	Spring 2022
CTE/ Pharmacy					
PTEC 310	Pharmacy Technician Certification Exam Review	36	This course is a review for the pharmacy technician certification exam. It covers the registration process and re-certification requirements, test preparation skills and stress reduction techniques, and reviews the materials contained on the exam. This course is designed as a review for individuals who have completed a pharmacy technician program or who are working pharmacy technicians.	Update textbook, course hours and to include test preparation skills and stress reduction techniques to prepare for the certification exam.	Spring 2022

New Courses

Crs Id	Title	Hours	Course Description	Justification	Effective Term
English as a Second Language					
ESLA 250	American Idioms-Beginning	36-72	This course aims at developing language skills through the use of common North American English idioms and expressions. Receptive skills (i.e., listening and reading) are emphasized through exposure to daily life experiences.	This course is a specialty course and is a part of 2-level course series that are designed to meet students' needs based on their levels of proficiency.	Spring 2022
ESLA 251	American Idioms-Intermediate, Advanced	36-72	This course aims at developing language skills through the use of common North American English idioms and expressions. Productive skills (i.e., speaking and writing) are emphasized by sharing daily life experiences.	This course is a specialty course and is a part of 2-level course series that are designed to meet students' needs based on their levels of proficiency.	Spring 2022
ESLA 260	ESL for Community Involvement, Beginning	180-252	This course covers beginning level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their emerging language abilities. It develops beginning level listening, speaking, reading, and writing skills to prepare students to function successfully in the community.	The ESL program used to offer two courses off-site, Multilevel and Family Literacy which are outdated. Those two courses were merged and updated to reflect current pedagogical trends in ESL and higher education.	Spring 2022
ESLA 261	ESL for Community Involvement, Intermediate to Advanced	180-252	This course covers intermediate-advanced level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their developing language abilities. It develops intermediate-advanced level listening,	The ESL program used to offer two courses off-site, Multilevel and Family Literacy which are outdated. Those two courses were merged and updated to reflect current pedagogical trends in ESL and higher education.	Spring 2022

Crs Id	Title	Hours	Course Description	Justification	Effective Term
			speaking, reading, and writing skills to prepare students to function fully in the community.		
ESLA 850	Citizenship Preparation, Beginning	72- 90	This beginner course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for their USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing simple sentences, developing fluency in speaking and listening, and producing accurate pronunciation.	The ESL program currently offers one Citizenship Preparation course, ESLA 803. However, due to the multilevel nature of ESLA 803 there is a large range of student levels in one class. Splitting ESLA 803 into a beginning course (ESLA 850) and intermediate-advanced course (ESLA 851) ensures all students' needs are being met. In addition, this aligns with the program's newer specialty class offerings which include beginning and intermediate - advanced sections.	Spring 2022

New Courses

Crs Id	Title	Hours	Course Description	Justification	Effective Term
ESLA 851	Citizenship Preparation, Intermediate/Advanced	72- 90	This intermediate/advanced course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for the USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing paragraphs with complex sentences while refining accuracy in speaking, listening, and pronunciation.	The ESL program currently offers one Citizenship Preparation course, ESLA 803. However, due to the multilevel nature of ESLA 803 there is a large range of student levels in one class. Splitting ESLA 803 into a beginning course (ESLA 850) and intermediate-advanced course (ESLA 851) ensures all students' needs are being met. In addition, this aligns with the program's newer specialty class offerings which include beginning and intermediate - advanced sections.	Spring 2022
CTE/ Business Office Technology					
OTEC 200	Computer Concepts and Applications II A	20	This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II A introduces students to fundamental workforce skills on the Internet, digital ethics and awareness, cloud computing and Windows.	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022
OTEC 201	Computer Concepts and Applications II B	20	This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II B introduces students to Microsoft Word.	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022

New Courses

Crs Id	Title	Hours	Course Description	Justification	Effective Term
OTEC 202	Computer Concepts and Applications II C	20	This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II C introduces students to fundamental workforce skills in Microsoft Excel.	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022
OTEC 205	Computer Concepts and Applications III A	18	This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III A introduces students to fundamental workforce skills in Microsoft Access. The course will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022
OTEC 206	Computer Concepts and Applications III B	18	This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III B introduces students to fundamental workforce skills in Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022
LEAP/ Parenting					
PARN 237	Raising Thoughtful Children (Ages 1.5-2.5)	18	Students participate with their child to support social-emotional development as they guide their child to build awareness of self, family, community, and the	The course will assist parents with guiding their child in social-emotional learning. Content brings awareness of	Spring 2022

Crs Id	Title	Hours	Course Description	Justification	Effective Term
			world. The class uses developmentally appropriate activities for very young children.	mindfulness, thoughtfulness, developing growth mindset, developing identity, developing awareness of diversity that surrounds us, and anti-bias philosophy.	
PARN 238	Raising Thoughtful Children (Ages 2.5-5)	18	Students participate with their child to support social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities that emphasize building a growth mindset and thoughtfulness toward themselves and towards others.	The course will assist parents with guiding their child in social-emotional learning. Content brings awareness of mindfulness, thoughtfulness, developing growth mindset, developing identity, developing awareness of diversity that surrounds us, and anti-bias philosophy.	Spring 2022
PARN 295	Understanding Anti-Bias Framework	15	The purpose of this course is to help parents and caregivers gain awareness and understanding around the four components of k-12 Anti-Bias Framework. This course will provide an understanding of what the terms bias, identity, diversity, justice, and action mean and explore the roles played by individuals in each of these areas.	This course is a foundational overview of an Anti-Bias course pathway under LEAP Parenting and teaches the four components of Anti-Bias Framework that are being integrated into k-12 curriculum. This is the first of a 5 course series.	Spring 2022
PARN 307	Building Trauma Informed Communities: Internet Safety and Awareness	12	The purpose of this course is to help parents and caregivers gain awareness and understanding around the online world and how it works. The benefits and risks associated with the Internet will be explored along with	This course is a part of the Building Trauma Informed Communities/Communal Parenting curriculum under LEAP Parenting and teaches the importance of internet safety and awareness	Spring 2022

Crs Id	Title	Hours	Course Description	Justification	Effective Term
New Courses					
			the tools needed to help children stay safe while they engage in technology use.	as a preventative and protective measure for adverse childhood experiences (ACEs).	
PARN 308	Building Trauma Informed Communities: Understanding Addiction	12	The purpose of this class is to provide understanding and awareness around addiction and how it impacts individuals and families. Definitions of addiction will be explored, as well as the connection between trauma and addiction, and the importance of connection and relationship as a preventative and protective measure	This course is a part of the Building Trauma Informed Communities/Communal Parenting curriculum under LEAP Parenting and teaches the importance of understanding addiction as a preventative and protective measure for adverse childhood experiences (ACEs).	Spring 2022

New Programs			

Program and Program Description	Effect Term	Justification
The Business Information Worker II The Business Information Worker II (BIW II) certificate is designed, as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills, including beginning QuickBooks, Access, and PowerPoint: fundamentals of electronic record keeping, and introduction to customer relation management. With a solid foundation in QuickBooks and Microsoft Access and PowerPoint, students will be better prepared to meet the workforce demands of today's business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Access and PowerPoint. Prerequisites: Completion of Business Information Worker I certificate	Spring 2021	The Business Information Worker II (BIW II) certificate is designed, as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills, including beginning QuickBooks, Access, and PowerPoint: fundamentals of electronic record keeping, and introduction to customer relation management. With a solid foundation in QuickBooks and Microsoft Access and PowerPoint, students will be better prepared to meet the workforce demands of today's business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Access and PowerPoint.

Course ID	Title	TOPs Code	Hours	Sequence
Core Courses				
COMP 685	Computer Keyboarding - Beginning	0514.00	36	Yr. 1, F Term
OTEC 100	Office Essentials	0514.00	24	Yr. 1, F Term
OTEC 210	Computer Concepts and Applications I	0514.40	36	Yr. 1, F Term
OTEC 105	Microsoft Outlook Fundamentals	0514.40	12	Yr. 1, F Term
OTEC 211 or OTEC 200 & OTEC 201 &	Computer Concepts and Applications II or Computer Concepts and Applications II A and Computer Concepts and Applications II B and		60	Yr. 1, S Term

OTEC 202	Computer Concepts and Applications II C	0514.40		
BMGR 415	Written Communications for Business	0506.00	18	Yr. 1, S Term
OTEC 110	Business Math for Office Technology	0514.40	24	Yr. 1, S Term
OTEC 212 or OTEC 205 & OTEC 206	Computer Concepts & Applications III or Computer Concepts & Applications IIIA and Computer Concepts & Applications IIIB	0514.40	36	Yr 2, F Term
OTEC 230	Electronic Records Management	0514.40	45-54	Yr 2, F Term
BMGR 431	Finance Non-Financial Mangr	0506.00	18	Yr 2, S Term
OTEC 225	MS Office Integrated Projects	0514.40	36	Yr 2, S Term
COMP 650	QuickBooks Fundamentals for Financial Office Applications	0514.40	36	Yr 2, S Term
OTEC 111	Customer Relation Management, Introduction	0514.40	18	Yr 2, S Term
Total Required Core Hours: 399 - 408				

Elective Courses (Must choose _1__ of _3_ courses)				
COMP 510	Computer Keyboarding, Mastery I	0514.00	30	Yr 2, F Term
WFPR 100	Career Skills and Resource Lab	4930.12	18-180	Yr 2, S Term
WFPR 101	Virtual Career Skills and Resource Lab	4930.12	36	Yr 2, S Term
Total Required Elective Hours: 18-180				

TOTAL HOURS: 417-588

New Programs			

Program and Program Description	Effect Term	Justification
Classroom Essentials for Program Success The Classroom Essentials for Program Success certificate is designed to prepare students for entry into a short term vocational program. Students can be expected to learn the following: computer terminology, the usage of the major business applications (word processing, database, spreadsheets, graphics and communication), develop a career path to assist them in their educational journey, and choose from a variety of options such as, but not limited to study skills, online education, keyboarding, and employability skills.	Spring 2021	The Classroom Essentials for Program Success certificate is designed to prepare students for entry into a short term vocational program. Students can be expected to learn the following: computer terminology, the usage of the major business applications (word processing, database, spreadsheets, graphics and communication), develop a career path to assist them in their educational journey, and choose from a variety of options such as, but not limited to study skills, online education, keyboarding, and employability skills.

Course ID	Title	TOPs Code	Hours	Sequence
Core Courses				
OTEC 091	Computer Basics	0514.00	12	Yr. 1, F Term
OTEC 092	Software Essentials	0514.00	12	Yr. 1, F Term
				Yr __, __ Term
Total Required Core Hours: 24				
Elective Courses (Must choose _1__ of _2_ courses)				
WFPR 100	Career Skills and Resource Lab	4930.12	36	Yr 1, F Term
WFPR 101	Virtual Career Skills and Resource Lab	4930.12	36	Yr 1, F Term
Total Required Elective Hours: 36				
TOTAL HOURS: 60				

New Programs

Program and Program Description	Effect Term	Justification
ESL Specialty Courses This is a focused language certificate program for ESL Beginning to Advanced students. The program has one required course (ESL Learning Center) and at least one elective course: ESL Skill Building or ESL Reading Skills or ESL Writing Skills or ESL Grammar Review or ESL Speaking Skills or ESL Vocabulary Review or Computer Skills for ESL or American Idioms or ESL & the Arts. Students can choose the area of focus based on their personal goals and needs. The ESL Learning Center offers an opportunity to practice English through various instructional media. Students learn through ESL software and/or receive individual and group tutoring to improve their speaking, listening, reading and writing skills.	Spring 2021	The ESL Specialty Course Certificate is designed to show that a student improved and demonstrated proficiency in any of the four language skills: reading, listening, speaking and writing or in computer skills by successfully completing ESL Learning Center (ESL 001) and one of the following Specialty Courses: ESL Skill Building (ESL 211), ESL Reading Skills (ESL 180, ESL 181), ESL Writing Skills(ESL 185, ESL 186), ESL Grammar Review(ESL 222, ESL 223), ESL Speaking Skills(ESL182, ESL 183,), ESL Vocabulary Review(ESL 225, ESL 226), Computer Skills for ESL(ESL 801, ESL 815), American Idioms(ESL 250, ESL 251), or ESL & the Arts(ESL 804). The ESL Specialty Certificate courses aim at building English literacy skills. The classes are geared at giving students the instruction and practice in building academic skills needed for achieving that aim.

				Students could use the skills honed in the beginning level classes to prepare for the intermediate to advanced level specialty courses. Students who complete the intermediate to advanced level specialty courses can transition to another course of study within NOCE. The skills attained can be used for personal growth, job advancement or for entry into other educational programs.

Course ID	Title	TOPs Code	Hours	Sequence
Core Courses				
ESLA 001	ESL Learning Center	4930.87	12	Yr 1, Spring Term
Total Required Core Hours:			12	
Elective Courses (Must choose __1_ of 16___ courses)				
ESLA 211	ESL Skill Building, Intermediate to Advanced	4930.87	180	Yr 1, Spring Term
ESLA 180	ESL Reading Skills, Beginning	4930.85	36	Yr 1, Spring Term
ESLA 181	ESL Reading Skills, Intermediate to Advanced	4930.85	36	Yr 1, Spring Term
ESLA 185	ESL Writing Skills, Beginning	4930.84	36	Yr 1, Spring Term
ESLA 186	ESL Writing Skills, Intermediate to Advanced	4930.84	36	Yr 1, Spring Term
ESLA 222	ESL Grammar Review, Beginning	4930.87	36	Yr 1, Sring Term
ESLA 223	ESL Grammar Review, Intermediate to Advanced	4930.87	36	Yr 1, Spring Term
ESLA 182	ESL Speaking Skills, Beginning	4930.86	36	Yr 1, Spring Term
ESLA183	ESL Speaking Skills, Intermediate to Advanced	4930.86	36	Yr 1, Spring Term
ESLA 225	ESL Vocabulary Review, Beginning	4930.87	36	Yr 1, Spring Term
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	4930.87	36	Yr 1, Spring Term
ESLA 801	Computer Skills for ESL, Beginning	4930.87	36	Yr 1, Spring Term
ESLA 815	Computer Skills for ESL, Intermediate to Advanced	4930.87	36	Yr 1, Spring Term
ESLA 250	American Idioms, Beginning	4930.87	36	Yr 1, Spring Term
ESLA 251	American Idioms, Intermediate/Advanced	4930.87	36	Yr 1, Spring Term

ESLA 804	ESL & the Arts	4930.80	36	Yr 1, Spring Term
Total Required Elective Hours: 36-180				
TOTAL HOURS:	**48-192**			