



**North Orange Continuing Education
Curriculum Committee Meeting
April 12, 2022
3:00-4:30 p.m.
Agenda**

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Public Comments (2 minute max)
- V. Report of Curriculum Chair
- VI. Report of DE Coordinator
- VII. Old Business
 - a. Course Updates
 - b. IHSS Program Narrative
 - c. 160 Manual
 - d. AP/BP 4020
- VIII. New Business
 - a. New Courses
 - b. Revised Courses
 - c. New Programs
 - d. Modified Programs
 - e. AP/BP 4100
- IX. Announcements
- X. Adjournment

Location: CCC Confer Zoom, [Meeting Link](#)
Dial via cell or landline: (669) 900-9128
Meeting ID: 964 3450 2085

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ABED 102	Supervised Tutoring	1-360	This self-paced, open-entry/open exit non-credit course provides individualized and growth activities designed to include a learning style assessment and follow-up, assistance with acquiring study skills, and guidance in completing coursework. Designed to help students achieve outcomes related to specific courses for which tutoring is sought.	4930.09 - Supervised Tutoring E - Non-Occupational	2022 Fall	This course provides additional instructional support to help students master course content.
ESLA 351	ESL Art Appreciation	90	This ESL course builds students' reading, writing, and speaking skills in the context of the visual arts. Students will identify common artistic themes while examining a variety of Western and non-western aesthetic forms, styles, and periods. The course includes museum visits and performance viewings.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Spring	The course supports transition to college.
ESLA 352	ESL Readers Theatre	90	Literature and communication are integrated in the art of readers theatre. This course provides the opportunity to select, analyze, read, adapt, write, and present multi-cultural readings to an audience. Attention will be given to staging techniques.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Spring	This course supports transition to college and helps prepare students for careers in the arts.
ESLA 353	ESL Acting	90	This ESL course focuses on students' reading, speaking, and pronunciation skills in the context of performances. Human experiences and cultural norms will be examined through imagined roles and creative thinking. Terminology and methodology will be introduced for acting, building social skills, and confidence necessary for speaking in public to diverse audiences.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Spring	This course will help upper level ESL students transition into careers or college. Acting is a skill that is in demand in the fields of business and entertainment. The course also equips students with public speaking skills necessary in college. Additionally, specific technical and artistic skills are taught for students who want to pursue certificate or degree programs at college in theatre, cinema, broadcasting, or English.
ESLA 354	ESL Film and TV Acting	90	This on-camera course focuses on the use of contemporary screenplays with written and spoken language relevant to a diverse audience. Vocabulary and acting techniques for film, TV, and video will be introduced. Also covered will be procedures on the set. For Intermediate High and Advanced level students.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Spring	This course supports transition to college and careers in the arts.
ESLA 1071	ESL College Success Skills: Listening and Speaking	180	ESL students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the	4930.86 - English as a Second Language - Speaking/Listening E - Non-Occupational	2022 Fall	This course is part of a college transition program. It is designed to give students the skills necessary to complete the college application process and to succeed in college.

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			technological skills needed for academic success and experience campus life through field trips to local colleges. For intermediate high and advanced level ESL students.			
ESLA 1073	ESL College Success Skills: Reading and Writing	180	Acquire reading, writing, test-taking, critical thinking, and technological skills necessary for success in college. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For intermediate high and advanced level ESL students.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	This course will help ESL students who plan to attend college by bridging the gap between general English and academic English.
OTEC 215	Computer Concepts and Applications IBEST	96	This is the first course in a series of two courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part 1 introduces students to fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word, and Microsoft Excel. This course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Fall	OTEC 210 and 211 are being taught through I-BEST. In the I-BEST format there is not enough time for students to obtain the program goals causing students to be dropped. The combining of the two courses will provide sufficient time for students to achieve program goals. To update the title.
PARN 296	Many Identities, One Diverse Nation	24	The purpose of this course is to help parents and caregivers gain awareness and understanding around the "Identity" and "Diversity" components of k-12 anti-bias framework. Students will gain an understanding of the terms personal and social identity, intersectionality, visible and invisible identity, and explore how individual identities contribute to a national identity that is United States.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Fall	This course is the second of three courses in Parenting's Understanding Anti-Bias Framework course track. It details the first two of the four components of the Learning for Justice's Anti-Bias Framework: Identity and Diversity.
PARN 297	Raising Culturally Responsive Children	24	The purpose of this course is to help parents and caregivers gain awareness and understanding around the "Justice" and "Action" components of k-12 anti-bias framework. Instruction will center on personal identities, labels, confirmation bias, belonging, human rights, discrimination, speaking up, speaking out, and making human rights universal.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Fall	This is the last of a 3 course series under LEAP PARN that addresses 2 of the 4 k-12 Social Justice Standards of "Action" and "Justice".

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
PARN 350	Love and Logic Workshop 1	1.5	This course is a 90-minute workshop provides an overview of what is offered in Parenting the Love & Logic Way and provides tools for foundational relationship building and disengaging in arguing.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Summer Term	This course is the first of several 90-minute workshops to be offered at our annual BTIC and various outreach events.
PARN 352	Internet Safety Workshop	1.5	The purpose of this workshop course is to help parents and caregivers gain awareness and understanding around the online world and provide an overview of what is offered in PARN 307.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Fall	This course is the one of several 90-minute workshops to be offered at our annual BTIC conference and various outreach events.
PARN 354	Adverse Childhood Experiences Workshop	1.5	This is a 90-minute workshop that provides an overview of what is offered in the Adverse Childhood Experiences parenting course and offers tools for understanding how childhood trauma affects people through life and brings awareness to preventative and healing measures.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Fall	This course is the one of several 90-minute workshops to be offered at our annual BTIC conference and various outreach events.
WFPR 105	Build Your Career	12	Ready to get to work? This course will help you launch your career through learning how to step out of your comfort zone, network, build communication skills, explore career options and land the jobs and internships you want.	4930.12 - Job Seeking/Changing Skills C - Occupational	2022 Fall	To provide students with the opportunity to learn the skills needed to launch their career due to NOCE not offering internships or job placement.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
BMGR 430	Marketing Principles	18	Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and current business case studies. The student will learn to apply marketing skills in the development of a marketing plan.	0506.00 - Business Management C - Occupational	2022 Fall	Updating Teaching Materials
EMER 115	Creative Writing for Seniors	36	This course for older adults teaches both beginning and experienced writers how to create and shape autobiographies, fiction, and non-fiction writing and poetry into readable and publishable forms.	1507.00 - Creative Writing E - Non-Occupational	2022 Fall	Convert subject code from ABE 240 to EMER 115, update DE addendum, and infuse DEIA principles into instructional objectives aligned with semester format from 24 to 36 hours.
EMER 120	Books Come Alive for Older Adults	36	“Books Come Alive” is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, older adult students are offered authentic opportunities for self-discovery and personal growth.	1503.00 - Comparative Literature E - Non-Occupational	2022 Fall	Convert subject code from ENCO 180 to EMER 120.

EMER 150	Mobile Information Literacy	36	Designed to give students the necessary communication and technology skills using smartphones, tablets, and personal computers 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 challenges technology can present.	0699.00 - Other Media and Communications D - Possible Occupational	2022 Spring	Update instructional hours from 24 to 36 to reflect the infusion of DEIA principles in the instructional objectives and expand weekly lesson plans to align with an 18 week semester format. Update DE addendum.
EMER 155	Writing Your Life Story for Older Adults	36	This course teaches the student to closely examine their own life's history with instructor, peer, and curriculum engaged perspectives to enhance the learner's sense of identity and valued knowledge. Writing styles, strategies and techniques for all levels of writers are introduced and utilized to assist students to uncover more about themselves and their relation to others, systems, and their community.	1507.00 - Creative Writing E - Non-Occupational	2022	Add/Update SLO
EMER 200	Ceramics for Older Adults	36	This is a basic course in ceramics for older adults which includes lecture, demonstration, and the application of ceramic artwork. Students will learn mold selection, glazing, decorating techniques, and proper firing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult students are often displayed publicly.	1002.30 - Ceramics E - Non-Occupational	2022 Fall	Apportionment. Addition of SLO
EMER 220	China Painting for Older Adults	36	Fundamentals of china painting are presented to older adult students through demonstration and individual instruction. The older adult students will learn techniques such as brush strokes, blending, shading, grounding, and masking. Final class projects are heirloom quality artworks that may be displayed in a community art exhibit.	1002.10 - Painting and Drawing E - Non-Occupational	2022 Fall	Change subject code from EMER 210 to EMER 220. Add/update SLO
EMER 240	Needlecrafts, Knitting, Crochet for Older Adults	36	Older Adult students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepointed and cross-stitched hand-made items. A wide variety of items are created by older adult students, including decorations for the home and clothing for babies, children, and adults.	1099.00 - Other Fine and Applied Arts E - Non-Occupational	2022 Fall	Subject code conversion from CRAE 104 to EMER 240. Added DE addendum.
EMER 260	Quilting for Older Adults	36	This course offers the essentials of quilting for older adult students, which includes fabric selection, cutting, and sewing methods along with the history and vocabulary of the craft. Special techniques for older adults are covered such as patchwork, appliqué, hand and machine methods, and finishing techniques.	1099.00 - Other Fine and Applied Arts E - Non-Occupational	2022 Fall	Conversion from EMER 106 to EMER 260. Add SLO.
EMER 270	Music Arts for Older Adults	36	This course provides stimulating interaction for older adults through musical reminiscence, discussions, and listening to music from different time periods and genres. Older adult students will participate in sing-alongs and rhythmic activities.	1004.00 - Music E - Non-Occupational	2022 Fall	Convert from MUSC 200 to EMER 270, update DE addendum, infuse DEIA principles into instructional objects which expands course content to align with hours of

			Older adult students will engage in a variety of music.			instruction for a semester format of 36 hours.
EMER 310	Health and Wellness for Older Adults	36	Learn the benefits of adopting behaviors associated with healthy and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence.	0837.00 - Health Education E - Non-Occupational	2022 Fall	Convert subject code from HLTH 200 to EMER 310. Update Methods of Evaluation and SLO.
EMER 320	Help Yourself to Health for Older Adults	36	Various health related topics of interest to older adults will be discussed. Safe, beneficial, exercises intended to promote general health and fitness for older adults will be introduced. Each class will incorporate information, discussion, and exercises.	0837.00 - Health Education E - Non-Occupational	2022 Fall	Conversion from EMER163 to EMER 320 Add/update SLO
EMER 403	Health and Wellness for Older Adults	36	Learn the benefits of adopting behaviors associated with healthy and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence.	0837.00 - Health Education E - Non-Occupational	2022 Spring	Addition of DE addendum.
MS 105	Introduction to Excel	36	Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting. Recommended proficiency in: Introduction to Computers, Introduction to Windows or equivalent.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Fall	Updating Teaching Materials

New Programs												
Program		Eff Date	Justification									
ESL Arts Certificate Program	<p>This is an integrated language program. Students are required to complete three courses from the following list: Art Appreciation, ESL Acting, Readers Theatre, ESL TV and Film Acting. The Art Appreciation course is designed to give students the terminology and analytical skills needed to improve reading, speaking, writing, and listening skills within the area of visual arts. ESL Acting focuses on applying reading, listening, and speaking language skills within the context of performance and public speaking. Its goals are the acquisition of critical thinking and presentation skills as well as accent reduction required to participate in credit courses and arts related careers. The Readers Theatre course is designed to give students the tools to analyze and present texts in the arena of public speaking with a concentration on reading, speaking, and writing. ESL Film and TV Acting builds reading, speaking, listening, and technology skills necessary for college broadcasting and on camera acting courses as well as arts related employment.</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>ESLA 351</td> <td>ESL Art Appreciation</td> <td>72 - 90</td> </tr> </tbody> </table>	Core Courses					Hours	ESLA 351	ESL Art Appreciation	72 - 90	2022 Spring	The Program supports transition into credit courses and helps prepare students for careers in arts fields.
Core Courses												
		Hours										
ESLA 351	ESL Art Appreciation	72 - 90										

New Programs					
Program				Eff Date	Justification
	ESLA 352	ESL Readers Theatre	90		
	ESLA 353	ESL Acting	90		
	ESLA 354	ESL Film and TV Acting	90		
	Total Hours		342 - 360		
ESL College Success Skills	<p>The English as a Second Language (ESL) College Success Skills certificate is an integrated language program. Students are required to complete two courses: ESL College Success Skills: Listening and Speaking and ESL College Success Skills: Reading and Writing. The ESL College Success Skills: Listening and Speaking course is designed to give students the academic and language skills necessary to listen to lectures and take notes; participate in academic discussions; and give formal presentations. ESL College Success Skills: Reading and Writing focuses on applying reading and writing techniques within the context of academia. Its goals are to develop critical thinking skills, research skills, note-taking skills, academic vocabulary, and writing styles required to participate in credit courses.</p>			2022 Fall	<p>The main goal of the ESL College Success Skills is to provide support for ESL students transitioning into college in the U.S. The Program's aim is to develop college level listening, speaking, reading, and writing skills. Topics are specific to various fields of study in higher education. Grammar, vocabulary, and pronunciation are covered within the context of these topics. Our ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English. The ESL College Success Skills courses are designed to help students bridge any language and cultural gaps that exist as a result of not having been educated in the U.S. system. Students will have opportunities to hone their skills and learn cultural norms through language, college transition activities, and college campus tours.</p>
	Core courses				
			Hours		
	ESLA 1071	ESL College Success Skills: Listening and Speaking	180		
	ESLA 1073	ESL College Success Skills: Reading and Writing	180		
	Total Hours		360		
ESL for Community Involvement, Beginning	<p>This is an integrated language program meaning that all language skills are addressed at the beginning level of English language acquisition. The program has one required course: ESL for Community Involvement, Beginning. The program has at least one required elective course from a choice of seven, and students can choose the elective course that focuses most closely on their individual learning needs and goals.</p>			2022 Fall	<p>The main goal of the ESL for Community Involvement, Beginning certificate program is to provide ESL students English emergence and development in all four language skills: reading, writing, listening, and speaking. The topics are based on adult learners' personal, family and community-based goals. Grammar, vocabulary, and pronunciation are covered within the context of those topics. The learning objectives of this program are focused on the language acquisition needed to help students reach their English language-based goals.</p>
	Core courses				
			Hours		
	ESLA 260	ESL for Community Involvement, Beginning	180		
	Elective courses (must choose 1 of 7)				
			Hours		
	ESLA 180	ESL Reading Skills, Beginning	36		
	ESLA 182	ESL Speaking Skills, Beginning	36		
	ESLA 185	ESL Writing Skills, Beginning	36		
	ESLA 222	ESL Grammar Review, Beginning	36		
	ESLA 225	ESL Vocabulary Review, Beginning	36		
	ESLA 250	American Idioms-Beginning	36		
	ESLA 801	ESL and Computer Skills, Beginning	36		
	Total Hours		216		
ESL for Community Involvement, Intermediate	<p>This is an integrated language program meaning that all language skills are addressed at the intermediate to advanced level of English language proficiency. The</p>			2022 Fall	<p>The main goal of the ESL for Community Involvement, Intermediate to Advanced certificate program is to</p>

New Programs				
Program		Eff Date	Justification	
Intermediate to Advanced	program has one required course: ESL for Community Involvement, Intermediate to Advanced. The program has at least one required elective course from a choice of seven, and students can choose the elective course that focuses most closely on their individual learning needs and goals.		provide ESL students English language fluency building in all four language skills: reading, writing, listening, and speaking. The topics are based on adult learners' personal, family and community-based goals. Grammar, vocabulary, and pronunciation are covered within the context of those topics. The learning objectives of this program are focused on the language acquisition needed to help students reach their English language-based goals.	
	Core courses			
		Hours		
	ESLA 261	ESL for Community Involvement, Intermediate to Advanced		180
	Elective courses (must choose 1 of 7)			
		Hours		
	ESLA 181	ESL Reading Skills, Intermediate to Advanced		36
	ESLA 183	ESL Speaking Skills, Intermediate to Advanced		36
	ESLA 186	ESL Writing Skills, Intermediate to Advanced		36
	ESLA 223	ESL Grammar Review, Intermediate to Advanced		36
	ESLA 226	ESL Vocabulary Review, Intermediate to Advanced		36
	ESLA 251	American Idioms - Intermediate, Advanced		36
	ESLA 815	ESL and Computer Skills, Intermediate to Advanced		36
	Total Hours			216

Modified Programs/Certificates			
Program		Eff Date	Justification
Business Information Worker I	The Business Information Worker I (BIW I) 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. With a solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, 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 Word, Excel and Outlook.	2022 Fall	Update the programs to add in new options for students to complete the certificate requirements.
Core Courses			
	Hours		
OTEC 100	Office Essentials	24	

Modified Programs/Certificates																																																						
Program		Eff Date	Justification																																																			
	<table border="1"> <tr> <td>OTEC 105</td> <td>Microsoft Outlook Fundamentals</td> <td>12</td> </tr> <tr> <td>OTEC 110</td> <td>Business Math for Office Technology</td> <td>24</td> </tr> <tr> <td>OTEC 210</td> <td>Computer Concepts and Applications I</td> <td>36</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>OTEC 215</td> <td>Computer Concepts and Applications IBEST</td> <td>96</td> </tr> <tr> <td>OTEC 211</td> <td>Computer Concepts and Applications II</td> <td>60</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>OTEC 200</td> <td>Computer Concepts and Applications II A</td> <td>20</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>OTEC 201</td> <td>Computer Concepts and Applications II B</td> <td>20</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>OTEC 202</td> <td>Computer Concepts and Applications II C</td> <td>20</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>OTEC 215</td> <td>Computer Concepts and Applications IBEST</td> <td>96</td> </tr> <tr> <td>COMP 685</td> <td>Computer Keyboarding, Beginning</td> <td>36</td> </tr> <tr> <td>BMGR 415</td> <td>Written Communication-Business</td> <td>18</td> </tr> <tr> <td>Total Hours</td> <td></td> <td>210</td> </tr> </table>	OTEC 105	Microsoft Outlook Fundamentals	12	OTEC 110	Business Math for Office Technology	24	OTEC 210	Computer Concepts and Applications I	36		or		OTEC 215	Computer Concepts and Applications IBEST	96	OTEC 211	Computer Concepts and Applications II	60		or		OTEC 200	Computer Concepts and Applications II A	20		and		OTEC 201	Computer Concepts and Applications II B	20		and		OTEC 202	Computer Concepts and Applications II C	20		or		OTEC 215	Computer Concepts and Applications IBEST	96	COMP 685	Computer Keyboarding, Beginning	36	BMGR 415	Written Communication-Business	18	Total Hours		210		
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ESL Speaking Skills-Intermediate to Advanced	<p>This is a focused language program. The program has one required course: ESL Speaking Skills, Intermediate to Advanced and at least one elective course: ESL Grammar Review, Intermediate to Advanced or ESL Vocabulary Review, Intermediate to Advanced. Students can choose the elective course based on their personal goals and needs.</p> <table border="1"> <tr> <td colspan="3">Core Courses</td> </tr> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 183</td> <td>ESL Speaking Skills, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td colspan="3">Elective (choose 1 of 2)</td> </tr> <tr> <td></td> <td></td> <td>Hours</td> </tr> </table>	Core Courses					Hours	ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36	Elective (choose 1 of 2)					Hours	2021 Fall	Courses on original CDCP are no longer active. The new courses are included.																																				
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ESL for Workforce Preparation, Intermediate	<p>The program is designed to help intermediate level ESL students acquire the workplace skills needed to obtain and retain employment, including applying and interviewing for a job, communicating on the job, and navigating the American workplace.</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>ESLA 1050</td> <td>ESL Workplace Advancement Skills, Intermediate</td> <td>60</td> </tr> <tr> <td>ESLA 1052</td> <td>ESL Workforce Readiness Skills, Intermediate</td> <td>60</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>120</td> </tr> </tbody> </table>	Core courses					Hours	ESLA 1050	ESL Workplace Advancement Skills, Intermediate	60	ESLA 1052	ESL Workforce Readiness Skills, Intermediate	60	Total Hours		120	2021	Updated course title.						
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ESLA 1052	ESL Workforce Readiness Skills, Intermediate	60																						
Total Hours		120																						
Bookkeeping	<p>The bookkeeping certificate is designed to prepare students for a career as an entry-level bookkeeper or to provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs. Bookkeepers maintain their employers' financial records by using accounting software and other tools. As they play such a significant role in determining their companies' success, employers want only the most highly trained and ethical bookkeepers. As a result, employers prefer bookkeepers with industry knowledge. Students can be expected to learn the following: accounting fundamentals, accounting principles, payroll functions and QuickBooks.</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>BUSA 100</td> <td>Accounting Fundamentals for Bookkeepers</td> <td>36</td> </tr> <tr> <td>BUSA 101</td> <td>Accounting Principles for Bookkeepers</td> <td>36</td> </tr> <tr> <td>BUSA 102</td> <td>Payroll Fundamentals for Bookkeepers</td> <td>36</td> </tr> <tr> <td>COMP 650</td> <td>Quickbooks Fundamentals for Financial Office Applications</td> <td>36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>144</td> </tr> </tbody> </table>	Core Courses					Hours	BUSA 100	Accounting Fundamentals for Bookkeepers	36	BUSA 101	Accounting Principles for Bookkeepers	36	BUSA 102	Payroll Fundamentals for Bookkeepers	36	COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	Total Hours		144	2022 Fall	Revised catalog description.
Core Courses																								
		Hours																						
BUSA 100	Accounting Fundamentals for Bookkeepers	36																						
BUSA 101	Accounting Principles for Bookkeepers	36																						
BUSA 102	Payroll Fundamentals for Bookkeepers	36																						
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36																						
Total Hours		144																						
Business Information Worker II	<p>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 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</p>	2022 Fall	Update the programs to add in new options for students to complete the certificate requirements.																					

Modified Programs/Certificates			
Program		Eff Date	Justification
	and PowerPoint. Prerequisites: • Completion of Business Information Worker I certificate		
Core Courses			
		Hours	
BMGR 415	Written Communication-Business	18	
BMGR 431	Finance for the Non-Financial Manager	18	
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	
COMP 685	Computer Keyboarding, Beginning	36	
OTEC 100	Office Essentials	24	
OTEC 105	Microsoft Outlook Fundamentals	12	
OTEC 110	Business Math for Office Technology	24	
OTEC 111	Customer Relation Management (CRM), Introduction	18	
OTEC 210	Computer Concepts and Applications I	36	
	or		
OTEC 215	Computer Concepts and Applications IBEST	96	
OTEC 211	Computer Concepts and Applications II	60	
	or		
OTEC 215	Computer Concepts and Applications IBEST	96	
	or		
OTEC 200	Computer Concepts and Applications II A	20	
	and		
OTEC 201	Computer Concepts and Applications II B	20	
	and		
OTEC 202	Computer Concepts and Applications II C	20	
OTEC 212	Computer Concepts and Applications III	36	
	or		
OTEC 205	Computer Concepts and Applications III A	18	
	and		
OTEC 206	Computer Concepts and Applications III B	18	
OTEC 225	MS Office Integrated Projects	36	
OTEC 230	Electronic Records Management	45 - 54	
Electives (must choose 1 of 3)			
		Hours	
COMP 510	Computer Keyboarding, Mastery I	30	
WFPR 100	Career Skills and Resource Lab	18 - 180	

Modified Programs/Certificates																																																																			
Program			Eff Date	Justification																																																															
	WFPR 101	Virtual Career Skills and Resource Lab	36																																																																
	Total Hours		417 - 588																																																																
Administrative Professional	<p>The Administrative Professional certificate is designed to build upon the skills learned in the Business Information Worker I (BIW I) certificate program 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; fundamental computers and information processing skills; basic computer application skills, including beginning Excel, Word, Access, PowerPoint, and Outlook; fundamentals of the internet, digital ethics and awareness, and cloud computing, 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, Access, PowerPoint, and Outlook and the IC3 Digital Literacy certification. 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.</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>BMGR 415</td> <td>Written Communication-Business</td> <td>18</td> </tr> <tr> <td>COMP 510</td> <td>Computer Keyboarding, Mastery I</td> <td>30</td> </tr> <tr> <td>COMP 511</td> <td>Keyboarding Mastery II</td> <td>30</td> </tr> <tr> <td>COMP 685</td> <td>Beginning Keyboarding.</td> <td>36</td> </tr> <tr> <td>OTEC 100</td> <td>Office Essentials</td> <td>24</td> </tr> <tr> <td>OTEC 105</td> <td>Microsoft Outlook Fundamentals</td> <td>12</td> </tr> <tr> <td>OTEC 110</td> <td>Business Math for Office Technology</td> <td>24</td> </tr> <tr> <td>OTEC 210</td> <td>Computer Concepts and Applications I</td> <td>36</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>OTEC 215</td> <td>Computer Concepts and Applications IBEST</td> <td>96</td> </tr> <tr> <td>OTEC 211</td> <td>Computer Concepts and Applications II</td> <td>60</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>OTEC 200</td> <td>Computer Concepts and Applications II A</td> <td>20</td> </tr> <tr> <td colspan="3">and</td> </tr> <tr> <td>OTEC 201</td> <td>Computer Concepts and Applications II B</td> <td>20</td> </tr> <tr> <td colspan="3">and</td> </tr> <tr> <td>OTEC 202</td> <td>Computer Concepts and Applications II C</td> <td>20</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>OTEC 215</td> <td>Computer Concepts and Applications IBEST</td> <td>96</td> </tr> </tbody> </table>		Core Courses					Hours	BMGR 415	Written Communication-Business	18	COMP 510	Computer Keyboarding, Mastery I	30	COMP 511	Keyboarding Mastery II	30	COMP 685	Beginning Keyboarding.	36	OTEC 100	Office Essentials	24	OTEC 105	Microsoft Outlook Fundamentals	12	OTEC 110	Business Math for Office Technology	24	OTEC 210	Computer Concepts and Applications I	36	or			OTEC 215	Computer Concepts and Applications IBEST	96	OTEC 211	Computer Concepts and Applications II	60	or			OTEC 200	Computer Concepts and Applications II A	20	and			OTEC 201	Computer Concepts and Applications II B	20	and			OTEC 202	Computer Concepts and Applications II C	20	or			OTEC 215	Computer Concepts and Applications IBEST	96	2022 Fall	Update the programs to add in new options for students to complete the certificate requirements.
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Modified Programs/Certificates																															
Program			Eff Date	Justification																											
	O TEC 212	Computer Concepts and Applications III	36																												
	O TEC 225	MS Office Integrated Projects	36																												
	Total Hours		342																												
Quality Assurance Management for Medical Devices	<p>The Quality Assurance Management for Medical Device certificate prepares students for prospective careers in quality assurance within the medical device industry. Topics covered include regulatory agencies and laws pertaining to the medical device industry; introduction to the medical device industry and trends in the field; document control and database management; quality assurance concepts for medical device manufacturing; technical writing; the quality audit process; and employability skills. Upon successful program completion, students will be prepared for entry level positions in areas such as quality assurance specialist, quality compliance specialist and quality systems auditor depending on work experience and academic skill sets. This certificate will also benefit incumbent workers seeking promotional opportunities within the industry.</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>QAMD 400</td> <td>Medical Device Quality Assurance Specialist, Introduction</td> <td>36</td> </tr> <tr> <td>QAMD 400</td> <td>Medical Device Quality Assurance Specialist, Introduction</td> <td>36</td> </tr> <tr> <td>QAMD 410</td> <td>Document and Database Management for Medical Devices</td> <td>36</td> </tr> <tr> <td>QAMD 415</td> <td>Quality Assurance for Medical Devices</td> <td>36</td> </tr> <tr> <td>QAMD 420</td> <td>Technical Writing for Bio-Medical Industries</td> <td>36</td> </tr> <tr> <td>QAMD 425</td> <td>Quality Auditing for Medical Devices</td> <td>36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>216</td> </tr> </tbody> </table>		Core Courses					Hours	QAMD 400	Medical Device Quality Assurance Specialist, Introduction	36	QAMD 400	Medical Device Quality Assurance Specialist, Introduction	36	QAMD 410	Document and Database Management for Medical Devices	36	QAMD 415	Quality Assurance for Medical Devices	36	QAMD 420	Technical Writing for Bio-Medical Industries	36	QAMD 425	Quality Auditing for Medical Devices	36	Total Hours		216	2022	The program modification is to revise catalog description and switch out the old course subject codes for the new course subject codes and numbering.
Core Courses																															
		Hours																													
QAMD 400	Medical Device Quality Assurance Specialist, Introduction	36																													
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Total Hours		216																													
ESL Work Readiness	<p>ESL Work Readiness sequence of courses is offered to give English language learners the language and digital literacy skills needed to obtain employment. ESL and Computer Skills courses focus on improving language skills through computer applications tasks using MS Office Suite, online resources, and presentation programs. The elective courses provide support for students in specific career areas and provide a foundation for further study in those career technical education programs. This sequence of courses develops foundation skills needed for successful employment, such as, basic language and digital literacy skills, thinking creatively, as well as developing responsibility, self-esteem, sociability, self-management, and integrity.</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>ESLA 801</td> <td>ESL and Computer Skills, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 815</td> <td>ESL and Computer Skills, Intermediate to Advanced</td> <td>36</td> </tr> </tbody> </table>		Core Courses					Hours	ESLA 801	ESL and Computer Skills, Beginning	36	ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36	2022 Fall	Reflects updated course titles and new electives.															
Core Courses																															
		Hours																													
ESLA 801	ESL and Computer Skills, Beginning	36																													
ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36																													

Modified Programs/Certificates				
Program			Eff Date	Justification
	Elective Courses (must choose 1 of 3)			
			Hours	
	ESLA 1020	Vocational English-as-a-Second Language: Early Childhood Education	36	
	ESLA 1025	Vocational English as a Second Language: Pharmacy Technician	36	
	ESLA 1030	Vocational English as a Second Language: Administrative Assistant	36	
	Total Hours		108	
High School Diploma Program			2022 Fall	