



**North Orange Continuing Education  
Curriculum Committee Meeting  
January 23, 2024  
3:30 p.m. – 5:00 p.m.**

**LOCATION:**

Anaheim Campus, Room 1025, 10<sup>th</sup> Floor  
1830 W. Romneya Drive  
Anaheim, CA 92801

**AGENDA:**

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of the Minutes
- V. Public Comments (2-minute max)
- VI. Report of the Curriculum Chair
- VII. Action Item
  - a. New Courses
  - b. Revised Courses
  - c. Course Deactivations
  - d. New Programs
  - e. Program Deactivations
- VIII. Discussion Item
  - a. High School Diploma Program Narrative
  - b. Records Office Updates
  - c. Curriculum Review Process
  - d. Technical Review Committee

- e. Curriculum Chair
- f. DCCC Representative

IX. Announcements

- a. ASCCC Noncredit Institute: May 2-3, 2024
- b. Pathways to Equity Conference 2024: April 8-9, 2024

[Summary - 2024 Pathways to Equity Conference \(cventevents.com\)](https://cventevents.com)

X. Adjournment

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
OTEC 093	Computer Essentials	9	Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other NOCE computer courses.	0514.00 - Office Technology/Office Computer Applications D - Possible Occupational	2024 Fall	Combine multiple courses to remove duplication of material and update curriculum to provide a steppingstone into program courses.
OTEC 216	Windows and Word for Business	36	This course introduces students to fundamental workforce skills necessary to succeed in an office environment: Windows operating system and Microsoft Word. This is the first of three courses and prepares students for the Microsoft Office Specialist (MOS) certification.	0514.40 - Office Management C - Occupational	2024 Fall	This course is the updated version of OTEC 210. The course was revised to provide a more streamlined pathway and cohesive curriculum.
OTEC 217	Excel for Business	36	This is the second course in a series of three 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 II introduces students to fundamental workforce skills in Microsoft Excel. The course series will also help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.40 - Office Management C - Occupational	2024 Fall	To better align the name of the course with the curriculum and the new Office Assistant program.
OTEC 218	Databases and Presentations for Business	36	This is the third course in a series of three 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 III introduces students to fundamental workforce skills in using a database and presentations. The course series also helps prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2024 Fall	New course to align with skills needed to use databases and presentations in a business environment. Will be part of the Business Information Worker II and Administrative Professional certificates.
OTEC 301	Digital Literacy Preparation	27	One of four courses that prepares learners for the IC3 Digital Literacy Certification exam. This course not only validates a learners' ability to do more than simply consume technology, it enables them to comprehend the possibilities and form the foundational set of	0708.00 - Computer Infrastructure and Support C - Occupational	2024 Fall	This content was pulled from the current curriculum in order for students to have the option to pursue certification. It is not necessary to have the IC3

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			skills necessary to support our modern digital economy. This course covers Level 1 certification: foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting.			certification for the office certificates/job placement.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
OTEC 215	Computer Concepts and Applications IBEST	96	This course introduces fundamental workforce skills in Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2024 Fall	Update curriculum to align with changes made in core classes.
PARN 101	Joyful Parenting-Art, Music and Movement (Ages 1.5 - 2.5 years)	18-36	Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation and cooperative learning with other parents. Parents participate with their child in age appropriate activities, which provides them with ideas to use at home while understanding the importance of developmental stages of child rearing.	1305.60 - Parenting and Family Education D - Possible Occupational	2024 Fall	Update title and CB09 to non-occupational.
PARN 277	Love and Logic® Early Childhood: Parenting Made Fun! Lab	10	This is a one-hour lab course to be taken concurrently with PARN 267. It meets once a week for 10 weeks. This course is designed to allow students to collaborate with their faculty and peers to implement parenting strategies learned in lecture for practical use in their daily lives.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Summer Term	Update title to include trademark.

Course Deactivations		
Course ID	Eff Date	Justification
AEBG 100	2024 Summer Term	Course no longer offered.
AEBG 101	2024 Summer Term	Course no longer offered.
AEBG 102	2024 Summer Term	Course no longer offered.
AEBG 103	2024 Summer Term	Course no longer offered.
AEBG 104	2024 Summer Term	Course no longer offered.
AEBG 105	2024 Summer Term	Course no longer offered.
AEBG 106	2024 Summer Term	Course no longer offered.
AEBG 107	2024 Summer Term	Course no longer offered.
AEBG 108	2024 Summer Term	Course no longer offered.
AEBG 109	2024 Summer Term	Course no longer offered.
AEBG 114	2024 Summer Term	Course no longer offered.
BUSN 235A	2024 Summer Term	Course no longer offered.
BUSN 350	2024 Summer Term	Course no longer offered.
BUSN 360	2024 Summer Term	Course no longer offered.
BUSN 370	2024 Summer Term	Course no longer offered.
BUSN 645	2024 Summer Term	Course no longer offered.
CNED 204	2023 Summer Term	Course no longer offered.
EDEN 550	2024 Summer Term	Course no longer offered.
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EMER 104	2024 Summer Term	Course no longer offered.

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Office Assistant, Introduction	<p>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 salespersons, customer service representatives, receptionists, 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.</p> <p>To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. 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).</p>		2024 Fall	<p>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 salespersons, customer service representatives, receptionists, 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 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. Students interested in the IC3 Digital Literacy certification need one additional elective course to prepare for the certification.</p>																																																												
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Customer Relations	<p>The Customer Relations 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, database, and presentation, fundamentals of electronic record keeping, and introduction to customer relation management. With a solid software foundation, 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</p>	2024 Fall	A new certificate that will provide a pathway from Office Assistant, Introduction to the second level of administrative support. With these skills, students will be better prepared to meet the workforce demands of today's business environment.																																	

New Programs			
Program		Eff Date	Justification
	<p>Microsoft Office Specialist (MOS) certifications in PowerPoint.</p> <p>Prerequisites: Completion of Office Assistant, Introduction certificate</p> <p>To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. 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).</p>		
<b>Core Courses</b>			
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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 218	Databases and Presentations for Business	36	
OTEC 225	MS Office Integrated Projects	36	
OTEC 230	Electronic Records Management	54	
	and		
<b>Must Choose 1 of 2 Options</b>			
		<b>Hours</b>	
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	
<b>Elective Courses (Must Choose 1)</b>			
		<b>Hours</b>	
COMP 510	Computer Keyboarding, Mastery I	30	
WFPR 100	Career Skills and Resource Lab	36	
WFPR 101	Virtual Career Skills and Resource Lab	36	
<b>Total Hours</b>		414 - 444	

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Human Resource Assistant	<p>This certificate is designed for students seeking entry-level employment in a Human Resources department. The coursework will prepare students for entry-level positions with job titles such as HR Assistant, HR Clerk, HR Technician, etc.</p> <p>To earn a certificate, students must complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education.</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>HRMA 100</td> <td>Human Resources, Introduction</td> <td>24</td> </tr> <tr> <td>HRMA 105</td> <td>Employee Relations</td> <td>24</td> </tr> <tr> <td>HRMA 110</td> <td>Compensation</td> <td>24</td> </tr> <tr> <td>HRMA 115</td> <td>Assessing and Improving Performance</td> <td>24</td> </tr> <tr> <td>HRMA 120</td> <td>Talent Acquisition and Development</td> <td>36</td> </tr> <tr> <th colspan="3">Elective Courses (Must Choose 2)</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> <tr> <td>WFPR 100</td> <td>Career Skills and Resource Lab</td> <td>36</td> </tr> <tr> <td>WFPR 101</td> <td>Virtual Career Skills and Resource Lab</td> <td>36</td> </tr> <tr> <td>WFPR 105</td> <td>Build Your Career</td> <td>12</td> </tr> <tr> <td><b>Total Hours</b></td> <td></td> <td><b>216</b></td> </tr> </tbody> </table>	Core Courses					Hours	HRMA 100	Human Resources, Introduction	24	HRMA 105	Employee Relations	24	HRMA 110	Compensation	24	HRMA 115	Assessing and Improving Performance	24	HRMA 120	Talent Acquisition and Development	36	Elective Courses (Must Choose 2)					Hours	WFPR 100	Career Skills and Resource Lab	36	WFPR 101	Virtual Career Skills and Resource Lab	36	WFPR 105	Build Your Career	12	<b>Total Hours</b>		<b>216</b>	2024 Summer Term	The goals of the Human Resource Assistant program revolve around developing the knowledge, skills, and abilities needed for effective human resource management. This program and goals provides students with rigorous preparation for a career in the Human Resources field, with skills at the technical and administrative levels for entry-level positions.
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Office Assistant, Advanced	<p>The Office Assistant, Advanced certificate is designed to build upon the skills learned in the Office Assistant, Introduction certificate programs 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; fundamental computers and information processing skills; basic computer application skills, including beginning Excel, Word, Access, PowerPoint, 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, 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> <p>To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students</p>	2024 Fall	The Office Assistant, Advanced certificate is designed to build upon the skills learned in the Office Assistant, Introduction 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 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																																							

New Programs																																																																								
Program		Eff Date	Justification																																																																					
	<p>will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. 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).</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 685</td> <td>Beginning Keyboarding.</td> <td>36</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>OTEC 100</td> <td>Office Essentials</td> <td>24</td> </tr> <tr> <td>OTEC 110</td> <td>Business Math for Office Technology</td> <td>24</td> </tr> <tr> <td>OTEC 105</td> <td>Microsoft Outlook Fundamentals</td> <td>12</td> </tr> <tr> <td>OTEC 218</td> <td>Databases and Presentations for Business</td> <td>36</td> </tr> <tr> <td>OTEC 225</td> <td>MS Office Integrated Projects</td> <td>36</td> </tr> <tr> <th colspan="3">(Must Choose 1 of 2 Options)</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> <tr> <td colspan="2">Option 1</td> <td>72</td> </tr> <tr> <td>OTEC 216</td> <td>Windows and Word for Business</td> <td>36</td> </tr> <tr> <td>OTEC 217</td> <td>Excel for Business</td> <td>36</td> </tr> <tr> <td colspan="2">or</td> <td></td> </tr> <tr> <td colspan="2">Option 2</td> <td>96</td> </tr> <tr> <td>OTEC 215</td> <td>Computer Concepts and Applications IBEST</td> <td>96</td> </tr> <tr> <th colspan="3">(Optional Elective)</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> <tr> <td>OTEC 301</td> <td>Digital Literacy Preparation</td> <td>27</td> </tr> <tr> <td colspan="2"><b>Total Hours</b></td> <td><b>318 - 369</b></td> </tr> </tbody> </table>	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 110	Business Math for Office Technology	24	OTEC 105	Microsoft Outlook Fundamentals	12	OTEC 218	Databases and Presentations for Business	36	OTEC 225	MS Office Integrated Projects	36	(Must Choose 1 of 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	<b>Total Hours</b>		<b>318 - 369</b>		<p>Microsoft Office Specialist (MOS) certifications in Word, Excel, PowerPoint, and Outlook and the IC3 Digital Literacy certification with the completion of one 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.</p>
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Program Deactivation		
Program	Eff Date	Justification
Intermediate Low	2024 Summer Term	Program is no longer offered.
ESL Intermediate / Advanced program	2024 Summer Term	Program is no longer offered.