**North Orange Continuing Education**
**Curriculum Committee Meeting**
**February 13, 2024**
**3:30 p.m. – 5:00 p.m.**

**LOCATION:**
Anaheim Campus, Room 1025, 10th 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. Revised Courses

    b. Course Deactivations

    c. New Programs

    d. Program Deactivation

    e. High School Diploma Program

VIII. Discussion Item

IX. Announcements

    a. ASCCC Noncredit Institute: May 2-3, 2024

       Sheraton Park Hotel at the Anaheim Resort

    b. Pathways to Equity Conference 2024: April 8-9, 2024

       Anaheim, California

X. Adjournment

| | | | Revised Courses | | | |
|---|---|---|---|---|---|---|
| Course ID | Title | Hours | Course Description | TOP Code CB 03 SAM Code CB 09 | Eff Date | Justification |
| 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 | 2024 Fall | Addition of Distance Education. Updated methods of instruction, evaluation, and textbook. |
| 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 exciting opportunities for self-discovery and personal growth. | 1503.00 - Comparative Literature E - Non-Occupational | 2024 Fall | Addition of Distance Education. Updated methods of instruction and evaluation. |
| EMER 451 | Adobe Photoshop Elements | 36 | Utilize photo editing software to enhance graphic design capabilities. This class introduces tools used by professional designers in an easy-to-use, powerful, digital-image editing program. Windows knowledge is recommended. Textbook Required | 0614.10 - Multimedia E - Non-Occupational | 2024 Fall | Subject code realignment from COMP 119 to EMER 451.Methods of instruction and evaluation updated. |
| EMER 452 | Digital Photo Albums for Beginners | 36 | Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos; email photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book. Textbook may be required. | 0614.00 - Digital Media C - Occupational | 2024 Fall | Subject Code Realignment to from COMP 121 to EMER 452.Methods of instruction and evaluation updated |
| EMER 453 | Digital Scrapbooking | 36 | Scrapbooking is a 2.5 billion dollar industry in the United States. Computerized graphic design is dramatically transforming the industry. Digital scrapbooking skills are important for anyone working in the graphic design field. Learn the design essentials of professional digital scrapbooks, hardware and software requirements, and the creation of graphic elements. Textbook purchase required. | 0614.00 - Digital Media E - Non-Occupational | 2024 Fall | Subject Code Realignment to from COMP 675 to EMER 453. Methods of instruction and evaluation revised. Textbook updated. |
| EMER 454 | Digital Photo Restoration and Portrait Makeovers | 36 | For photographers and scrapbookers who want to advance their skills to repair old photos and touch up portraits. Topics include repairing scratches and tears on old photos; fixing hair, teeth, skin, red eyes, and blemishes; enhancing photos; combining images; creating backgrounds and frames; and selecting photo papers. Textbook Required | 0614.10 - Multimedia E - Non-Occupational | 2024 Fall | Subject Code Realignment from COMP 705 to EMER 454. Methods of instruction and evaluation revised. Textbook updated. |
| EMER 455 | Adobe Photoshop Elements Tools for Intermediate Users. | 36 | For intermediate- or advanced-level photographers or scrapbookers. Covers tools and techniques for creating text with character, custom shapes and layer styles to add pizzazz, using and creating brushes for embellishments, adding blend modes and filters and textures to give dimension, and automating pages using templates. Textbook Required. | 0614.10 - Multimedia E - Non-Occupational | 2024 Fall | Subject Code Realignment from COMP 700 to EMER 455. Methods of instruction and evaluation revised. Textbook updated. |

| | | | Revised Courses | | | |
|---|---|---|---|---|---|---|
| Course ID | Title | Hours | Course Description | TOP Code CB 03 SAM Code CB 09 | Eff Date | Justification |
| OTEC 092 | Software Essentials | 12 | Learn the beginning basics of Word, Excel, PowerPoint, and Access in one class. This class serves as a foundation for OTEC courses. | 0514.00 - Office Technology/Office Computer Applications D - Possible Occupational | 2024 Summer | Update the textbook. |
| OTEC 225 | MS Office Integrated Projects | 36 | This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program. | 0514.40 - Office Management C - Occupational | 2024 Fall | Update Prerequisites |
| PTEC 105 | Pharmacy Operations Lab | 36 | This course is an introduction to the operations of a pharmacy and provides students with a working knowledge of its structural, functional, business and inter-relational aspects within the health care system. The course also covers the basics of compounding, medication distribution and inventory control. | 1221.00 - Pharmacy Technology C - Occupational | 2024 Fall | Update to align with COMP 685 requirements. |
| PTEC 300 | Pharmacy Technician Practical Career Training - Entry | 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 - Advance Occupational | 2024 Fall | Update course description, course objectives, SLOs, externship language replaced with experiential in course content section, instructional methodologies, methods of evaluation, resource materials, and outside-of-class assignments to align with ASHP requirements. |
| PTEC 301 | Pharmacy Technician Advanced Level Lecture | 48 | This course prepares students for practice as Advanced-level pharmacy technicians 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 the Entry-level pharmacy technician. | 1221.00 - Pharmacy Technology B - Advance Occupational | 2024 Fall | Update prerequisites, catalog description, SLOs, instructional methodologies, methods of evaluation, and textbook resources and assignments to align with ASHP requirements. |
| PTEC 302 | Pharmacy Technician Advanced Level Lab | 60 | The course prepares students for practice as Advanced-level pharmacy technicians, 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 the Entry-level pharmacy technician. The Lab is designed to be taken concurrently or after the lecture course. | 1221.00 - Pharmacy Technology B - Advance Occupational | 2024 Fall | Update prerequisite, corequisite, catalog description, SLOs, instructional methodologies, methods of evaluation, resource materials, and outside-of-class assignments to align with ASHP requirements. |
| 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 | 1221.00 - Pharmacy Technology B - Advance Occupational | 2024 Fall | Update catalog description, SLOs, instructional methodologies, methods of evaluation, resource materials, and outside-of-class assignments to align with ASHP requirements. |

| Revised Courses | | | | | | |
|---|---|---|---|---|---|---|
| Course ID | Title | Hours | Course Description | TOP Code CB 03 SAM Code CB 09 | Eff Date | Justification |
| | | | search, professionalism, current issues in pharmacy, and work performance. | | | |

| Course Deactivations | | |
|---|---|---|
| Course ID | Eff Date | Justification |
| CRAE 300 | 2024 Summer | This course is no longer offered by the department. |
| ESLA 169 | 2024 Fall | This course was replaced by the ESL Skill Review courses. |
| ESLA 812 | 2024 Summer | This course is no longer offered by the department. |
| IHSS 997 | 2024 Summer | This course is no longer offered by the department. |
| MUSC 300 | 2024 Summer | This course is no longer offered by the department. |

| New Programs | | | |
|---|---|---|---|
| Program | | Eff Date | Justification |
| ESL Specialty Courses, Beginning | This is a focused language certificate program for English as a Second Language (ESL) Beginning 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.<br><br>**Core Course**<br><br>| | | Hours |<br>ESLA 001 ESL Student Support Center — 12<br>**Elective Courses (Must Choose 1)**<br>| | | Hours |<br>ESLA 180 ESL Reading Skills, Beginning — 36<br>ESLA 185 ESL Writing Skills, Beginning — 36<br>ESLA 222 ESL Grammar Review, Beginning — 36<br>ESLA 182 ESL Speaking Skills, Beginning — 36<br>ESLA 225 ESL Vocabulary Review, Beginning — 36<br>ESLA 801 ESL and Computer Skills, Beginning — 36<br>ESLA 250 American Idioms-Beginning — 36<br>**Total Hours** — 48 | 2024 Fall | The English as a Second Language (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 Student Success Center (ESL 001) and one of the following Specialty Courses: ESL Reading Skills (ESL 180), ESL Writing Skills(ESL 185), ESL Grammar Review(ESL 222), ESL Speaking Skills(ESL182), ESL Vocabulary Review(ESL 225), Computer Skills for ESL(ESL 801), or American Idioms(ESL 250). 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 |
| ESL Specialty Courses, Intermediate to Advanced | This is a focused language certificate program for English as a Second Language (ESL) Intermediate 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 | 2024 Fall | The English as a Second Language (ESL) Specialty Course Intermediate to Advanced 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 Student Success Center (ESL 001) and one of the following Specialty Courses: ESL Skill Building (ESL 211), ESL Reading Skills (ESL 181), ESL Writing Skills(ESL 186), ESL Grammar |

| Program | | | Eff Date | Justification |
|---|---|---|---|---|
| | tutoring to improve their speaking, listening, reading, and writing skills. | | | Review(ESL 223), ESL Speaking Skills(ESL 183,), ESL Vocabulary Review(ESL 226), Computer Skills for ESL(ESL 815), American Idioms(ESL 251), or ESL & the Arts(ESL 804). The ESL Specialty Certificate courses aim at building English skills. The classes are geared at giving students the instruction and practice in building academic skills needed for achieving that aim. 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. |

**Core Course**

| | | Hours |
|---|---|---|
| ESLA 001 | ESL Student Support Center | 12 |

**Elective Courses (Must Choose 1)**

| | | Hours |
|---|---|---|
| ESLA 211 | ESL Skill Building, Intermediate to Advanced | 180 |
| ESLA 181 | ESL Reading Skills, Intermediate to Advanced | 36 |
| ESLA 186 | ESL Writing Skills, Intermediate to Advanced | 36 |
| ESLA 223 | ESL Grammar Review, Intermediate to Advanced | 36 |
| ESLA 183 | ESL Speaking Skills, Intermediate to Advanced | 36 |
| ESLA 226 | ESL Vocabulary Review, Intermediate to Advanced | 36 |
| ESLA 815 | ESL and Computer Skills, Intermediate to Advanced | 36 |
| ESLA 251 | American Idioms - Intermediate, Advanced | 36 |
| ESLA 804 | ESL & the Arts | 36 |
| **Total Hours** | | **48 - 192** |

| Program | | | Eff Date | Justification |
|---|---|---|---|---|
| High School Diploma Program | The North Orange Continuing Education (NOCE) High School Diploma Program (HSDP) provides students opportunities to develop proficiency in English Language Arts, Mathematics, Science, and Social Science.<br><br>Upon completion of the HSDP, students are prepared to successfully transition to advanced educational opportunities such as trade schools and institutions of higher education. Earning a NOCE High School Diploma equips students to achieve personal, family, and career goals and serve their communities.<br><br>Total All Required Core High School Credits..............................110<br>Total All Electives High School Credits........................................ 50<br><br>**Total All Core and Elective High School Credits....................160**<br>**(Please disregard "Hours" heading, High School Diploma Program is awarded in Credits)** | | 2024 Fall | Updates needed to reflect the current program offerings. |

**English - Core Courses**
**(Minimum Required Credits: 30)**

| | | Hours |
|---|---|---|
| IHSS 100 | High School English 1 | 1 - 10 |
| IHSS 101 | High School English 2 | 1 - 10 |

| Program | | | | Eff Date | Justification |
|---|---|---|---|---|---|
| | IHSS 102 | High School English 3 | 1 - 10 | | |
| | IHSS 105 | High School Writing Skills | 1 - 10 | | |
| | **English - Electives** | | | | |
| | | | **Hours** | | |
| | IHSS 100 | High School English 1 | 1 - 10 | | |
| | IHSS 101 | High School English 2 | 1 - 10 | | |
| | IHSS 102 | High School English 3 | 1 - 10 | | |
| | IHSS 105 | High School Writing Skills | 1 - 10 | | |
| | IHSS 163 | High School Composition | 1 - 10 | | |
| | IHSS 170 | High School Grammar | 1 - 10 | | |
| | IHSS 183 | High School Vocabulary | 1 - 10 | | |
| | **Humanities - Core Courses (Minimum Required Credits - 10)** | | | | |
| | | | **Hours** | | |
| | IHSS 113 | High School Mass Media | 1 - 5 | | |
| | IHSS 173 | High School Novels | 1 - 10 | | |
| | IHSS 174 | High School Literature | 1 - 10 | | |
| | IHSS 181 | High School Short Stories | 1 - 5 | | |
| | IHSS 992 | High School Art History - Artists and their Work | 1 - 5 | | |
| | IHSS 993 | High School Elements and Principles of Design. | 1 - 5 | | |
| | **Humanities - Electives** | | | | |
| | | | **Hours** | | |
| | IHSS 113 | High School Mass Media | 1 - 5 | | |
| | IHSS 173 | High School Novels | 1 - 10 | | |
| | IHSS 174 | High School Literature | 1 - 10 | | |
| | IHSS 181 | High School Short Stories | 1 - 5 | | |
| | IHSS 992 | High School Art History - Artists and their Work | 1 - 5 | | |
| | IHSS 993 | High School Elements and Principles of Design. | 1 - 5 | | |
| | **Mathematics - Core Courses (Minimum Required Credits - 20)** | | | | |
| | | | **Hours** | | |
| | IHSS 116 | High School General Math | 1 - 10 | | |
| | IHSS 118 | High School Algebra 1 | 1 - 10 | | |
| | IHSS 119 | High School Geometry | 1 - 10 | | |
| | **Mathematics - Electives** | | | | |
| | | | **Hours** | | |
| | IHSS 116 | High School General Math | 1 - 10 | | |
| | IHSS 118 | High School Algebra 1 | 1 - 10 | | |
| | IHSS 119 | High School Geometry | 1 - 10 | | |
| | **Natural Science - Core Courses (Minimum Required Credits - 20 )** | | | | |
| | | | **Hours** | | |
| | IHSS 121 | High School Earth Science | 1 - 5 | | |
| | IHSS 122 | High School Physical Science | 1 - 5 | | |
| | IHSS 153 | High School General Science | 1 - 10 | | |
| | IHSS 345 | High School Health A: Human Development | 2.5 | | |
| | IHSS 346 | High School Health B: Sexual Health and Behavior | 2.5 | | |

| Program | | | | Eff Date | Justification |
|---|---|---|---|---|---|
| | IHSS 347 | High School Health C: Communication | 2.5 | | |
| | IHSS 348 | High School Health D: Physical, Mental, and Emotional Health | 2.5 | | |
| | IHSS 415 | High School Biology A: Molecules to Organisms | 2.5 | | |
| | IHSS 416 | High School Biology B: Interaction, Energy, and Dynamics | 2.5 | | |
| | IHSS 417 | High School Biology C: Heredity and Inheritance | 2.5 | | |
| | IHSS 418 | High School Biology D: Unity and Diversity | 2.5 | | |
| | **Natural Science - Electives** | | | | |
| | | | **Hours** | | |
| | IHSS 121 | High School Earth Science | 1 - 5 | | |
| | IHSS 122 | High School Physical Science | 1 - 5 | | |
| | IHSS 153 | High School General Science | 1 - 10 | | |
| | IHSS 345 | High School Health A: Human Development | 2.5 | | |
| | IHSS 346 | High School Health B: Sexual Health and Behavior | 2.5 | | |
| | IHSS 347 | High School Health C: Communication | 2.5 | | |
| | IHSS 348 | High School Health D: Physical, Mental, and Emotional Health | 2.5 | | |
| | IHSS 415 | High School Biology A: Molecules to Organisms | 2.5 | | |
| | IHSS 416 | High School Biology B: Interaction, Energy, and Dynamics | 2.5 | | |
| | IHSS 417 | High School Biology C: Heredity and Inheritance | 2.5 | | |
| | IHSS 418 | High School Biology D: Unity and Diversity | 2.5 | | |
| | **Social and Behavioral Sciences - Core Courses (Minimum Required Credits - 30)** | | | | |
| | | | **Hours** | | |
| | IHSS 109 | High School World History | 1 - 10 | | |
| | IHSS 305 | High School Economics A | 2.5 | | |
| | IHSS 306 | High School Economics B | 2.5 | | |
| | IHSS 310 | High School US Government A | 2.5 | | |
| | IHSS 311 | High School US Government B | 2.5 | | |
| | IHSS 315 | High School US History A | 2.5 | | |
| | IHSS 316 | High School US History B | 2.5 | | |
| | IHSS 317 | High School US History C | 2.5 | | |
| | IHSS 318 | High School US History D | 2.5 | | |
| | **Social and Behavioral Sciences - Electives** | | | | |
| | | | **Hours** | | |
| | IHSS 109 | High School World History | 1 - 10 | | |
| | IHSS 110 | High School World Geography | 1 - 10 | | |
| | IHSS 660 | High School Psychology | 1 - 5 | | |
| | **Other Electives** | | | | |
| | | | **Hours** | | |
| | IHSS 300 | Transitioning to College | 1 | | |
| | IHSS 994 | High School Academic Success | 1 - 10 | | |

| Modified Programs/Certificates | | | | |
|---|---|---|---|---|
| Program | | | Eff Date | Justification |
| | *Total of 50 credits combined from electives courses in either English, Humanities, Mathematic, Natural Sciences, Social and Behavioral Sciences and/or Other Electives.* | | | |
| | **Total Hours** | 160 | | |
| ESL Integrated Skills, Advanced | The ESL (English as a Second Language) Integrated Skills, Advanced certificate program is an integrated language program. The program has two required courses: ESL Integrated Skills, Advanced, and ESL Student Support Center. The Integrated Skills course is designed to give students the practice to strengthen their fluency in speaking, listening, reading, and writing based on topics relevant to their lives, experiences, and goals. The course also applies language skills within the context of students' day to day English language needs along with civics-related topics with the goals of helping students increase their fluency in English, have extensive knowledge of community resources, and master the tools needed to become active community participants. The elective course, ESL Learning Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. | | 2024 Fall | Updated program to reflect course hour and title updates. It also includes the addition of an elective course, ESLA 307. |

**ESL Integrated Skills, Advanced — Core Courses**

| | | Hours |
|---|---|---|
| ESLA 234 | ESL Integrated Skills, Advanced | 252 |

**Elective Courses (Must Choose 1)**

| | | Hours |
|---|---|---|
| ESLA 001 | ESL Student Support Center | 12 |
| ESLA 307 | ESL Student Success, Intermediate to Advanced | 36 |
| **Total Hours** | | 264 - 288 |

| Program | | Eff Date | Justification |
|---|---|---|---|
| ESL Integrated Skills, Beginning High | The ESL (English as a Second Language) Integrated Skills, Beginning High certificate program is an integrated language program. The program has one required course and one elective course: The required course, ESL Integrated Skills, Beginning High, is designed to give students the practice to develop skills in speaking, listening, reading, and writing based on topics relevant to their lives, experience, and goals. It also applies language skills within the context of everyday real life topics along with civics-related topics with the goal of helping students access the language needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. The other elective course, ESL Student Success, Beginning, covers an orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting. | 2024 Fall | Updated program to reflect course hour and title updates. It also includes the addition of an elective course, ESLA 305. |

**ESL Integrated Skills, Beginning High — Core Courses**

| | | Hours |
|---|---|---|
| ESLA 231 | ESL Integrated Skills, Beginning High | 252 |

**Elective Courses (Must Choose 1)**

| | | Hours |
|---|---|---|
| ESLA 001 | ESL Student Support Center | 12 |
| ESLA 305 | ESL Student Success, Beginning | 36 |
| **Total Hours** | | 264 - 288 |

| Modified Programs/Certificates | | | | |
|---|---|---|---|---|
| Program | | | Eff Date | Justification |
| ESL Integrated Skills, Beginning Literacy | This is an integrated language program certificate. The program has one required course and one elective course. The required course, ESL (English as a Second Language) Integrated Skills, Beginning Literacy, is designed to give students the practice to develop skills in speaking, listening, reading, and writing based on topics relevant to their lives, experiences, and goals. It also applies language skills within the context of everyday real life topics along with civics-related topics with the goals of helping students access the language needed to function in their day to day lives, learn about community resources, and identify the tools needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required course. The other elective course, ESL Student Success, Beginning, covers an orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting. | | 2024 Fall | Updated program to reflect course hour and title updates. It also includes the addition of an elective course, ESLA 305. |

**Corse Courses**

| | | Hours |
|---|---|---|
| ESLA 229 | ESL Integrated Skills, Beginning Literacy | 252 |

**Elective Courses (Must Choose 1)**

| | | Hours |
|---|---|---|
| ESLA 001 | ESL Student Support Center | 12 |
| ESLA 305 | ESL Student Success, Beginning | 36 |
| Total Hours | | 264 - 288 |

| Program | | | Eff Date | Justification |
|---|---|---|---|---|
| ESL Integrated Skills, Beginning Low | The English as a Second Language (ESL) The ESL (English as a Second Language) Integrated Skills, Beginning Low certificate program is an integrated language program. The program has one required course and one elective course: The required course, ESL Integrated Skills, Beginning Low, is designed to give students the practice to develop skills in speaking, listening, reading, and writing based on topics relevant to their lives, experience, and goals. It also applies language skills within the context of everyday real life topics along with civics-related topics with the goals of helping students access the language needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. The other elective course, ESL Student Success, Beginning covers and orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting. | | 2024 Fall | Updated program to reflect course hour and title updates. It also includes the addition of an elective course, ESLA 305. |

**Corse Courses**

| | | Hours |
|---|---|---|
| ESLA 230 | ESL Integrated Skills, Beginning Low | 252 |

**Elective Courses (Must Choose 1)**

| | | Hours |
|---|---|---|
| ESLA 001 | ESL Student Support Center | 12 |
| ESLA 305 | ESL Student Success, Beginning | 36 |
| Total Hours | | 264 - 288 |

| Modified Programs/Certificates | | | | |
|---|---|---|---|---|
| Program | | | Eff Date | Justification |
| ESL Integrated Skills, Intermediate High | The ESL (English as a Second Language) Integrated Skills, Intermediate High certificate program is an integrated language program. The program has one required course and one elective course: The required course, ESL Integrated Skills, Intermediate High, is designed to give students the practice to sharpen skills in speaking, listening, reading, and writing based on topics relevant to their lives, experience, and goals. It also applies language skills within the context of everyday real life topics along with civics-related topics with the goals of helping students access the language needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. The other elective course, ESL Student Success, Intermediate to Advanced, covers and orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting. | | 2024 Fall | Updated program to reflect course hour and title updates. It also includes the addition of an elective course, ESLA 307. |

**Core Courses**

| | | Hours |
|---|---|---|
| ESLA 233 | ESL Integrated Skills, Intermediate High | 252 |

**Elective Courses (Must Choose 1)**

| | | Hours |
|---|---|---|
| ESLA 001 | ESL Student Support Center | 12 |
| ESLA 307 | ESL Student Success, Intermediate to Advanced | 36 |
| **Total Hours** | | 264 - 288 |

| Modified Programs/Certificates | | | | |
|---|---|---|---|---|
| ESL Integrated Skills, Intermediate Low | The ESL (English as a Second Language) Integrated Skills, Intermediate Low certificate program is an integrated language program. The program has one required course and one elective course: The required course, ESL Integrated Skills, Intermediate Low, is designed to give students the practice to hone skills in speaking, listening, reading, and writing based on topics relevant to their lives, experience, and goals. It also applies language skills within the context of everyday real life topics along with civics-related topics with the goal of helping students access the language needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. The other elective course, ESL Student Success, Intermediate to Advanced, covers and orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting. | | 2024 Fall | Updated program to reflect course hour and title updates. It also includes the addition of an elective course, ESLA 307. |

**Core Courses**

| | | Hours |
|---|---|---|
| ESLA 232 | ESL Integrated Skills, Intermediate Low | 252 |

**Elective Courses (Must Choose 1)**

| | | Hours |
|---|---|---|
| ESLA 001 | ESL Student Support Center | 12 |
| ESLA 307 | ESL Student Success, Intermediate to Advanced | 36 |
| **Total Hours** | | 264 - 288 |

| Modified Programs/Certificates | | | | |
|---|---|---|---|---|
| Program | | | Eff Date | Justification |
| Pharmacy Technician – Advanced Level | This program prepares students for licensure and employment as an advanced-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and meets American Society of Health-System Pharmacists (ASHP) accreditation advanced level standards. | | 2024 Fall | The program narrative has been updated with the latest Labor Market Information (LMI), and the Distance Education percentage has been revised from 0% to 50-99%. |

**Core Courses** (Pharmacy Technician – Advanced Level)

| | | 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 |

| Program | | | Eff Date | Justification |
|---|---|---|---|---|
| Pharmacy Technician – Entry Level | This program prepares students for licensure and employment as an entry-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and meets American Society of Health-System Pharmacists (ASHP) accreditation entry level standards. | | 2024 Fall | The program narrative has been updated with the latest Labor Market Information (LMI), and the Distance Education percentage has been revised from 0% to 50-99%. |

**Core Courses** (Pharmacy Technician – Entry Level)

| | | Hours |
|---|---|---|
| MEDO 105 | Medical Terminology | 48 |
| PTEC 100 | Pharmacy Technician, Introduction | 60 |
| PTEC 125 | Human Relations for Healthcare Workers | 36 |
| PTEC 115 | Pharmacology I | 36 |
| PTEC 120 | Pharmacology II | 36 |
| PTEC 110 | Pharmaceutical Mathematics | 36 |
| PTEC 105 | Pharmacy Operations Lab | 36 |
| PTEC 205 | Pharmacy Technician, Lab for the Out-Patient | 48 |
| PTEC 200 | Pharmacy Technician, Lab for the In-Patient | 48 |
| PTEC 300 | Pharmacy Technician Practical Career Training - Entry | 18 |
| **Total Hours** | | 402 |

| Program Deactivation | | |
|---|---|---|
| Program | Eff Date | Justification |
| ESL Specialty Courses | 2024 Fall | The program was divided into two separate courses: ESL Specialty Courses, Beginning, and ESL Specialty Courses, Intermediate to Advanced. |