

This September!



2017 FALL TERM

Continuing Education Class Schedule
Noncredit and Community Services
September • October • November • December

becomes

Change. Cultivated.

NOCE

NORTH ORANGE

CONTINUING EDUCATION

INSIDE:

- High School Diploma
- Career Technical Education
- Disability Support Services
- English as a Second Language
- Older Adults
- Parenting
- Business Skills
- Fine & Applied Arts
- Fitness

KIDS' COLLEGE & TEEN PROGRAM

- Academics
- Personal Enrichment
- Sports & Fitness



Registration Begins in August

See pages 2-6 for registration details

Most SCE classes begin the week of September 11, 2017

See individual courses for specific start dates



Accredited by the Accrediting Commission for Schools of
the Western Association of Schools and Colleges

www.sce.edu • 714.808.4679



**Welcome to the NOCCCD School of Continuing Education
Valentina Purtell, Provost**

Welcome to the fall term. September brings the beginning of a new school year, reconnecting with friends and colleagues and, for us, transitioning to a new name! Over the last year, our students, partners, faculty, and staff shared their feedback with us about our school values, including the possibility of a new name that better defines our organization in the community. With our Board of Trustees unanimous approval in March 2017, we are now ready to launch our new name, North Orange Continuing Education (NOCE), this September.

Although we are becoming NOCE, we are still the same accredited organization that provides high quality skill-building, career training, and life enrichment opportunities for students of all ages. No matter where you are in life, we are here for you to start a new pathway - whether that's completing your diploma, learning English, gaining strength in brain health or physical fitness, or learning skills for a new job. We are proud to be the starting point on an educational pathway that includes students earning jobs, transitioning to college, and enhancing their careers.

Whatever your path is, we say "congratulations" for starting here. We encourage you to stay the course and attend every class session so that you can quickly and successfully complete important milestones on your journey. And if you are unsure about which direction to take or how to manage the sometimes-difficult pathway, we are here to support you! Our staff and faculty will encourage you while providing assistance and our counselors will set up an educational plan to guide you to completion. You can do it! We look forward to seeing you in class.

SCE MISSION STATEMENT

To serve the needs of individuals, business, and the community, we educate a diverse student population in successive essential skills that support learning goals across the lifespan.

SCE VISION STATEMENT

SCE has a comprehensive presence in the community and is recognized for excellence. SCE embraces multiple facets of diversity and is committed to outcome-oriented educational opportunities in preparing students for productive civic engagement. SCE is an effective and affordable option for students who are acquiring personal, academic, and career skills. SCE is responsive to evolving community needs.

SCE CORE VALUES

Integrity

- through a commitment to our mission and vision statement
- by encouraging a climate of honesty and trust
- through teamwork that depends on accountability and responsibility

Learning

- as a way to meet life's challenges successfully
- as a path to personal and professional growth
- as a lifelong quest

Excellence

- by delivering comprehensive quality programs and services
- by creatively responding to the educational needs of our community

Diversity

- by recognizing and respecting the significance of each unique individual
- by offering all learners access to relevant learning opportunities

Service

- to the individual
- to the institution
- to the community

SCE INSTITUTIONAL STUDENT LEARNING OUTCOMES

As a result of enrolling in and completing a School of Continuing Education course, group of courses or entire certificate program, students can be expected to demonstrate the following:

1. Empowerment to be lifelong learners. Students can demonstrate the confidence and courage to learn how to learn as well as appropriate research, study, inquiry and goal-setting skills.
2. The ability to function effectively within their community. Students demonstrate appropriate effective interpersonal communication, critical thinking and problem solving skills as well as an understanding of the value of diversity.

Have an Important Question?

Use These Helpful SCE Numbers!

For questions regarding classes or registering for classes, call:

ADMISSIONS & REGISTRATION

Anaheim Campus	714.808.4645
Cypress Continuing Education Center	714.484.7038
Wilshire (Fullerton) Continuing Education Center	714.992.9500
Fullerton College (www.fullcoll.edu)	714.992.7000
Cypress College (www.cypresscollege.edu)	714.484.7000

NOTICE TO STUDENTS: The NOCCCD School of Continuing Education reserves the right to change at any time, without notice, the information contained in this class schedule. For the most up-to-date information, please see the class schedule at www.sce.edu/schedule.

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This class schedule can also be made available in alternate media formats. For more information, contact SCE **DISABILITY SUPPORT SERVICES** at **714.484.7057**.

Looking for **TEXTBOOK INFORMATION**? Check the SCE Online Schedule (at www.sce.edu/schedule) for detailed textbook information.

The **SCE CATALOG** is now available online at <http://sce.edu/catalog>. The **SCE CATALOG** lists all SCE courses offered throughout the year, all certificate program sequences, as well as additional information on student services and academic policies and procedures.

**Instructor Barbara Bennett
 Named OC Teacher of the Year**



Congratulations to Disability Support Services (DSS) faculty member **Barbara Bennett** on being named 2018 Orange County Teacher of the Year (TOTY) by the Orange County Department of Education. Bennett has taught DSS classes at SCE for 37 years and currently teaches courses in banking, consumer skills,

computers, and reading. She was one of six winning teachers selected from 62 nominated by their public school districts and the county's community colleges.

"Bennett is a pioneer in educating adult students with disabilities and is a leader in her field," shared SCE Provost **Valentina Purtell**.

Bennett was honored with a "golden apple" award and will be recognized at the annual TOTY banquet at the Disneyland Hotel in October 2017.

NEW TO SCE?

Becoming a student is as easy as 1, 2, 3!

1 APPLY FOR AN SCE BANNER ID

First-time students can apply for a Banner identification (ID) number online at www.sce.edu/apply* OR in person at an SCE Center location.

*Within two (2) business days of online submission, applicants will receive an e-mail with registration instructions/information.

2 REGISTER FOR CLASSES

See pages 2-6 for registration details including dates, times, and locations.

3 PURCHASE A PARKING PERMIT AND BOOK(S)

If needed, purchase a parking permit* at an SCE Center location and book(s) at the Anaheim Campus Bookstore, Cypress College Bookstore, or Fullerton College Bookstore.

Parking at the SCE Cypress Center requires a virtual parking permit enforced by license plate recognition. You may register your vehicle online at <https://cypress.lprpermit.com/Internal/UserRegistration.aspx?u=SCE> and purchase a permit for the entire SCE term or for one day. To purchase a permit online with a debit or credit card **ONLY** you will need your vehicle license plate number or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card **ONLY** at any Cypress College parking kiosk. Permits are also valid at the Anaheim Campus and Wilshire Center.

TERM DATES & HOLIDAYS TO REMEMBER



2017 FALL TERM

September 11, 2017—December 3, 2017

Registration is open through the day the class begins or until the class is full. Classes fill fast, so register today!

REGISTRATION OPTIONS

- **Wednesday, August 9, 2017:** Medical Assistant Certificate Program Online Registration ONLY
- **Tuesday, August 15, 2017:** Online Registration for Career Technical Education Classes ONLY
- **Wednesday, August 16, 2017:** Online Registration for ALL SCE Classes
- **Thursday, August 17, 2017:** Walk-In Registration for ALL SCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SUMMER TERM

- August 28, 2017—December 16, 2017

HOLIDAYS—SCE CENTERS CLOSED

- Veterans' Day Holiday: November 10—12, 2017
- Thanksgiving Holiday: November 23—26, 2017
- Winter Holiday: December 22, 2017—January 1, 2018

In December 2017 administrative office hours will be adjusted to the following:

December 4-16, 2017:

- ⇒ Anaheim Campus: M-Th/8a-5:30p; F/8a-4p; S/CLOSED
- ⇒ Cypress & Wilshire Centers: M-Th/8a-5:30p; F/8a-4p; S/8a-2p

December 17, 2017—Jan 1, 2018:

- ⇒ All SCE Centers CLOSED

Starting January 2, 2018, SCE will resume regular operating hours. See page 6 for details.



2018 WINTER TERM

January 8, 2018—April 8, 2018

Registration is open through the day the class begins or until the class is full. Classes fill fast, so register today!

REGISTRATION OPTIONS

- **Wednesday, November 8, 2017:** Medical Assistant Certificate Program Online Registration ONLY
- **Tuesday, November 14, 2017:** Online Registration for Career Technical Education Classes ONLY
- **Wednesday, November 15, 2017:** Online Registration for ALL SCE Classes
- **Thursday, November 16, 2017:** Walk-In Registration for ALL SCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER

- January 29, 2018—May 26, 2018

HOLIDAYS—SCE CENTERS CLOSED

- Martin Luther King, Jr. Holiday: January 13—15, 2018
- Presidents' Day Holiday: February 16—19, 2018
- Cesar Chavez Holiday: March 29, 2018
- Spring Holiday: March 30—April 1, 2018

For Spring Recess, the week of March 26-April 1, 2018, administrative office hours will be adjusted to the following:

SCE Anaheim, Cypress and Wilshire Centers:

- ⇒ M-W/8a-5:30p
- ⇒ Th-Su/CLOSED

READY TO REGISTER?

Get started with this checklist

HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN REGISTERING ONLINE:

- What are your **BANNER ID** and **PIN** numbers?
- Do you know if you have a **HOLD**?
- Have you met your **PREREQUISITES**?
- Do you know your class **CRNs**?
- If full, do you have **ALTERNATE CRNs** ready?

IF YOU DON'T KNOW THE ANSWERS TO THE ABOVE QUESTIONS, FOLLOW THESE STEPS TO AVOID DELAYING YOUR REGISTRATION

1. Log in to your myGateway account one week (or more) prior to registration to confirm that your BANNER ID/PIN combination is working.
2. If you are unable to log in to your myGateway account due to an incorrect PIN or disabled pin, and you provided a valid e-mail address at the time you applied for an SCE BANNER ID number, click "PIN RESET." Follow the prompts to reset your PIN number. If you have forgotten your Banner ID, click "FORGOT BANNER ID" and follow the prompts to have your Banner ID e-mailed to you.
3. If your BANNER ID/PIN combination is still not working, call the ONLINE REGISTRATION HELPLINE at 714.808.4679 from 7 a.m.—5 p.m. on Monday—Thursday and 7 a.m.—4:30 p.m. on Friday or visit the Admissions and Registration Office at an SCE Center location.
4. Holds **MUST BE** cleared prior to registration. You may have a hold on your account if you owe fees at either SCE, Cypress College, or Fullerton College. Visit the Admissions and Registration Office at an SCE Center location for assistance.
5. Prerequisites **MUST BE** cleared prior to registration. You can confirm prerequisites by:
 - ⇒ Checking your unofficial transcript on myGateway
 - ⇒ Checking with your SCE counselor

PLAN AHEAD TO AVOID WAITING IN LONG LINES AND DELAYING ENROLLMENT IN CLASSES!

ONLINE REGISTRATION WORKSHOPS

Save Time, Save Gas, Don't Wait in Line!
LEARN THE ESSENTIALS TO REGISTERING ONLINE AT ONE OF OUR ONE-HOUR WORKSHOPS

Location: SCE Anaheim Campus
2nd Floor—Admissions and Registration Office
1830 W. Romneya Drive, Anaheim

- Wednesday, August 2, 2017 at 6 p.m.
- Thursday, August 3, 2017 at 6 p.m.

Workshops are free. No reservation required.

Online Registration will open at 7:30 a.m.

Log in to mg.nocccd.edu at 7:30 a.m.

Wednesday, August 9, 2017: for Medical Assistant classes

Tuesday, August 15, 2017: for CTE classes

Wednesday, August 16, 2017: for all SCE classes

Watch the **REGISTRATION TUTORIAL VIDEO** at www.sce.edu/admissions-registration/returning-students to guide you through the walk-in registration process.

Use the **REGISTRATION WORKSHEET** on page 4 to guide you through the online registration process.

REGISTRATION WORKSHEET



STEP 1 – Go to myGateway

Go to www.sce.edu and click on the myGateway logo on the left hand side of the page:

STEP 2 – Log In

Enter your **eight-digit Student ID Number** (without the preceding @ symbol...enter numbers only).

STUDENT ID

--	--	--	--	--	--	--	--

Enter your **six-digit PIN (Personal Identification Number)**. Your temporary PIN is typically your six-digit date of birth (mmdyy) unless you have changed it or created a personalized PIN when you applied for a student ID online via our website.

PIN NUMBER

--	--	--	--	--	--

- **CHANGE PIN:** If you used your date of birth to log in, myGateway may require that you change your PIN.
- **Security Question/Answer:** myGateway may also ask you to enter a security question and answer in the event that you forget your PIN.
- **Disabled PIN:** If your PIN is disabled due to "multiple login attempts," use the PIN Reset Feature on the User Login page or contact the myGateway Help Line at (714) 808-4679 or starhelp@sce.edu.

STEP 3 – Register for Classes

- The very first tab you should see is the **Registration** tab.
- Click on the first link that says **Add or Drop Classes**.
- Select the correct term for **School of Continuing Education** and then click **"Submit."**
- **NOTE:** You may be asked to complete a short survey before registering. Your assistance with this information is greatly appreciated.
- **ADDING CLASSES:** Enter the five-digit CRN (Course Reference Number) from the worksheet below for each class you wish to add and click **Confirm Your Choices**.

COURSE PLANNING SHEET

IDEAL CLASSES

CRN (Course Reference No.)	Title	Days	Times	Location

ALTERNATE CLASSES

After confirming your choices, the **STATUS** column will tell you if you are registered, if the class is closed, or if the class has been cancelled.

Wait List: If the class is closed, some classes have the option of putting yourself on the **WAIT LIST** which would appear in the drop-down menu under the **ACTION** column. You may add yourself to the Wait List by choosing the Wait List option in the drop-down menu or you may drop yourself from the class by choosing Drop On-Line. Click on **Confirm Your Choices** again and your STATUS for that class will show whether you are Wait Listed or Dropped.

STEP 5 – Complete Registration

After you have added all of your classes and are satisfied with your class schedule shown on the registration page, click **Complete Registration** at the bottom of the registration page. **If you fail to complete your registration, you may be dropped from your classes.**

STEP 6 – Pay Fees (if any) and Print Out a Receipt

- o Following the registration is the **Account Summary by Term**. The amount shown next to your Account Balance is due and payable within 72 hours of registering. If payment is not submitted within 72 hours, you may be dropped from your classes.
- o Full payment is required. You may use a Visa or MasterCard to pay online or pay in person with cash or check. To pay by credit card, select **Credit Card Payment**, select the term, and follow the prompts. \$25 is charged to any students' account for returned check or non-sufficient funds.
- o If the account balance reflected is **ZERO**, you may return to the **Student Tab** of myGateway (click on the link located on the top left hand corner of the screen) and click on **PRINT SCHEDULE/BILL** to print out your registration receipt or log out if do not want to print out a receipt.



ONLINE REGISTRATION INFORMATION

Online Registration will Open at 7:30 a.m.

HELPLINE FOR ONLINE REGISTRATION: 714.808.4679 or starhelp@sce.edu

HELPLINE HOURS: Monday-Thursday 7 a.m.—5 p.m.; Friday 7 a.m.—4:30 p.m.

1. WEDNESDAY, AUGUST 9, 2017



Online Registration for Medical Assistant Certificate Program Classes **ONLY**

Students can register online for the Medical Assistant Certificate Program courses at 7:30 a.m. on Wednesday, August 9, 2017.*

Students must complete the **ONLINE ORIENTATION prior to registration; **ASSESSMENT** required to enroll in some classes. See pages 16-18 for more information or call 714.808.4915 with questions.*

2. TUESDAY, AUGUST 15, 2017



Online Registration for Career Technical Education (CTE) Program Classes **ONLY**

Students can register online for courses in the following eligible programs beginning at 7:30 a.m. on Tuesday, August 15, 2017 (those designated with a clock in this schedule): Administrative Assistant, Computers, Early Childhood Education*, Electrical Trainee*, Funeral Service Assistant*, Management*, Pharmacy Technician*, Physical Therapy Aide, and Quality Assurance Management for Medical Devices**

Students must complete the **ONLINE ORIENTATION prior to registering for these CTE programs; **ASSESSMENT** required to enroll in some classes. See pages 16-18 for more information or call 714.808.4915 with questions.*

3. WEDNESDAY, AUGUST 16, 2017



Online Registration for All SCE Classes



Students can register online for ALL SCE courses beginning at 7:30 a.m. on Wednesday, August 16, 2017.

CASH * CHECK

BASIC ONLINE REGISTRATION INSTRUCTIONS

1. To register online, go to: www.sce.edu.
2. Click on the "myGateway" logo.
3. Enter your student identification number (ID) as your "BANNER ID."
4. Enter your personal identification number as your "PIN;" your default PIN is your date of birth (MMDDYY), unless you have changed it or self-selected your PIN through the CCCApply online application.
5. Click "ADD OR DROP CLASSES" in the Registration Tools Box.

NEED ASSISTANCE WITH ONLINE REGISTRATION?

- Use the **CHECKLIST** on Page 3 of this class schedule when preparing to register for classes online.
- Attend one of our **free ONLINE REGISTRATION WORKSHOPS**; details on Page 3 of this class schedule.
- Use the **REGISTRATION WORKSHEET** on Page 4 to guide you through the online registration process.
- Computers are available by the registration counters at the three SCE Center locations for online registration; technical assistance provided, if needed.



WALK-IN REGISTRATION INFORMATION

4. THURSDAY, AUGUST 17, 2017



Walk-In Registration for All SCE Classes

Students can register at the Admissions and Registration Office at any of the three SCE Centers beginning on Thursday, August 17, 2017.



CASH * CHECK

ANAHEIM CAMPUS

1830 W. Romneya Drive
2nd Floor
Anaheim, CA 92801
714.808.4645

OFFICE HOURS:

M-Th: 8 a.m.—7:30 p.m.
Fri: 8 a.m.—4 p.m.
Sat: Closed

SCE CYPRESS CENTER

9200 Valley View Street
Pkg Lot 4, Building 18
SCECYP/100
Cypress, CA 90630
714.484.7038

OFFICE HOURS:

M-Th: 8 a.m.—6 p.m.
Fri: 8 a.m.—4 p.m.
Sat: 8 a.m.—2 p.m.

SCE WILSHIRE CENTER

315 E. Wilshire Avenue
Building 300
Fullerton, CA 92832
714.992.9500

OFFICE HOURS:

M-Th: 8 a.m.—7:30 p.m.
Fri: 8 a.m.—4 p.m.
Sat: 8 a.m.—2 p.m.

**Registration Information for English as a Second Language Program:
SEE PAGES 35-36**

**Registration Information for High School Diploma Program:
SEE PAGES 11-14**

Looking for **TEXTBOOK INFORMATION**? Check the SCE Online Schedule (www.sce.edu/schedule) for detailed textbook information.

The **SCE CATALOG** is now available online at <http://sce.edu/catalog>. The **SCE CATALOG** lists all SCE courses offered throughout the year, all certificate program sequences, as well as additional information on student services, and academic policies and procedures.



DO YOU KNOW YOUR BANNER ID#?

Students are now required to use their **BANNER ID** to access myGateway; for security protection, students will no longer be able to use a Social Security Number. To obtain the **BANNER ID NUMBER**, visit myGateway at mg.nocccd.edu and click "FORGOT BANNER ID." Follow the prompts to have your Banner ID e-mailed to you. If you did not provide a valid e-mail address at the time that you applied, you will need to visit an SCE Center and provide a valid photo ID to obtain your Banner ID.

SCE CLASS SCHEDULE SYMBOL KEY

AN	Anaheim Campus
CC	Cypress College
CRN	Course Registration Number
FC	Fullerton College
NC	No class will be held on that date
SCECYP	Cypress College, SCE 100 Bldg
SCE/TE2	Cypress College, SCE/TE2 200 Bldg
WIL	Wilshire Center, across from FC

Off-campus continuing education location addresses are listed on page 72 of this class schedule.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

STUDENT SUCCESS & SUPPORT PROGRAM

Counseling and Educational Planning

WHAT IS SSSP?

The School of Continuing Education's (SCE) Student Success and Support Program (SSSP), formerly known as Matriculation, is responsible for the orientation, assessment, counseling, and development of student educational plans for SCE students. SSSP can assist students with the following services:

1. Define a course of study
2. Develop student educational plans
3. Provide academic counseling and referrals
4. Assist with transition to college

SSSP helps students make informed choices about the following:

- English as a Second Language Program
- Basic skills
- High School Diploma Program
- Career technical education certificates

HOW CAN I MAKE AN APPOINTMENT?

Students can call or visit one of the following SCE SSSP offices to make an appointment with a counselor:

SCE Anaheim Campus

1830 W. Romneya Drive
Anaheim, CA 92801

2nd floor, Room 215
714.808.4682

SCE Cypress Center

9200 Valley View Drive
Cypress, CA 90630

Room TE2-207
714.484.7440

SCE Wilshire Center

315 E. Wilshire Avenue
Fullerton, CA 92832

100 Building, Room 112
714.992.9565

Adult College & Career Transitions (ACCT) Program

ARE YOU READY TO ACCT? INTERESTED IN TRANSITIONING TO COLLEGE OR CAREER? WE CAN HELP YOU!

The Adult College and Career Transitions (ACCT) Program is available to currently registered SCE students who are considering going to college or are searching for work.

Services include:

- Group outings and special events at local colleges such as tours
- Presentations and workshops on college, career options, financial aid, job search skills, interview techniques, resume tips, and more
- Individual guidance and resources

Check out the SCE website or Facebook page for upcoming workshops. For more information, contact ACCT Coordinator Linda Langgle at 714.808.4677 or llanggle@sce.edu.

THIS SEPTEMBER!



BECOMES...

NOCE

NORTH ORANGE CONTINUING EDUCATION

Name Change

We are excited to start a new chapter in our more than 40-year history with a new name: **North Orange Continuing Education (NOCE)**. But rest assured, we are the same institution that stands as the foundation in North Orange County for personal transformation and new opportunities!

Benefits of North Orange Continuing Education (NOCE):

- NOCE aligns with the District and claims a geographic location
- NOCE incorporates “continuing education,” which survey results showed is the clearest descriptive term
- North Orange Continuing Education, and acronym NOCE, are considerably shorter than North Orange County Community College District’s School of Continuing Education
- NOCE will eliminate brand confusion with Southern California Edison, also SCE
- When searching the Internet for “North Orange Continuing Education,” NOCCCD SCE is already listed as the first choice
- NOCE will provide for increased brand presence in the community

NOCE Brand Pillars:

Empowering
Pathways to Opportunities
Celebrating Diversity

Dignity of Every Student
Accessible and Flexible
Leadership and Innovation

NONCREDIT CLASSES

1

TUITION-FREE CLASSES AND SUPPORT

- ⇒ The School of Continuing Education (SCE) offers noncredit classes that are tuition-free and “not for college credit.” These classes are state-supported and based on student attendance.
- ⇒ The magic number at SCE is the minimum number of students needed in each class in order for the state to cover the costs of the class including instruction, supplies and administrative costs. If attendance drops below this number, the class may be cancelled.
- ⇒ Noncredit classes include morning, afternoon, and evening offerings to support working adults.
- ⇒ Free support services include: tutoring, counseling, and college and career workshops.

2

ACCREDITED BY WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

- ⇒ Established in 1973, SCE is accredited by the Western Association of Schools and Colleges (WASC).
- ⇒ As part of the California Community College (CCC) system, all curriculum has been approved by the CCC Chancellor’s Office.

3

PATHWAYS TO OPPORTUNITY

- ⇒ SCE prepares students to gain skills to transition to academic, career, and life enrichment opportunities.
- ⇒ Programs and classes include:
 - ⇒ Basic Skills
 - ⇒ Career Technical Education
 - ⇒ Citizenship
 - ⇒ Disability Support Services
 - ⇒ English as a Second Language
 - ⇒ High School Diploma / GED Preparation
 - ⇒ Classes for Older Adults
 - ⇒ Parenting

EVERY DAY COUNTS AT SCE!



Attending **every** class meeting is important for all SCE students.

Your consistent attendance helps you achieve your goals of learning a new skill, earning a diploma or certificate, or transferring to college.

Your attendance also helps to pay for the costs of the class including instruction and supplies.

See you in class!

BASIC SKILLS

For more information about the Basic Skills classes, please call the High School Diploma Program Office at 714.808.4683.

Need a HIGH SCHOOL DIPLOMA?



Attend a FREE INFORMATION SESSION and meet faculty, staff, and peers; learn about classes and how to register; find out how to get credit for your previous classes and work experience; and more!

MONDAY, OCTOBER 23, 2017

6 P.M. – 7 P.M.

ANAHEIM CAMPUS, ROOM 606

1830 W. Romneya Drive, Anaheim, CA 92801

No reservation required; free parking for this event!

For more information, contact the High School Diploma Program at 714.808.4683.

TRANSITIONING TO COLLEGE IHSS/300

This course is designed to help SCE High School Diploma Program, ESL Academic Success, and all other SCE students successfully transition to college. Topics presented will include identifying academic goals, designing an educational plan, utilizing the college processes (registration, financial aid, learning resources), and graduation. This course will include campus tours of several student resource centers.

Dates: Nov 1-Nov 20

*Dates: Oct 26-Nov 16

CRN	DAYS	PLACE	INSTR
81324	MW/3p-5:20p	SCECYP/TE2-200 SCECYP/118	Boehler Stackhouse
81325	TTTh/5p-6:50p	FC/BLDG100-125	Santana Cagley

The first class meeting for CRN 81325 on Oct 26 will be from 5p-7:50p.



SCE is SOCIAL



Connect with us! See inside back cover for details.

Sign up for the College English Assessment Preparation Program!



Improve your score and place into higher-level English courses.

Please check with your college for its English assessment requirements. The College Test for English Placement (CTEP) is designed to measure the English skills of native speakers of English. CTEP consists of three tests: reading comprehension, sentence structure and grammar, and sentence and syntax skills. The College English Assessment Preparation Program is offered at all three SCE Learning Centers and is open to all students.

For more information, contact the High School Diploma Program at 714.808.4683.

Free Workshops
Employment Skills Series
Every Wednesday 9:30 a.m.-10:30 a.m.
Anaheim Campus & Wilshire Center
Learning Center, Room 140 Learning Center, Room 105

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FOUR EASY STEPS TO ENROLL

1

OBTAIN TRANSCRIPTS

Obtain officially-sealed transcripts from all previously attended high schools and bring them to the assessment session (step 4) you will be attending.

2

APPLY ONLINE OR IN-PERSON

- ⇒ New students apply to the school at www.sce.edu.
- ⇒ Or visit any SCE Admissions and Registration Office:
 - ⇒ Anaheim Campus: 1830 W. Romneya Drive, Anaheim
 - ⇒ SCE Cypress Center: 9200 Valley View Street, Cypress
 - ⇒ SCE Wilshire Center: 315 E. Wilshire Avenue, Fullerton

3

COMPLETE ONLINE ORIENTATION

Orientation is an overview of the institution, its student services, the support programs, and the school's expectations of the students. Students are required to complete the High School Diploma Program online orientation at <http://mg.nocccd.edu>.

4

REGISTER & ATTEND ASSESSMENT

Assessment is a test to determine your current reading level. Students are required to register for a high school diploma assessment session.

- ⇒ Assessment will test reading comprehension
- ⇒ Assessment is timed (two hours) and offered in English only

HIGH SCHOOL DIPLOMA PROGRAM LOCATIONS & HOURS*

Anaheim Campus: Rm 139

- Monday—Friday: 8:30 a.m. - 2:45 p.m.
- Monday—Thursday: 5 p.m. - 9 p.m.

SCE Cypress Center: Rm SCE/TE2-205

- Monday—Friday: 8:30 a.m. - 2:45 p.m.
- Monday—Thursday: 5 p.m. - 9 p.m.

SCE Wilshire Center: Rm 118

- Monday—Friday: 8:30 a.m. - 2:45 p.m.
- Monday—Thursday: 5 p.m. - 9 p.m.

**Days/hours subject to change.*

FOR MORE INFORMATION: Call the High School Diploma Program information line at **714.808.4683**. Students can also visit www.sce.edu and click *Programs* and then click *High School Information* for more details.

For more information, call the High School Diploma Program Information Line at 714.808.4683.

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FOUR EASY STEPS TO ENROLL

1 OBTAIN OFFICIALLY-SEALED TRANSCRIPTS

Obtain officially-sealed transcripts from all previously attended high schools and bring them to the assessment session (step 4) that you will be attending. Officially-sealed means that the envelope from the institution CANNOT be opened. Opened transcripts WILL NOT be accepted.

2 APPLY FOR AN SCE BANNER ID

Apply online at www.sce.edu or visit any SCE Admissions and Registration Office. You will need a BANNER ID number before you can complete steps 3 and 4.

Do not wait until registration opens to apply for a BANNER ID as the process may take up to 48 hours before you receive your ID number. If you apply in person, you will receive your BANNER ID immediately.

3 COMPLETE THE HIGH SCHOOL DIPLOMA PROGRAM ONLINE ORIENTATION

Once you have a BANNER ID number, students must complete the required High School Diploma Program online orientation.

- Visit **myGateway** at mg.nocccd.edu. Use your **BANNER ID** and **PIN** to log in.
- In the top left corner of the screen, click on the **SCE** tab.
- In the **SCE Orientations** box, scroll down and select **High School Diploma Program**.
- Follow the directions and complete all sections of the **SCE High School Online Orientation** and **pass a series of short quizzes**.
- NOTE: If you do not pass the High School Online Orientation and try to register, you will receive an error message, "cohort restriction," and you will not be able to register for an assessment session. You can take the online orientation several times to successfully complete and pass.

NEED HELP?

Watch the **REGISTRATION TUTORIAL VIDEO** at www.sce.edu/admissions-registration/returning-students to guide you through the walk-in registration process.

Use the **REGISTRATION WORKSHEET** on page 4 to guide you through the online registration process.

If you need additional assistance, contact the **SCE Helpline: 714.808.4679** or starhelp@sce.edu. Helpline hours are Monday through Thursday 7 a.m.—5 p.m. and Friday 7 a.m.—4:30 p.m.

4 REGISTER FOR A HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

24 hours after you successfully pass the online orientation, you will be eligible to register for a scheduled assessment session.

Students are assessed in English reading comprehension. Students must register for and complete the required two-hour assessment to enroll in the High School Diploma Program. **The Center at which you take your assessment is the Center you must attend to complete your high school diploma.**

Refer to the chart on **page 14** for assessment session **course reference numbers (CRNs)** and note the **registration period** dates and times. The **registration period** will close early if the session fills before the close date and time.

- Go to **myGateway** at mg.nocccd.edu and log in by entering your **BANNER ID** and **PIN**.
- Next, go to the **Registration Tools** box and select **Add or Drop Classes**.
- Select the term: **School of Continuing Ed** and then click **Submit**.
- Complete the short survey and click **Submit**.
- On the **Registration** page, scroll down to the **Add Classes Worksheet** section and, in the first box under the CRNs section, **enter the 5-digit CRN** for the assessment session you wish to attend (**listed in the chart on the page 14**).
- Next, click **Confirm Your Choices**.
- Now, click **Complete Registration**.
- Go to the upper left corner of the screen and click **Back to Student Tab** to return to the main menu.
- Under the **Registration Tools** box, select **Print Schedule/Bill**. Under **Print Schedule/Bill** select the term you want to view and then click **Submit**. Click **View Schedule/Bill**, then **right click your mouse anywhere on the page** and select **Print**.
- Bring this printed copy of the Schedule/Bill to the assessment session as proof of your registration. Also bring your officially-sealed transcripts and BANNER ID number.**

ATTENTION SCE CYPRESS CENTER STUDENTS:

If you are planning to park at the SCE Cypress Center on your assessment date, you **MUST** register your vehicle with the Cypress College virtual parking permit system. Visit cypresscollege.edu/parking and click the link to register your vehicle for a specific **EVENT**. Select **HIGH SCHOOL DIPLOMA ASSESSMENTS** and enter your information to receive a **FREE** guest permit. This guest permit will **ONLY** be valid on the specified event date.

PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS (18+)

CUATRO PASOS FACILES PARA INSCRIBIRSE

1 OBTENGA SU CERTIFICADO DE ESTUDIOS ANTERIORES

Obtenga todas sus calificaciones oficiales de todas las escuelas secundarias a las que ha asistido anteriormente y tráigalas a la Sesión de Evaluación (paso 4). (Si la escuela es de los Estados Unidos, tiene que venir en un sobre sellado para que sea oficial-official transcripts).

2 APLIQUE EN LINEA O EN PERSONA

Los nuevos estudiantes pueden aplicar en www.sce.edu o visitar una de nuestras Oficinas de Admisión SCE. Usted necesitará tener un número de estudiante (BANNER ID) para completar los pasos 3 y 4. **No espere hasta cuando se abran las inscripciones para obtener su número de estudiante porque tomará aproximadamente 48 horas para que lo reciba.** Si usted aplica en persona, lo recibirá inmediatamente.

3 COMPLETE LA ORIENTACION EN LINEA

Una vez que ha obtenido su número de estudiante (BANNER ID) es necesario que complete la orientación en línea para el Programa de Escuela Secundaria Para Adultos.

- Visite **myGateway** en: <http://mg.nocccd.edu>. Ingrese su número de estudiante de **8 dígitos** y la contraseña (Password) de **6 dígitos**.
- En el lado izquierdo superior presione **SCE**.
- Bajo **SCE Orientations** seleccione **High School Diploma Program**.
- Siga las instrucciones y complete todas las secciones de **SCE High School Online Orientation** y **pase las pequeñas pruebas**. Presione **Next** para ir a la siguiente página hasta que obtenga su calificación que le indica que pasó y ha terminado esta orientación.
- NOTA: Si usted no pasa la Orientación en Línea y trata de inscribirse, recibirá un mensaje de error: "cohort restriction" y **NO** podrá inscribirse para la Sesión de Evaluación (assessment session). Usted puede tomar la orientación en línea tantas veces sea necesario hasta completarla y pasarla.

4 INSCRIBASE Y ASISTA A LA SESION DE EVALUACION

24 horas después de que usted haya completado la Orientación del paso 3, podrá inscribirse para la Sesión de Evaluación, a la cual tendrá que asistir personalmente. Esta evaluación se ofrece en inglés solamente.

Los estudiantes serán evaluados en lectura y comprensión en inglés. Deben inscribirse para una sesión de evaluación obligatoria de dos horas para registrarse en el Programa de Escuela Secundaria Para Adultos. **El Centro donde tome la sesión de evaluación es al que deberá asistir hasta completar el Programa de Escuela Secundaria Para Adultos.**

Mire el cuadro en la **siguiente página** para el **número de referencia (CRN)** para la sesión de evaluación y fíjese en las fechas y horas del **período de inscripciones**. El tiempo de inscripciones se cerrará antes si la sesión se llena antes de la fecha indicada.

- Vaya a myGateway a: <http://mg.nocccd.edu>, e ingrese su número de estudiante de **8 dígitos** y la contraseña (Password) de **6 dígitos**.
- Vaya a **Registration Tools** y seleccione **Add or Drop Classes**.
- Seleccione **School of Continuing Education** y presione **Submit**.
- Conteste las preguntas de la pequeña encuesta y presione **Submit**.
- En la página de **Registration** vaya a la sección de **Add Classes Worksheet** y en el primer cuadro, bajo la sección CRN, **ingrese los 5 dígitos del CRN** de la sesión de evaluación a la que desea asistir (**Por favor vaya a la página de High School Diploma Program Assessment Session** en el librito del horario de clases).
- Presione en **Confirm Your Choices**.
- Presione en **Complete Registration**.
- Vaya a la parte superior izquierda de la pantalla y presione en **Back to Student Tab** para regresar al menú principal.
- En **Registration Tools**, seleccione **Print Schedule/Bill**. Bajo **Print Schedule/Bill** seleccione la sesión que quiere ver y presione **Submit**. Presione en **View Schedule/Bill**, ahora presione el **botón derecho de su ratón en cualquier parte de la página** y seleccione **Print**.
- Traiga esta copia a la sesión de evaluación como prueba de su inscripción. También traiga sus calificaciones oficiales (en sobre sellado) y su tarjeta de identificación de estudiante (BANNER ID).**

LUGARES Y HORAS* DEL PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS
ESTAS CLASES SE OFRECEN SOLAMENTE EN INGLES

*Estas horas pueden cambiar

Campus de Anaheim: Salón 139

Dirección: 1830 W. Romneya Drive, Anaheim, 92801

• Lunes – Viernes: 8:30 a.m. – 2:45 p.m.

• Lunes – Jueves: 5 p.m. – 9 p.m.

Campus SCE Cypress: SCE-TEIL-205

Dirección: 9200 Valley View Street, Cypress, 90630

• Lunes – Viernes: 8:30 a.m. – 2:45 p.m.

• Lunes – Jueves: 5 p.m. – 9 p.m.

Campus SCE Wilshire: Salón 118

Dirección: 315 E. Wilshire Avenue, Fullerton, 92832

• Lunes – Viernes: 8:30 a.m. – 2:45 p.m.

• Lunes – Jueves: 5 p.m. – 9 p.m.

PERMISO DE ESTACIONAMIENTO: Antes de asistir a la Sesión de Evaluación, asegúrese de revisar las reglas de permisos de estacionamiento en el Centro al que usted estará asistiendo.

Para más información llame a la oficina del Programa de Escuela Secundaria Para Adultos al 714.808.4683

STEP 4: REGISTER FOR A HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

The Center where you take your assessment is the Center you must attend to complete your high school diploma. You must attend the assessment session you register for in myGateway and CANNOT switch Center locations, times, or dates. Unregistered students WILL NOT be admitted under any circumstance.

Please arrive 10-15 minutes before your assessment session begins; all testing will begin promptly at the scheduled time. Latecomers WILL NOT be admitted to the assessment sessions.

AUGUST

Please select 'SCE Continuing Ed Summer 2017' term when registering via myGateway.

Assessment Location	Registration Period	CRN	Assessment Date	Assessment Time
Anaheim, 1st Floor, Board Room	Aug 7-Aug 17	81210	Mon, Aug 21	10 a.m.
Anaheim, 1st Floor, Room 107	Aug 7-Aug 17	81211	Mon, Aug 21	6 p.m.
Cypress, Bldg. 100, Room 118	Aug 9-Aug 21	81212	Wed, Aug 23	10 a.m.
Cypress, Bldg. 100, Room 118	Aug 9-Aug 21	81213	Wed, Aug 23	6 p.m.
Wilshire, Bldg. 200, Room 215	Aug 14-Aug 23	81214	Fri, Aug 25	10 a.m.
Wilshire, Bldg. 200, Room 202	Aug 16-Aug 27	81215	Mon, Aug 28	6 p.m.

SEPTEMBER

Please select 'SCE Continuing Ed Fall 2017' term when registering via myGateway.

Assessment Location	Registration Period	CRN	Assessment Date	Assessment Time
Anaheim, 1st Floor, Board Room	Sept 4-Sept 14	81333	Mon, Sept 18	10 a.m.
Anaheim, 1st Floor, Room 107	Sept 4-Sept 14	81334	Mon, Sept 18	6 p.m.
Cypress, Bldg. 100, Room 118	Sept 6-Sept 18	81335	Wed, Sept 20	10 a.m.
Cypress, Bldg. 100, Room 118	Sept 6-Sept 18	81336	Wed, Sept 20	6 p.m.
Wilshire, Bldg. 200, Room 215	Sept 11-Sept 20	81337	Fri, Sept 22	10 a.m.
Wilshire, Bldg. 200, Room 202	Sept 13-Sept 24	81338	Mon, Sept 25	6 p.m.

OCTOBER

Please select 'SCE Continuing Ed Fall 2017' term when registering via myGateway.

Assessment Location	Registration Period	CRN	Assessment Date	Assessment Time
Anaheim, 1st Floor, Board Room	Oct 9-Oct 19	81339	Mon, Oct 23	10 a.m.
Anaheim, 1st Floor, Room 107	Oct 9-Oct 19	81340	Mon, Oct 23	6 p.m.
Cypress, Bldg. 100, Room 118	Oct 11-Oct 23	81344	Wed, Oct 25	10 a.m.
Cypress, Bldg. 100, Room 118	Oct 11-Oct 23	81341	Wed, Oct 25	6 p.m.
Wilshire, Bldg. 200, Room 215	Oct 16-Oct 25	81342	Fri, Oct 27	10 a.m.
Wilshire, Bldg. 200, Room 202	Oct 18-Oct 29	81343	Mon, Oct 30	6 p.m.

Each Registration Period opens at 7:30 a.m. on start date and closes at 5 p.m. on end date.

ASSESSMENT LOCATIONS:

Anaheim Campus: 1830 West Romneya Drive, Anaheim, CA 92801 (1st Floor)
Cypress Center: 9200 Valley View Street, Cypress, CA 90630 (Parking Lot 4, Bldg, 100)
Wilshire Center: 315 E. Wilshire Avenue, Fullerton, CA 92832 (Building 200)

For parking information, visit <http://sce.edu/admissions-registration/parking-and-transportation>. For Cypress Center parking, see page 10.

DON'T FORGET TO BRING:

- 1) Officially-sealed transcripts
- 2) BANNER ID number
- 3) Schedule/Bill

GED/HISET PREPARATION PROGRAM

SCE can help students prepare to pass the GED/High School Equivalency Test (GED/HiSET). Lab faculty and staff assist students with preparation in the subject areas of math, science, social studies, and language arts as well as test-taking skills such as keyboarding and calculator usage. The GED/HiSET Preparation Lab is only offered at the Wilshire Learning Center.

The GED/HiSET Preparation Lab staff assist students in creating their online profile at GED.com or HiSET.org in order to sign-up for the official test at other locations. Practice tests will be administered to assess readiness for the official exams.

- For more information and tips to help you decide if the GED/HiSET is your best option, go to www.sce.edu/basic_skills.
1. Go to the Wilshire Center Admissions and Registration Office (Bldg 300) and obtain an SCE Student ID/Access Card.
 2. Attend the Wilshire Learning Center GED/HiSET Preparation Lab to prepare for the GED/HiSET exam.

GED/HISET PREPARATION LAB & HOURS*

SCE Wilshire Center: 315 E. Wilshire Avenue, Fullerton, CA 92832, Rm 105

- Monday—Thursday: 8:30 a.m. - 2:45 p.m.
- Monday—Thursday: 5 p.m. - 8 p.m.
- Saturday: 8:30 a.m. - 11:30 a.m.

For more information about the GED/HiSET Preparation Lab, call 714.992.9535

*Days/hours subject to change.

SCE LEARNING CENTERS

A Tutoring and Support Service for SCE Adult Students (18 and older)
Individualized teaching * Flexible hours

ABOUT THE LEARNING CENTERS

- The Learning Centers are open-entry and funded by the state of California based on student seat time in the labs; enrollment is ongoing. Students must clock in and out of the lab.
- Students receive assistance in gaining skills to attain academic and employment goals by working with faculty and tutors in small groups or one-on-one in a variety of subjects such as math, grammar, and reading. Computers are available for online instruction and assessment.
- All instructional materials, including textbooks, are provided at no cost to the students. These instructional materials are to remain in the labs as they are shared by all students at the Center. Programs are unable to purchase textbooks and other materials to be taken outside of the labs.
- If you require special accommodations for a verified disability, please contact Disability Support Services at 714.484.7057.
- Self-paced lab style. Students work at their own pace to complete their educational goals.
- GED/HiSET Preparation is only offered at Wilshire's Learning Center.

LEARNING CENTER LOCATIONS & HOURS*

Set your own schedule during these hours:

- **Anaheim Campus (Rms 138, 140, & 142)**

M-Th: 8:30 a.m.—2:45 p.m.

M-Th: 5 p.m.—8 p.m.

- **SCE Cypress Center**

Rm SCE/TE2-209: M-Th: 8:30 a.m.—2:45 p.m.

SCE-Cypress College Math Co-Lab*

Rm SCE/TE2-211: M-Th: 8:30 a.m.—4 p.m.

F: 8:30 a.m.—3 p.m.

W-Th: 5:30 p.m.—8:30 p.m.

*For Cypress College students referred to Math 10 and 15 only.

- **SCE Wilshire Center, Fullerton (Rm 105)**

M-Th: 8:30 a.m.—2:45 p.m.

M-Th: 5 p.m.—8 p.m.

Sat: 8:30 a.m.—11:30 a.m.



Complete basic college math and pre-algebra in 1-2 terms at the [SCE/Cypress College Math Co-Lab](#) and get the foundation needed to succeed in higher levels of math.

SCE/Cypress College Math Co-Lab (Room SCE/TE2-211):

M-Th: 8:30 a.m.—4 p.m.

F: 8:30 a.m.—3 p.m.

W-Th: 5:30 p.m.—8:30 p.m.

CAREER TECHNICAL EDUCATION PROGRAM

FIVE EASY STEPS TO ENROLL

NEW STUDENTS:
Complete Steps 1—5

1 APPLY ONLINE OR IN-PERSON

- ⇒ New students apply to the school at www.sce.edu
- ⇒ Or visit the Admissions and Registration Office at any SCE Center

2 ORIENTATION

Orientation is an overview of the institution, its student services, the support programs and the school's expectations of the students. New students are required to complete an online orientation in order to enroll in the following Career Technical Education (CTE) Certificate Programs:

- ⇒ Administrative Assistant
- ⇒ Early Childhood Education
- ⇒ Electrical Trainee
- ⇒ Funeral Service Assistant
- ⇒ Medical Assistant
- ⇒ Pharmacy Technician
- ⇒ Quality Assurance Management

3 ASSESSMENT

Assessment is a test to determine your current proficiency in a particular subject. Students must complete an assessment to enroll in the following:

- ⇒ Administrative Assistant: BUSN/320, BUSN/340
- ⇒ Early Childhood Education: ECE/136, ECE/140
- ⇒ Electrical Trainee: ELET/140
- ⇒ Funeral Service Assistant: FSRV/100
- ⇒ Medical Assistant: MEDO/260, MEOC/104
- ⇒ Pharmacy Technician: MEOC/104, MEOC/130
- ⇒ Quality Assurance Management: BMGR/645

4 REGISTRATION

CTE online registration will open at 7:30 a.m. on the following dates for the 2017 Fall Term:

- ⇒ Medical Assistant Certificate Program—Wednesday, August 9, 2017
- ⇒ All other CTE Certificate Program Classes—Tuesday, August 15, 2017

5 COUNSELING

- ⇒ Meet with a counselor by appointment
- ⇒ New students must meet with a counselor during their first term to develop a Student Educational Plan
- ⇒ Returning students are highly encouraged to meet with a counselor to update their Student Educational Plan

RETURNING STUDENTS:
Complete Steps 4—5 (and 3, if necessary)

For more information, call the Career Technical Education Program Office at 714.808.4915 or email cteinfo@sce.edu.



CAREER TECHNICAL EDUCATION PROGRAM

FIVE EASY STEPS TO ENROLL

1 APPLY FOR AN SCE BANNER ID

Apply online at www.sce.edu or visit any SCE Admissions and Registration office. You will need a BANNER ID number **before** you can complete Step 2.

Do not wait until registration opens to apply for a BANNER ID as the process may take up to 48 hours before you receive your ID number. If you apply in person, you will receive your BANNER ID immediately.

2 COMPLETE A REQUIRED ORIENTATION

Once you have a BANNER ID number, **new students** must complete a REQUIRED orientation for the CTE Certificate Programs. Students should plan to complete the CTE online orientation at least 24 hours in advance of the first day of online registration to ensure that they are approved to register.

- A. Visit **myGateway** at mq.nocccd.edu. Use your **BANNER ID** and **PIN** to log-in.
- B. In the top left corner of the screen, click on the **SCE** tab.
- C. In the **SCE Orientations** box, select the SCE Online Orientation for the certificate program you want to enroll: **Administrative Assistant, Early Childhood Education, Medical Assistant, Pharmacy Technician, or SCE General Orientation.**
- D. Follow the directions and complete **all sections** of your selected certificate program's **Online Orientation** and **pass a series of short quizzes.** NOTE: If you do not pass the Online Orientation and try to register, you will receive an error message, "cohort restriction," and you will not be able to register. You can take the Online Orientation several times to successfully complete and pass.
- E. **24 hours after** you successfully pass the **Online Orientation, you will be eligible to register** for classes in the certificate program. The Online Orientations are unique to each SCE Certificate Program. You must take and pass the Online Orientation for the certificate program in which you wish to enroll.
- F. Although you have successfully passed the Online Orientation, **some classes also require completing an Assessment (step 3) and you will also still need to register for classes (step 4).**

3 COMPLETE A REQUIRED ASSESSMENT

Students are assessed in reading and mathematics. Students enrolled in the Administrative Assistant, Early Childhood Education, Electrical Trainee, Funeral Service Assistant, Medical Assistant, Pharmacy Technician, and/or Quality Assurance Management for Medical Devices Certificate Programs must complete an assessment to register for certain CTE classes. See the next page for dates and times to take the assessment.

4 REGISTER ONLINE FOR 2017 FALL TERM COURSES

2017 Fall Term Online Registration opens on these dates at 7:30 a.m.:

- **Medical Assistant Certificate Program:** Wednesday, August 9, 2017
- **All other CTE Programs:** Tuesday, August 15, 2017

See page 5 of this printed class schedule for more information on how to register online using myGateway.

HELPFUL TIPS:

- Spaces are limited and available on a first-come, first-served basis. Registration opens at 7:30 a.m. on both August 9, 2017 and August 15, 2017.
- **FIRST TIME REGISTERING ONLINE?** See page 3 of this class schedule for details about Online Registration Workshops and see page 4 for a helpful worksheet.

5 COUNSELING

All **new students** wishing to complete a CTE Certificate Program must meet with a counselor by the end of their first term at SCE to develop a Student Educational Plan. The Student Educational Plan will help you reach your educational goal(s). It is an individualized list of program requirements needed to obtain a certificate.

It is highly recommended that **returning students** meet with a counselor to update their Student Educational Plan.

For more information, call the Career Technical Education Program Office at 714.808.4915. To make an appointment with a counselor, call the Student Success and Support Program Office at 714.808.4682.

EVERY DAY COUNTS AT SCE!



Attending **every** class meeting is important for all SCE students.

Your consistent attendance helps you achieve your goals of learning a new skill, earning a diploma or certificate, or transferring to college.

See you in class!



CAREER TECHNICAL EDUCATION PROGRAM

STEP 3: COMPLETE A REQUIRED ASSESSMENT

Assessments are required before registering for the following classes:

- Administrative Assistant Certificate Program—BUSN/320, BUSN/340
- Early Childhood Education Certificate Program—ECE/136, ECE 140
- Electrical Trainee Certificate Program—ELET/140
- Funeral Service Assistant Certificate Program—FSRV/100
- Medical Assistant Certificate Program—MEDO/260, MEOC/104
- Pharmacy Technician Certificate Program—MEOC/104, MEOC/130
- Quality Assurance Management Certificate Program—BMGR/645

Select and attend ONE assessment session from the following dates and times:

<p>AUGUST Anaheim Campus Room 606</p>	<p>Tuesday, August 1, 2017—10 a.m. Wednesday, August 2, 2017—6 p.m. Monday, August 7, 2017—10 a.m. OR 6 p.m. Tuesday, August 8, 2017—10 a.m. OR 6 p.m. Thursday, August 10, 2017—10 a.m. Monday, August 14, 2017—10 a.m. Tuesday, August 15, 2017—10 a.m. OR 6 p.m. Wednesday, August 16, 2017—10 a.m. OR 6 p.m. Thursday, August 17, 2017—10 a.m. OR 6 p.m. Tuesday, August 22, 2017—10 a.m. OR 6 p.m. Thursday, August 24, 2017—10 a.m. OR 6 p.m. Monday, August 28, 2017—10 a.m. Tuesday, August 29, 2017—10 a.m. OR 6 p.m. Wednesday, August 30, 2017—10 a.m.</p>
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RSVP CTE Program Assessments at:

<https://tinyurl.com/ctefall17>

Questions? Call 714.808.4915



DON'T BE LATE! Please arrive 10-15 minutes before the test as all testing will begin promptly at the scheduled time. **Latecomers will NOT be admitted to the assessment session.** Students arriving late will be directed to another session date and time.

You **MUST BRING** the following items with you for your assessment testing:

- ⇒ Photo ID
- ⇒ Banner ID card

Allow at least two hours for the assessment.

CAREER TECHNICAL EDUCATION PROGRAM

For more information about the programs listed below, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@sce.edu.

- Administrative Assistant Certificate Program
- Early Childhood Education Certificate Program
- Electrical Trainee Certificate Program
- Fundamental Computer Concepts and Skills Certificate Program
- Funeral Service Assistant Certificate Program
- Graphic Design and Web Skills Certificate Program
- Management Certificate Program
- Medical Assistant Certificate Program
- Office Application Essentials Certificate Program
- Pharmacy Technician Certificate Program
- Quality Assurance Management Certificate for Medical Devices

Program Attendance and Grading Requirements

• **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the wait list. **Students on the wait list should attend the first class.** Regular attendance is expected of every student.

• All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

GRADING POLICY: These courses are considered Career Development and College Preparation by SCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the **GENERAL INFORMATION** section in the back of this schedule for further information.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.



Every Day Counts at SCE

Attending **every** class meeting is important for all SCE students.

Your consistent attendance helps you achieve your goals of learning a new skill, earning a diploma or certificate, or transferring to college. **See you in class!**

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

For more information about the Administrative Assistant Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@sce.edu.

The Administrative Assistant Certificate Program prepares students for a career as a secretary or an administrative assistant. Training includes keyboarding and speed building, current Windows operating system, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet, Microsoft Outlook, customer service, communication and problem solving, telephone techniques, business mathematics, proofreading and spelling, filing, and job hunting skills.

Administrative Assistant Certificate Requirements

- For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
- **Additional program requirements include:**
 - 1) CCTR/100: Business/Computer Skills Lab (120 hours; averaging a minimum of five hours per week during the fall, winter, and spring terms).
 - 2) Complete all program requirements within one year and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within one year and/or not maintaining catalog rights will be required to repeat any classes that are not within the one year time frame and/or take any further program requirements.

Registration

Students must begin with either BUSN/320: Office Skills I or BUSN/340: Computer Applications for the Administrative Assistant I. Students may also take both classes concurrently.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

COMPUTER APPLICATIONS FOR THE ADMINISTRATIVE ASSISTANT I BUSN/340



First in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Keyboarding and Word. Textbook Required.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10032	TTh/9a-10:50a	AN/405	McClurkin
10134	MW/6:30p-8:20p	AN/405	Benson

CRN 10032 is part of SCE's I-BEST Pilot Project and is open to all students. See page 29 for more information.

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.



**OFFICE SKILLS I
BUSN/320**



First in a series of two levels that prepare students for an entry-level position as an administrative assistant. Includes units on the office environment, career opportunities, attitude, human relationships, and work ethics. Textbook Required.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10033	TTh/11a-11:50a	AN/405	McClurkin
10135	MW/8:30p-9:20p	AN/405	Benson

CRN 10033 is part of SCE's I-BEST Pilot Project and is open to all students. See page 29 for more information.



**COMPUTER APPLICATIONS
FOR THE ADMINISTRATIVE
ASSISTANT II
BUSN/341**



Prerequisite: BUSN 340 Computer Applications for Administrative Assistant I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Windows and Internet. Textbook Required.

Dates: Sep 12-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
10046	TTh/6:30p-8:20p	AN/405	Teipe

Looking for **TEXTBOOK INFORMATION**? Check the SCE Online Schedule (at www.sce.edu/schedule) for detailed textbook information.

**OFFICE SKILLS II
BUSN/321**



Prerequisite: BUSN 320 Office Skills I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on telephone procedures, filing and managing records, processing business documents, sending and receiving mail, and managing office activities. Textbook Required.

Dates: Sep 12-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
10045	TTh/8:30p-9:20p	AN/405	Teipe

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Connect with us! See inside back cover for details.

COMPUTERS

For more information about Computer classes, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@sce.edu

The School of Continuing Education (SCE) offers a variety of noncredit computer classes to help students develop computer skills and/or earn certificates. **Students MAY TAKE any of the computer classes individually or as part of a certificate program.**

See the individual certificate listing for each certificate program requirements. For certificate requirements, please refer to the SCE Catalog at www.sce.edu/catalog.

Regular attendance is expected of every student in all computer classes. Students on the wait list should attend the first session. No students will be allowed to enroll in a class after the second week of the term.

Note: SCE noncredit computer classes are not transferable and will not be recognized for credit by other institutions, including Fullerton College and Cypress College. These are noncredit computer classes and cannot be considered equivalent to or prerequisites for computer classes at a community college.

GRADING POLICY: Some SCE Computer courses are considered Career Development and College Preparation by SCE. Students will receive a grade of Pass, No Pass, or Withdrawal. All grades awarded will appear on the student transcript or permanent student record. Please refer to the GENERAL INFORMATION section in the back of this schedule for further information.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

**BUSINESS/COMPUTER
SKILLS LAB
CCTR/100**



Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email!

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10-Nov 11, Nov 23-Nov 25

CRN	DAYS	PLACE	INSTR
81301	MTWTh/8a-9p F/8a-4p S/8a-1p	AN/304	Staff

**Having academic difficulties?
Meet with a Learning Disability Specialist.**

You may qualify for accommodations such as: additional time for tests, tutoring, note-taking & more.

Call **Disability Support Services** at 714.484.7057 to schedule an appointment today.

Tips for Success on Your Career Pathway Journey!

✓ **Attend all of your classes every day!** (All CTE courses and programs have attendance requirements. Please refer to your course syllabus and instructor for requirements.)

✓ **Come to class on time and stay for the whole class!**

✓ **Actively participate in the classroom!** (Including engaging in classroom discussions and asking questions.)

✓ **Complete all assignments, tests, and reading by the due dates!** ("I know you've heard it a thousand times before. But it's true – hard work pays off. If you want to be good, you have to practice, practice, practice. If you don't love something, then don't do it." – Ray Bradbury)

✓ **Create a Student Educational Plan (SEP)!** (Meet with a counselor by the end of your first term to create your SEP. This will help you map out your educational goals.)

✓ **Take advantage of all available student services as soon and as often as needed!**

✓ **Attend SCE and CTE workshops!**

BEGINNING KEYBOARDING COMP/685



Stop hunting and pecking at the keyboard with this short course. Learn the keyboard layout to build speed and accuracy. Course covers proper technique at the computer keyboard as well as 10-key keyboarding.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 23-Nov 24

CRN	DAYS	PLACE	INSTR
10011	T/9a-11:50a	AN/312	Prey
81326	F/9a-11:50a	AN/313	Prey
10036	Th/9a-11:50a	AN/302	Prey
10012	W/12:30p-3:20p	AN/403	Kretschmar
10047	Th/6:30p-9:20p	AN/302	Casper
10014	T/6:30p-9:20p	AN/302	Casper

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.

INTRODUCTION TO COMPUTERS COMP/100



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 SCE computer classes.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10031	T/9a-11:50a	AN/313	Ahmed
10027	W/9a-11:50a	AN/403	Kretschmar
10024	M/3:30p-6:20p	AN/405	Kretschmar
10025	F/2p-4:50p	AN/310	Moreno-Herrera

INTRODUCTION TO WINDOWS OPERATING SYSTEMS MS/104



Advisory: Knowledge of Windows. Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows XP, making connections and communicating with other people.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10048	Th/9a-11:50a	AN/312	Ahmed
10051	T/6:30p-9:20p	AN/313	Sedrak

DISCOVER THE INTERNET COMP/105



A hands-on overview of Internet concepts, Web browsing using Internet Explorer; email, newsgroups, FTP, netiquette, security issues, research, and more. Hands-on including on-line browsing. Recommended proficiency in: Introduction to Computers or equivalent.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
10129	W/6:30p-9:20p	AN/312	Baca



MS OFFICE - OVERVIEW MS/160



Advisory: Knowledge of Windows and keyboarding. Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 11, Nov 23, Nov 25

CRN	DAYS	PLACE	INSTR
10022	S/9a-12:20p	AN/312	Ahmed
10194	W/9a-11:50a	AN/302	Grane
10026	M/12:30p-3:20p	AN/405	Kretschmar
10098	Th/6:30p-9:20p	AN/313	Baca
10198	TTh/9a-10:50a	TBD	Baca
81355	TTh/11a-11:50a	TBD	Baca

Students registering for MS Office - Overview CRN 10198 (class) must also register for CRN 81355 (lab); this will prepare students for the workforce.

INTRODUCTION TO WORD MS/144



Advisory: Introduction to Computers, Introduction to Windows or equivalent. Provides a basic working knowledge of Word. Covers topics such as formatting with fonts, paragraph alignment, indents, margins, inserting clip art bullets and numbering, columns and tables.

Dates: Sep 11-Nov 27

CRN	DAYS	PLACE	INSTR
10052	M/9a-11:50a	AN/312	Grane



INTERMEDIATE WORD MS/134



Advisory: Introduction to Computers, Introduction to Windows, Introduction to Word or equivalent. This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. Textbook purchase may be required at first class.

Dates: Sep 15-Dec 1; nc Nov 24, Nov 10

CRN	DAYS	PLACE	INSTR
10050	F/9a-11:50a	AN/312	Grane

INTRODUCTION TO EXCEL MS/105



Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting.

Starts week of 9/11/2017, ends week of 11/27/2017

CRN	DAYS	PLACE	INSTR
10021	T/9a-11:50a	AN/302	Garmon
10034	W/6:30p-9:20p	AN/302	DeBiase
10030	T/6:30p-9:20p	AN/312	Baca

Get ahead with a COMPUTER CERTIFICATE!



Completing five to seven computer courses can earn you a certificate in one of the following programs:

FUNDAMENTAL COMPUTER CONCEPTS AND SKILLS

Learn how to perform data entry, word processing, research utilizing the Internet, and basic computer operation suitable for working in a business environment.

Job outlook: entry-level clerk or general office position

OFFICE APPLICATIONS ESSENTIALS

Learn how to perform basic word processing, spreadsheet, database, and other essential business software applications.

Job outlook: administrative support position

GRAPHIC DESIGN AND WEB SKILLS

Learn how to perform editing a simple website, creating and optimizing digital images, and cataloging and retrieving digital files.

Job outlook: entry-level graphic design/web development position

Check out the current SCE Catalog for program requirements at www.sce.edu/catalog or call the Career Technical Education (CTE) Program Office at 714.808.4915.

MS EXCEL - POWER-USER SKILLS MS/165



Advisory: MS 105 Introduction of Excel or equivalent. This course is for people who are comfortable using MS Excel and who want to develop "power skills". Topics include computational techniques (defining names, nested IF functions, summarizing data), using Excel's database tools (tables, database operations, lookup functions), and expert skills (conditional formatting, macros). Also covered are advanced formatting techniques and shortcuts for accelerating productivity.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10035	T/12p-2:50p	AN/302	Garmon
10130	Th/6:30p-9:20p	AN/312	DeBiase
81327	MW/9a-10:50a	Garden Grove One-Stop Ctr	DeBiase
81356	MW/11a-11:50a	Garden Grove One-Stop Ctr	DeBiase

Students registering for MS Excel - Power-User CRN 81327 (class) must also register for CRN 81356 (lab); this will prepare students for the workforce.

INTRODUCTION TO POWERPOINT MS/119



Advisory: Knowledge of Windows. Learn how to create on-screen presentations using text, graphics, sound effects and movies.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
10023	M/6:30p-9:20p	AN/313	Loayza

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INTRODUCTION TO PUBLISHER MS/143



Advisory: Recommended proficiency in COMP 100 Introduction to Computers and MS 104 Introduction to Windows. Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as flyers, newsletters, and business cards.

Dates: Sep 14-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
10053	Th/3p-5:50p	AN/302	Smolek

INTRODUCTION TO ACCESS MS/106



Advisory: Introduction to Computers, Introduction to Windows or equivalent. Design databases using this popular software package. Includes creating tables, forms, reports and labels.

Dates: Sep 11-Nov 27

CRN	DAYS	PLACE	INSTR
10020	T/6:30p-9:20p	AN/301	DeBiase

ADOBE PHOTOSHOP ELEMENTS COMP/119



Advisory: Knowledge of Windows. 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. Textbook may be required.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
10028	S/8:30a-10:50a	AN/302	Loayza
10018	M/9a-10:50a	AN/302	Loayza

DIGITAL PHOTO ALBUMS FOR BEGINNERS COMP/121



Advisory: MS 104 Introduction to Windows Operating Systems and COMP 105 Discover the Internet. 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.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
10019	S/11a-1:20p	AN/302	Loayza
10017	M/11a-12:50p	AN/302	Loayza

EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM

For more information about the Early Childhood Education Certificate Program, please call the Career Technical Education (CTE) Office at 714.808.4915 or e-mail cteinfo@sce.edu.

The Early Childhood Education Certificate Program is designed to train individuals for teacher and caregiver positions in licensed, proprietary infant/toddler/preschool/child daycare centers. Our curriculum is approved by the State Department of Community Care Licensing. This ECE program is a noncredit program based upon instructional hours rather than college units. The required and elective ECE courses within the certificate program are equivalent to two or three units of ECE in compliance with state licensing requirements for private facilities only.

Early Childhood Education Certificate Requirements

- For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
- **Additional program requirements include:**
 - 1) A current Pediatric First Aid/CPR card through an EMSA approved trainer or completion of MEDO/305 Heartsaver Pediatric First Aid or American Red Cross: Adult and Pediatric First Aid/CPR/AED.
 - 2) Complete all program requirements within seven years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within seven years and/or not maintaining catalog rights will be required to repeat any classes that are not within the seven year time frame and/or take any further program requirements.

Registration

Students should begin with ECE/140: Early Childhood Development and/or ECE 136: Family Community Relationships.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

EARLY CHILDHOOD DEVELOPMENT ECE/140



Intro to age-related child growth, development, learning characteristics, self-concept, mechanics and techniques of positive learning.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10188	M/9a-11:50a	AN/112	Hill-West
10060	Th/6:30p-9:20p	AN/112	Sueng

CRN 10188 is part of SCE's I-BEST Pilot Project and is open to all students. See page 29 for more information.

FAMILY COMMUNITY RELATIONSHIPS ECE/136



Examination of the sociological relationships between family and society; institutional, racial, social, and economic factors affecting the family and the child.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
10061	T/6:30p-9:20p	AN/112	Martin

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.

ECE PROGRAM PRINCIPLES AND PRACTICE ECE/108



Course examines the history, basic principles, and philosophies of various types of early childhood programs, emphasizing the role of the adult and characteristics of quality programs. This course is part of a program approved by the California Department of Social Services, Community Care Licensing, for employment in private facilities only.

Dates: Sep 12-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
10062	MW/9a-11:50a	AN/108	Sueng

CHILD HEALTH AND SAFETY ECE/100



For teachers and directors of pre-schools, this course will focus on the skills and knowledge needed for developing emergency plans and responding to health and safety issues in the classroom.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
10063	W/6:30p-9:20p	AN/106	Sueng



EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM – ELECTRICAL TRAINEE CERTIFICATE PROGRAM

INTRODUCTION TO CURRICULUM FOR EARLY CHILDHOOD EDUCATION ECE/170



Prerequisite: ECE 140 Early Childhood Development.
This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
10064	W/6:30p-9:20p	AN/112	Martin

PROGRAM MUSIC & MOVEMENT ECE/116



Explores areas of music and movement appropriate to child's development through participating and experimenting.

Dates: Sep 11-Nov 27

CRN	DAYS	PLACE	INSTR
10066	M/6:30p-9:20p	AN/108	Le

CHILDREN WITH SPECIAL NEEDS ECE/165



This course offers a broad study of children with special needs and early childhood education as it relates to inclusion. This course covers federal and state laws and regulations, terminology and definitions, appropriate practices and intervention. This course is part of a program approved by Department of Social Services, Community Care Licensing.

Starts week of 9/11/2017, ends week of 11/27/2017

CRN	DAYS	PLACE	INSTR
10065	F/9a-11:50a	AN/108	Sueng



INFANT-TODDLER CARE ECE/175



This course explores the theories, principles and practices of an infant/toddler program. Content includes respectful, responsive care giving, licensing and regulation issues, and enriching, safe, healthy developmentally appropriate environments. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

Dates: Sep 12-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
10067	TTh/6:30p-9:20p	AN/108	Pagalidis

HEARTSAVER PEDIATRIC FIRST AID MEDO/305



This 8-hour course teaches individuals to respond to breathing and cardiac emergencies, pediatric first aid and injury prevention. Upon successful completion, students will receive an Adult, Infant, Child CPR and Pediatric First Aid certificate valid for 2 years. This class meets California requirements for daycare providers.

Date: Oct 21

CRN	DAYS	PLACE	INSTR	FEE
10068	S/8a-2:50p	AN/504	Staff	\$80

ELECTRICAL TRAINEE CERTIFICATE PROGRAM



For more information about the Electrical Trainee Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@sce.edu.

This program will prepare students to work in an entry-level position in the construction industry assisting with the electrical installation and repair of electrical wiring in buildings. Students will receive an overview of the construction industry with a focus on the career path of an electrical trainee. Topics include safety, construction math, tools and materials handling, electrical theory, code requirements and application for residential, commercial and industrial wiring, prints and specifications.

Electrical Trainee Certificate Requirements

- For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
- **Additional program requirements include:**
 - 1) Complete all program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.
 - 2) Students must complete at least 36 hours in the **SCE Learning Center (ABE 105)** in order to satisfy the required elective units. Hours completed in the SCE Computer Lab do not count towards this requirement.

Registration

Students should begin with ELET/140: Introduction to Electrical Trainee.



=Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

**INTRODUCTION TO
ELECTRICAL TRAINEE
ELET/140**



Course provides an overview of the construction industry with focus on the career path of an electrical trainee. Students will learn about the skills needed to launch a successful career in the electrical trade. Topics include safety, construction math, tools and materials handling, job site management, and State certification requirements for electricians.

Dates: Sep 12-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
10057	TTh/6:30p-9:20p	AN/611	Hauck

**ELECTRICITY
FUNDAMENTALS
ELET/145**



Prerequisite: ELET 140 Introduction to Electrical Trainee. Course covers basic electrical concepts, including electrical measurements, basic electrical theory, and an understanding of how common electrical components work. Course provides a basis for understanding electrical safety concepts.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
10058	T/6p-9:50p	AN/402B	Famolaro

**WIRING FUNDAMENTALS:
RESIDENTIAL
ELET/150**



Prerequisite: ELECT 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to residential wiring. Topics include electrical standards, residential wiring techniques, grounding, basic switching circuits, residential load calculations, and electrical services in accordance with the NEC.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
10118	W/6:30p-9:20p	AN/402A	Faessel

**INTRODUCTION TO
BLUEPRINT READING
CONS/230**



An introduction to blueprint reading using a fundamental approach, this course will familiarize trainees with basic blueprint terms, components and symbols. Trainees will learn the different types of blue print drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions.

Dates: Sep 11-Nov 27

CRN	DAYS	PLACE	INSTR
10059	M/6:30p-9:20p	AN/611	Massia

**ARE YOU ON-TRACK TO
FINISH YOUR CERTIFICATE?**

Meet with a counselor regarding your educational plan. Contact the Counseling Office nearest you:

**Anaheim Campus: 714.808.4682
Cypress Center: 714.484.7440
Wilshire Center: 714.992.9565**

**FUNERAL SERVICE ASSISTANT
CERTIFICATE PROGRAM**

For more information about the Funeral Service Assistant Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@sce.edu.

This program serves as an introduction to the theoretical and practical knowledge required for professional licensure. It will help individuals determine their level of interest in the funeral service industry and for more formal vocational training in Mortuary Science. This program will prepare students for an entry-level position as a funeral service assistant. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a funeral service assistant such as placing casket in parlor or chapel prior to service; arranging floral offerings or lights around casket; directing or escorting mourners; closing casket; and issuing and storing funeral equipment. It is not intended as a substitute for the Associate in Science – Mortuary Science Program, licensing or certification requirements, which include an apprenticeship, but would provide students a more realistic expectation of the rigors of funeral service practice that will lead to employment as a funeral assistant and/or a pathway to the Cypress College Mortuary Science Associate in Science degree program.

Funeral Service Assistant Certificate Requirements

- For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
- **Additional program requirements include:**
 - 1) Complete all program requirements within two years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within two years and/or not maintaining catalog rights will be required to repeat any classes that are not within the two-year time frame and/or take any further program requirements.

Registration

Students must begin with FSRV 100: Introduction to Funeral Service Practice. It is highly recommended that students also be concurrently enrolled in MEOC 210: Introduction to Computers for Healthcare Workers.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

**INTRODUCTION TO
FUNERAL SERVICE
PRACTICE
FSRV/100**



This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills.

Dates: Sep 12-Nov 29; nc Nov 23

CRN	DAYS	PLACE	INSTR
10186	TTh/6:30p-8:50p	AN/607	Wright



**INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS
MEOC/210**



Prerequisite: COMP 685 Beginning Keyboarding or Typing 30 words per minute. This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. The course provides a comprehensive survey of the interconnections of information technology and health care.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10119	M/9a-12:50p	AN/403	McClurkin
10179	T/6p-9:50p	AN/403	Kane
10126	Th/6p-9:50p	AN/403	Kane

Online registration for Intro of Computers for Health Care Workers is Tuesday, August 15, 2017. See page 5 for details.

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MANAGEMENT CERTIFICATE PROGRAM

For more information about the Management Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

This program will prepare students for first-line supervisory or management positions. Students learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking and writing. The sequence builds their knowledge base to enhance their effectiveness in the job by covering topics such as leadership development, business law, finance, negotiations, marketing, and more.

Management Certificate Requirements

- For program requirements, please refer to the SCE Catalog at www.sce.edu/catalog.
- **Additional program requirements include:**
 - 1) Complete all of the program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

**FINANCE FOR THE NON-FINANCIAL MANAGER
BMGR/431**



This course introduces students to the basics of business finance for the non-financial manager. Financial statements will be covered along with discussions on sales and expenses, assets and liabilities, budgeting and planning, and financial analysis.

Dates: Oct 24-Nov 28

CRN	DAYS	PLACE	INSTR
81314	T/6:30p-9:20p	WIL/203	Baltazar

**SUCCESSFUL NEGOTIATIONS
BMGR/421**



Participants will learn, practice, and perfect the skills required for achieving better outcomes in sale transactions, employment and promotion, purchasing, employee cooperation.

Dates: Sep 13-Oct 18

CRN	DAYS	PLACE	INSTR
81316	W/6:30p-9:20p	WIL/203	Berry



**MARKETING PRINCIPLES
BMGR/430**



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 case studies. The student will learn to apply marketing skills in the development of a marketing plan.

Dates: Sep 12-Oct 17

CRN	DAYS	PLACE	INSTR
81315	T/6:30p-9:20p	WIL/203	Baltazar

**EFFECTIVE BUSINESS PRESENTATIONS
BMGR/417**



This course provides instruction and practice in business presentation skills. Students will learn techniques to enhance their ability to speak before any size group with more confidence and communicate their message effectively. Students are encouraged to participate in a video tape exercise for their own assessment of strengths and weaknesses.

Dates: Oct 25-Nov 29

CRN	DAYS	PLACE	INSTR
81317	W/6:30p-9:20p	WIL/203	Berry

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.

MEDICAL ASSISTANT CERTIFICATE PROGRAM

For more information about the Medical Assistant Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@sce.edu.

The Medical Assistant Certificate Program prepares students for an entry-level position as a medical assistant in a front office (administrative) and back office (clinical setting). The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a medical assistant in keeping the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. **All Medical Assistant Certificate Program students are required to purchase and wear a uniform for all classes.**

Medical Assistant Certificate Requirements

- For program requirements, please refer to the SCE Catalog at www.sce.edu/catalog.

- Additional program requirements include:**

- Meet the keyboarding requirement: Pass Comp/685 Beginning Keyboarding OR pass a three minute, 30 net words per minute keyboarding challenge exam.
- Complete all program requirements within five years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within five years and/or not maintaining catalog rights will be required to repeat any classes that are not within the five year time frame and/or take any further program requirements.

Registration: Students should begin with MEDO/260: Introduction to Medical Assisting and/or MEOC/104: Medical Terminology.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

INTRODUCTION TO MEDICAL ASSISTING MEDO/260

This course is an introduction to the medical assisting profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, health care settings, medical law, and therapeutic communication skills.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
10125	S/9a-1:20p	AN/112	Murray
10087	M/1p-4:50p	AN/611	Oo
10088	W/6p-9:50p	AN/611	Kane

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 9, 2017. See page 5 for details.

CRN 10087 is part of SCE's I-BEST Pilot Project and is open to all students. See page 29 for more information.

INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS MEOC/210



Prerequisite: COMP 685 Beginning Keyboarding or Typing 30 words per minute. This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. The course provides a comprehensive survey of the interconnections of information technology and health care.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10119	M/9a-12:50p	AN/403	McClurkin
10179	T/6p-9:50p	AN/403	Kane
10126	Th/6p-9:50p	AN/403	Kane

Online registration for Intro of Computers for Health Care Workers is Tuesday, August 15, 2017. See page 5 for details.

MEDICAL TERMINOLOGY MEOC/104



Required course for Pharmacy Technician Certificate program but also welcomes all students preparing for a variety of professional/paraprofessional careers in the medical field. Learn medical terms or strengthen prior knowledge. Offers basics of terminology, anatomy and diagnostics.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 11, Nov 23, Nov 25

CRN	DAYS	PLACE	INSTR
10075	Th/6p-9:50p	AN/106	Smith
10090	S/9a-1:20p	AN/611	Kane
10077	W/1:30p-5:20p	AN/504	Yeon
10089	W/6p-9:50p	AN/504	Yeon
10076	M/6p-9:50p	AN/504	Oo

Online registration for Medical Terminology is Tuesday, August 15, 2017. See page 5 for details.

MEDICAL ASSISTING: FRONT OFFICE MEDO/115

Prerequisite: MEDO 260 Introduction of Medical Assisting and COMP 685 Beginning Keyboarding. Students may also meet this requirement by passing the Keyboarding Challenge exam. Please submit a course substitution form to the CTE Office along with a copy of the Keyboarding Challenge exam pass completion. This course introduces students to medical office procedures in preparation for entry-level positions in the front office or reception area of a medical facility. These include medical data entry. Students review reception techniques, patient records and insurance forms. Keyboarding experience advised.

Starts week of 9/11/2017, ends week of 11/27/2017

CRN	DAYS	PLACE	INSTR
10091	T/9a-11:50a	AN/403	Echolds

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 9, 2017. See page 5 for details.



MEDICAL ASSISTANT CERTIFICATE PROGRAM – PHARMACY TECHNICIAN CERTIFICATE PROGRAM

MEDICAL INSURANCE BILLING - A PRACTICAL APPROACH TO MEDICAL BILLING MEOC/112

Prerequisite: COMP 100 Introduction to Computers or MS 104 Introduction to Windows Operating System and keyboard competency of 30 wpm. Students may also meet this requirement by passing MEOC 210: Introduction to Computers for Healthcare Workers. Please submit a course substitution form to the CTE Office. An overview of outpatient medical insurance billing in preparing students for entry-level positions. Students review theory and practice data entry for private, Blue Cross/BlueShield, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. CPT and ICD-10 coding covered. Medical billing software utilized in computer lab. Keyboarding experience advised.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10094	TTh/2p-4:50p	AN/403	Echolds
10093	MW/6:30p-9:20p	AN/403	Collie Corzine

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 9, 2017. See page 5 for details.

MEDICAL CODING-INTRODUCTION MEOC/225

Prerequisite: MEOC 104 Medical Terminology. This course covers the practical application of CPT-4 coding as well as both ICD-9-CM and ICD-10-CM coding for correct reimbursement in the physician's office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical and physiology concepts will be covered in this course: (a) integumentary system, (b) musculoskeletal system (c) respiratory system (d) cardiovascular system (e) hemic and lymphatic systems.

Dates: Sep 11-Dec 3

CRN	DAYS	PLACE	INSTR
10132	TTh/6p-9:50p	AN/110	Collie Corzine

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 9, 2017. See page 5 for details.

MEDICAL ASSISTING: BACK OFFICE PROCEDURES I MEDO/235

Prerequisite: MEOC 104 Medical Terminology and MEDO 260 Introduction to Medical Assisting. This course introduces students to the back office, clinical duties of the medical assistant. It is designed to develop the necessary skills for performing exam room procedures, including medical asepsis and infection control; patient intake; vital signs; and assisting with physical examination. Specialty exams and electrocardiograph procedure are also covered.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10095	MW/9a-12:20p	AN/510	Oo
10096	TTh/1p-4:05p	AN/510	Wiley

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 9, 2017. See page 5 for details.

MEDICAL ASSISTING: BACK OFFICE PROCEDURES II MEDO/240

Prerequisite: MEDO 235 Medical Assisting Back Office I. This course develops the necessary skills for the back office. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10097	TTh/9a-12:20p	AN/510	Oo
10111	TTh/6:30p-9:35p	AN/510	Wiley

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 9, 2017. See page 5 for details.

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

For more information about the Pharmacy Technician Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@sce.edu.

This program prepares students for an entry-level position as a pharmacy technician at a community or institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements, therefore, upon successful completion the student will be eligible to apply for registration with the State of California. The program is accredited by the American Society of Health-System Pharmacists (ASHP). **All Pharmacy Technician Certificate Program students are required to purchase and wear a lab coat for all classes.**

Pharmacy Technician Certificate Requirements

- For program requirements, please refer to the SCE Catalog at www.sce.edu/catalog.

- Additional program requirements include:

- 1) Meet the keyboarding requirement: Pass COMP/685: Beginning Keyboarding OR pass a three minute, 30 net words per minute keyboarding challenge exam.
- 2) Complete all program requirements within five years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within five years and/or not maintaining catalog rights will be required to repeat any classes that are not within the five year time frame and/or take any further program requirements.

Registration

Students must begin with MEOC/130: Introduction to Pharmacy Technician and MEOC/104: Medical Terminology.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.



INTRODUCTION TO PHARMACY TECHNICIAN MEOC/130



Course orients students to pharmacy practice and the work of pharmacy technicians. It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for a successful career as a pharmacy technician.

Dates: Sep 11-Nov 29

*Dates: Sep 12-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
10127	MW/9a-11:50a	AN/611	Dunne
10074	TTh/6:30p-9:20p	AN/504	Shields

CRN 10127 is part of SCE's I-BEST Pilot Project and is open to all students. See page 29 for more information.

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MEDICAL TERMINOLOGY MEOC/104



Required course for Pharmacy Technician Certificate program but also welcomes all students preparing for a variety of professional/paraprofessional careers in the medical field. Learn medical terms or strengthen prior knowledge. Offers basics of terminology, anatomy and diagnostics.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 11, Nov 23, Nov 25

CRN	DAYS	PLACE	INSTR
10075	Th/6p-9:50p	AN/611	Smith
10090	S/9a-1:20p	AN/611	Kane
10077	W/1:30p-5:20p	AN/504	Yeon
10089	W/6p-9:50p	AN/504	Yeon
10076	M/6p-9:50p	AN/504	Oo

Online registration for Medical Terminology is Tuesday, August 15, 2017. See page 5 for details.

PHARMACOLOGY I MEOC/121



Prerequisite: MEOC 104 Medical Terminology. Bring original certificate to first class. Equips students with the necessary beginning theoretical knowledge. Includes categorizing, differentiating between drug classifications and inventorying. Provides a basic knowledge and understanding of drug effects on the body.

Dates: Sep 12-Oct 19

*Dates: Sep 11-Nov 27; nc Nov 23

CRN	DAYS	PLACE	INSTR
10078	TTh/9a-11:50a	AN/504	Shields
10128*	M/6:30p-9:20p	AN/110	Yeon

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.



PHARMACOLOGY II MEOC/122



Prerequisite: MEOC 104 Medical Terminology. Bring original certificate to first class. Provides a continuation of theoretical knowledge acquired in Pharmacology I. Includes categorizing, inventorying and differentiating between drug classifications. Equips students with an advanced knowledge and understanding of drug effects on the body.

Dates: Oct 24-Nov 30; nc Nov 23

*Dates: Sept 13-Nov 29; nc Nov 23

CRN	DAYS	PLACE	INSTR
10079	TTh/9a-11:50a	AN/504	Shields
10182*	W/6:30p-9:20p	AN/110	Smith

What is I-BEST?

The Integrated Basic Education Skills Training (I-BEST) classes help students move through school and into the workforce at a faster pace. Students receive the help they need while studying in the career field of their choice; in other words, they learn by doing.

- I-BEST courses use a team-teaching approach to help ensure student success.
- The course and curriculum are the same as the non-I-BEST course, but with double the support.
- CTE I-BEST offerings are now available in the Administrative Assistant, Early Childhood Education, Medical Assisting, and Pharmacy Technician Certificate Programs.

Here's what CTE I-BEST students are saying:

"In this class we get two [teachers] for the price of one..." -Dennis

"In this class I receive the help and support I need to be successful..." -Neeven

"One instructor explains what the other is teaching. I find this helpful." -Peenalben

For more information, please call the CTE Program Office at 714.808.4915 or e-mail cteinfo@sce.edu.

PHARMACEUTICAL MATHEMATICS MEOC/140



A review of basic mathematics focusing on its application to common pharmaceutical calculations, abbreviations and units; how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge.

Starts week of 9/11/2017, ends week of 11/27/2017

CRN	DAYS	PLACE	INSTR
10081	T/6:30p-9:20p	AN/104	Diaz



**PHARMACY OPERATIONS LAB
MEDO/230**



Prerequisite: MEOC 130 *Introduction to Pharmacy Technician and Keyboarding* score of 30 or above or passing grade in COMP 685 - *Beginning Keyboarding*. This course introduces students to the operations of a pharmacy. It provides them with a working knowledge of the structural, functional, business and inter-relational aspect of pharmacy as part of the health care system. Through hands-on instruction, students develop the entry-level skills needed to assist in a pharmacy operation.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 23-Nov 24

CRN	DAYS	PLACE	INSTR
10177	F/9a-11:50a	AN/408	Dunne
10083	Th/6:30p-9:20p	AN/408	Dunne

**HUMAN RELATIONS FOR HEALTHCARE WORKERS
MEOC/135**



Covers basic communications skills with emphasis on health care. Includes non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
10082	W/6:30p-9:20p	AN/104	Pham

**OUT-PATIENT LAB FOR THE PHARMACY TECHNICIAN
MEDO/220**



Prerequisite: MEDO 230 *Pharmacy Operations Lab*; MEOC 104 *Medical Terminology (or MEOC 110 Medical Terminology II)*; MEOC 121 *Pharmacology I*; MEOC 122 *Pharmacology II*; MEOC 130 *Introduction to Pharmacy Technician*; MEOC 140 *Pharmaceutical Mathematics*; *Keyboarding Proficiency* score of 30 or above OR passing grade in COMP 685 *Beginning Keyboarding*. The practical lab class is designed to prepare the student for an externship at neighboring pharmacies. Upon completion of the lab classes, the student should be able to step into an out-patient pharmacy and begin working with minimal additional training.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
10084	Th/9a-12:50p	AN/408	Dunne
10085	M/6p-9:50p	AN/408	Shields

**IN-PATIENT LAB FOR THE PHARMACY TECHNICIAN
MEDO/221**



Prerequisite: MEDO 230 *Pharmacy Operations Lab*; MEOC 121 *Pharmacology I*; MEOC 122 *Pharmacology II*; MEOC 140 *Pharmaceutical Mathematics*; *Keyboarding Proficiency* score of 30 or above OR passing grade in COMP 685 *Beginning Keyboarding*. The practical lab class is designed to prepare the student for an externship at neighboring pharmacies. Upon completion of the lab classes, the student should be able to step into an in-patient pharmacy and begin working with minimal additional training.

Starts week of 9/11/2017, ends week of 11/27/2017

CRN	DAYS	PLACE	INSTR
10112	W/9a-12:50p	AN/408	Pham



**IN-PATIENT EXTERNSHIP FOR THE PHARMACY TECHNICIAN
MEDO/316**



Prerequisite: MEDO/220 *Out-Patient Lab: Pharmacy Technician*; MEOC/135 *Human Relations for Health Care Workers*; and MEDO/221 *In-Patient Lab Pharmacy Technician*. This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy setting. It requires weekly class meetings plus 200 hours of externship in an approved and contracted pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
10114	W/6p-7:50p	AN/108	Dunne

**OUT-PATIENT EXTERNSHIP FOR THE PHARMACY TECHNICIAN
MEDO/317**



Prerequisite: MEDO/220 *Out-Patient Lab: Pharmacy Technician*; MEOC/135 *Human Relations for Health Care Workers*; and MEDO/221 *In-Patient Lab: Pharmacy Technician*. This course is designed to provide pharmacy technician students with field experience in an out-patient/retail pharmacy setting. It requires weekly class meetings plus 120 hours of externship in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
10113	W/6p-7:50p	AN/108	Dunne

MEDICAL ASSISTANT & PHARMACY TECHNICIAN STUDENTS:

Need Help with Math?

Support is available at the Anaheim Campus Learning Center, including help with coursework and math.

Visit the Anaheim Campus Learning Center for details.

PHYSICAL THERAPY AIDE

For more information about the Physical Therapy Aide classes, please call the Career Technical Education Program Office at 714.808.4915.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.



PHYSICAL THERAPY AIDE MEDO/166



Equips the motivated student to function safely and efficiently as a Physical Therapy Aide or Restorative Aide in a hospital, convalescent hospital or home setting. Certificate of Completion to those meeting requirements.

Dates: Sep 11-Nov 29

CRN	DAYS	PLACE	INSTR
10056	3wks MW/6:30p-9:20p 9wks MW/6:30p-9:20p	SCECYP/103 St. Jude Ctrs for Rehab	Landgreen Pirkle

QUALITY ASSURANCE MANAGEMENT FOR MEDICAL DEVICES CERTIFICATE PROGRAM

For more information about the Quality Assurance Management for Medical Devices Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@sce.edu.

Students who complete the certificate will be prepared to obtain an entry-level position 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 have the skills required of positions in the medical device industry such as quality assurance specialist, quality compliance specialist, and quality systems auditor. This certificate will also benefit incumbent workers seeking promotional opportunities within the industry.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017

Quality Assurance Management for Medical Devices

Certificate Requirements

• For program requirements, please refer to the SCE Catalog at www.sce.edu/catalog.

• Additional program requirements include:

- 1) Complete all program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

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INTRODUCTION TO MEDICAL DEVICE QUALITY ASSURANCE BMGR/645



This course introduces students to the medical device industry in preparation for an entry-level position as a Quality Assurance Specialist. Learn about the industry's size and scope, current trends, and the wide range of products used in a variety of healthcare settings. Industry job resources are also covered.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
81320	T/6:30p-9:20p	AN/610	Vu

DOCUMENT AND DATABASE MANAGEMENT FOR MEDICAL DEVICES BMGR/651



An overview of regulatory requirements for document control and database management for the medical device field. Covers the fundamentals of writing documents that meet regulatory compliance. Equips students for handling document management systems efficiently.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
81321	W/6:30p-9:20p	AN/610	McIntyre

QUALITY AUDITING FOR MEDICAL DEVICES BMGR/660



This course presents the principles and techniques for assessing the adequacy of a quality system for a medical device manufacturer. Coverage includes evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms and other audit concepts.

Dates: Sep 14-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
81322	Th/6:30p-9:20p	AN/610	Goyal

DISABILITY SUPPORT SERVICES



For more information about Disability Support Services (DSS), please call 714.484.7057.

DSS services (interpreter services, adaptive equipment, etc.) are available for students with verified disabilities enrolled in general SCE classes. Students are encouraged to make arrangements for support services at least four weeks prior to the start of class. DSS special classes provide students with the opportunity to enhance skills necessary for them to transition into living and working more independently in the community. Many of our special classes begin in the fall term and run through the spring term. Please note that regardless of when the class begins, students are able to add at any time if space permits. Students are expected to follow the Student Code of Conduct and maintain good attendance in their classes. Excessive absences may result in a student being dropped from a DSS special class. Please contact the DSS Office at 714.484.7057 to enroll in our special classes or to obtain support services.

INTRODUCTION TO COMPUTERS DSPS/410

Designed for individuals with disabilities, this course provides a basic introduction to computers.

Dates: Sep 11-Nov 29

CRN	DAYS	PLACE	INSTR
81276	MW/9a-11:20a	SCE/TE2-200	Van Gelder

INTERMEDIATE WORD PROCESSING DSPS/420

Designed for individuals with disabilities wanting to increase their basic knowledge of word processing

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
81284	TTh/12:30p-2:50p	SCE/TE2-200	Van Gelder
81261	MW/12:30p-2:50p	AN/308	Bennett

COMMUNITY RESOURCES DSPS/129

A class geared for students with developmental or learning disabilities designed to teach skills necessary to independently take part in typical community activities by traveling to various locations in the area. Lessons learned in the classroom will be practiced in the community.

Dates: Sep 15-Dec 1; nc Nov 24, Nov 10

CRN	DAYS	PLACE	INSTR
81280	F/9a-2:50p	SCE/TE2-200	Van Gelder
81271	F/9a-2:50p	WIL/201	Stanojkovic

EDUCATIONAL SUPPORT AND EMPLOYMENT PREP LAB DSPS/531

This course is designed to provide students who have disabilities with the knowledge to develop vocational and educational skills.

Dates: Sep 12-Dec 1; nc Nov 24, Nov 10, Nov 23

CRN	DAYS	PLACE	INSTR
81257	TThF/9a-11:20a	AN/303	Staff

SURVIVAL VOCABULARY AND BASIC READING AND WRITING DSPS/380

This course is the first in a series of three courses designed for adults with disabilities to learn survival vocabulary and basic reading and writing skills.

Dates: Sep 12-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
81265	TTh/9a-11:20a	WIL/201	Ferrier
81282	TTh/12:30p-2:50p	SCE/CYP/107	Staff



BEGINNING COMPUTERS / OPEN LAB FOR ADULTS WITH DISABILITIES DSPS/190

This course is designed to provide students who have developmental disabilities with the knowledge to develop or maintain skills in basic computer applications such as, but not limited to: Windows, word processing, data entry, Internet navigation, keyboarding, and remedial academic software.

Dates: Sep 12-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
81294	TTh/9a-11:20a	SCE/TE2-200	Van Gelder

OPTIONS FOR INDEPENDENT LIVING FOR STUDENTS WITH DISABILITIES DSPS/330

This course is an overview of living options for students with disabilities who are considering living independent of their family homes. The advantages and disadvantages of various living options will be presented. Students will also explore the process of choosing and renting an apartment.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
81255	TTh/9a-11:30a	AN/118	Uriarte-Feld
81285	MW/12:30p-2:50p	SCE/TE2-223	Cunningham
81262	MW/12:30p-2:50p	AN/610	Sorooshian-Tafti

**ILS: US CIVICS
DSPS/370**

NEW!

This class is designed for adults with developmental disabilities and learning disabilities who want to become better citizens by gaining knowledge about the civics of the United States of America.

Starts week of 9/11/2017, ends week of 12/4/2017; nc Nov 10, Nov 23-Nov 24

CRN	DAYS	PLACE	INSTR
81293	MTWThF/9a-2:20p	WIL/TBA	Anderson Breen
81292	MTWThF/9a-2:20p	SCECYP/103 SCECYP/104	Brown Pietrzak

This class schedule can also be made available in alternate media formats.



For more information, contact Disability Support Services at 714.484.7057.

**BEGINNING MONEY FOR STUDENTS WITH DISABILITIES
DSPS/430**

A course designed for students with developmental or learning disabilities to learn the skills necessary for accurate money exchanges. Students will learn how to count money, give appropriate amounts of money for purchases, make change, and how to calculate a tip.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
81258	TTTh/9a-11:20a	AN/610	Bennett
81272	MW/12:30p-2:50p	WIL/219	Stanojkovic



**BASIC COOKING: BEGINNING SKILLS
DSPS/450**

This course is designed to give students with disabilities a foundation of basic cooking and food preparation concepts and activities, kitchen cleanliness and safety, and grocery shopping skills, using a variety of basic skills.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10-Nov 11, Nov 23-Nov 25

CRN	DAYS	PLACE	INSTR
81266	S/9a-12:20p	WIL/207	Staff
81332	F/9a-2:20p	SCECYP/107 SCECYP/104	Staff
81275	TTTh/9a-11:20a	SCECYP/107 SCECYP/104	Quitugua
81267	MW/9a-11:20a	WIL/207	Ferrier

**FIRST IMPRESSIONS ON THE JOB
DSPS/492**

A class designed for students with developmental or learning disabilities who want to learn how to improve their communication skills in relationship to employment. Course will focus on making good first impressions and will include activities to enhance written and verbal skills.

Starts week of 9/11/2017, ends week of 11/27/2017

CRN	DAYS	PLACE	INSTR
81253	MW/8:30a-10:50a	AN/118	Anderson
81274	MW/9a-11:20a	SCECYP/107	Uriarte-Feld
81264	MW/9a-11:20a	WIL/201	Stanojkovic



**RELATIONSHIPS AND BOUNDARIES FOR STUDENTS WITH DISABILITIES
DSPS/520**

This course is designed to provide students with developmental disabilities with the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal boundaries, dealing with strangers, and appropriate types of relationships.

Dates: Sep 11-Nov 29

CRN	DAYS	PLACE	INSTR
81278	MW/9a-11:20a	SCE/TE2-223	Cunningham

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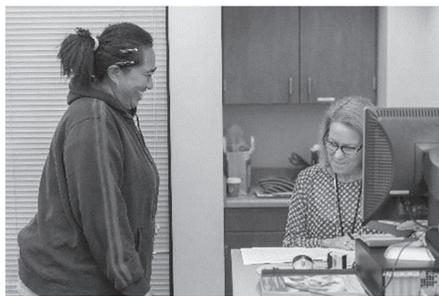
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**MAKING A PLAN FOR SELF-ADVOCACY
DSPS/360**

Students will examine personal strengths and skills as well as areas that need improvement in order to be successful in advocating for their chosen life or vocational goal. Students will also research resources pertaining to their goal in order to prepare a plan for advocating for their life or vocational goal.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
81279	TTTh/9a-11:20a	SCE/TE2-223	Barrett
81252	MW/12p-2:20p	AN/118	Anderson
81269	TTTh/12:30p-2:50p	WIL/202	Breen



**INTRODUCTION TO CHECKING ACCOUNTS
DSPS/260**

A quick paced course designed to provide students with disabilities with basic banking skills including writing checks and depositing paychecks.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
81256	MW/9a-11:20a	AN/308	Bennett
81268	TTh/9a-11:20a	WIL/214	Stanojkovic
81283	MW/12:30p-2:50p	SCE/TE2-200	Van Gelder

**EXPLORING YOUR OCCUPATIONAL PATH FOR STUDENTS WITH DISABILITIES
DSPS/265**

This course is intended to assist adults with disabilities in establishing a clear and realistic occupational goal. Students will assess their interests and abilities in order to establish attainable objectives to achieve their goal. Students will also explore resources for seeking employment in their chosen occupational field.

Dates: Sep 12-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
81263	TTh/12:30p-2:50p	AN/610	Sorooshian-Tafti
81286	TTh/12:30p-2:50p	SCE/TE2-223	Barrett
81270	TTh/12:30p-2:50p	WIL/201	Stanojkovic

Boost your computer skills!

Register for a single class or enroll in a certificate program. SCE offers quality instructors, state-of-the-art computer labs, and all of the latest software!

See page 20 for more information.

**SOCIAL SKILLS: FOUNDATIONAL BASICS
DSPS/460**

This course is designed to give students with disabilities an overview of foundational basic social skills at home, school, work, and in the community, using a variety of basic skills.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
81281	MW/12:30p-2:50p	SCECYP/107	Pietrzak
81260	TTh/12:30p-2:50p	AN/118	Quitugua

**RELATIONSHIPS: FOUNDATIONAL BASICS
DSPS/470**

This course is designed to give students with disabilities an overview of appropriate interactions with foundational relationships concepts, using a variety of basic skills.

Dates: Sep 11-Nov 29

CRN	DAYS	PLACE	INSTR
81273	MW/12:30p-2:50p	WIL/201	Ferrier

DSS Off-Site Class Locations

CRN	LOCATION
81346	BRAILLE
81348	BRAILLE
81345	WATRC
81259	WESTVIEW

**STUDENT SUCCESS SPOTLIGHT:
JOSHUA HARTMAN**



Joshua Hartman has reached several milestones since he started in the Disability Support Services WISE Program five years ago. The WISE Program stands for Work, Independence, Self-Advocacy, and Education. In his time

at SCE, Josh has grown to be an independent worker at school as well as at his three volunteer jobs on campus, at the Cypress Senior Center, and at the Anaheim Public Library. Josh enjoyed learning about teamwork and competition playing with the SCE Sea Otters, the DSS Special Olympics basketball team, where he and his teammates earned the silver medal at the regional games. Always interested in a challenge, Josh gained mobility skills by learning how to ride the bus; his favorite trip was a fieldtrip to Gamestop where he purchased a video game with money that he had learned to save. His instructor **Mary Faro** shared, "Josh is very helpful and kind to all of his classmates." After completing the WISE program, Josh plans to attend Social Vocational Services in Norwalk. Congratulations, Josh!



ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

ESL classes fill up each term—be first to register!
You may be placed onto a waiting list until space is available.
(714) 808-4638

Students who attended after WINTER 2017 need to visit the ESL Learning Center for your class schedule information.

Student orientation is **MANDATORY** for ALL STUDENTS.

PARKING: If you are driving, you will need to purchase a one-day (\$2.00) parking permit.

STEPS TO REGISTER

New students or students who attended before SPRING 2017 MUST complete the following steps to enter the ESL Program:

➔ **STEP 1: APPLY FOR AN SCE STUDENT ACCESS CARD** at any campus registration office.
 Registration office times vary at each campus
Students MUST have their Access Card in order to register for ESL classes.
Once you have your SCE Student Access Card, you may proceed to step 2:

➔ **STEP 2: SELECT YOUR CAMPUS AND TEST TIME:** Don't be late! Please arrive 10-15 minutes before the test as all testing will begin promptly at the scheduled time.

ANAHEIM CAMPUS ROOM 121

1830 W. Romneya Drive
 Anaheim, CA 92801

CYPRESS CENTER ROOM TE2-203

9200 Valley View Street
 Cypress, CA 90630

WILSHIRE CENTER ROOM 110

315 E. Wilshire Avenue
 Fullerton, CA 92832

Tuesday, September 5, 2017
 Tuesday, September 19, 2017
 Tuesday, October 3, 2017
 Tuesday, October 17, 2017

8:30 a.m., 10:30 a.m.,
 5:00 p.m. & 7:00 p.m.

Tuesday, September 5, 2017
 Tuesday, September 12, 2017
 Tuesday, September 19, 2017
 Tuesday, September 26, 2017
 Tuesday, October 3, 2017

8:30 a.m., 10:30 a.m.,
 5:00 p.m. & 7:00 p.m.

Tuesday, September 5, 2017
 Tuesday, September 12, 2017
 Tuesday, September 26, 2017
 Tuesday, October 3, 2017

8:30 a.m., 10:30 a.m.,
 5:00 p.m. & 7:00 p.m.

ENGLISH AS A SECOND LANGUAGE CLASSES

SIX LEVELS OF ENGLISH INSTRUCTION:

- ESL BEGINNING LITERACY
- ESL BEGINNING LOW
- ESL BEGINNING HIGH
- ESL INTERMEDIATE LOW
- ESL INTERMEDIATE HIGH
- ESL ADVANCED LOW

CLASS SCHEDULES AT OUR THREE CAMPUSES:

- 8:00 a.m.—10:30 a.m.
- 10:30 a.m.—1:00 p.m.
- 5:00 p.m.—7:30 p.m.
- 7:30 p.m.—10:00 p.m.

PASOS PARA INSCRIBIRSE

Nuevos estudiantes o estudiantes que asistieron antes de la PRIMAVERA de 2017 TIENEN que completar los siguientes pasos para entrar al programa de ESL:

PASO 1: APLIQUE PARA UNA TARJETA DE ACCESO ESTUDIANTIL DE SCE en la oficina de inscripción de cualquier escuela (Las horas de oficina varían en cada escuela). Estudiantes TIENEN que tener su tarjeta de acceso estudiantil para inscribirse en las clases de ESL.

Una vez que obtenga su tarjeta de acceso estudiantil, puede continuar con el paso 2:

PASO 2: SELECCIONE LA ESCUELA Y LA HORA A LA QUE DESEA ASISTIR:

ANAHEIM CAMPUS SALON 121

1830 W. Romney Drive
Anaheim, CA 92801

CYPRESS CENTER SALON TE2-203

9200 Valley View Street
Cypress, CA 90630

WILSHIRE CENTER SALON 110

315 E. Wilshire Avenue
Fullerton, CA 92832

martes, Septiembre 5, 2017
martes, Septiembre 19, 2017
martes, Octubre 3, 2017
martes, Octubre 17, 2017

8:30 a.m., 10:30 a.m.,
5:00 p.m. & 7:00 p.m.

martes, Septiembre 5, 2017
martes, Septiembre 12, 2017
martes, Septiembre 19, 2017
martes, Septiembre 26, 2017
martes, Octubre 3, 2017

8:30 a.m., 10:30 a.m.,
5:00 p.m. & 7:00 p.m.

martes, Septiembre 5, 2017
martes, Septiembre 12, 2017
martes, Septiembre 26, 2017
martes, Octubre 3, 2017

8:30 a.m., 10:30 a.m.,
5:00 p.m. & 7:00 p.m.

Course Expiration Policy

All students are required to take a placement test upon entering ESL courses; placement test results are valid for six months after the students' last attendance. It is required that the student retake the placement test if he/she returns after leaving the program for a period of six months.

Se requiere que todos los estudiantes tomen el exámen de ubicación para entrar a las clases de ESL. El resultado del exámen es válido por seis meses a partir del último día que el/ella asistió a clase. Es necesario que el estudiante tome el exámen de ubicación de nuevo si el/ella regresa a clases después de una ausencia de seis meses.

ENGLISH AS A SECOND LANGUAGE PROGRAM LEARNING CENTERS (ESLA/001)

ESL LEARNING CENTER ESLA/001

Dates: Sept 11-Dec3; nc Nov 10, 23, 24

CRN	DAYS	PLACE	
ANAHEIM CAMPUS			
21182	MTWTh/8a-9p F/8a-4p	AN/121	
SCE CYPRESS CENTER			
21175	MTWTh/7:30a-9p F/7:30a-4p	SCE/TE2-203	
WILSHIRE CENTER			
21287	MTWTh/7:30a-9p F/8a-12p	WIL/110	

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. Special interest areas such as Vocational ESL and EL Civics are also part of the instruction.

ENGLISH AS A SECOND LANGUAGE

For more information about the English as a Second Language (ESL) classes, please call the ESL Program Office at 714.808.4638.

ESL Academic Success Program

LISTENING/SPEAKING FOR ACADEMIC SUCCESS ESLA/1040

Learn how to listen to and take lecture notes; participate in classroom discussions; give presentations; and take exams in college, career technical education, high school, and GED programs. Acquire technological skills necessary for academic success. Experience campus life through field trips to local colleges. For Intermediate High thru Advanced level students.

Dates: Sep 11-Nov 30; nc Nov 23

CRN	DAYS	PLACE
81349	MTWTh/11a-1:50p	SCE/TE2-217

READING/Writing FOR ACADEMIC SUCCESS ESLA/1045

Acquire reading, writing, note-taking, test-taking, critical thinking, and computer skills necessary for academic success in college, high school, GED, or career technical education programs. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For Intermediate High through Advanced level students.

Dates: Sep 11-Nov 30; nc Nov 23

CRN	DAYS	PLACE
SCE CYPRUS CENTER		
81350	MTWTh/8a-10:50a	SCE/TE2-201
SCE WILSHIRE CENTER		
81351	MTWTh/10:30a-12:50p	WIL/TBA

SCE is SOCIAL



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ESL Specialty Classes

ESL MULTILEVEL ESLA/110

The course focuses on preparing students to use English to achieve tasks within a variety of real-life situations such as a doctor's office or a department store. Students are instructed to be able to listen, speak, read, and write in English in context-specific environments.

Dates: Sep 11-Dec 3; nc Nov 23

CRN	DAYS	PLACE
21596	MTWTh/8a-10:20a	WIL/202

ESL PRONUNCIATION/CONVERSATION SKILLS ESLA/802

This course is designed for intermediate to advanced ESL learners to improve conversation and pronunciation skills in English. It is recommended that participants have English language skills at a Beginning High level.

Dates: Sep 11-Dec 3; nc Nov 10, Nov 24

*Dates: Sept11-Dec 3; nc Nov 23

+Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 23-Nov 24

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21719	F/8a-9:50a	AN/104
21192	MW/10:30a-12:50p	AN/106
61221	F/6p-9:20p	AN/126
61222	MW/7:30p-9:50p	AN/117
SCE CYPRUS CENTER		
71096*	MTWTh/8a-10:20a	SCE/TE2-210
21174*	S/10:30a-12:50p	SCE/TE2-221
21459*	F/10:30a-12:50p	SCE/TE2-219
SCE WILSHIRE CENTER		
21195+	F/9a-11:50a	WIL/203
21197+	TTh/1p-3:20p	WIL/217

CalWORKs Programs at Cypress College & Fullerton College

Serving SCE, Cypress & Fullerton College Students

Are you receiving public assistance (CalWORKs/GAIN)? Do you need help accessing county supportive services (e.g. child care, books and supplies, transportation)? Do you need assistance with completing county forms such as the Attendance Report and the Referral for Education and Training? If the answer is "yes," then the CalWORKs program can assist you!

Cypress College CalWORKs

Cypress College CC Complex, Room 201 * 714.484.7237

Fullerton College CalWORKs

315 N. Pomona, Fullerton * 714.992.7101

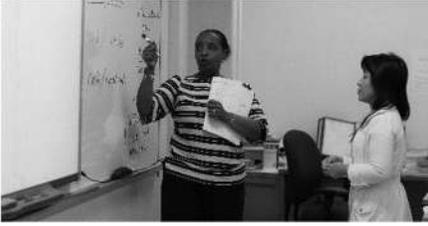
WRITING/READING ESLA/810

This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or high. In addition, the writing component is designed to acquaint students with writing skills required to develop college-level writing techniques by focusing on prewriting, outlining, drafting, revising and editing.

Dates: Sep 11-Dec 3; nc Nov 23

*Dates: Sep 11-Dec 3; nc Nov 10, Nov 24

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
61223	TTh/10:30a-12:50p	AN/106
21466	TTh/10:30a-12:50p	AN/128
61224	F/6p-8:50p	AN/124
21575	F/6p-9:20p	AN/106
SCE CYPRUS CENTER		
21593*	F/8a-10:20a	SCE/TE2-219
21594*	S/8a-10:20a	SCE/TE2-221
21418*	F/10:30a-12:50p	SCE/TE2-217



**ORAL INTERPRETATION
(READING OUT LOUD)
ESLA/990**

Literature and communication are integrated in the art of oral interpretation. This course emphasizes the study and analysis of relevant printed materials. Students learn to select and communicate the material orally and effectively to an audience through public presentation/performance.

Dates: Sep 11-Dec 3; nc Nov 23

CRN	DAYS	PLACE
61199	TTh/8a-10:20a	AN/119



**INTERMEDIATE GRAMMAR REVIEW
ESLA/813**

Students will learn to understand grammar structures in various contexts and practice using them in both oral and written communication. This class supplements core ESL courses or works as a stand-alone course. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels.

Dates: Sep 11-Dec 3; nc Nov 10, Nov 24

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21456	F/10a-11:50a	AN/104
SCE CYPRESS CENTER		
21275	F/1p-2:50p	SCE/TE2-215

**Programa de CalWORKs de los
Colegios de Cypress y Fullerton**

Asistiendo los Estudiantes de SCE, Cypress y Fullerton

¿Esta recibiendo asistencia de CalWORKs (la ayuda monetaria)? Nosotros estamos aquí para ayudarle lograr sus metas de estudio. Nuestra oficina proveerá a los estudiantes elegibles con la guía y apoyo necesario para ayudarle entender sus derechos como estudiante de CalWORKs y para cumplir los requisitos del Condado.

PARA MÁS INFORMACION LLAMEN:

Colegio de Fullerton: 714.992.7101
Colegio de Cypress: 714.484.7237



**COMPUTER SKILLS FOR ESL
(BEGINNING)
ESLA/801**

The course introduces ESL students to hands-on exploration and use of current Microsoft Windows programs. Students will learn basic computer parts, keyboarding, and the basics of MS Word, PowerPoint, Print Shop, and Excel. Emphasis is on building confidence in computer use to improve English skills in grammar, vocabulary, writing, speaking, pronunciation, and reading.

Dates: Sep 11-Dec 3; nc Nov 10, Nov 24

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21448	F/8a-10:20a	AN/302
61228	TTh/7:30p-9:50p	AN/308
SCE CYPRESS CENTER		
22165	F/8a-10:20a	SCE/TE2-219
21321	F/10:30a-12:50p	SCE/TE2-219



**CITIZENSHIP PREPARATION
ESLA/803**

The course is designed to prepare prospective candidates for the US citizenship process. Students will learn how to complete all required immigration forms and practice the USCIS Citizenship Test by becoming familiar with US history. Students will acquire an understanding of the rights and responsibilities of being a US citizen.

Dates: Sep 11-Dec 3; nc Nov 23

*Dates: Sep 11-Dec 3; nc Nov 10, Nov 24

+Dates: Sep 11-Dec 3

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21668	TTh/10:30a-12:50p	AN/410
21180	TTh/7:30p-9:50p	AN/118
SCE CYPRESS CENTER		
21714*	F/8a-10:20a	SCE/TE2-201
21606*	F/10:30a-12:50p	SCE/TE2-201
SCE WILSHIRE CENTER		
21676+	MW/10:30a-12:50p	WIL/202



**ESL AND THE ARTS
ESLA/804**

This course builds students' reading comprehension, writing, and speaking skills in the context of thematic and aesthetic exploration of arts. Students will identify common artistic themes while comparing and contrasting a variety of aesthetic forms, styles, and periods. This interactive course includes visiting museums, watching performances, and listening to guest speakers.

Dates: Sep 11-Dec 3

CRN	DAYS	PLACE
61198	MW/8a-10:20a	AN/119



Every Day Counts at SCE

Attending every class meeting is important for all SCE students.

Your consistent attendance helps you achieve your goals of learning a new skill, earning a diploma or certificate, or transferring to college. **See you in class!**

**DRAMA FOR COMMUNICATION
ESLA/805**

This ESL course builds students' reading, speaking, and pronunciation skills in the context of theatrical performances. Students will examine human experiences and cultural norms through imagined roles and expand creative thinking. Students will learn history and terminology of the performing arts and build social skills and confidence necessary for public speaking.

Dates: Sep 11-Dec 3; nc Nov 23

CRN	DAYS	PLACE
21672	MTWTh/10:30a-12:50p	AN/119

SCE is SOCIAL



Connect with us! See inside back cover for details.

ESL Off-Site Classes

**ESL MULTILEVEL
ESLA/110**

The course focuses on preparing students to use English to achieve tasks within a variety of real-life situations such as a doctor's office or a department store. Students are instructed to be able to listen, speak, read, and write in English in context-specific environments.

Dates: Sep 11-Dec 3; nc Nov 23

CRN	DAYS	PLACE
61232	TTh/8:30a-11:20a	Clark Commons
21083	MTWTh/8a-10:50a	First Christian Church Anaheim
21241	TTh/1p-3:50p	Korean Com Services Buena Park
21276	MWF/1p-3:50p	Korean Com Serv Garden Grove
21463	MTWTh/9a-11:20a	Ponderosa Park Family Resource
21440	MTW/6p-8:50p	Stanton Cultural Arts Center
21597	MTWTh/8a-10:50a	St Boniface Church
61205	MTWTh/10:30a-12:50p	West Anaheim Youth Center
31188	MTWTh/8:30a-10:50a	Brea Community Center
21680	MTWTh/8:45a-12:20p	Access CA Services
21848	MTWTh/9a-12:20p	Access CA Services

**STUDENT SUCCESS SPOTLIGHT:
VIVIANA MONDRAGON**



Originally from Mexico, **Viviana Mondragon** has been a dedicated English-language learner for the last couple of years. A mother of two children, Viviana had to postpone her schooling for a temporary period due to family issues. Believing in the power of education, Viviana pushes through her obstacles to achieve her goals. Although her educational journey has been trying, she has persevered and achieved several milestones at SCE, completing the advanced level of the English as a Second Language Program as well as the Academic Success Program. Viviana has also recently earned her high school diploma. Her instructor **Blake Pederson** shared, "Viviana is a model student. She is always willing and ready to participate in class. Viviana deserves to be recognized not only for her academic success and achievements, but also because she is a kind and friendly individual that is highly respected by her classmates." Despite having a busy family schedule, Viviana plans to continue her education at a credit college in the near future. Congratulations, Viviana!

MATURE DRIVER CLASSES



For more information about the Mature Driver classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Improvement classes for licensed drivers age 55 and older who wish to qualify for a reduced insurance premium while brushing up on traffic laws and safety techniques for a driver's license exam. A Certificate of Completion will be awarded as evidence of attendance to obtain up to three years of reduced insurance rates from participating insurance companies. Please contact the facility directly for dates and registration information.

Cypress Sr. Ctr.
9031 Grindlay, Cypress -714.229.2005
September 13 & 14, November 1 & 2, 2017

La Habra Sr. Ctr.
101 W. La Habra, La Habra -562.905.9746
September 16, October 14, November 18, 2017

Yorba Linda Sr. Ctr.
4501 Casa Loma Dr., Yorba Linda -714.961.7181
September 20 & 21, October 18 & 19, 2017

Anaheim Senior Ctr.
250 E. Center St., Anaheim -714.765.4510
September 23, October 7, November 4, December 2, 2017

Brea Sr. Ctr.
500 South Sievers Ave., Brea -714.990.7750
November 8 & 9, 2017

Fullerton Community Center
340 West Commonwealth Ave, Fullerton-714-738-6305
October 11 & 12, 2017



Learn Computer Skills!

Register for a computer course and learn how to operate your home computer. SCE offers quality instructors, state-of-the-art computer labs, and all of the latest software!

See the Computers section on Page 20 for more information.

OLDER ADULTS PROGRAM



For more information about the Older Adults Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

The courses in the Older Adults Program are designed for mature adults age 50 and over, focusing on educational topics that promote independence, advocacy, physical and cognitive health, economic self-sufficiency, and community engagement. **Most classes have open enrollment; register in class at any time.**

Communication

BOOKS COME ALIVE FOR OLDER ADULTS ENCO/180

"Books Come Alive" is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction/non-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.

Dates: Sep 11-Nov 27

CRN	DAYS	PLACE	INSTR
21579	M/1:30p-3:20p	Cambridge Court	Lange-Goldstein

CREATIVE WRITING FOR SENIORS ABE/240

This course for older adults teaches both beginning and experienced writers how to create shape autobiographies, fiction and non-fiction writing, and poetry into readable and publishable forms.

Starts week of 9/11/2017, ends week of 11/27/2017

CRN	DAYS	PLACE	INSTR
21409	W/1p-2:50p	West Anaheim Sr Prog	French
21410	T/1p-2:50p	Cypress Sr Citizen Ctr	French
21607	W/6p-7:50p	AN/303	McFall
21411	T/6:30p-8:20p	Morningside of Fullerton	Edwards

JOURNEY BACK INTO TIME FOR OLDER ADULTS ENCO/501

This class offers older adults students the opportunity to explore and share their personal histories, cultures, and values among older adult students through group discussion. Shared experiences, memories and linking the past with the present, encourage self-awareness, positive self-esteem, mental stimulation, and enjoyment.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
21142	M/1p-2:50p	Morningside of Fullerton	Small
21143	T/1p-2:50p	La Habra Villa	Small
21144	W/2:30p-4:20p	Brookdale Anaheim	Small
21737	Th/2:45p-4:35p	Katella Sr Living Community	Fischer

HEARING IMPAIRED FOR OLDER ADULTS HLTH/126

This course for older adults explains hearing loss and includes a discussion of how the ear works, what can go wrong with it, and what can be done to improve hearing problems. An analysis of the speech-reading process is included with emphasis on the general principles in the major exercises.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
10190	T/9a-10:50a	Rowntree Gardens	Steckler

SENIOR TOPICS FOR OLDER ADULTS EDEN/100

This course presents older adults with various topics for discussion and class activities based on the students' individual interest, backgrounds, physical and mental abilities. Older adults are encouraged to share and compare life experiences, and learn about international, national and local events and issues from a current and historical viewpoint.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 23-Nov 25

CRN	DAYS	PLACE	INSTR
21640	W/8:45a-10:35a	Emerald Court	Fischer
61130	W/9:30a-11:20a	Coventry Court Health Center	Freeman
21742	T/9:30a-11:20a	Cypress Sr Citizen Ctr	Heins
21332	Th/9:30a-11:20a	Sunrise Asst Liv Fullerton	Belknap
21565	T/9:30a-11:20a	Sunrise Assisted Living at YL	Powell
21618	M/9:30a-11:20a	Crescendo Senior Living of PI	Belknap
21217	W/9:30a-11:20a	Brookdale Anaheim	Jenkins Orr
21628	F/9:30a-11:20a	Park Vista Assisted Living	Powell
21673	W/9:30a-11:20a	Sunnycrest Senior Living	Schultz
21553	M/9:30a-11:20a	Brookdale-Yorba Linda	Powell

21049	T/9:30a-11:20a	Sunnycrest Senior Living	Freeman
21246	F/9:45a-11:35a	Brookdale-Yorba Linda	Gable
21655	W/10a-11:50a	La Habra Villa	Edwards
21756	W/10a-11:50a	Kariton Residential Care Ctr	Heins
21727	S/10a-11:50a	Park Vista Assisted Living	Henan
81289	F/10:30a-12:20p	Buena Park Senior Ctr	Lange-Goldstein
21046	M/10:45a-12:35p	Park Regency Ret Res	Henan
21647	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
61209	Th/12p-1:50p	Cottage of Artesia Gardens	Fischer
21554	T/12:30p-2:20p	New Horizon	Jenkins Orr
21813	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
21041	W/1p-2:50p	La Palma Royale	Gomes
21549	M/1p-2:50p	Park Regency Ret Res	Gable
22010	F/1p-2:50p	Acacia Villas	Henan
21044	F/1p-2:50p	La Habra Villa	Gable
21586	T/1:30p-3:20p	Cambridge Court	Harris
21653	T/1:30p-3:20p	Park Vista Assisted Living	Dunnam
21146	Th/1:30p-3:20p	Whitten Heights	Jenkins Orr
22051	Th/2p-3:50p	Park Vista Assisted Living	Gomes
81300	W/2:30p-4:20p	Katella Sr Living Community	Fischer
21043	F/2:30p-4:20p	Brookdale Anaheim	Gomes
21230	T/3p-4:50p	Katella Sr Living Community	Gomes

Creative Arts

CERAMICS FOR OLDER ADULTS CRAE/101

This course in basic ceramics for older adults includes lecture, demonstration and application of ceramic artwork. Student will learn mold selection, glazing, decorating techniques, and proper firing procedures. Will learn mold selection, glazing, decorating techniques, and proper firing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult student are often displayed publicly.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
21035	Th/8a-9:50a	Buena Park Senior Ctr	Reynolds
22163	Th/10a-11:50a	Buena Park Senior Ctr	Reynolds
21096	T/12:30p-2:20p	Cypress Sr Citizen Ctr	Reynolds
21450	T/2:30p-4:20p	Cypress Sr Citizen Ctr	Reynolds

CREATIVE ARTS FOR OLDER ADULTS CRAE/100

This class for older adults encourages art appreciation, self-expression, and creativity through a variety of art media. Projects are designed to expose older adult students to artistic design, and to give experience with different artistic methods, techniques, tools, and materials.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23, Nov 25

CRN	DAYS	PLACE	INSTR
21408	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
61210	W/9:30a-11:20a	Rehab Institute So Ca	Solis
21420	Th/9:30a-11:20a	Crescendo Senior Living of Pl	Martin

INTERGENERATIONAL: CREATIVE ARTS EXCHANGE FOR OLDER ADULTS CRAE/310

Older adults along with participants of multiple generations create artistic legacy keepsakes that reflect the individual histories of older adults, lifetime memories, and personal creative expression. Class projects are designed to encourage mutual appreciation and connections among older adult students and participants of varying age groups.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
21198	T/3p-4:50p	Park Vista at Morningside	Martin

PAINTING FOR OLDER ADULTS CRAE/105

This class offers older adults an individualized approach to learning painting and artistic expression at their own pace and within their interest and style. Older adult will learn techniques in drawing, brush strokes, and color mixing and application.

Starts week of 9/11/2017, ends week of 10/16/2017
 *Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23
 †Starts week of 10/23/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
21034	M/9a-12:50p	Buena Park Senior Ctr	Bacon
21095*	W/9a-10:50a	Yorba Linda Sr Ctr	Bacon
21620*	M/9a-10:50a	Yorba Linda Sr Ctr	Clary
21619*	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
21037*	T/9a-10:50a	Cypress Sr Citizen Ctr	Bacon
21710	M/9a-12:50p	Buena Park Senior Ctr	Bacon
21233	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21614	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21584*	W/1p-2:50p	Buena Park Senior Ctr	Hyatt Solomina
21767*	Th/1p-2:50p	Palacio Senior Apartments	Clary
21700*	W/1p-2:50p	Capriana	Bacon
21741*	T/2:30p-4:20p	Alamitos West Health Care Ctr	Hyatt Solomina

CHINA PAINTING FOR OLDER ADULTS CRAE/103

Older adults will learn the fundamentals of china painting as 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. exhibit.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
21548	T/11:30a-1:20p	Buena Park Senior Ctr	Bacon

QUILTING FOR OLDER ADULTS CRAE/106

This course offers the essentials of quilting, for older adults 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, applique, hand and machine methods, and finishing techniques.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 24
 *Starts week of 10/23/2017, ends week of 11/27/2017
 †Starts week of 9/11/2017, ends week of 10/16/2017

CRN	DAYS	PLACE	INSTR
22005	F/9a-10:50a	Yorba Linda Sr Ctr	Smith
21861	T/10a-11:50a	AN/402B	Smith
21042	M/10a-11:50a	Cypress Sr Citizen Ctr	Smith
41092*	W/12p-3:50p	AN/402B	Schultz
21117	W/12p-3:50p	AN/402B	Schultz
21724*	T/12:30p-4:20p	Buena Park Senior Ctr	Smith
21082	T/12:30p-4:20p	Buena Park Senior Ctr	Smith



NEEDLECRAFTS, KNITTING, CROCHET FOR OLDER ADULTS CRAE/104

Older adult students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepoint, 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.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
21007	W/9a-10:50a	Vintage of Stonehaven	Carlson
21040	Th/9a-10:50a	Fullerton Community Center	Carlson
21612	Th/1p-2:50p	Yorba Linda Sr Ctr	Carlson
21720	W/2p-3:50p	Emerald Isle Senior Apartments	Carlson
21583	T/2:30p-4:20p	Capriana	Carlson

**SENIOR CHORUS
MUSC/303**

This course introduces older adult students to a broad spectrum of choral music including its cultural and historical aspects. Older adult students will gain knowledge of correct posture, breath control, enunciation, harmony, rhythm and basic music concepts appropriate for the older adult.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 24

CRN	DAYS	PLACE	INSTR
21038	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Lassetter
21079	T/1p-2:50p	Yorba Linda Sr Ctr	Hamilton

**TONE CHIME CHOIR FOR OLDER ADULTS
MUSC/304**

This course provides instruction to older adults on handbell performance skills using chime instruments made by Suzuki. The music will be beginning level handbell music, level 1 and 2, as defined by the American Guild of English Hand Bell Ringers. The class will share their music by performing to the community in different public venues.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
21033	W/12p-1:50p	Sr Citizens Ctr Anaheim	Lassetter

**MUSIC ARTS FOR OLDER ADULTS
MUSC/200**

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. Older adult students will learn to appreciate and understand different varieties of music.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 23-Nov 25

CRN	DAYS	PLACE	INSTR
21093	M/9a-10:50a	Bradford Square	Behrbaum
21443	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
21240	T/9:30a-11:20a	Harvest Retirement	Martin
21291	W/9:30a-11:20a	New Horizon	Martin
71010	W/9:30a-11:20a	Terrace View Care Ctr	Amaradio
21223	Th/9:30a-11:20a	Whitten Heights	Baker
21556	S/9:30a-11:20a	Whitten Heights	Ediger
41001	F/10a-11:50a	Sunnycrest Senior Living	Matlock
21629	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
21422	W/12:30p-2:20p	Cambridge Court	Behrbaum
21449	M/12:30p-2:20p	Whitten Heights	Behrbaum
21191	W/12:30p-2:20p	Katella Sr Living Community	Edwards
21417	Th/1p-2:50p	Bradford Square	Park
21045	Th/1p-2:50p	La Habra Villa	Edwards
21149	F/1p-2:50p	Park Regency Ret Res	Hamilton
21203	Th/1p-2:50p	Emerald Court	Behrbaum
21621	Th/1p-2:50p	Whittier Glen	Baker
21807	Th/1p-2:50p	Sunrise Asst Living La Palma	Baesler
21238	W/1:30p-3:20p	Brookdale-Yorba Linda	Martin

21810	W/1:30p-3:20p	Sunrise Asst Liv Fullerton	Harding
21004	Th/2:30p-4:20p	Brookdale-Yorba Linda	Matlock
21806	T/2:30p-4:20p	Sunnycrest Senior Living	Baesler
21215	W/3p-4:50p	Brookdale-Garden Manor	Edwards
21237	T/3:15p-5:05p	Brookdale Brea	Hamilton

Body & Mind

**STAYING MENTALLY SHARP FOR OLDER ADULTS
HLTH/167**

This course provides older adults with the tools to reach their optimum levels of brainpower through skill-building with memory techniques. Also covered are decision-making, problem-solving, planning, and determining opportunities for cognitive growth.

Starts week of 9/11/2017, ends week of 10/16/2017

*Starts week of 10/23/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
81362	TTh/9a-10:50a	Sr Citizens Ctr Anaheim	Gunderson
10138	MW/9a-10:50a	Friends Community Church Brea	Gunderson
81363	TTh/9a-10:50a	Sr Citizens Ctr Anaheim	Gunderson
10139	MW/9a-10:50a	Friends Community Church Brea	Gunderson
81365	TTh/12p-1:50p	Good Shepherd Church	Gunderson
10169	MW/12p-1:50p	Yorba Linda Sr Ctr	Gunderson
81364	TTh/12p-1:50p	Good Shepherd Church	Gunderson
10168	MW/12p-1:50p	Yorba Linda Sr Ctr	Gunderson
10173	TTh/12:30p-2:20p	AN/310	Staff
10171	TTh/12:30p-2:20p	AN/310	Staff
10105	MW/3p-4:50p	Buena Park Senior Ctr	Gunderson
10104	MW/3p-4:50p	Buena Park Senior Ctr	Gunderson
81360	TTh/5p-6:50p	AN/TBA	Krie
81361	TTh/5p-6:50p	AN/TBA	Krie

**FOOD PREPARATION AND GOOD NUTRITION FOR OLDER ADULTS
HLTH/109**

This course offers a wide range of food preparation topics as they relate to the health and well-being of older adults. The course explores topics of interest for older adults in the areas of nutrition, consumerism, cultural traditions, entertaining, health, and safety. Various foods will be prepared, tasted, and discussed.

Starts week of 9/11/2017, ends week of 11/27/2017

CRN	DAYS	PLACE	INSTR
21627	T/1:30p-3:20p	Brookdale-Yorba Linda	Rose
21048	M/1:30p-3:20p	Park Vista Assisted Living	Wyckhouse

HELP YOURSELF TO HEALTH FOR OLDER ADULTS HLTH/163

Various health related topics of interest to older adults will be discussed and safe, beneficial, exercises intended to promote general health and fitness for older adults will be introduced. Each class will incorporate information, discussion, and exercises.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 23-Nov 24

CRN	DAYS	PLACE	INSTR
41015	M/8:30a-10:20a	Cypress Sr Citizen Ctr	Tan
21245	F/9a-10:50a	Fullerton Community Center	Underwood
21325	M/9:30a-11:20a	Buena Park Senior Ctr	Gallagher
21701	W/9:30a-11:20a	Stanton Civic Center	Gallagher
21326	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Gallagher
21334	F/12:30p-2:20p	Fullerton Community Center	Yu
21331	Th/12:30p-2:20p	Sr Citizens Ctr Anaheim	Mastin
21333	W/12:30p-2:20p	Fullerton Community Center	Yu
81291	Th/1p-2:50p	Friends Community Church Brea	Underwood
21641	F/1p-2:50p	Anaheim Crown Plaza	Feinstein
21330	F/3p-4:50p	Cypress Sr Citizen Ctr	Yu



HISTORY OF COMEDY AND HUMOR FOR OLDER ADULTS HLTH/161

This class offers to older adults an informative look at past and present forms of comedy and humor, as it relates to their life experiences and what make them laugh. Older adult students become aware of the influences, various mediums, elements and forms of comedy and humor that has influenced people throughout history.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 24

CRN	DAYS	PLACE	INSTR
21089	W/9a-10:50a	Bradford Square	Linen
21091	F/12:30p-2:20p	Park Regency Care Ctr	Linen
21090	M/12:30p-2:20p	Katella Sr Living Community	Linen

Physical Fitness

BEGINNING DRAMA FOR OLDER ADULTS CRAE/315

This course is designed to introduce older adult students to the world of drama and to the theatrical creative process. Students are encouraged to experiment and develop personal performance skills as well as gain an understanding of drama through participation and practice critiques.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 23

CRN	DAYS	PLACE	INSTR
21288	W/10a-11:50a	Muckenthaler Cultural Center	Gable
21758	T/1p-2:50p	Fullerton Community Center	Galindo
21757	Th/1p-2:50p	Brea Senior Ctr	Galindo

HEALTHIER LIVING: MANAGING ONGOING HEALTH CONDITIONS FOR THE OLDER ADULT HLTH/170

This course provides older adults with effective strategies and skills, good nutrition, and a regular fitness program to assist in managing personal health conditions and to maintain an active and fulfilling life.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
21862	W/12:30p-2:20p	Buena Park Senior Ctr	Gallagher

STUDENT SUCCESS SPOTLIGHT: DOROTHY WIELAND



Dorothy Wieland is 101 years old and is strong and active in her community at the Windsong Senior Activity Center in Anaheim. She attends instructor **Gloria Solis' Creative Arts** classes offered through the SCE Lifeskills Education Advancement Program. Dorothy attends class on a

consistent basis, works diligently, and asks thoughtful questions about various art concepts and class projects. Her instructor has expressed, "Students are amazed at Dorothy's steady hand and ability to use small brushes to create work with such detail. Dorothy's peers look up to her for motivation." When it came time to coordinate the class' community service project, Dorothy took the lead. She managed the donation of 85 handmade Valentine's Day cards for the Children's Hospital of Orange County, ensuring all cards carried a thoughtful message for the children. Thank you, Dorothy, for your caring nature, your energetic spirit, and showing us all that age is simply a number and we are all encouraged to live our lives to the fullest! Congratulations, Dorothy!

HEALTH AND WELLNESS FOR OLDER ADULTS HLTH/200

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.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 23-Nov 25

CRN	DAYS	PLACE	INSTR
21386	T/9a-10:50a	Fullerton Comm Center	Carter-Rosenbloom
21385	M/9a-10:50a	Fullerton Comm Center	De Jong
21397	W/9a-10:50a	Yorba Linda Sr Ctr	Underwood
21867	M/9a-10:50a	Yorba Linda Sr Ctr	Linen
21392	T/9:30a-11:20a	Los Alamitos Senior Center	Knox
21400	F/9:30a-11:20a	Yorba Linda Sr Ctr	Wotring
21599	T/9:30a-11:20a	Stanton Civic Center	Gallagher
21373	Th/9:30a-11:20a	Brea Sr Ctr	De Jong
21394	Th/9:30a-11:20a	Sr Citizens Ctr Anaheim	Knox
21745	T/9:30a-11:20a	Windsong Sr Activity Ctr	Truong
21734	S/9:30a-11:20a	Capriana	Underwood
21377	W/9:30a-11:20a	Buena Park Senior Ctr	Knox
21378	Th/9:30a-11:20a	Buena Park Senior Ctr	Truong
21374	M/9:30a-11:20a	Buena Park Senior Ctr	Knox
21376	T/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21382	W/9:30a-11:20a	Cypress Sr Citizen Ctr	Mastin
21379	F/9:30a-11:20a	Buena Park Senior Ctr	Knox
21383	Th/9:45a-11:35a	Cypress Sr Citizen Ctr	Mastin
81205	W/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen
41014	W/10a-11:50a	St. Jude West Fullerton Center	Tan
21390	Th/10a-11:50a	La Habra Community Serv-Sr Ctr	Gallagher
21372	M/10a-11:50a	Brea Senior Ctr	Layne
21704	W/10a-11:50a	Sr Citizens Ctr - Placentia	Adams
21566	Th/10a-11:50a	Buena Park Senior Ctr	Carter-Rosenbloom
21407	T/10a-11:50a	Sr Citizens Ctr Anaheim	Wotring
21395	W/10a-11:50a	West Anaheim Sr Prog	Layne
21387	Th/10a-11:50a	Fullerton Comm Center	Wotring
21380	M/10a-11:50a	Cypress Sr Citizen Ctr	Yu
21749	M/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21439	T/10a-11:50a	Brea Sr Ctr	Matikinyidze
21406	F/10a-11:50a	St. Jude West Fullerton Ctr	Mastin

21391	F/10a-11:50a	La Habra Community Serv-Sr Ctr	De Jong
21563	Th/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21402	W/10a-11:50a	Good Shepherd Church	Matikinyidze
21401	M/10a-11:50a	Good Shepherd Church	Matikinyidze
21389	T/10a-11:50a	La Habra Community Serv-Sr Ctr	De Jong
21414	M/10a-11:50a	La Habra Community Serv-Sr Ctr	Mastin
21399	Th/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21624	T/10:30a-12:20p	Lake Park Mobile Home - YL	Franze
21396	T/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21578	F/11:30a-1:20p	Good Shepherd Church	Matikinyidze
21388	Th/12p-1:50p	Fullerton Community Center	Sellens
22000	F/12p-1:50p	Windsong Sr Activity Ctr	Truong
31149	W/12:30p-2:20p	Windsong Sr Activity Ctr	Truong
21393	T/12:30p-2:20p	Sr Citizens Ctr Anaheim	Gallagher
21755	Th/1p-2:50p	Emerald Isle Senior Apartments	Yu
21384	Th/1p-2:50p	Cypress Sr Citizen Ctr	Layne
21609	T/1p-2:50p	Buena Park Senior Ctr	Carter-Rosenbloom
21375	M/1p-2:50p	Buena Park Senior Ctr	Yu
21362	T/1p-2:50p	Emerald Isle Senior Apartments	Yu
81287	M/1p-2:50p	Brookdale-Yorba Linda	Alcala
41013	F/1p-2:50p	Rehab Institute So Ca	Mastin
21626	Th/1p-2:50p	Sunnycrest Senior Living	Carter-Rosenbloom
21398	W/2p-3:50p	Yorba Linda Sr Ctr	Layne
21381	M/2p-3:50p	Cypress Sr Citizen Ctr	Mastin



Learn Computer Skills!

Register for a computer course and learn how to operate your home computer. SCE offers quality instructors, state-of-the-art computer labs, and all of the latest software!

See the Computers section on Page 20 for more information.

OLDER ADULTS PROGRAM: PHYSICAL FITNESS – SENIOR CLASSES

HEALTH AND WELLNESS FOR OLDER ADULTS: RESTRICTED MOBILITY HLTH/205

This course provides older adults with techniques and strategies for healthy aging when restricted by physical impairments or limited mobility. Emphasis is on the benefits of managing age-related complications or medical conditions, routine and adaptive physical activity and a healthy diet.

Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10, Nov 23-Nov 25

CRN	DAYS	PLACE	INSTR
21632	F/9a-10:50a	Sunrise Asst Living La Palma	Matikinyidze
21359	W/9:30a-11:20a	Brookdale-Yorba Linda	Randeria
81312	F/9:30a-11:20a	Buena Park Nurs Ctr	Krie
81009	Th/9:30a-11:20a	La Habra Villa	Underwood
41149	Th/9:30a-11:20a	Windsor Gardens of Fullerton	Linen
41148	F/9:30a-11:20a	Park Regency Ret Res	Linen
21873	Th/9:30a-11:20a	Coventry Court Health Center	Smith
21871	W/9:30a-11:20a	Park Regency Care Ctr	Smith
21687	F/9:30a-11:20a	Harbor Villa Care Center	Adams
21686	M/9:30a-11:20a	The Pavilion at Sunny Hills	Adams
21369	M/9:30a-11:20a	Park Vista Assisted Living	Smith
21365	Th/9:30a-11:20a	La Palma Royale	Adams
21363	T/9:30a-11:20a	La Habra Villa	Smith
21361	M/9:30a-11:20a	Emerald Court	Wotring
21368	T/9:40a-11:30a	Park Regency Ret Res	Randeria
21572	Th/10a-11:50a	Cambridge Court	Randeria
21544	T/10a-11:50a	Park Vista Assisted Living	Alcala
21696	T/10a-11:50a	Anaheim VIP Ctr	Underwood
21370	Th/10:30a-12:20p	Park Vista Assisted Living	Feinstein
81353	F/12:45p-2:35p	Whitten Heights	Gallagher
21573	Th/1p-2:50p	Brookdale Anaheim	Alcala
21358	Th/1p-2:50p	Anaheim Crown Plaza	Adams
21371	T/1p-2:50p	Sunnycrest Senior Living	Alcala
81010	T/1p-2:50p	Anaheim Crest Nurs Ctr	Truong
21690	T/1p-2:50p	Brookdale Anaheim	Matikinyidze
21689	W/1p-2:50p	Sunnycrest Senior Living	Alcala
21685	F/1p-2:50p	The Pavilion at Sunny Hills	Adams
21708	T/1p-2:50p	Anaheim Crown Plaza	Feinstein
61122	T/1:30p-3:20p	La Habra Villa	Smith
81001	W/1:30p-3:20p	Buena Park Nurs Ctr	Adams
81299	Th/1:30p-3:20p	Buena Vista Care Ctr	Linen
61236	F/2p-3:50p	Abby Pavilion	Underwood

21367	W/2p-3:50p	New Horizon	Randeria
21709	W/2:30p-4:20p	Emerald Court	Feinstein
21723	W/3p-4:50p	The Pavilion at Sunny Hills	Tan
21748	T/3:15p-5:05p	Gordon Lane Care Center	Truong
71029	S/3:30p-5:20p	Park Vista Assisted Living	Alcala

SENIOR CLASSES



Register in class at any time. These classes are available to the public and are designed to improve the quality of daily living by providing non-threatening, educational experiences, social, and adaptive physical activity. Call facility for class schedule.

31146	Anaheim Crest Nurs Ctr	827-2440
21212	Anaheim Healthcare Center	816-0540
21193	Cottage of Artesia Gardens	670-1111
21005	Anaheim Terrace Care Center	821-7310
21133	Anaheim VIP Ctr	220-2114
21001	Alamitos West Health Care Ctr	(562) 596-5561
21077	Buena Park Nurs Ctr	828-8222
21011	Buena Vista Care Ctr	535-7264
21207	Coventry Court Health Center	636-2800
21692	Windsor Gardens of Fullerton	871-6020
21086	Harbor Villa Care Center	635-8131
21019	The Pavilion at Sunny Hills	992-5701
21032	Easter Seals Sr Day Services	672-0343
21012	Fullerton Gardens	441-2636
21013	Gordon Lane Care Center	879-7301
21205	Happy Brea Adult Day Hth Care	990-0333
21236	Knott Ave Care Ctr	826-2330
21756	Karlon Residential Care Ctr	236-1170
21016	Leisure Court	772-1353
21220	La Habra Conv Hospital	(562) 691-0781
21014	La Palma Nurs Ctr	772-7480
21018	Park Anaheim Healthcare Ctr	827-5880
21022	Park Regency Care Ctr	(562) 691-8810
21023	Park Vista at Morningside	256-1000
21080	Rehab Institute So Ca	680-6060
21323	Palm Retirement Center	870-8122
21029	St. Elizabeth Healthcare	871-9202
21024	Terrace View Care Ctr	870-0060
21201	W Anah Extended Care Hospital	821-1993
21009	Whittier Hills Healthcare Ctr	(562) 947-7817
21026	Walnut Manor Care Ctr	776-7150
21745	Windsong Sr Activity Ctr	956-4190

PARENTING



For more information about the Parenting classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Parenting classes provide a wonderful opportunity to bond with your child. Share in activities with your child that will stimulate social, emotional, physical, and intellectual growth. Learn or improve positive parenting techniques.

Children must attend classes with a registered adult. The adult registering for the class can be the parent, grandparent, neighbor or, guardian.

Yorba Linda Parenting Classes with code YLC will be held at the Yorba Linda Church of Christ at 4382 Eureka Avenue, Yorba Linda, CA 92886.

**STUDENT SUCCESS SPOTLIGHT:
PATRICIA VILLAGOMEZ**



Patricia Villagomez and three of her grandsons have been attending *Developmental Movement* and *Joyful Parenting* classes for the past five years. Despite having health issues of her own and looking after an aging parent, Patricia makes attending class a priority because she wants her grandsons to be prepared

for kindergarten. She enjoys building relationships with other parents in the class and sharing her experiences from raising three children of her own. Patricia contributes to class discussions and even brings in outside resources to share with her peers. Patricia loves watching her grandsons try new things and learn new skills. Her instructor **Lori Dodson** shared, "Patricia participates in class discussions and takes all that she has learned and shares it with each child's parent. She is making a tremendous difference in the lives of each of her grandsons." Patricia looks forward to attending class with her fourth grandson very soon. Congratulations!

SCE is SOCIAL



Connect with us! See inside back cover for details.

**DEVELOPMENTAL MOVEMENT
(AGES 1 - 2)
PARN/260**

Parents and children are introduced to developmental movement and music for one and two year-olds. Emphasis is on identifying milestone-appropriate large motor skills, coordinated body movements and introductory behaviors associated with demonstrations of self-esteem for this age range.

Starts week of 9/11/2017, ends week of 11/13/2017

*Dates: Sep 15-Dec 1; nc Nov 24, Nov 10

CRN	DAYS	PLACE	INSTR
10165	M/9a-9:50a	Yorba Linda Church of Christ	Martinez
10155	Th/9a-9:50a	SCECYP/117	Amaradio
10145	Th/9a-9:50a	AN/134	Brown
10158*	F/9a-9:50a	WIL/204	Swallows
10142	T/9a-9:50a	AN/134	Dodson
10159	W/9a-9:50a	WIL/204	Dodson
10150	T/9a-9:50a	SCECYP/117	Amaradio



Parenting

**DEVELOPMENTAL MOVEMENT
(AGES 2 - 3)
PARN/261**

Parents and children are introduced to developmental movement and music for two and three year-olds. Emphasis is on tracking developing milestone-appropriate large motor skills, coordinated body movements and milestone psychological behaviors associated with demonstrations of self-esteem for this age range.

Starts week of 9/11/2017, ends week of 11/13/2017

*Dates: Sep 15-Dec 1; nc Nov 24, Nov 10

CRN	DAYS	PLACE	INSTR
10161	W/10a-10:50a	WIL/204	Dodson
10151	T/10a-10:50a	SCECYP/117	Amaradio
10163*	F/10a-10:50a	WIL/204	Swallows
10166	M/10a-10:50a	Yorba Linda Church of Christ	Martinez
10143	T/10a-10:50a	AN/134	Dodson
10146	Th/10a-10:50a	AN/134	Brown
10156	Th/10a-10:50a	SCECYP/117	Amaradio
10160	T/6p-6:50p	WIL/204	Dodson



**DEVELOPMENTAL MOVEMENT
(AGES 3 - 4.5)
PARN/262**

Parents and children are introduced to developmental movement, and music for three to four and a half year-olds. Emphasis is on continued tracking of milestone-appropriate large motor skills, coordinated body movements and psychological behaviors associated with demonstrations of self-esteem for this age range.

Starts week of 9/11/2017, ends week of 11/13/2017

*Dates: Sep 15-Dec 1; nc Nov 24, Nov 10

CRN	DAYS	PLACE	INSTR
10162	W/11a-11:50a	WIL/204	Dodson
10147	Th/11a-11:50a	AN/134	Brown
10152	T/11a-11:50a	SCECYP/117	Amaradio
10164*	F/11a-11:50a	WIL/204	Swallows
10144	T/11a-11:50a	AN/134	Dodson
10157	Th/11a-11:50a	SCECYP/117	Amaradio
10167	M/11a-11:50a	Yorba Linda Church of Christ	Martinez



**JOYFUL PARENTING - CREATIVE
ART/MUSIC
(AGES 1.5-2.5)
PARN/101**

Parent and child will enjoy self-esteem building activities together; songs and music; easel and finger painting; band and blocks; school readiness; crafts and Playdoh. Includes activity ideas to do at home. (Please bring a snack).

Starts week of 9/11/2017, ends week of 11/13/2017

*Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10-Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE	INSTR
10007	Th/9a-10:50a	WIL/204	Dodson
10109	M/9a-10:50a	SCECYP/117	Wahhab
10004	Th/9a-10:50a	Yorba Linda Church of Christ	Stearns
10005	T/9a-10:50a	Yorba Linda Church of Christ	Stearns
10120	T/9a-10:50a	WIL/204	Martinez
10140	M/9a-10:50a	AN/134	Amaradio
10153	W/9a-10:50a	SCECYP/117	Wahhab
10008*	F/9a-10:50a	SCECYP/117	Wahhab
10148*	S/9a-10:50a	AN/134	Brown
10006	W/9a-10:50a	AN/134	Stearns
10013	M/9a-10:50a	WIL/204	Brown
10108*	F/9a-10:50a	AN/134	Brown

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679

Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.

**JOYFUL PARENTING: ART, MUSIC & MOVEMENT
(AGES 2.5-5)
PARN/200**

Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation and hands-on learning with other students. Age appropriate activities are offered to the children so that parents can learn the importance of developmental stages that prepare children for preschool and/or kindergarten. For all classes, please bring a lunch.

Starts week of 9/11/2017, ends week of 11/13/2017

*Starts week of 9/11/2017, ends week of 11/27/2017; nc Nov 10-Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE	INSTR
10038	T/11a-12:50p	WIL/204	Martinez
10040	Th/11a-12:50p	Yorba Linda Church of Christ	Stearns
10042	W/11a-12:50p	AN/134	Stearns
10037*	F/11a-12:50p	SCECYP/117	Wahhab
10154	W/11a-12:50p	SCECYP/117	Wahhab
10149*	S/11a-12:50p	AN/134	Brown
10141	M/11a-12:50p	AN/134	Amaradio
10043	M/11a-12:50p	WIL/204	Brown
10044	Th/11a-12:50p	WIL/204	Dodson
10039*	F/11a-12:50p	AN/134	Brown
10041	T/11a-12:50p	Yorba Linda Church of Christ	Stearns
10110	M/11a-12:50p	SCECYP/117	Wahhab

**REGISTER YOUR CHILD
FOR EVEN MORE FUN!**

Kids' College and Teen Program



Over 250 classes in Anaheim, Cypress, and Fullerton!

Academics • Personal Enrichment
Sports & Fitness • Camps

For more information, see page 58
or visit www.sce.edu/kids.



COMMUNITY SERVICES CLASSES

1

FEE-BASED CLASSES

- ⇒ The School of Continuing Education (SCE) offers self-supported programs and classes which cost a small tuition fee to pay for classroom instruction, materials, supplies, and administrative costs.
- ⇒ Both children and adults are eligible to enroll.
- ⇒ SCE is accredited by the Western Association of Schools and Colleges (WASC).

2

VARIETY OF CLASSES TO REACH GOALS

- ⇒ Enroll in classes to learn a new skill, get fit, or tap into creativity
- ⇒ Exploratory way of experiencing “college” for kids and teens
- ⇒ Reach professional or personal goals through classes such as:
 - ⇒ Art: ceramics, drawing, painting
 - ⇒ Business skills: presentations, public speaking, digital media, notary
 - ⇒ Dance: hip hop, salsa, swing, tango
 - ⇒ Fitness: aerobics, yoga, Zumba, martial arts
 - ⇒ Foreign Language
 - ⇒ Music
 - ⇒ Needle arts: knitting, sewing, quilting
 - ⇒ Photography
 - ⇒ Kids’ College and Teen Program
 - ⇒ Year-round academic, enrichment, and athletic Classes
 - ⇒ Summer classes and camps
 - ⇒ Teen career academies



Community Services



ONLINE CLASSES

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**Most Online
Courses
\$115!**



School of
Continuing Education

North Orange County Community College District

Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill.

For more information, call 714.808.4909

Online Courses

- Instructor-Facilitated
- 24-Hour Access
- 6 Weeks of Instruction

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. The course is available to you anytime, anywhere.

Popular Courses

- Accounting Fundamentals
- Creating Web Pages
- Creating Mobile Apps with HTML5
- A to Z Grantwriting
- Introduction to Microsoft Excel
- Introduction to Java Programming
- Introduction to Final Cut Pro X
- Introduction to Statistics
- Computer Skills in the Workplace
- Certificate in Gerontology

Career Training Programs

- One-On-One Instructor Assistance
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- All Materials and Books Included!

Prepare for employment in some of today's hottest careers. Our online Career Training Programs are comprehensive, affordable, and self-paced. You can begin these Programs at any time and learn at your own pace.

Popular Programs:

- AutoCAD 2011 with AutoCAD 3D
- CompTIA™ A+ Certification Training
- Six Sigma Black Belt
- Building Analyst Quick Start Program
- Biofuel Production Operations
- Certified Mediator
- Event Management & Design
- Human Resources Professional
- Certified Green Chain Professional
- Certified Wedding Planner
- Freight broker/Agent Training

More courses available - see our website

www.ed2go.com/sce

careertraining.ed2go.com/easyed

BUSINESS & PROFESSIONAL DEVELOPMENT

For more information about the Business & Professional Development classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Bartending



BARTENDING WORKSHOPS HOSM/101

This is a FAST PACED, SHORT TERM course for those interested in a career bartending. Students will be trained how to make drinks, bartending basics, customer interaction, along with resume, job searching, and interviewing techniques. Certificate issued upon completion of course will include: ABC regulations (Alcohol Beverage Control), and RBS (Responsible Beverage Service). Course fees includes: Supplies, Text, Recipe Cards and Training DVD.

CRN	DAYS	PLACE	INSTR	FEE
Starts week of 9/11/2017, ends week of 10/9/2017				
50242	S/8:30a-12:50p	SCE/TE2-210	Salisbury	\$165
50019	Th/12p-4:20p	SCE/TE2-210	Salisbury	\$165
51118	Th/5:30p-9:50p	SCE/TE2-210	Salisbury	\$165
Dates: Oct 19-Nov 16				
81306	Th/12p-4:20p	SCE/TE2-210	Salisbury	\$165
81305	Th/5:30p-9:50p	SCE/TE2-210	Salisbury	\$165
Dates: Oct 21-Dec 2; nc Nov 11, Nov 25				
81307	S/8:30a-12:50p	SCE/TE2-210	Salisbury	\$165

Financial Planning & Investing

RETIREMENT PLANNING TODAY FINC/338

Learn how to make your retirement comfortable and free of money worries through this information packed seminar. Learn about basic investment products and strategies which can maximize return, lower taxes and provide financial security. Topics: Retirement and Financial Planning, Tax Planning, Investments, Health, Life, Medicare and Long Term Care Insurance.

Dates: Oct 12-Oct 19

CRN	DAYS	PLACE	INSTR	FEE
81352	Th/6:30p-9:20p	WIL/201	Bowman	\$60

Healthcare Medical Interpreter Training

For more information about Medical Interpreting classes and assessment, please contact Magnus Corporation at 909.718.1185

HEALTHCARE MEDICAL INTERPRETER HLTH/210

Prerequisite: Must pass the MAGUS bi-lingual, bi-cultural assessment prior to course enrollment. This is a 40-hour course designed to prepare a bi-lingual and bi-cultural individual to work as a healthcare medical interpreter. Those who complete and pass the course exit exam qualify to sit for national certification as a healthcare medical interpreter.

Dates: Sept 12-Oct 26

CRN	DAYS	PLACE	INSTR	FEE
	Th/6:30p-9:20p	AN/TBA	Staff	\$165

SCE is SOCIAL



Connect with us! See inside back cover for details.

Machine Shorthand

MACHINE SHORTHAND SPEED BUILDING 1 BUSN/490

This course promotes further development of speed and accuracy in taking dictation on the steno machine. Students will develop sufficient skills to take new material dictation at 160 words per minute (wpm) through 230 wpm for one minute at 98% accuracy. This class meets the state of California licensing requirements.

Dates: Sep 11-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR	FEE
81295	MTWTh/8a-8:50a	CC/BUS-306	Straughter	\$155

MACHINE SHORTHAND SPEED BUILDING 2 BUSN/492

Advisory: Completion of Machine Shorthand Speed Building 1. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 160 words per minute (wpm) through 200 wpm for five minutes with 98% accuracy. This class meets the State of California licensing requirements.

Dates: Sep 11-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR	FEE
81296	MTWTh/9a-9:50a	CC/BUS-306	Straughter	\$155

**MACHINE SHORTHAND SPEED
BUILDING 3
BUSN/494**

Advisory: Completion of Machine Shorthand Speed Building 2. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 180 wpm to 200 wpm for ten minutes with 98 percent accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

Dates: Sep 11-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR	FEE
81297	MTWTh/10a-10:50a	CC/BUS-306	Straughter	\$155

**MACHINE SHORTHAND SPEED
BUILDING 4
BUSN/496**

Advisory: Completion of Machine Shorthand Speed Building 1, 2, or 3. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material from 160 words per minute (wpm) to 220 wpm sustained dictation with 98% accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

Dates: Sep 11-Nov 29

CRN	DAYS	PLACE	INSTR	FEE
81298	MW/12:30p-1:50p	CC/BUS-311	Straughter	\$135

Notary

**NOTARY PUBLIC SEMINAR
BMGR/670**

State approved mandatory education for new and renewing notaries. Being a notary can mean a bigger income for you! Learn the notary laws and prepare for the State of California exam. Take a practice exam, receive your Certificate of Completion, and schedule and registration information for upcoming State exams. Bring ID and arrive early. Due to State regulations, no one admitted after 6 p.m.

Two-Day Workshop: Sep 18-Sep 19

CRN	DAYS	PLACE	INSTR	FEE
50148	MT/6p-9:50p	AN/TBA	Reed	\$80

\$80 class fee includes materials.

**Sit for the California Notary
Public State Exam**

The exam will be offered
September 20, 2017 from 4 p.m. – 6 p.m.
Anaheim Campus, Room 105
For exam: \$40

For more information, including requirements and what to bring to the test, contact 714.808.4909.

**NOTARY LOAN SIGNING
CERTIFICATION
BMGR/680**

Prerequisite: Successfully completed six hours of notary education or have notary commission. Become a certified notary loan signing agent. This course covers proper notarization of real estate documents and loan packages. It emphasizes the ethical and administrative role of the notary and the notary's sense of duty associated with being a loan document signing agent. Marketing and customer service are also covered.

One-Day Workshop: Sep 21-Sep 21

CRN	DAYS	PLACE	INSTR	FEE
50149	Th/6p-9:50p	AN/TBA	Reed	\$60

**Project Management
Certificate Program**

For more information about the Project Management Certificate Program, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Project Management careers include positions in diverse areas such as aerospace, construction, computer and information systems, engineering, and health care. The Project Management Certificate Program focuses on developing the professional skills needed to lead teams and employees on projects. Coursework includes topics such as leadership in the project process, planning and control, risk management, and using MS Project Management software for scheduling and budgeting. Required courses include: Fundamentals of Project Management, Project Planning and Scheduling Techniques, Project Cost Management, Team Building for Project Managers, and Intro to Microsoft Project Professional 2010. The certificate can be completed in six months. Classes may also be taken individually.

**FUNDAMENTALS OF PROJECT
MANAGEMENT
BUSN/440**

This class is designed for individuals interested in learning how to use project management techniques to lead teams and complete projects efficiently. You will learn the tools and techniques of project management including the product initiation stage.

Dates: Sep 12-Sep 26

CRN	DAYS	PLACE	INSTR	FEE
10069	TTh/6:30p-9:20p	AN/TBA	Paradiso	\$80

**PROJECT PLANNING AND
SCHEDULING TECHNIQUES
BUSN/445**

This course covers project management techniques to help individuals successfully execute projects on time and meet organizational and customer expectations. Topics include creating time estimates, assigning responsibilities for time management, and creating a management plan.

Dates: Sep 28-Oct 12

CRN	DAYS	PLACE	INSTR	FEE
10070	TTh/6:30p-9:20p	AN/TBA	Paradiso	\$80

Become a Bartender!



Get certified in alcohol beverage control and responsible beverage service in just six weeks! Former students have become bartenders and bar managers for large hotels and resorts, restaurants, and night clubs.

For more information, see page 51.

PROJECT COST MANAGEMENT BUSN/450

This course covers simplified techniques to monitor and control the cost of a project. You will learn how proper cost management helps you complete a project on time and meet customer and organization expectations. Topics include cost estimation methods, forecasting methods, and identification of resources.

Dates: Oct 17-Oct 31

CRN	DAYS	PLACE	INSTR	FEE
10071	TTh/6:30p-9:20p	AN/TBA	Paradiso	\$80

TEAM BUILDING FOR PROJECT MANAGERS BUSN/455

This class covers the basic principles of team building, leadership techniques, and management techniques for project teams. Topics include motivating teams, building loyalty in teams, conflict resolution, and the responsibilities of a project leader. Learn how to lead successful project teams.

Dates: Nov 2-Nov 16

CRN	DAYS	PLACE	INSTR	FEE
10072	TTh/6:30p-9:20p	AN/116	Gandhi	\$80

INTRO TO MICROSOFT PROJECT PROFESSIONAL COMP/814

This course is designed to teach you how to create, modify, update and implement project plans using Microsoft Project. You will learn the essentials for managing time, people, and budgets for projects large and small with Microsoft Project.

Dates: Nov 20-Nov 30

CRN	DAYS	PLACE	INSTR	FEE
10073	MW/6p-9:50p	AN/301	Gandhi	\$100

Web & Mobile Design Certificate Program

For more information about the Digital Media, Web and Video classes, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@sce.edu.

WEB AND MOBILE DESIGN CERTIFICATE PROGRAM courses are taught at the NOCCCD Anaheim Campus in PC Labs.

Step 1 - Enroll in one at a time or up to four at a time:

- Adobe Photoshop (Beginning)*
- Adobe Illustrator (Beginning)*
- Adobe Dreamweaver (Beginning)*
- Web Site Design (HTML 5)*
- Introduction to Programming JavaScript (Beginning)*

Step 2 - Enroll in one at a time or up to four at a time:

- Adobe Dreamweaver (Intermediate)*
- JavaScript (Intermediate)*
- Introduction to Animation (Adobe Edge)
- Adobe InDesign*
- PHP with MySQL (Beginning)*
- Introduction to WordPress

Step 3 - Enroll in **Adobe Dreamweaver Intermediate with PHP*** then, enroll in three more courses:

- PHP with MySQL (Intermediate)*
- Introduction to Video Editing (Adobe Premiere)
- Adobe Illustrator (Intermediate)*
- Word Press Websites

Alternatives: If a class is cancelled, enroll in one digital media/programming online course at www.easved.org. Need 12 courses to complete the certificate.

*=Mandatory courses for the certificate program.

REQUIREMENTS: Students must bring a flash drive; some textbooks required. Prices subject to change. Fees pay for the instructor; minimum of ten students required for each class.

GRADING POLICY: Some SCE Computer courses are considered Career Development and College Preparation by SCE. Students will receive a grade of Pass, No Pass, or Withdrawal. All grades awarded will appear on the student transcript or permanent student record. Please refer to the GENERAL INFORMATION section in the back of this schedule for further information.

REFUNDS: See GENERAL INFORMATION section in the back of this schedule for policy. A refund petition must be filled out 48 hours before the class starts. No refunds after the class starts.

Looking for **TEXTBOOK INFORMATION**? Check the SCE Online Schedule (at www.sce.edu/schedule) for detailed textbook information.

**ADOBE PHOTOSHOP
(BEGINNING)
DIG/102**

Adobe Photoshop is the world's leading image editing software, and the tool of choice for computer graphic artists and web designers. Learn the basics of digital imagining, and how to use Photoshop's common tools, palettes, and commands for manipulating images and compressing them for the fastest downloads. Exercises include color corrections, image retouching, photo montaging and other uses. Discover how to alter photographs, create digital collages, and scan images. Need to know basic computer and typing skills.

Dates: Sep 11-Dec 3; nc Nov 23

CRN	DAYS	PLACE	INSTR	FEE
10002	Th/5:45p-9:35p	AN/303	Staff	\$125

**ADOBE ILLUSTRATOR
(BEGINNING)
DIG/103**

Advisory: COMP 100 Introduction to Computers and MS 160 MS Office - Overview The Adobe Illustrator beginning course covers the basic concepts and techniques of computer graphics. The principles of art and design are taught in a studio setting emphasizing hands-on experience. Students create original illustrations using vector-based graphics software.

Dates: Sep 11-Dec 3

CRN	DAYS	PLACE	INSTR	FEE
10101	T/5:45p-9:35p	AN/TBA	Staff	\$125

**ADOBE ILLUSTRATOR
(INTERMEDIATE)
DIG/215**

Advisory: Current working knowledge of beginning Adobe Illustrator or have used Adobe Illustrator in the past. Use pen tool. This course explores more advanced vector artwork; font manipulation; isometrics; shadows and shading; and other 3-dimensional effects.

Dates: Sep 11-Dec 3

CRN	DAYS	PLACE	INSTR	FEE
10131	T/5:45p-9:35p	AN/310	Staff	\$125

**JAVASCRIPT PROGRAMMING,
INTRODUCTION
DIG/240**

Advisory: Basic computer skills and knowledge of HTML and CSS fundamentals. This course explores the fundamentals of JavaScript programming, one of the leading web development languages. Learn how to incorporate JavaScript code into HTML documents to produce stunning interactive Web pages. Students will be introduced to basic computer programming concepts including variables, operators, arrays, conditional statements, loops and functions. Hands-on exercises are performed each day to demonstrate key concepts and make web development with JavaScript fun and exciting. Bring USB Flash Drive.

Dates: Sep 11-Dec 3

CRN	DAYS	PLACE	INSTR	FEE
10102	W/5:45p-9:35p	AN/310	Luckas	\$125

**JAVASCRIPT PROGRAM
(INTERMEDIATE)
DIG/242**

Advisory: JavaScript Programming basics, HTML and CSS fundamentals. This course is designed for students who have a solid foundation in the basics of using and writing JavaScript (either through completion of the Intro to JavaScript course or with instructor approval). This course is an intermediate level JavaScript course, which focuses on JavaScript's object-based features, and creating practical JavaScript applications.

Dates: Sep 11-Dec 3

CRN	DAYS	PLACE	INSTR	FEE
10180	W/5:45p-9:35p	AN/310	Luckas	\$125

FINE & APPLIED ARTS

For more information about the Fine & Applied Arts classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Drawing & Painting

**PASTELS AND MORE
ARTC/225**

This class teaches students to paint with pastels and charcoal. Content includes instruction regarding color, value and pastel techniques. Compositions are student-selected, composed, and created with instruction. Beginning to advanced students are welcomed.

Dates: Sep 14-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR	FEE
81302	Th/1p-3:50p	AN/402A	Black	\$95

**DRAWING: BASICS AND BEYOND
ARTC/165**

Drawing is the foundation of all visual arts. Learn fundamentals of drawing in this exciting hands-on class. Acquire technical and perceptual skills while exploring properties of line, shape, value, perspective, and composition. All levels welcome.

Dates: Sep 12-Nov 21

CRN	DAYS	PLACE	INSTR	FEE
50041	T/9a-11:50a	AN/402A	Innes	\$95

**WATERCOLOR PAINTING
ARTC/185**

NEW!

This watercolor class covers the fundamental watercolor techniques for beginning students. The instructor will offer intensive and practical instruction and step-by-step demonstration. In this supportive and friendly classroom environment will also inspire the more experienced students to experiment and develop their own unique form of expression. All levels welcome.

Dates: Sep 12-Nov 21

CRN	DAYS	PLACE	INSTR	FEE
81328	T/1p-3:50p	AN/402A	Innes	\$95

**BASIC DRAWING
CRAE/320**

This course will begin with basic skill development in contour drawing, shading, creating texture, basic composition and perspective. The drawing medium will include graphite, charcoal and ink. A short lecture/demonstration is followed by a related drawing assignment.

Dates: Sep 14-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR	FEE
50097	Th/9a-11:50a	AN/402A	Innes	\$95

**COMBINE PAINTING
CRAE/360**

In this fun, hands-on class, students will develop skills combining painting techniques with various three-dimensional objects, photographs, newspaper, fabric, etc., to create hybrids of painting and sculpture. Lecture and demonstration will be followed by assignments.

Dates: Sep 14-Oct 19

CRN	DAYS	PLACE	INSTR	FEE
81186	Th/6:30p-8:20p	AN/402B	Prieto	\$75

**PAINT NIGHT ART WORKSHOP
CRAE/355**

Come join us for fun with paint, snacks, and friends!! A professional Artist will lead our group to recreate the workshop's featured painting while we enjoy music, snacks, and socialize with others. Each workshop is different and focuses on a different artist and famous painting. Easy to follow instructions. All supplies are included. Take home finished painting. No experience necessary!

Dates: Sep 29-Sep 29

CRN	DAYS	PLACE	INSTR	FEE
61218	F/5p-8:50p	AN/402B	Prieto	\$45

Fashion Design

**SEWING TECHNIQUES FOR BEGINNERS
CC/205**

Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use and making clothing alterations will be covered.

Dates: Sep 13-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
50237	W/6p-7:50p	SCE/TE2-204	Hashimoto	\$75

**BASIC SEWING TECHNIQUES FOR BEGINNERS
CC/206**

Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use, hand stitching and making clothing alterations will be covered.

Dates: Sep 11-Nov 13

CRN	DAYS	PLACE	INSTR	FEE
50276	M/6:30p-8:20p	AN/402B	Martinez	\$75

**SEW WHAT YOU WISH
CC/215**

Using the newest sewing machine methods create garments or accessory items that fit your unique style. Projects include personal computer fashion analysis, alterations, sewing plaids and knits.

Dates: Sep 13-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
81311	W/10:30a-12:20p	SCE/TE2-204	Eggan	\$75

**FASHION DESIGN: FITTING AND ALTERATION-BLOUSE
CC/420**

Custom fit and alter a basic blouse pattern. Alter a commercial pattern then fit the fabric blouse to your body curves. Learn to recognize wrinkles and folds and how to eliminate them to create a perfect fit.

Dates: Sep 15-Dec 1; nc Nov 24, Nov 10

CRN	DAYS	PLACE	INSTR	FEE
81308	F/9a-10:50a	AN/402B	Martinez	\$75

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679

Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.

**FASHION DESIGN: SEWING LAB
CC/410**

A sewing lab to allow completion of unfinished projects. Learn to use sewing notions and machine accessories to expedite completion of project. Garment fitting and alteration included.

Dates: Sep 13-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
71023	W/6:30p-8:20p	AN/402B	Martinez	\$75

**FASHION DESIGN: SWEATSHIRT MAKEOVER
CC/422**

NEW!

This class will teach students to re-design the basic pullover sweatshirt, including re-sizing and custom-fitting. Students will also learn about restyling a cardigan, vest or jacket. Students will have the opportunity to add various design details such as new necklines, sleeve lengths, and ruffles or embroidery.

Dates: Sep 14-Nov 16

CRN	DAYS	PLACE	INSTR	FEE
81309	Th/6p-7:50p	SCE/TE2-204	Martinez	\$75

**SEW TAILORED PROJECTS THAT ARE RUNWAY WORTHY
CC/245**

Enhance your image by creating garments that are sewn professionally and fit precisely. A personal computer fashion analysis, techniques for sewing faux fur, using specialty machines, proper interfacing, pressing and alterations will result in finished designer outfits at significant savings. May include men's tailoring.

Dates: Sep 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
81310	T/6p-7:50p	SCE/TE2-204	Eggan	\$75

Music

**GUITAR FOR ADULTS
MUSC/108**

Learn to play the guitar! Students will learn chords, strum pattern styles, new songs, simple ear training and rhythm training. Students will also learn a I, IV, V blues progression and how to read the tablature for guitar. Bring a nylon-string or acoustic steel-string guitar and a medium pick.

Dates: Sep 14-Oct 19

CRN	DAYS	PLACE	INSTR	FEE
81303	Th/6:30p-7:20p	WIL/207	Parent	\$65

**ADULT GUITAR & BASS WORKSHOP
MUSC/355**

Students will learn music theory and concepts including notes on the guitar: major and minor keys, how to count and construct rhythm patterns that go together with each other and drums. Students will be able to play simple songs together by the end of classes.

Dates: Sep 14-Oct 19

CRN	DAYS	PLACE	INSTR	FEE
81304	Th/7:30p-8:20p	WIL/207	Parent	\$65

**GUITAR WORKSHOP FOR ADULTS
MUSC/370**

Learn guitar in a friendly group environment. If you are a beginner, or already know how to play some things, this is the class for you! Learn to play the chords, strumming and picking techniques of your favorite classic songs. Bring your guitar and a medium or heavy pick to class.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
51120	S/9a-9:50a	SCE/TE2-201	Austin	\$55

Photography

**BASIC PHOTOGRAPHY: THE
MECHANICS OF DIGITAL
PHOTOGRAPHY
FOTO/101**

Strengthen your photographic skills. Become familiar with current equipment for digital cameras. Instruction includes composition, digital formats, lenses, f-stops and shutter speeds, electronic flash, and night photography. Discussion will include how Photoshop software impacts photography. Dave Rosenberger has taught photography for over 30 years. He has worked for Canon USA in both technical and sales capacities. He teaches photography with the North Orange County College District.

Starts week of 9/11/2017, ends week of 11/13/2017

CRN	DAYS	PLACE	INSTR	FEE
50015	W/6:30p-9:20p	WIL/201	Rosenberger	\$75
50014	T/6:30p-9:20p	AN/117	Rosenberger	\$75

**PHOTOGRAPHY
(INTERMEDIATE)
FOTO/102**

Sharpen your photographic skills. Become familiar with current day equipment and express your creative talents. Covers portrait photography, special effects, night-time digital photography. Field trip with instruction included.

Dates: Sep 14-Nov 16

CRN	DAYS	PLACE	INSTR	FEE
50012	Th/6:30p-9:20p	AN/117	Rosenberger	\$100

LANGUAGE ARTS

For more information about the Language Arts classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909

**NOVEL WRITING AND MEMOIRS
CNED/250**

A practical, hands-on course to help writers polish their manuscripts and learn skills necessary for publishing both novels and memoirs. Student manuscripts will be critiqued in detail. Students will receive lessons in plot, common mistakes, characterization, beginnings - plus query letters and synopses.

Dates: Sep 13-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
50096	W/6:30p-9:20p	AN/116	Wills	\$80

**SIGN LANGUAGE - SEE LEVEL 1
SIGN/001**

This course gives an overview of the Signing Exact English (SEE) model of sign language. Students will explore the philosophy and rationale of the sign system while developing both expressive and receptive delivery skills. It is designed to introduce students to a 700 word working vocabulary and to prepare them to continue on to Sign Language - SEE Level 2/3.

Dates: Sep 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
50119	T/6:30p-9:20p	SCECYP/104	Zawolkow	\$85

**SIGN LANGUAGE - SEE LEVEL 2/3
SIGN/002**

Students will acquire approximately 1,000 additional signs and will improve expressive and receptive fluency with both signs and fingerspelling. Students will continue to address the rationale and philosophy of using the English sign model: Signing Exact English.

Dates: Sep 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
50201	T/6:30p-9:20p	SCECYP/103	Bodewig	\$85

**SPANISH - CONVERSATION I
LANG/190**

Beginning level class introduces students to the culture and customs of Latin America and covers beginning level speaking skills.

Dates: Sep 11-Nov 13

CRN	DAYS	PLACE	INSTR	FEE
51107	M/7p-8:50p	WIL/201	Chavez	\$75

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679

Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.

PHYSICAL FITNESS

For more information about the Physical Fitness classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Adult Martial Arts

**KENPO KARATE
(BEGINNING/INTERMEDIATE)
FITN/442**

This course will include basic self-defense techniques, kicking, striking, blocking and fighting stances. For repeating students more advanced skills are presented. Class provides an aerobic workout and pilates exercise program.

Dates: Sep 16-Dec 2; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR	FEE
51110	S/10a-11:20a	WIL/204	Leonard	\$60

**KENPO KARATE
(ADVANCED)
FITN/446**

Course provides advanced impact training, heavy aerobic workout and advanced pilates exercise program. Advanced level self-defense skills, techniques and theory presented. Three trimesters of intermediate level class recommended before enrolling in the advanced class.

Dates: Sep 16-Dec 2; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR	FEE
50098	S/8:30a-9:50a	WIL/204	Leonard	\$60

**JUDO, JUJITSU AND SELF-DEFENSE
(BEGINNING/INTERMEDIATE)
FITN/450**

Self-defense class for beginners teaches coordination and quick reflexes; build stamina, speed and strength. Includes all phases of judo and karate throws and free sparring. Learn to protect yourself.

Dates: Sep 11-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
51111	MW/6:30p-7:20p	WIL/204	Gallegos	\$80

Dance

**BALLROOM DANCING - SMOOTH
STYLE: FOX TROT, WALTZ, TANGO
DAN/145**

Learn the basic steps and variations of these smooth, elegant ballroom dances. Join the class for a fun evening of dancing.

Dates: Sep 15-Nov 3

CRN	DAYS	PLACE	INSTR	FEE
61214	F/6:30p-7:20p	AN/134	Knighton	\$65

**SALSA DANCE
DAN/104**

Learn the basics and fun variations of this hot dance. A partner is not required.

Dates: Sep 15-Nov 3

CRN	DAYS	PLACE	INSTR	FEE
61215	F/8:30p-9:20p	AN/134	Knighton	\$65

**TAP DANCE FOR ADULTS
DAN/195**

Students will learn the unique American dance form of Tap. This is a beginner level tap dance class that introduces students to basic tap steps and vocabulary during rhythmic exercises. Emphasis is placed on footwork and rhythmic movement during floor choreography and short routines. Tap shoes required.

Dates: Sep 13-Nov 1

CRN	DAYS	PLACE	INSTR	FEE
50280	W/6:30p-7:50p	AN/134	Knighton	\$90

**ADULT JAZZ DANCE
DAN/112**

Students will learn jazz dance techniques with strength and flexibility training along with simple dance combinations.

Dates: Sep 14-Nov 2

CRN	DAYS	PLACE	INSTR	FEE
81193	Th/7:30p-8:20p	AN/134	Knighton	\$65



**BALLET - ADULT BEGINNING
DAN/200**

This class is designed with the adult beginning dancer in mind. Class will focus on barre, center and across the floor work found in a traditional ballet class. Proper use of ballet vocabulary and technique is emphasized. Ballet slippers are required.

Dates: Sep 16-Oct 21

CRN	DAYS	PLACE	INSTR	FEE
61216	S/9:30a-10:50a	CC/GYM 2-125	Landry	\$70

**EAST COAST SWING DANCE
DAN/180**

Students will learn various Swing dance styles such as: Jitterbug, East Coast Triple Step, Charleston, Lindy, and Balboa. The course will focus on learning the steps, body mechanics, and partnering skills to get you Swingin' with style!

Dates: Sep 15-Nov 3

CRN	DAYS	PLACE	INSTR	FEE
51108	F/7:30p-8:20p	AN/134	Knighton	\$65

Fitness

**YOGA FOR RELAXATION
FITN/465**

This course is designed for all levels of yoga students. The class will focus on flexibility, breathing and gentle stretching. This class encourages a non-competitive, restorative setting. Students should bring a sticky mat and a towel. Class will end with a quiet meditative period.

Dates: Sep 11-Nov 13

CRN	DAYS	PLACE	INSTR	FEE
50124	M/6p-7:20p	AN/134	Lin	\$70

**FULL BODY STRETCH
FITN/365**

Take one hour to stretch your body from head to toe. Improve your posture, circulation and general feeling of well being through a full body stretch.

Dates: Sep 14-Nov 2

CRN	DAYS	PLACE	INSTR	FEE
51109	Th/6:30p-7:20p	AN/134	Knighton	\$65

SCE is SOCIAL



Connect with us! See inside back cover for details.

Health

**FEELING YOUNG AND HEALTHY AT ANY AGE
HLTH/220**

This workshop is designed to educate people on the impacts of aging and learn ways to begin feeling younger and improve ones general health. While this program is for all audiences, it focuses on three specific groups of people: The 40-50 something who are in the prevent mindset, looking to prevent chronic diseases and effects of aging; adults who are in the repair mode and looking to increase their health and wellness through healthy living; and young parents who want to learn more as they are caring for or concerned about a parent's health or their own health and well-being.

Dates: Sep 11-Dec 3

CRN	DAYS	PLACE	INSTR	FEE
81187	T/6p-6:50p	AN/136	Razo	\$55

**HEALTHY FAMILIES, SMART & EASY
HLTH/225**

This workshop is a comprehensive 6-hour program plan delivered over 6 weeks to help families with children ages 3-12 reach their optimal level in the four pillars of health. We focus on lifestyle (how you live), exercise (how you move), attitude (how you think) and nutrition (how you eat). This program uses basic principles of nutrition and is delivered in a way that is easy for busy parents to implement and teach their children. This allows parents to give their children the gift of health through positive example and practice.

Dates: Sep 11-Dec 3

CRN	DAYS	PLACE	INSTR	FEE
81188	T/7p-7:50p	AN/136	Razo	\$55

Kids' College and Teen Program



www.sce.edu/kids

For more information about the Kids' College & Teen Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Welcome to the Kids' College and Teen Program! Most classes are held at our three SCE Centers: Anaheim Campus, Cypress Center at Cypress College, and Wilshire Center across the street from Fullerton College. Occasionally classes are offered at other locations and those are identified in the location information for the class. Class enrollment is limited and is on a first come, first served basis. Classes may be cancelled due to low enrollment. Classes may be added after the schedule is printed, for the most-up-to-date listing log onto www.sce.edu and check the Kids' College Schedule. Some classes require supplies; please check with the office for specific supply lists.

Parents are responsible for their own children. Each child should be accompanied by an adult to the first class to verify classroom location and future drop off and pick up points.

Parents/legal guardians please be prepared to show identification when registering your child or requesting information regarding your child. This will ensure the safety of your child and complies with the Family Educational Right and Privacy Act (FERPA). Please complete an emergency form for each child registering for the Kids' College and Teen Program so our records are up-to-date.

Fall classes will begin on September 23, 2017. Please check individual classes for the actual start date. All SCE offices will be closed and there will be no classes held on November 10-12, and November 23-26, 2017

Register for classes online starting August 16, 2017 and walk-in registration begins August 17, 2017.

Arts & Crafts

PENCILS & PAINTBRUSHES (AGES 4-10) KIDS/415

An art class that will encourage your child's imagination to soar! Designed to build self-esteem through individual expression while interacting creatively with other students. Children will learn basic drawing skills and fun techniques of watercolor painting. Instruction at age- and ability-appropriate levels. Each session explores different themes. Repeat students will experience more advanced levels of previous sessions. Pick up a minimal materials list at the first class meeting.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61019	S/12p-1:20p	SCE/TE2-204	Bae	\$75

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679

Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.

DRAWING & SKETCHING (AGES 5-7) KIDS/903

Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills and the application of colors using colored pencils and watercolors will be used.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
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AGES 5-7

61060	S/9:30a-10:20a	SCE/TE2-204	Bae	\$75
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AGES 8+

61061	S/10:30a-11:20a	SCE/TE2-204	Bae	\$100
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DRAWING & WATERCOLORS (AGES 5+) KIDS/443

Students will learn the basics of drawing and painting shapes, cartoons, landscapes, underwater scenes, animals, cars and use watercolors to enhance their projects.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
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61045	S/11a-11:50a	SCE/TE2-217	Gagne	\$75
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CARTOON DRAWING (AGES 8+) KIDS/403

Introduces drawing/thinking techniques. Offers in-class drills and drawings with demonstrations and reviews; receive supplemental handout to help support a long-term interest. Parents and adults may enroll.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
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61017	S/12p-1:20p	SCE/TE2-217	Gagne	\$120
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DRAW AND PAINT ANIMALS (AGES 5+) KIDS/980

In this class, you will learn how to draw and paint different animals. You will be using watercolors, colored pencils, markers, crayons to capture textures of animals.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
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61024	S/8:30a-9:20a	SCE/TE2-204	Bae	\$75
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61044	S/1:30p-2:20p	SCE/TE2-217	Gagne	\$75
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ANIME DRAWING (AGES 8+) KIDS/1012

Learn how to draw unique anime fantasy characters and settings. Also learn how to pose and costume the characters. Fantasy characters will be created using colored pencils, markers and watercolors.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
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61071	S/1:30p-2:50p	SCE/TE2-204	Bae	\$100
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Computers



An Acceptable Use Policy Form is required. Parents may pick up a form at registration. Some classes may require a free Yahoo user account; the instructor will supply the information.

It is required that students bring a USB Flash Drive - minimum 256 MB to all Kids' College & Teen Program computer classes.

COMMON CORE: PREPARATION FOR COMPUTER KEYBOARDING

This course prepares students for the requirements of the Common Core standards. Beginning in 2015, students must be able to type multiple paragraph practical paragraphs as part of the Common Core implementation.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
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GRADES 2-3

61053	S/9a-9:50a	SCE/TE2-209	Payne	\$75
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GRADES 4-6

61054	S/11a-11:50a	SCE/TE2-209	Payne	\$75
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Cooking

**MOMMY AND ME COOKING CLASS
(AGES 3-5)
KIDS/863**

Come with a child (3-5yr) and enjoy being with your child and help them learn different preparation skills while cooking foods such as pizza, cheeseburger pie, cupcakes, special cookies, vegetable surprise and lots of other recipes.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
81129	S/12p-12:50p	SCECYP/104	Justice	\$75

**YOU AND ME COOKING CLASS
(AGES 5-7)
KIDS/1970**

Bring mom, dad, grandparent or special friend to join you as you create special things in the kitchen. Various goodies will be made in each session including cookies, candy, cupcakes, and fruit. Have fun learning and sharing this special time with your child. Bring an apron and a container for left over treats.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
81126	S/8a-8:50a	SCECYP/104	Whittenberg	\$75

SCE is SOCIAL



**MY FIRST COOKING CLASS
(AGES 6-8)
KIDS/2000**

Students will make and serve yummy snacks, and learn how to use different ingredients while being safe in the kitchen. Students will learn about kitchen tools and safety. Students will learn how to use simple ingredients found in the kitchen. Students will learn how to make simple snacks that don't need to be cooked. Students will learn how to serve and clean up after snacks have been made.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61051	S/9a-9:50a	SCECYP/104	Whittenberg	\$75
61020	S/1p-1:50p	SCECYP/104	Justice	\$75

**FUN WITH BAKING
(AGES 12+)
KIDS/1977**

Learn the creativity and basics of baking! Each session will cover one of the following: pies, cookies, quick breads, and cupcakes. Bring an apron, a towel for clean up and a container for leftover goodies!

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61050	S/10a-11:50a	SCECYP/104	Whittenberg	\$120

**CREATING CREATIVE CUPCAKES -
THE 5 ESSENTIALS
(AGES 12-17)
KIDS/2320**

Did you ever want to create a cupcake that is worthy of a Pinterest Pin?! Learn the 5 essentials to creative cupcakes. Topics include frosting, bakery style techniques, gourmet techniques, fondant, and those eye catching, out of the ordinary cupcakes!

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
81190	S/2p-2:50p	SCECYP/104	Justice	\$120

Dance

**INTRODUCTION TO DANCE
(AGES 3-4)
KIDS/500**

Come and learn the fundamentals of movement and dance. This class incorporates many styles of dance using a fun approach to learning through repetition, games and props. Students will develop self-confidence in a creative environment.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
81136	S/10a-10:50a	SCECYP/118	Casullo Burnes	\$75

**YOUTH BALLET
(AGE 3-4)
KIDS/510**

This is a beginning class that incorporates basic ballet technique with fun motor skill exercises that focus on rhythm and strength building. Parents not allowed in the dance studio during class. The children will perform a dance learned throughout the session on the last day of class, during the fall, winter and spring sessions only.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61004	S/11a-11:50a	CC/GYM 2-125	Weidman	\$70



YOUTH BALLET

Beginning class that teaches basic ballet technique and coordination skills in a fun environment. There will be a performance on the last day of class during the fall, winter, and spring sessions only. Parents are not allowed in the dance studio during class.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
AGES 5-7				
61005	S/12p-12:50p	CC/GYM 2-125	Weidman	\$70
AGES 8-10				
81119	S/1p-1:50p	CC/GYM 2-125	Weidman	\$70

JAZZ HIP-HOP DANCE

(AGES 5-6)

KIDS/516

Jazz dance techniques with a hip hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
AGES 5-6				
61021	S/11a-11:50a	SCECYP/118	Casullo Burnes	\$75
AGES 7+				
61035	S/12p-12:50p	SCECYP/118	Casullo Burnes	\$75

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679

Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.

Foreign Language

ARABIC FOR KIDS - BEGINNING

(GRADES 1-3)

KIDS/2325

This course is designed to emphasize listening, reading, speaking, and writing practices in the Arabic language in addition to understanding the Arab culture. By the end of this course, children will develop a beginning level of proficiency in the Arabic language and alphabet.

Dates: Sep 11-Dec 3; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR	FEE
81191	S/1p-2:50p	SCECYP/107	Staff	\$120

ROCK 'N LEARN SPANISH

(AGES 5-7)

KIDS/108A

This course is a fun way to learn beginning Spanish. Students with little or no previous Spanish will experience the thrill of learning a second language. Children will learn pronunciation, greetings, colors and other basic concepts through songs, games, dances and other activities.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61023	S/9a-9:50a	SCE/TE2-217	Islas	\$75

A TOUCH OF SPANISH

(AGES 8-12)

KIDS/108B

This class offers an introductory program that makes Spanish acquisition a natural, personalized, enjoyable and rewarding experience. Students will learn to read and write basic Spanish and will be introduced to speaking first level Spanish.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61047	S/10a-10:50a	SCE/TE2-217	Islas	\$75

Gymnastics

TINY TOTS TUMBLING

(AGES 18M - 3YRS)

KIDS/1330

This class will introduce your child to stretching, locomotor and basic gymnastic skills in a fun and safe environment. Parent/guardian participation required to assist the child through age appropriate progressive gymnastic instruction each week.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61015	S/9:30a-10:20a	CC/GYM 2-123	Feltus Stahl	\$75

MOMS, POPS & TOTS TUMBLING

(AGES 3-5)

KIDS/580

Moms and Dads - bring your child to class! Through basic gymnastic skills, your child will improve coordination and developmental skills. You need to be there to assist your child at all times. Come dressed to stretch, jump and run. You'll both have a great time (boys and girls).

Dates: Sep 23-Oct 28

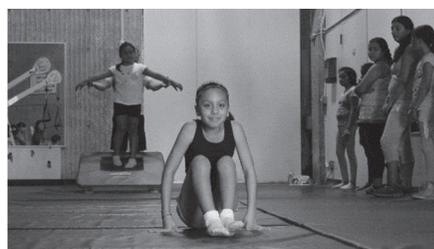
CRN	DAYS	PLACE	INSTR	FEE
61014	S/8:30a-9:20a	CC/GYM 2-123	Feltus Stahl	\$75

GYMNASTICS - BEGINNING I

Introduces basic gymnastic tumbling skills, safety and stretching. Bridges, tripods and, a variety of rolls and jumps will be some of the skills taught for boys and girls. Pick up instruction sheet at registration!

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
AGES 5.5-7				
61012	S/10:30a-11:20a	CC/GYM 2-123	Feltus Stahl	\$75
AGES 8+				
61127	S/11:30a-12:20p	CC/GYM 2-123	Feltus Stahl	\$75



GYMNASTICS II

(AGES 8+)

KIDS/577

For continuing gymnasts; more advanced stretching and tumbling skills, including headstands, handstands, bridge kick-overs, cartwheels and tumbling combinations will be taught. Boys and girls are welcome. Must have instructor Permission.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61027	S/12:30p-1:20p	CC/GYM 2-123	Feltus Stahl	\$75

Martial Arts

INTRODUCTION TO THE MARTIAL ARTS/PARENT & ME (AGES 4-7) KIDS/2015

Children will be introduced to basic martial arts skills and exercises with an emphasis on class discussion and participation. This practice improves basic coordination, balance and confidence. Martial Arts is a process that develops self-discipline, respect for others and builds character. Watch your child grow while learning skills that last a lifetime. Parents are encouraged to participate in certain elements during class.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61038	S/9a-9:50a	SCECYP/118	Firestone	\$75

JUDO/JUJITSU FOR KIDS (AGES 6-13) KIDS/654

This program is designed for children, with a focus on improving coordination, quick reflexes, stamina, speed, strength and sportsmanship. The three main categories of Judo are taught, which include throwing techniques, striking techniques, and grappling techniques on the mat. Techniques for free practice are used, and children may participate in competition.

Dates: Sep 18-Oct 25

CRN	DAYS	PLACE	INSTR	FEE
61009	MW/5:30p-6:20p	WIL/204	Firestone	\$80

Math



MATH: COMMON CORE - KINDERGARTEN KIDS/2700

Kindergarten students will be introduced to two critical math skill areas: (1) representing, relating, and operating on whole numbers, initially with sets of objects; and (2) describing shapes and space. This class is fun and informative with hands-on learning activities.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61080	S/9a-9:50a	SCE/TE2-219	Moran	\$75

MATH: COMMON CORE - 1ST GRADE KIDS/2701

Through games, hands-on activities and group work, 1st Grade students will be introduced to four critical learning areas: (1) developing understanding of addition & subtraction; (2) develop understanding of whole number relationships and place value; (3) developing understanding of linear measurement; and (4) reasoning about attributes of, and composing and decomposing geometric shapes.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61074	S/10a-10:50a	SCE/TE2-219	Moran	\$75

MATH: COMMON CORE - 2ND GRADE KIDS/2702

In this fun, hands-on class, students will extend their understanding of the base-ten system. This includes ideas of counting in fives, tens, and multiples of hundreds, tens, and ones. Students use their understanding of addition to develop fluency with addition and subtraction within 100. Students will describe and analyze shapes by examining their sides and angles.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61075	S/11a-11:50a	SCE/TE2-219	Moran	\$75

MATH: COMMON CORE - 3RD GRADE KIDS/2703

In this course students will focus on four critical areas: (1) developing understanding of multiplication and division strategies for multiplication and division within 100; (2) developing understanding of fractions, especially unit fractions (fractions with numerator 1); (3) developing understanding of the structure of rectangular arrays and of area; and (4) describing and analyzing two-dimensional shapes.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61076	S/12p-12:50p	SCE/TE2-219	Moran	\$75

MATH: COMMON CORE - 4TH GRADE KIDS/2704

In grade 4, instructional time will be focused on three critical areas: (1) developing understanding and fluency with multi-digit multiplication, and developing understanding of dividing to find quotients involving multi-digit dividends; (2) developing an understanding of fraction equivalence, addition and subtraction of fractions with like denominators, and multiplication of fractions by whole numbers; (3) understanding that geometric figures can be analyzed and classified based on their properties, such as having parallel sides, perpendicular sides, particular angle measures, and symmetry.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61077	S/10a-10:50a	SCE/TE2-215	Emperado	\$75

**MATH: COMMON CORE - 5TH
GRADE
KIDS/2705**

In grade 5, instructional time should focus on three critical areas: (1) developing fluency with addition and subtraction of fractions, and developing understanding of the multiplication of fractions and of division of fractions in limited cases (unit fractions divided by whole numbers and whole numbers divided by unit fractions); (2) extending division to two-digit divisors, integrating decimal fractions into the place value system and developing understanding of operations with decimals to hundredths, and developing fluency with whole number and decimal operations; and (3) developing understanding of volume.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61078	S/11a-11:50a	SCE/TE2-215	Emperado	\$75

**MATH: COMMON CORE - 6TH
GRADE
KIDS/2706**

In grade 6, instructional time should focus on four critical areas: (1) connecting ratio and rate to whole number multiplication and division, and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing understanding of statistical thinking.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61079	S/12p-12:50p	SCE/TE2-215	Emperado	\$75

**PRE-ALGEBRA CONCEPTS
(GRADES 6)
KIDS/202**

Increase your skills in pre-algebra and acquaint yourself with calculating activities. Also fractions, decimals, integers and solving equations.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61032	S/9a-9:50a	SCE/TE2-215	Emperado	\$75



**ALGEBRA
(GRADES 7+)
KIDS/217**

Learn how to solve equations, multiplying polynomials, work word problems, graph functions, solve inequalities without stress.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61040	S/12p-1:20p	AN/114	Jones	\$75

Math Tutorials

Math tutorials are limited to eight students.

**TUTORIAL: DISCRETE
MATHEMATICS I-LOGIC AND SETS
(GRADE 8+)
KIDS/2210**

This course covers how logic is written mathematically. Also, truth tables and Boolean Algebra are introduced. Sets and set notations are covered. This is a sample of Engineering/Computer Science courses at the collegiate level. Students should complete Algebra before enrolling in this class.

Dates: Sep 23-Oct 21

CRN	DAYS	PLACE	INSTR	FEE
61052	S/1p-1:50p	SCE/TE2-215	Emperado	\$75

High School Test Preparation

**PSAT/NMSQT MATH TEST
PREPARATION
KIDS/2650**

This course prepares students for the math portion of the PSAT/NMSQT test given during their 10th grade year. PSAT/NMSQT is used as practice for the SAT college acceptance test, and is also the qualifying test for National Merit Scholarships.

Dates: Sep 11-Dec 3; nc Nov 24, Nov 10

CRN	DAYS	PLACE	INSTR	FEE
61066	F/6p-7:50p	AN/114	Jones	\$120

**SAT/ACT PREP - MATH
KIDS/1300**

This course is designed for students taking the SAT (Scholastic Aptitude Test) for College Admission purposes. The focus in this course includes review with Numbers/Operations and Algebra/Functions, Geometry, Data Analysis, Statistics, and Probability.

Dates: Sep 11-Dec 3; nc Nov 24, Nov 10

CRN	DAYS	PLACE	INSTR	FEE
61063	F/4p-5:50p	AN/114	Jones	\$120

Music & Drama

For all music classes, students are required to bring their own musical instrument to class.

**MUSICAL THEATRE
(AGES 7+)
KIDS/315**

Enjoy this introduction to the exciting world of musical theatre! Participants will learn choreography and vocals to a musical theatre song. Family and friends are invited to a performance on the last day of class.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61031	S/1p-1:50p	SCECYP/118	Casullo Burnes	\$75

VOCAL FOR KIDS

This class is designed to help children develop good ear-training to sing in groups or solos. It will help build confidence as well as strengthen their individual style.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
AGES 7-10				
61013	S/9a-9:50a	SCECYP/107	Mattoon	\$75
AGES 11+				
61058	S/10a-10:50a	SCECYP/107	Mattoon	\$75

GUITAR FOR KIDS - BEGINNING

Learn to play the guitar in a fun way! Play simple chords, read chord bar charts, and strumming patterns. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. Parents, please accompany children to class.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-8				
61036	S/10a-10:50a	SCE/TE2-201	Austin	\$75
AGES 9+				
61037	S/11a-11:50a	SCE/TE2-201	Austin	\$75

**PLAYING THE CELLO - BEGINNER I
(AGES 7+)
KIDS/375**

Learn to play the cello! Develop good technique, musicality, and have fun at the same time. Develop self-confidence, good listening and motor skills, memory, and concentration. Prior playing experience is not required. Teacher will assist with instrument rental. Class is limited to 6 students.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61067	W/5:45p-6:35p	AN/154	DeFazio	\$75

**PLAYING THE CELLO - BEGINNER II
(AGES 7+)
KIDS/375A**

Prerequisite: Must have completed Beginner I or have instructor's approval. Learn to play and read simple one position songs. Chamber music for Cello ensemble.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61007	W/6:45p-7:35p	AN/154	DeFazio	\$75

**PLAYING THE CELLO - INTERMEDIATE I
KIDS/383**

Learn higher level of sound productions and 1st through 4th positions. Chamber music for Cello ensemble.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61010	W/7:45p-8:35p	AN/154	DeFazio	\$75

**PLAYING THE CELLO - INTERMEDIATE II
KIDS/384**

Learn higher level of sound and bow techniques including vibratos. Chamber music for cello ensemble.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61011	W/8:45p-9:35p	AN/154	DeFazio	\$75

Violin - Suzuki Method

The Suzuki method requires parents to learn and play Violin with their child. Violins are not needed for the first class meeting; rental information will be available in class. A new parent orientation will be held the first class meeting that covers how to create a successful practice environment at home and in the classroom. Parents bring your questions.

**VIOLIN I
(AGES 4+)
KIDS/351**

Learn the violin using the successful Suzuki method. Develop your child's concentration, motor skills, memory powers and self-confidence. Students learn to play easily and musically. Class is limited to 6 students. Beginners: Pick up handout at registration. NOTE: Parents are required to learn and play along with their child!

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61006	S/11a-11:45a	SCECYP/107	Chan	\$75

**VIOLIN II & III
KIDS/2450**

This course continues to build violin skills for Violin I students. Students will continue to build finger strength, fingering agility, placement and coordination of note delivery and playing songs that are appropriate for these levels of skill.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61034	S/11:45a-12:30p	SCECYP/107	Chan	\$75

Personal Enrichment

**PUBLIC SPEAKING FOR CHILDREN
(AGES 8-12)
KIDS/1515**

Learn the skills to confidently present a book report or a speech in front of class. Gain the skills to plan, write and give a book report or a planned speech. Learn tips to combat stage fright, project your voice, and be comfortable in front of a group.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61018	S/11a-11:50a	SCE/TE2-208	Kuruppu	\$75

Reading and Writing

SINGING, DANCING AND STORYTELLING (AGES 2-4) KIDS/1225

Parent and child will enjoy self-esteem building activities together; singing and dancing, storytelling and art.

Dates: Sep 11-Dec 3; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR	FEE
81124	S/9a-9:50a	SCECYP/103	Staff	\$75

FUN WITH STORYTELLING (AGES 3-5) KIDS/104

Stories are told through dramatization, puppetry, finger plays and songs. Sparks the imagination!

Dates: Sep 11-Dec 3; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR	FEE
81131	S/10a-10:50a	SCECYP/103	Staff	\$75



KINDERGARTEN READINESS AND REVIEW (AGES 4-6) KIDS/101

For children entering kindergarten within the next year or students needing review of current kindergarten skills. Have your child be at the top of his class and join us for fun and learning. Children will be exposed to math, reading readiness and other school experiences. Each session uses different work.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
81123	S/9a-9:50a	SCECYP/117	Larsen	\$75

BASIC READING SKILLS (AGES 4-5) KIDS/194

Children will participate in a variety of meaningful, interactive, and stimulating games and activities to build phonemic awareness and phonics skills. Activities include developing skills in decoding, beginning to read word families, print practice and beginning sentence writing. This class is for students preparing to enter Kindergarten. This class develops a strong reading foundation for success in school.

Dates: Sep 11-Dec 3; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR	FEE
81120	S/11a-11:50a	SCECYP/103	Staff	\$75

BASIC READING SKILLS (AGES 4-5) KIDS/1335

This class focuses on developing your child's ability to rhyme and blend sounds in words to become better readers and spellers. We will use "phonemic awareness" techniques that allow children to practice manipulating sounds in words thru fun songs and activities. A student assessment and parent packet will be given. Each term has different activities.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61029	S/9a-9:50a	AN/120	Ortega	\$75
81007	S/11a-11:50a	SCECYP/117	Larsen	\$75

BASIC PHONICS (AGES 5-6) KIDS/118

For the young reader needing help in phonics. Children will be encouraged to be creative using sounds and simple writing and reading drills.

Dates: Sep 11-Dec 3; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR	FEE
81127	S/12:30p-1:20p	SCECYP/103	Staff	\$75

FUN WITH PHONICS (GRADES 1-2) KIDS/115

For children just learning to read or having difficulty reading. Sounds are taught in a fun but learning atmosphere through stories and writing.

Dates: Sep 11-Dec 3; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR	FEE
81132	S/1:30p-2:20p	SCECYP/103	Staff	\$75

SPELLING AND WRITING ENRICHMENT (AGES 6-8) KIDS/1185

If your child has a foundation in basic phonics, then this is the class for him. This class will take students to the next level of spelling words and better writing habits. Students will learn to read and spell words through various spelling patterns. This class will develop skills in writing correct sentences and paragraphs.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61121	S/10a-10:50a	SCECYP/117	Larsen	\$75

CREATIVE WRITING (GRADES 1-2) KIDS/139

Students will use their imaginations to write short stories. Emphasis is on the creative expression of ideas.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61049	S/9a-9:50a	SCE/TE2-208	Kuruppu	\$75

**CREATIVE WRITING
(GRADES 3-6)
KIDS/138**

Students will work from "The Writer's Toolbox", engaging in creative writing games and exercises for inspiring the "write" side of their brains. The toolbox includes: cue cards, four spinners, specialized learning sticks and more. Great emphasis will be placed on creativity, grammar, punctuation, and vocabulary skills, hosted in a fun and relaxed learning environment.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61048	S/10a-10:50a	SCE/TE2-208	Kuruppu	\$75

SCE is SOCIAL



Connect with us! See inside back cover for details.

**COMMON CORE: ONLINE READING AND WRITING PREP
(GRADES 3-4)
KIDS/2403**

This course prepares students for the Common Core English Language Assessment. Reading comprehension and writing can be challenging, especially with the tasks being transitioned to an online format. Students learn to read and write more effectively using computer skills needed to be ready for the 2015 implementation of Common Core Testing in California.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61055	S/10a-10:50a	SCE/TE2-209	Payne	\$75

**READING & COMPREHENSION
(GRADES 3-4)
KIDS/117A**

Students will enhance their reading comprehension, learn to read more effectively, and improve interpretation and vocabulary skills.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61030	S/10a-10:50a	AN/120	Ortega	\$75

**COMMON CORE: ONLINE READING AND WRITING PREP
(GRADES 5-6)
KIDS/2404**

This course prepares students for the Common Core English Language Assessment. Reading comprehension and writing can be challenging, especially with the tasks being transitioned to an online format. Students learn to read and write more effectively using computer skills needed to be ready for the 2015 implementation of Common Core Testing in California.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61056	S/12p-12:50p	SCE/TE2-209	Payne	\$75

**TUTORIAL: READING AND WRITING REVIEW
(GRADE 1-2)
KIDS/148**

Students will enrich reading and writing skills by practicing language arts through writing, capitalization, using proper punctuation, spelling, correcting sentences, reading, and more through the use of ability leveled study packets. Each term uses different work. Limited to 8 students.

Dates: Sep 23-Oct 21

CRN	DAYS	PLACE	INSTR	FEE
61064	S/1:30p-2:20p	SCECYP/117	Larsen	\$75

Science

**DISCOVERING SCIENCE THROUGH ART EXPERIENCES
(AGES 4-10)
KIDS/2075**

This class can awaken the imagination, challenge the mind and amaze the artist and scientist within each child. Build upon natural curiosity as children discover science concepts through art experiments. Themes investigated include: water and air, light and sight, motion and energy, and reaction and matter. Each term explores different elements of the above themes. No supplies needed.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
81008	S/12:30p-1:20p	SCECYP/117	Larsen	\$70

Sports & Fitness



BASKETBALL CLINIC

Learn the fundamentals of basketball through instruction and practice. Includes these basic skills: footwork, passing, dribbling, shooting and running. Kids can improve their knowledge of the game and coordination.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
61001	S/8:30a-9:20a	CC/GYM 1-101	Rodriguez	\$75
AGES 7-9				
61002	S/9:30a-10:20a	CC/GYM 1-101	Rodriguez	\$75
AGES 10+				
61003	S/10:30a-11:20a	CC/GYM 1-101	Rodriguez	\$75

PEE WEE BASEBALL

Students learn the fundamentals of batting, throwing, catching, and running bases in a non-competitive environment. Bring baseball mitts to class.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-5				
61081	S/11:30a-12:20p	CC/G2-Grass	Rodriguez	\$75

AGES 6+

61022	S/12:30p-1:20p	CC/G2-Grass	Rodriguez	\$75
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PEE WEE SOCCER BEGINNING

This is a wonderful opportunity to start learning the basic skills of soccer. Students will be involved in warm-up and stretching activities that enable the player to stretch their muscles, develop needed muscle, and get ready to practice. Games will be used to have fun and learn soccer. Bring a #4 soccer ball to class.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
61025	S/9a-9:50a	CC/Soccer West	Zapata Bruland	\$75

GRADES 1-3

61026	S/10a-10:50a	CC/Soccer West	Zapata Bruland	\$75
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GRADES 4-6

81329	S/11a-11:50a	CC/Soccer West	Zapata Bruland	\$75
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TENNIS FOR KIDS - BEGINNING

Instruction in basic skills. Students will learn forehand, backhand, serve, volley, approach shot and footwork. Bring racket and one can of new tennis balls. Makeup classes in case of rain.

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-9				
61028	S/9a-9:50a	CC/Tennis Court 7	Murray	\$75

AGES 10+

61016	S/11a-11:50a	CC/Tennis Court 7	Murray	\$75
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TENNIS FOR KIDS - ADVANCED BEGINNING KIDS/627

Permission needed from Instructor!

Dates: Sep 23-Oct 28

CRN	DAYS	PLACE	INSTR	FEE
61059	S/10a-10:50a	CC/Tennis Court 7	Murray	\$75

Classes listed below are being offered at the Fullerton College Pool

WATER POLO FOR KIDS - BEGINNING (AGES 9-14) KIDS/669

This class is designed to provide basic instruction in the Olympic sport of Water Polo to students ages 9-14. Boys and girls will learn passing, dribbling, shooting, alternating frog kick, rules of the sport and aspects of team play. Class sessions will be in the pool. Practice games will occur after skills are learned. Must wear a suit and have some basic swimming skills. Goggles are encouraged. For additional information please read chapters found at <http://fwaterpolo.fullcoll.edu>

Dates: Sep 15-Dec 2; nc Nov 11, Nov 24, Nov 10, Nov 25

CRN	DAYS	PLACE	INSTR	FEE
61069	S/8a-9:20a F/5:30p-6:50p	Pool - FC	O'Toole	\$110

GENERAL INFORMATION

SCE SCHEDULE SYMBOL KEY

- AN = Anaheim Campus
- CC = Cypress College Campus
- FC = Fullerton College
- CRN = Course Registration Number
- NC = No class will be held on that date
- SCE/CYP = Cypress Coll Campus, SCE 100 Bldg.
- SCE/TE2 = Cypress Coll Campus, SCE/TE2 200 Bldg.
- WIL = Wilshire Campus (Fullerton)



= Classes that are eligible for CTE Online Registration on Tuesday, August 15, 2017. See page 5 for details.

By District policy, "every course, course section or class shall be open to enrollment and participation by any person who has been admitted to the School of Continuing Education (SCE)".

CLASS SCHEDULE SUBJECT TO CHANGE: SCE has made every reasonable effort to determine that this class schedule is accurate; however, changes may occur after press time.

CLASSES

ADMISSION TO CLASSES: Students are admitted on a first come, first served basis. Students are not permitted to attend classes in which they are not officially enrolled. Classes 'filled' may have a 'waitlist' already established for students wanting to attend. Non-tuition classes: Students

GENERAL INFORMATION

must attend the first day of class or lose their spot to a petitioning student.

AUDITING CLASSES: If a student has received a passing grade in a Pharmacy Technician Certificate Program or Medical Assistant Certificate Program course and wishes to repeat the course, the student should submit an Audit Request Form to the CTE Director. For more information about auditing a Pharmacy Technician or Medical Assistant course, please contact 714.808.4673. There is a \$15 fee charged for auditing a course. Fees charged for auditing a course are subject to change. Auditing other SCE courses is not permitted.

CLASS ATTENDANCE/CANCELLATIONS: Students are expected to attend all classes. If attendance drops, classes may be cancelled. Non-tuition classes may be discontinued during the term if attendance drops. Tuition classes will continue according to schedule once they have started.

WEEKEND POLICY: It is SCE's practice that classes do not normally meet on a weekend following a Friday District holiday or preceding a Monday District holiday. If it is necessary for a class to be held on a holiday weekend, this would be an exception to the rule.

IN-CLASS REGISTRATION: Students must attend the first meeting where in-class registration takes place or they may lose their seat to someone else. A minimum number of students must attend the first class meeting. In-class registration is on a first come, first served basis.

CHILDREN IN CLASS: No children are to attend adult classes.

CAMPUS BOOKSTORES: Anaheim 714.808.4675; Cypress 714.484.7336; Wilshire (Fullerton) 714.992.7557

REGISTRATION LOCATIONS: No matter where the class is held, students can register at any SCE Center: Anaheim (Second Floor), Cypress-Pkg Lot 4: SCE Cypress (Bldg 100), Wilshire (Bldg 300). **Registration also available at www.sce.edu.**

MINOR STUDENTS: SCE classes are open to those 18 years or older who have been admitted to SCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the campus Dean at the site where the class is offered prior to obtaining the required permission letter from the school that the minor student is attending. If permission to enroll is granted, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College and Teen Program classes as indicated in the course schedule.

NAME CHANGE: Students are encouraged to visit one of the SCE Centers to change their name in the student database. Students must provide a picture ID when requesting a name change.

PARKING

A parking permit is required to park in marked spaces at all three SCE Centers; however, a purchased parking permit does not guarantee a parking space. If you do not have a permit, you will be ticketed. An SCE parking permit applies to any space that is marked for students or any unmarked space. Parking permits are refundable prior to the first class meeting only and must be returned to

receive a refund. Please do not back into the parking space or you will be ticketed.

Parking at the SCE Cypress Center requires a virtual parking permit enforced by license plate recognition. You may register your vehicle online at <https://cypress.lprpermit.com/Internal/UserRegistration.aspx?u-SCE> and purchase a permit for the entire SCE term or for one day. To purchase a permit online with a debit or credit card **ONLY** you will need your vehicle license plate number or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card **ONLY** at any Cypress College parking kiosk. Permits are also valid at the Anaheim Campus and Wilshire Center.

PARKING FEES: Parking is by permit only. Vehicle permits: \$35; motorcycle permits: \$20; both available at each SCE Center's Admission and Registration Office. Daily permits available for \$2 in parking areas. Parking permits are half-year permits that are available from Jan 1-Jun 30 OR Jul 1-Dec 31 (not six months from purchase date).

BUS PASSES: Student bus passes are available at any SCE Center's Admission and Registration Office for students who are enrolled in a minimum of nine hours per week; 30-day passes are available for disabled and senior students; 75-day and 120-day passes are available for all students. Passes are sold year round. The Orange County Transportation Authority (OCTA) provides bus service to each of our three SCE Centers. For more information, call 714.636.7433.

FEES

APPORTIONMENT CLASSES: These classes appear as free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if the attendance falls below the level needed to cover the costs of the class. There are 10 recognized areas in Title 5 that are eligible for noncredit education apportionment. SCE offers noncredit classes in the following areas:

1. English as a Second Language
2. Citizenship for Immigrants
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. DSPS (Substantial Disabilities)
6. Parenting
7. Older Adults
8. Short-Term Vocational

COMMUNITY SERVICES CLASS FEES: Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls low during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

PAYING FOR CLASSES: Full payment is required at the time of registration. Cash, checks, money orders, and credit cards (MasterCard and VISA) are accepted. \$25 will be charged to any students' account where a check is returned for non-sufficient funds.

HOLDS: SCE will withhold transcripts, registration privileges, or any combination hereof from any student or former student who has failed to pay all outstanding fees (from current or previous terms) or for other administrative

reasons.

REFUNDS: To receive a refund, a Refund Petition Form must be submitted at least two (2) full business days before the first class meeting. A \$10 processing fee will be deducted from all refunds one time, per term, per student except for classes cancelled by SCE. Refunds will be processed two weeks after the term begins. No refunds on books. Refund checks to students enrolled in the Kids' College & Teen Program will be made to the name of the student of record as required by State Education Code regulations. The only other criteria considered for refunds are circumstances in which the course differs from the way it was described in the class schedule, such as incorrect start date, time, or wrong location. You may request a credit valid for six months toward any fee-based course. Requests for credits must be submitted prior to the second class meeting of the course being dropped.

RECORDS & IDENTIFICATION CARDS

STUDENT RECORDS: California Administrative Code, Title V, and District policy states that students can review their student records any time. All student records are located at the SCE Wilshire Center. Transcript requests are accepted in person or by mail (the Transcript Request Form may be printed through the SCE website at www.sce.edu). Allow 10 business days for processing.

RECORDS & RELEASE OF RECORDS: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They have the right to:

- *inspect and review their education records
- *have some control over the disclosure of information from their education record
- *seek to amend incorrect education records

In accordance with FERPA, SCE may release or publish, without the student's prior consent, items in the category of public (directory) information. The NOCCCD Board of Trustees has identified the following as public (directory) information:

- *Degrees and awards received by students, including honors, scholarships, athletic awards, and Dean's List recognition;
- *Student participation in officially recognized activities and sports including weight, height, and high school of graduation for athletic team members;
- *Dates of attendance.

Students who wish to restrict this information must submit a written request to the Registrar's Office at the SCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each trimester a student is in attendance. For more information, call 714.992.9502.

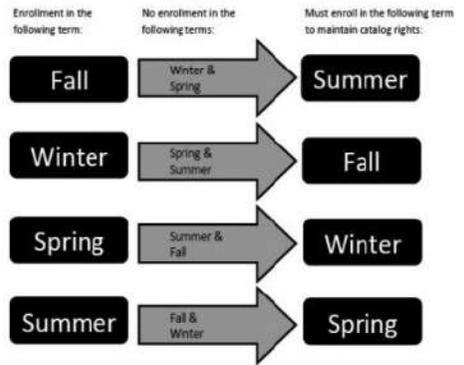
CLASSIFICATION OF STUDENTS: Students are classified as full-time when enrolled and attending 12 hours or more of instruction per week. Students enrolled in fewer than 12 hours per week of instruction are considered part-time students. Enrollment and attendance can be confirmed after the student has attended two consecutive weeks of instruction.

CATALOG RIGHTS POLICY: SCE issues a new catalog each academic year beginning in the fall term and, if needed, subsequent addendums for the winter, spring, and summer terms. The information published in the catalog or catalog addendum is in effect for the academic year beginning with the fall term and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends SCE. Catalog rights, established when a student first takes classes at SCE, protect the student from being held responsible for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at SCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous four consecutive terms, including summer, resulting in an academic record symbol of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

For example:



If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained.

The lab enrollment in CCTR/100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights either. This policy supersedes all previous catalog rights provisions and applies only to the programs at SCE.

GRADING POLICY: Students enrolled in apportionment courses are awarded an evaluative symbol at the conclusion of each course. The grade issued will become part of the student's permanent academic history and will appear on their SCE transcript.

Grading for CTE, DSS, ESL, and LEAP Courses

- P - Pass (no grade points)
- N - No Pass (no grade points)
- SP - Satisfactory Progress (no grade points)

Students enrolled in a Career Development and College Preparation (CDCP) course are advised that they will be issued a grade that will appear on their SCE transcript and permanent academic history. If a student does not wish to be graded, they must drop the course prior to the eighth hour of instruction. While an instructor may drop a student for excessive absences, **it is the student's responsibility to officially withdraw from a class.** If a student withdraws after the eighth hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may

not drop a course after the start of the final quarter of the course. Please visit www.sce.edu/gradingpolicy for further information. requests should be directed to the SCE Registrar at following the award of the original grade. All grade appeal student during the next term but no later than one year assigned. Grade appeal requests should be initiated by the grade is prejudicially, capriciously, or arbitrarily limited to the situations in which students believe the right to formally appeal the final grade earned. Appeals are a right to inquire how their grade was determined and have a appear in their permanent academic records. Students have determining grades that are assigned to students and that Therefore, the instructor is the final authority in of performance and to apply them to the individual students. SCE recognized the legal right of faculty to set standards.

GRADE APPEAL POLICY

SCE recognized the legal right of faculty to set standards of performance and to apply them to the individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to inquire how their grade was determined and have a right to formally appeal the final grade earned. Appeals are limited to the situations in which students believe the grade is prejudicially, capriciously, or arbitrarily assigned. Grade appeal requests should be initiated by the student during the next term but no later than on year following the award of the original grade. All grade appeal requests should be directed to the SCE Registrar at 714.992.9502. For additional information, you may refer to Board Policy 4231 at www.nocccd.edu.

OPEN ENROLLMENT: It is the policy of the North Orange County Community College District (NOCCCD) that, unless specifically exempted by statute, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or School of Continuing Education and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

ACADEMIC HONESTY: Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

1. Students shall not plagiarize, which is defined as:
 - A. stealing or passing off as one's own ideas or words of another, or
 - B. using a creative production without crediting the source.
 The following cases constitute plagiarism:
 - *paraphrasing published material without acknowledging the source;
 - *making significant use of an idea or a particular arrangement of ideas, e.g. outlines;
 - *writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement; or
 - *submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as:
 - A. using notes, aids, or the help of other students on tests or exams in ways other than research projects involving the collection of data. those expressly permitted by the

instructor; or

- B. misreporting or altering the data in laboratory or instructor. Instructors who do not accept previously-submitted papers should inform students in the course

3. Students shall not submit an original paper or project to more than one class without approval from the second Instructor. Instructors who do not accept previously-submitted papers should inform students in the course syllabus.

4. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat. Instructors may deal with academic dishonesty in one or more of the following ways:

- A. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
 - B. Assign zero points on all or a particular paper, project, or exam.
 - C. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the school. Such a report will be accompanied by supporting evidence and documentation.
- See Student Conduct Policy for additional information.

SEXUAL HARASSMENT, DRUG-FREE AND ALCOHOL-FREE For a copy of these policies, please refer to the SCE website at www.sce.edu

NON-DISCRIMINATION STATEMENT: The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more foregoing characteristics, or based on association with a person or group with one or more of these actual perceived characteristics in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504/Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: Irma Ramos
 Position: Vice Chancellor, Human Resources
 Address: 1830 W. Romneya Dr, Anaheim, CA 92801-1819
 Telephone: 714.808.4826

Students and employees who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

CAMPUS SAFETY: For any emergency dial 9-1-1 from any campus phone. To reach Campus Safety or Security, call the following numbers by SCE Center: Anaheim 714.808.4911; Cypress: 714.484.7387 Wilshire (Fullerton): 714.992.7777.

VICTIMS OF SEXUAL ASSAULT: Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the following Campus Safety and/or Security offices:

*Anaheim Campus Security: 714.808.4911

*SCE Cypress Center (Cypress College Campus Safety): 714.484.7387

*SCE Wilshire Center (Fullerton College Campus Safety): 714.992.7777

Except as may otherwise be required by law, all inquiries will be maintained in confidence.

DISABILITY SUPPORT SERVICES: SCE provides support services to enable persons with disabilities to participate in classes and programs. Support may include tutors, interpreter service, note takers, or other assistance. In addition, special classes are offered for those who are not yet ready to benefit from general continuing education offerings. See the Disability Support Services section in this schedule for class listings or call 714.484.7057.

WE'RE LOOKING FOR NEW INSTRUCTORS! DO YOU WANT TO TEACH FOR THE SCHOOL OF CONTINUING EDUCATION? We are looking for new instructors for the following programs: Older Adult Classes, Kids' College, ESL, Computer Classes, Career Technical Education, and Basic Skills.

You must meet the minimum qualifications set by the State of California Chancellor's Office. For more info call 714.484.7038. If qualified, please send resume to: Dennis Davino, Interim Dean of Instruction, SCE Cypress Center, 9200 Valley View, Cypress, CA, 90630

ACCREDITATION: SCE is proudly accredited by the Accrediting Commission for Schools of the Western Association of Schools and Colleges (WASC). For more information regarding SCE's accreditation, please contact WASC at the following:

Western Association of Schools and Colleges Accrediting Commission for Schools
533 Airport Blvd., Suite 200, Burlingame, CA 90410

STUDENT CONDUCT POLICY

Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 7034, 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for

violation of the city, county, state, and national laws(s).

Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to the removal, suspension, or expulsion of the student. Misconduct which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of District personnel, or violating the rights of other students.
2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.
5. Misrepresentation of oneself or of an organization to be an agent of the District.
6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.
7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.
8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.
9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.
10. Causing or attempting to cause damage to District property, or to private property on District premises.
11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.
12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, School of Continuing Education Provost, or authorized designee.
14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.
15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.

16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.
18. Committing sexual harassment as defined by law or by District policies and procedures.
19. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.
23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.
25. Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedures 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a college or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, School of Continuing Education or District activity or attendance. Also any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures of which all students are informed of the rules and regulations governing student behavior.

OFF-CAMPUS CONTINUING EDUCATION LOCATIONS

Register in Class!
Do not call location unless noted.

Abby Pavilion	3415 W. Ball Rd	Anah
Acacia Villas	1620 E Chapman Ave	Full
Alamitos West Health Care Ctr	3902 W Katella Ave	Los Alam
Anaheim Care Cottages	9622 Katella Ave	Anah
Anaheim Community Ctr	250 E Center	Anah
Anaheim Crest Nurs Ctr	3067 W Orange Ave	Anah
Anaheim Crown Plaza	641 S Beach Blvd	Anah
Anaheim Healthcare Ctr	501 S Beach Blvd	Anah
Anaheim Sr Ctr	250 E Center Street	Anah
Anaheim Terrace Care Ctr	141 S Knott Ave	Anah
Anaheim VIP Ctr	1158 N Knollwood Cir	Anah
Anhm Independencia Fam Reso Ct	10841 Garza St	Anah
Bradford Square	1180 N Bradford Ave	Placnta
Brea Sr Ctr	500 Sievers Ave	Brea
Brookdale Anaheim	200 N Dale Ave	Anah
Brookdale Brea	285 W Central Ave	Brea
Brookdale-Garden Manor	10200 Chapman Ave	G G
Brookdale-Yorba Linda	17803 Imperial Hwy	Y L
Buena Pk Nurs Ctr	8520 S Western Ave	Buena Pk
Buena Pk Sr Ctr	8150 Knott Ave	Buena Pk
Buena Vista Care Ctr	1440 S Euclid Street	Anah
Cal State University Fullerton	800 N State College Blvd	Full
Cambridge Court	1621 E Commonwealth Ave	Full
Clark Commons	8002 Orangethorpe Ave.	Buena Pk
Cottage of Artesia Gardens	6041 Kingman Ave	Buena Pk
Coventry Court Health Ctr	2040 S Euclid Street	Anah
Crescendo Sr Living of PI	351 E. Palm Dr.	Placnta
Cypress Sr Citizen Ctr	9031 Grindlay St	Cypress
Easter Seals Sr Day Services	500 W Central Ave Ste A	Brea

OFF-CAMPUS CONTINUING EDUCATION LOCATIONS

El Camino Real High School	1351 E. Orangethorpe Avenue	Placenta
Emerald Court	1731 Medical Center Dr	Anah
Emerald Isle Sr Apartments	661 N Rose Dr	Placenta
First Christian Church Anaheim	520 W South St	Anah
Fullerton College	321 E. Chapman Ave	Full
Fullerton Community Ctr	340 W. Commonwealth Ave	Full
Fullerton Gardens	1510 E Commonwealth Ave	Full
Garden Grove One-Stop Center	7077 Orangewood Ave, Ste 200	Garden Grove
Good Shepherd Church	11600 Los Alamitos Blvd	Los Alam
Gordon Lane Care Ctr	1821 E Chapman Ave	Full
Happy Brea Adult Day Hth Care	596 Apollo St.	Brea
Harbor Villa Care Ctr	861 S Harbor Blvd	Anah
Harvest Retirement	9011 Knott Ave	Buena Pk
Healthcare Service Inc	Lighthouse Anaheim	Anah
Kariton Residential Care Ctr	3615 W Ball Rd	Anah
Katella Sr Living Community	3952 W Katella Ave	Los Alam
Knott Ave Care Ctr	9021 Knott Ave	Buena Pk
La Habra Community Serv-Sr Ctr	101 W La Habra Blvd	La Habra
La Habra Conv Hospital	1233 W La Habra Blvd	La Habra
La Habra Villa	1100 E Whittier Blvd	La Habra
La Palma Nurs Ctr	1130 W La Palma Ave	Anah
La Palma Royale	525 W La Palma Ave	Anah
Lake Park Mobile Home - YL	3700 N Rose Dr	Y L
Leisure Court	1135 Leisure Ct	Anah
Los Alamitos Sr Ctr	10911 Oak Street	Los Alam
Morningside of Fullerton	800 Morningside Dr	Full
Muckenthaler Cultural Ctr	1201 W Malvern Ave	Full
New Horizon	8541 W Cerritos Ave	Stanton
Palm Retirement Ctr	312 N Roosevelt Ave	Full
Park Anaheim Healthcare Ctr	3435 W Ball Rd	Anah
Park Regency Care Ctr	1770 W La Habra Blvd	La Habra

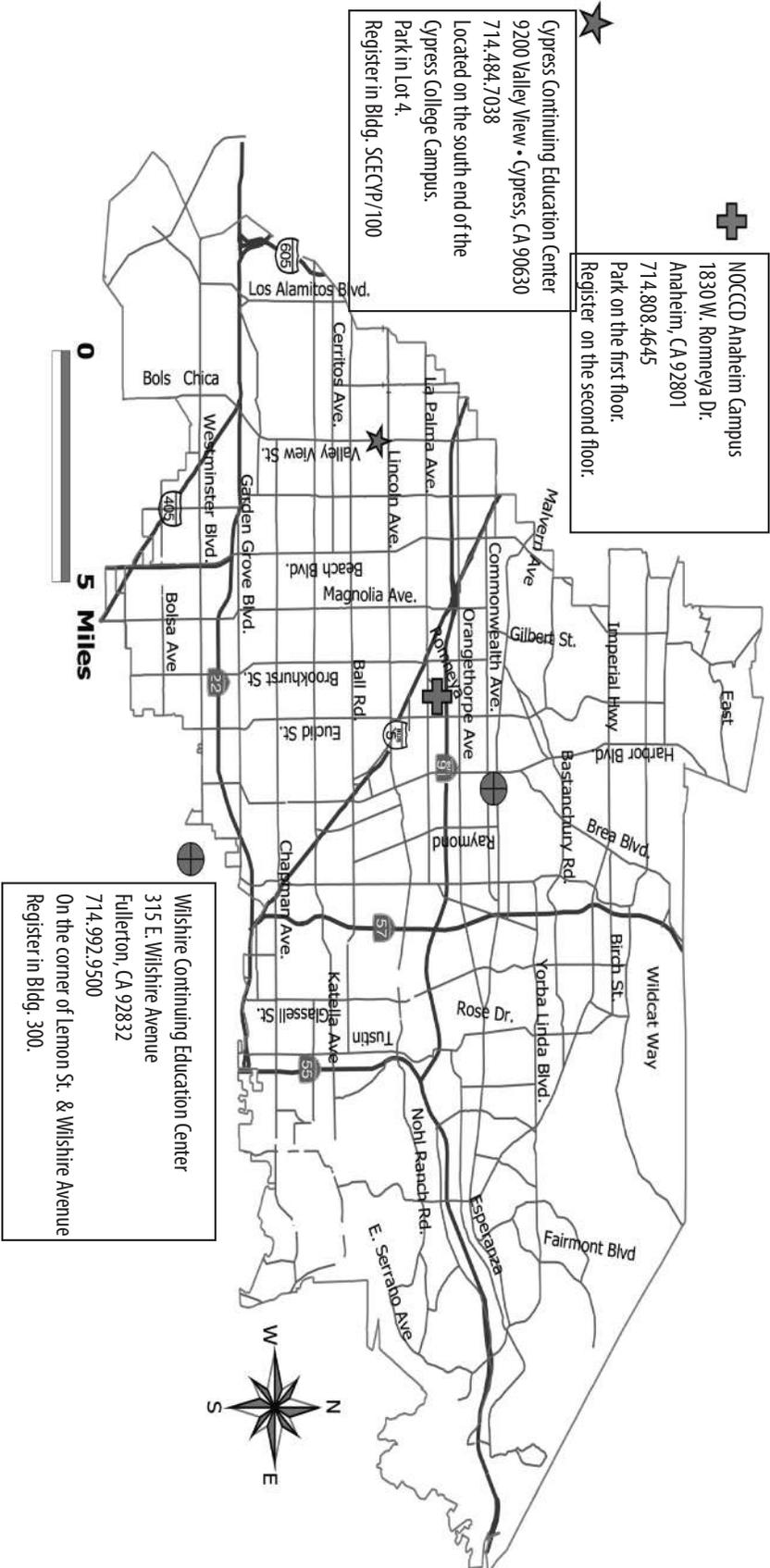
Park Regency Ret Res	1750 W La Habra Blvd	La Habra
Park Vista Assisted Living	2527 Brea Blvd	Full
Park Vista, Morningside	2525 Brea Blvd	Full
Ponderosa Park Family Resource	2100 S Haster St	Anah
Rehab Institute So Ca	130 Laguna Rd	Full
Rowntree Gardens	12151 Dale Ave	Stanton
Rowntree Gardens	12151 Dale Ave	Stanton
Sr Citizens Ctr - Placentia	143 S Bradford Ave	Placenta
Sr Citizens Ctr Anaheim	250 E Center St	Anah
St Boniface Church	120 N Janss St	Anah
St. Elizabeth Healthcare	2800 N Harbor Blvd	Full
St. Jude West Fullerton Ctr	Orangethorpe Methodist Church	Full
Stanton Civic Ctr	7800 Katella Ave	Stanton
Stanton Cultural Arts Ctr	7800 Katella Ave	Stanton
Sunnycrest Sr Living	1925 Sunnycrest Dr	Full
Sunrise Assisted Living, YL	4792 Lakeview Ave	Y L
Sunrise Asst Liv Fullerton	2226 North Euclid Avenue	Full
Sunrise Asst Living La Palma	5321 La Palma Ave	La Palma
Terrace View Care Ctr	201 E Bastanchury Rd	Full
The Pavilion, Sunny Hills	2222 N Harbor Blvd	Fullerton
Valley View Gardens	11848 Valley View St	G G
Vintage of Stonehaven	5303 Stonehaven Dr	Y L
W Anah Extended Care Hospital	645 S Beach Blvd	Anah
Walnut Manor Care Ctr	891 S Walnut St	Anah
West Anaheim Sr Prog	2271 W Crescent Ave	Anah
Whitten Heights	200 W Whittier Blvd	La Habra
Whittier Glen	10615 Jordan Rd	Whittier
Whittier Hills Healthcare Ctr	10426 Bogardus Ave	Whittier
Windsong Sr Activity Ctr	1701 S Euclid St	Anah
Windsor Gardens of Fullerton	245 E Wilshire Ave	Full
Yorba Linda Church of Christ	4382 Eureka Ave	Y L
Yorba Linda Sr Ctr	4501 Casa Loma Ave	Y L

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C A C T

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The Center for Applied Competitive Technologies (CACT) focuses on the economic development of North Orange County and surrounding areas to ensure the success of advanced manufacturing and technology businesses within the community.

Advanced Manufacturing

The Center offers labor market information as well as assistance to employers to develop customized training in the areas of advanced manufacturing.

CACT provides customized training for manufacturing in the following topics:

- Vocational English as a Second Language
- Advanced Manufacturing Concepts
- Basic Electronics, Motor Controls, and Programmable Logic Controls (PLC)

For more information, contact **Norma Alvarado**, Deputy Sector Navigator, Advanced Manufacturing Orange County and Director, Center for Applied Competitive Technologies at **714.808.4611** or **nalvarado@sce.edu**.

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