

2018 FALL TERM

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

IS NOW

NOCE
NORTH ORANGE
CONTINUING EDUCATION

***"Don't Just Take Classes -
Take Control of Your Future!"***

**FREE
CLASSES**

Registration Begins in August
See pages 2-6 for registration details

Most NOCE classes begin the week of September 10, 2018
See Individual courses for specific start dates





Welcome to North Orange Continuing Education Valentina Purtell, Provost

Welcome to the fall term. North Orange Continuing Education (NOCE) is here for you on your educational pathway - whether that's completing your high school diploma, learning English, enhancing fitness or creativity, or learning new job skills. We lead students onto a path that is Future BUILT.

NOCE is committed to providing our communities with career professionals in health care, education, technology, management and more. With "middle skill" job growth rising at a rate 25% faster than the Orange County average, opportunities for college-educated professionals are expanding. Within the next 10 years, the Orange County Business Council expects that 34 of OC's 50 fastest-growing occupations will require less than a four-year degree. With NOCE, you'll enjoy ALL of the benefits of a **Future BUILT** education including...

- **A Better Paycheck:** Certificates earn individuals 20% more, on average, than those with just a high school diploma.
- **Employability and Job Security:** With demand for educated, tech-savvy professionals nearing an all-time high, there's never been a better time to start building your career foundation.
- **A Brighter Future for Your Family:** Set an amazing example for the people who supported you... and the people who depend on you!

With over a dozen programs – each in a high-demand career pathway—NOCE grads are built for what's next. Check out the TUITION-FREE career programs at careers.noce.edu. Have questions or need help? Our staff and faculty are here to assist, 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.

NOCE 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.

NOCE VISION STATEMENT

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

NOCE 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

NOCE INSTITUTIONAL STUDENT LEARNING OUTCOMES

As a result of enrolling in and completing a North Orange 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 Numbers!

For questions regarding classes or registering for classes, call:

ADMISSIONS & REGISTRATION

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

NOTICE TO STUDENTS: North Orange 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.noce.edu/schedule.

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

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

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

Every Day Counts at NOCE



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

Your attendance is directly related to how NOCE receives state funding to offer your classes. Your consistent attendance also helps you achieve your goals. **See you in class!**

NEW TO NOCE?

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

Registration

1 APPLY FOR AN NOCE BANNER ID

First-time students can apply for a Banner identification (ID) number online at www.noce.edu/apply* OR in person at an NOCE Center location. (See page 6 for NOCE Center Locations)

*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 NOCE Center location and book(s) at the Anaheim Campus Bookstore, Cypress College Bookstore, or Fullerton College Bookstore.

Parking at the NOCE 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 NOCE 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



2018 FALL TERM

September 10, 2018 — December 1, 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, August 8, 2018:** Medical Assistant Certificate Program Online Registration ONLY
- **Tuesday, August 14, 2018:** Online Registration for Career Technical Education Classes ONLY
- **Wednesday, August 15, 2018:** Online Registration for ALL NOCE Classes
- **Thursday, August 16, 2018:** Walk-In Registration for ALL NOCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE FALL SEMESTER

- August 20, 2018 — December 8, 2018

HOLIDAYS—NOCE CENTERS CLOSED

- Veterans' Day Holiday: November 10-12, 2018
- Thanksgiving Holidays: November 22-25, 2018

December 2018 Administrative Office hours will be adjusted to the following:

December 3 – 15, 2018:

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

December 17, 2018—Jan 2, 2019:

- ⇒ All NOCE Centers CLOSED

Starting January 3, 2019, NOCE will resume regular operating hours. See page 6 for details.



2019 WINTER TERM

January 7, 2019—April 5, 2019

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

REGISTRATION OPTIONS

- **Wednesday, December 5, 2018:** Medical Assistant Certificate Program Online Registration ONLY
- **Tuesday, December 11, 2018:** Online Registration for Career Technical Education Classes ONLY
- **Wednesday, December 12, 2018:** Online Registration for ALL NOCE Classes
- **Thursday, December 13, 2018:** Walk-In Registration for ALL NOCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER

- January 28, 2018—May 2, 2019

HOLIDAYS—NOCE CENTERS CLOSED

- Martin Luther King, Jr. Holiday: January 19—21, 2019
- Presidents' Day Holiday: February 15—18, 2019
- Spring Break: April 15—17, 2019
- Cesar Chavez Holiday: April 18, 2019
- Spring Holiday: April 19, 2019

For Spring Break, the week of April 15 – 21, 2019, administrative office hours will be adjusted to the following:

NOCE 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 NOCE 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 NOCE Center location.
- 4.** Holds **MUST BE** cleared prior to registration. You may have a hold on your account if you owe fees at either NOCE, Cypress College, or Fullerton College. Visit the Admissions and Registration Office at an NOCE 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 NOCE 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: NOCE Anaheim Campus
2nd Floor — Admissions and Registration Office
1830 W. Romneya Drive, Anaheim

- Monday, July 30, 2018 at 6 p.m.**
- Wednesday, August 1, 2018 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 8, 2018: for Medical Assistant classes

Tuesday, August 14, 2018: for CTE classes

Wednesday, August 15, 2018: for all NOCE classes

Watch the **REGISTRATION TUTORIAL VIDEO** at www.noce.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.



ONLINE REGISTRATION INFORMATION

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

HELPLINE FOR ONLINE REGISTRATION: 714.808.4679 or starhelp@noce.edu
HELPLINE HOURS: Monday-Thursday 7 a.m.—5 p.m.; Friday 7 a.m.—4:30 p.m.

1. WEDNESDAY, AUGUST 8, 2018



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 8, 2018.*

Students must complete the **ONLINE ORIENTATION prior to registration; **ASSESSMENT** required to enroll in some classes. See pages 17-19 for more information or call 714.808.4915 with questions.*

2. TUESDAY, AUGUST 14, 2018



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 14, 2018 (those designated with a clock in this schedule): Administrative Assistant, Computers, Early Childhood Education*, Electrical Trainee*, Funeral Service Assistant*, Management*, Pharmacy Technician*, Physical Therapy Aid*, and Quality Assurance Management for Devices**

Students must complete the **ONLINE ORIENTATION prior to registering for these CTE programs; **ASSESSMENT** required to enroll in some classes. See pages 17-19 for more information or call 714.808.4915 with questions.*

3. WEDNESDAY, AUGUST 15, 2018



Online Registration for All NOCE Classes

Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Wednesday, August 15, 2018.



CASH * CHECK

BASIC ONLINE REGISTRATION INSTRUCTIONS

- To register online, go to: www.noce.edu.
- Click on the “myGateway” logo.
- Enter your **BANNER ID** number (ID) as your myGateway ID.
- Enter your **PASSWORD**.
- Click “**ADD OR DROP CLASSES**” in the Registration Tools Box at the top right of the myGateway portal

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 NOCE Center locations for online registration; technical assistance provided, if needed.



WALK-IN REGISTRATION INFORMATION

4. THURSDAY, AUGUST 16, 2018



Walk-In Registration for All NOCE Classes

Students can register at the Admissions and Registration Office at any of the three NOCE Centers beginning on Thursday, August 16, 2018.



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

CYPRESS CENTER

9200 Valley View Street
Parking Lot 4, Building 18,
Room 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.

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 35-38

Registration Information for High School Diploma Program: SEE PAGES 11-16

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

The **NOCE CATALOG** is now available online at <http://noce.edu/catalog>. The **NOCE CATALOG** lists all NOCE 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 mq.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 NOCE Center and provide a valid photo ID to obtain your Banner ID.

NOCE CLASS SCHEDULE SYMBOL KEY

AN	Anaheim Campus
CC	Cypress College
CRN	Course Reference Number
FC	Fullerton College
NC	No class will be held on that date
CYP18	Cypress College, NOCE Cypress Center, Bldg 18
CYPTE2	Cypress College, NOCE Cypress Center, Bldg 12 - TE2
WIL	Wilshire Center, across from FC

Off-campus continuing education location addresses are listed on page 69 of this class schedule.



= Classes that are eligible for CTE Online Registration on Tuesday, August 14, 2018. See page 5 for details.

STUDENT SUCCESS & SUPPORT PROGRAM

Counseling and Educational Planning

WHAT IS SSSP?

The North Orange Continuing Education's (NOCE) Student Success and Support Program (SSSP), formerly known as Matriculation, is responsible for the orientation, assessment, counseling, and development of student educational plans for NOCE 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 NOCE SSSP offices to make an appointment with a counselor.

Anaheim Campus

1830 W. Romneya Drive
Anaheim, CA 92801

2nd floor, Room 215
714.808.4682

Cypress Center

9200 Valley View Drive
Cypress, CA 90630

Room TE2-207
714.484.7440

Wilshire Center

315 E. Wilshire Avenue
Fullerton, CA 92832

100 Building, Room 112
714.992.9565

Adult College & Career Transitions (ACCT) Program

IS COLLEGE YOUR NEXT STEP?

NOCE's Adult College and Career Transitions (ACCT) Program provides group outings, special events, college program info, & career exploration opportunities for NOCE students who are considering going to college.

Check out the NOCE website for upcoming events. For more info, call Project Manager Linda Langgle in the NOCE Student Success and Support Program (SSSP), Anaheim Campus at 714.808.4682.



NOCE Students Touring Fullerton College

HOW TO READ THE CLASS SCHEDULE

CAMPUS LOCATIONS

AN	Anaheim Campus	CC	Cypress College
FC	Fullerton College	CYP18	NOCE Cypress, Cypress College, Bldg 18
WIL	Wilshire Center	CYPTE2	NOCE Cypress, Cypress College, TE2 (Bldg 12)

DAYS OF THE WEEK CODES

M = Monday **T** = Tuesday **W** = Wednesday **Th** = Thursday **F** = Friday **S** = Saturday

NONCREDIT COURSES (NO FEES)

Course Title → **MEDICAL ASSISTING: BACK OFFICE PROCEDURES I**  ← Eligible for CTE Online Registration

Subject Code/ → **MEDO/235**

Course Description → *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. ← Prerequisite; Corequisite; and/or Advisory

Course Start Date → Starts week of 1/8/2018, ends week of 4/2/2018; nc Jan 15, Feb 19, Mar 26-Mar 29 ← nc = No Class

CRN	DAYS	PLACE	INSTR
20064	MW/9a-12:20p	AN/510	Oo
20077	TTh/1p-4:05p	AN/510	Wiley
22028	MW/6:30p-9:50p	AN/510	Uy

Course Reference Number (CRN) Day(s) Start - End Time Campus/Room Instructor

Lines that are in **BOLD TYPE** indicate the class meets at 4pm or later

COMMUNITY SERVICE (FEE-BASED)

Course Title → **BASIC PHOTOGRAPHY: THE MECHANICS OF DIGITAL PHOTOGRAPHY**

Subject Code/ → **FOTO/101**

Course Description → 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.

Course Start Date → Starts week of 1/8/2018, ends week of 3/12/2018

CRN	DAYS	PLACE	INSTR	FEES
21643	W/6:30p-9:20p	WIL/201	Rosenberger	\$100
21642	T/6:30p-9:20p	AN/117	Rosenberger	\$100

Course Reference Number (CRN) Day(s) Start - End Time Campus/Room Instructor Fees

Lines that are in **BOLD TYPE** indicate the class meets at 4pm or later

SAVE THE DATE:

Free Family Festival

Harvesting Opportunities

Saturday, October 20, 2018
10 a.m. - 1 p.m.

Kids' Zone!

NOCE
NORTH ORANGE
CONTINUING EDUCATION

f t + in

Resource Fair
Food
Prizes
Entertainment

North Orange Continuing Education
Anaheim Campus, West Parking Lot
1830 W. Romneya Drive, Anaheim, CA 92801
www.noce.edu/harvest

Harvest Festival • Fastrack



Free Parking!



**What is NOCE
FasTrack?**

FasTrack is an event to help all students complete up to four or five registration steps on the same day! Come in at any time and complete what you can.

What to expect at FasTrack:

Counselors and support staff will be on site to assist in the preparation for the registration process. During FasTrack students can:

- ▶ Obtain a student ID
- ▶ Take an assessment test
- ▶ Complete the online orientation
- ▶ Chat with a counselor
- ▶ Plan winter classes
- ▶ Learn more about other NOCE programs and services
- ▶ Receive a student planner and NOCE prize!

Services available for Career
Technical Education, ESL, and
High School Diploma students.

HS students only:
Bring sealed, official transcripts

Thursday, November 1, 2018

Come in anytime between 2:00pm and 8:00pm
Anaheim Campus: 1830 West Romneya Drive, Anaheim, CA 92801

NONCREDIT CLASSES

1

TUITION-FREE CLASSES AND SUPPORT

- ⇒ North Orange Continuing Education (NOCE) 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 NOCE 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, NOCE is accredited by the Accrediting Commission of Schools, 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

- ⇒ NOCE 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/HiSET Preparation
 - ⇒ Classes for Older Adults (Emeritus)
 - ⇒ Parenting

EVERY DAY COUNTS AT NOCE!



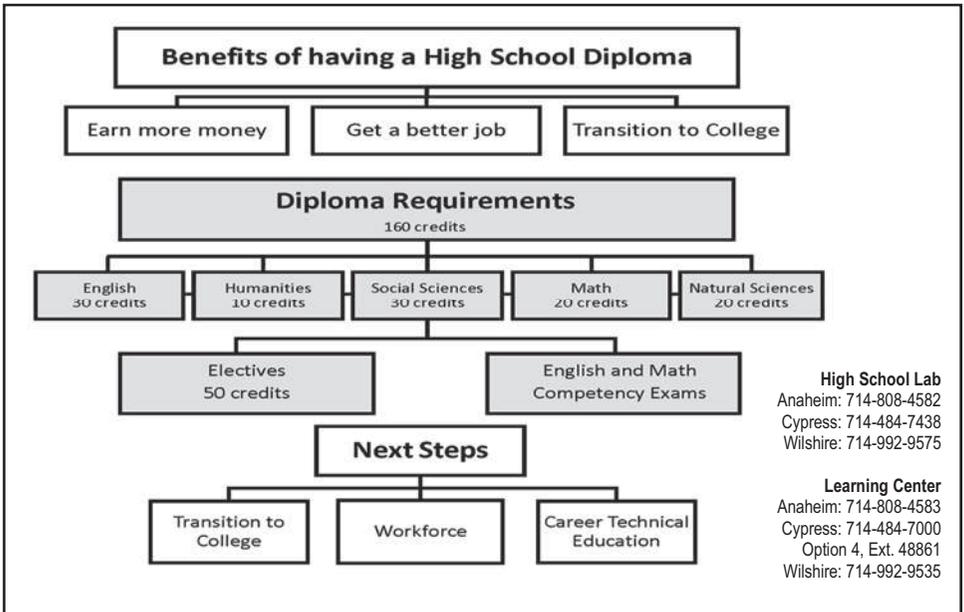
Attending **every** class meeting is important for all NOCE students.

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!

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM



NEED A HIGH SCHOOL DIPLOMA?

"Education is the key to unlock the golden door of freedom." ~ George Washington Carver



NOCE high school diplomas are issued to adult learners, 18 years of age and older. The NOCE High School Diploma Program operates as an open-entry lab where students work individually and at their own pace on various required subjects. All labs have instructors and staff members to assist students with completing their courses.

- Free tutorial services
- **FREE** Textbooks
- Set your own hours

Free Workshops

Employment Skills Series

Every Wednesday 9:30 a.m.-10:30 a.m.

Anaheim Campus & Wilshire Center
Learning Center, Room J40 Learning Center, Room J05

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: Oct 1-Oct 22

*Dates: Nov 5-Nov 28

CRN	DAYS	PLACE	INSTR
50163	MT/3p-5p	FC Bldg 1000 Room 1012	Cagley Cohn
51057*	MW/2p-4:20p	CYP18/118	Stackhouse Boehler

Join the Community Connections Student Club!

Club Objectives:

- 1) To build connections between NOCE students and organizations at Cypress and Fullerton Colleges;
- 2) To create a platform for students to receive and provide peer mentoring;
- 3) To develop personal and professional networking;
- 4) To provide opportunities for leadership while having fun.

Club Meeting Times:

Twice per month on Wednesdays from 3 p.m. to 4 p.m. at Anaheim Campus

Contact Jennifer Carey, Club Adviser at jcarey@noce.edu for more information.

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FIVE 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.noce.edu.
- ⇒ Or visit any NOCE Admissions and Registration Office:
 - ⇒ Anaheim Campus: 1830 W. Romneya Drive, Anaheim
 - ⇒ NOCE Cypress Center: 9200 Valley View Street, Cypress
 - ⇒ NOCE 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

5 COUNSELING

- ⇒ Make appointment to meet with a counselor
- ⇒ After meeting with a counselor, you may start your NOCE High School Diploma Program

HIGH SCHOOL DIPLOMA PROGRAM LOCATIONS & HOURS*

**Days/hours subject to change.*

Anaheim Campus: 1st Floor, Rm 139

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

Cypress Center: TE2, Rm 205

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

Wilshire Center: Bldg 100, Rm 118

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

FOR MORE INFORMATION:
Call the High School Diploma Program information line at 714.808.4683.

Students can also visit www.noce.edu and click *Programs* and then click *High School Diploma / GED-HiSET Preparation* 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 NOCE BANNER ID

Apply online at www.noce.edu or visit any NOCE 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 **Password** to log in.
- On the left side of the screen, click on the **NOCE (SCE)** tab.
- In the **NOCE Orientations** box, select **NOCE General Orientation**.
- Follow the directions and complete all sections of the **NOCE General 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.noce.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 **NOCE Helpline: 714.808.4679** or starhelp@noce.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 tested in English reading comprehension. Students must register for and complete the required two-hour assessment to enroll in the High School Diploma Program. **You may take the assessment at any NOCE Center. However, you must choose and commit to ONE site to complete your high school diploma.**

Refer to the chart on **page 15** 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: **North Orange Continuing Education** 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 page 15**).
- 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 NOCE CYPRESS CENTER STUDENTS:

If you are planning to park at the NOCE Cypress Center on your assessment date, you **MUST** register your vehicle with the Cypress College virtual parking permit system. Visit <http://cypress.prpermit.com/Internal> and click on **Event Pass**. Under **Select Event**, you must choose **High School Testing** 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.nocce.edu o visitar una de nuestras Oficinas de Admisión NOCE. 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) para ingresar.
- En el lado izquierdo superior presione **NOCE (SCE)**.
- Bajo **NOCE Orientations** seleccione **General Orientation**.
- Siga las instrucciones y complete todas las secciones de **NOCE General Orientation** y pase una serie de 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. **Usted puede tomar la Sesión de Evaluación en cualquiera de los Centros de NOCE. Sin embargo, usted tiene que escoger y comprometerse a UN solo centro para completar su 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) para ingresar a su cuenta.
- Vaya a **Registration Tools** y seleccione **Add or Drop Classes**.
- Seleccione **North Orange 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.
- Bajo el cuadro **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**

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 West Romneya Drive
Anaheim, California 92801

- **Lunes – Viernes:**
8:30 a.m. – 2:45 p.m.
- **Lunes – Jueves:**
5 p.m. – 9 p.m.

Campus NOCE Cypress: CYP TE2-205

Dirección: 9200 Valley View Street
Cypress, California 90630

- **Lunes – Jueves:**
8:30 a.m. – 2:45 p.m.
- **Lunes – Jueves:**
5 p.m. – 9 p.m.

Campus NOCE Wilshire: Salón 118

Dirección: 315 E. Wilshire Avenue,
Fullerton, California 92832

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

- ◆ Please select any assessment location date and time that fits your schedule.
- ◆ Upon arrival to your chosen assessment location you must choose Anaheim, Cypress, or Wilshire as the primary NOCE Center that you **MUST** attend to complete your High School Diploma Program.
- ◆ You must attend the assessment session you register for in myGateway.
- ◆ Unregistered students **Will Not** be admitted into the assessment session under any circumstance.
- ◆ Please arrive 15-20 minutes before your assessment session begins: all testing will begin promptly at the scheduled time.
- ◆ Latecomers will not be admitted to the assessment sessions.

September 2018

Please select 'NOCE Continuing Ed Fall 2018' term when registering via myGateway.

Assessment Location		Registration Period	Assessment Date	CRN	Assessment Time
Anaheim, 7th Floor	Room 714	Sept 4 — Nov 30	Every Monday & Wednesday	51173	10 a.m.
					2 p.m.
					6 p.m.
Cypress, Bldg. 18	Room 118	Aug 25 — Sept 3	Tues, Sept 4	51174	6 p.m.
		Aug 27 — Sept 5	Thurs, Sept 6	51181	10 a.m.
Wilshire, Bldg. 200	Room 202	Sept 8 — Sept 17	Tues, Sept 18	51177	6 p.m.
		Sept 10 — Sept 19	Thurs, Sept 20	51178	10 a.m.

October 2018

Please select 'NOCE Continuing Ed Fall 2018' term when registering via myGateway.

Assessment Location		Registration Period	Assessment Date	CRN	Assessment Time
Anaheim, 7th Floor	Room 714	Sept 4 — Nov 30	Every Monday & Wednesday	51173	10 a.m.
					2 p.m.
					6 p.m.
Cypress, Bldg. 18	Room 118	Sept 22 — Oct 1	Tues, Oct 2	51175	6 p.m.
		Sept 24 — Oct 3	Thurs, Oct 4	51176	10 a.m.
Wilshire, Bldg. 200	Room 202	Oct 6 — Oct 15	Tues, Oct 16	51179	6 p.m.
		Oct 8 — Oct 17	Thurs, Oct 18	51180	10 a.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 Romney Drive, Anaheim, CA 92801 (1st Floor)

Cypress Center: 9200 Valley View Street, Cypress, CA 90630 (Parking Lot 4, Bldg 18)

Wilshire Center: 315 East Wilshire Avenue, Fullerton, CA 92832 (Bldg 200)

DON'T FORGET TO BRING:

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

For parking information, visit <http://noce.edu/admissions-registration/parking-and-transportation>.

For Cypress Center parking, see page 13.

GED/HISET PREPARATION PROGRAM

NOCE 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.noce.edu/basic-skills.

1. Go to the Wilshire Center Admissions and Registration Office (Bldg 300) and obtain an NOCE 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*

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

- Monday—Thursday: 8:30 a.m. - 2:45 p.m.
- Monday and Wednesday: 5 p.m. - 8 p.m. **Days/hours subject to change.*

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

NOCE LEARNING CENTERS

A Tutoring and Support Service for NOCE 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 on-going. 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.
 - **Cypress Center (TE2, Rm 209)**
M-Th: 8:30 a.m. — 2:45 p.m.
 - **Cypress College Math Co-Lab* (TE2, Rm 211)**
M-Th: 8:30 a.m. — 4 p.m.
W-Th: 5p.m. — 9 p.m.
F: 8:30 a.m. — 3 p.m.
- * For Cypress College students referred to Math 10 and 15 only.*
- **Wilshire Center (Bldg 100, Rm 105)**
M-Th: 8:30 a.m. — 2:45 p.m.
M/W: 5 p.m. — 8 p.m.



Complete basic college math and pre-algebra in 1-2 terms at the **NOCE/Cypress College Math Co-Lab** and get the foundation needed to succeed in higher levels of math.

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

Mon-Thur: 8:30 a.m.— 4 p.m. Fri: 8:30 a.m.— 3 p.m.

Wed-Thur: 5 p.m.— 9 p.m.

Contact Information: 714.484.7000, option 4, ext. 48876 or mathcolab@noce.edu

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.noce.edu
- ⇒ Or visit the Admissions and Registration Office at any NOCE 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
- ◆ Management
- ◆ 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 AssistantBUSN/320, BUSN/340
- ◆ Early Childhood EducationECE/136, ECE/140
- ◆ Electrical TraineeELET/140
- ◆ Funeral Service AssistantFSRV/100
- ◆ Management ProgramBMGR/412, BMGR 430
- ◆ Medical AssistantMEDO/260
- ◆ Pharmacy TechnicianMEOC/130
- ◆ Quality Assurance Management BMGR/645, BMGR/648

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

4 REGISTRATION

CTE online registration will open at 7:30 a.m. on the following dates for the 2018 Fall Term:

- ⇒ Medical Assistant Certificate Program: Wednesday, August 8, 2018
- ⇒ All other CTE Certificate Program Classes: Tuesday, August 14, 2018

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

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

CAREER TECHNICAL EDUCATION PROGRAM

FIVE EASY STEPS TO ENROLL

1

APPLY FOR AN NOCE BANNER ID

Apply online at www.noce.edu or visit any NOCE 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.

- Visit **myGateway** at mg.noccod.edu. Use your **BANNER ID** and **PIN** to log-in.
- In the left side of the screen, click on the **NOCE (SCE)** tab.
- In the **NOCE Orientations** box, select the NOCE Online Orientation for the certificate program you want to enroll: **NOCE CTE Pharmacy Technician**, or **NOCE General Orientation**.
- 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.
- 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 NOCE Certificate Program. You must take and pass the Online Orientation for the certificate program in which you wish to enroll.
- 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, Management, 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 2018 FALL TERM COURSES

2018 Fall Term **Online Registration** opens on these dates at 7:30 a.m.:

- Medical Assistant Certificate Program:**
Wednesday, August 8, 2018
- All other CTE Programs:**
Tuesday, August 14, 2018

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 8, 2018 and August 14, 2018.
- 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 NOCE 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 NOCE!



Attending **every** class meeting is important for all NOCE 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

An On-line Orientation and in person Assessments are REQUIRED before registering/enrolling 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
- Management Program..... BMGR/412, BMGR/430
- Medical Assistant Certificate Program..... MEDO/260
- Pharmacy Technician Certificate Program MEOC/130
- Quality Assurance Management Certificate Program BMGR/645

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

All Assessments are located on the Anaheim Campus			
7th Floor Room 714	Tuesday	Thursday	Friday
August	10 a.m. 2 p.m. 6 p.m.	2 p.m. 6 p.m.	10 a.m.
September	10 a.m. 2 p.m. 6 p.m.	2 p.m. 6 p.m.	10 a.m.
October	10 a.m. 2 p.m. 6 p.m.	2 p.m. 6 p.m.	10 a.m.

Career Tech Ed

CTE Assessment Sign-Up is MANDATORY

RSVP CTE Program Assessments Location

Anaheim Campus
1830 West Romneya Drive
Anaheim, California 92801



Questions? Call 714.808.4915

<https://tinyurl.com/ctefall18>

Sign-up for an assessment date using the link or the QR code above. Please be aware that space is limited. When signing-up please list a reliable contact number to be notified if your assessment session is full.

- Classes fill up quickly and they are on a first come, first serve basis. The later you complete the On-Line Orientation and Assessment Session, the less probability you will have to enroll for classes.
- **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
 - ▶ Access Card

Allow at least two hours for the assessment.



= Classes that are eligible for CTE Online Registration on Tuesday, August 14, 2018

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@noce.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
- Management Certificate Program
- Medical Assistant Certificate Program
- Medical Assistant: Front Office 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. No student will be allowed to enroll in a class after the second week of the term.
- 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 NOCE. 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 14, 2018. See pg 5 for details.

Every Day Counts at NOCE

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

Your attendance is directly related to how NOCE receives state funding to offer your classes. Your consistent attendance also helps you achieve your goals.



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@noce.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 **NOCE Catalog** at www.noce.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) Students must meet the keyboarding requirement of passing a five minute, 35 wpm with no more than five errors, keyboarding exam. As of the 2017 Winter Term, the keyboarding exam is now given as part of BUSN 341: Computer Applications for the Administrative Assistant II. All students who started the program in the 2016 Fall Term or later must now pass the keyboarding exam as part of their course requirements for BUSN 341 and are no longer able to challenge the keyboarding exam in the Business/Computer Skills Lab.
 - 3) 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 14, 2018. 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.**

Dates: Sep 11-Nov 29; nc Nov 22

CRN	DAYS	PLACE	INSTR
50029	TTTh/9a-10:50a	AN/405	McClurkin

CRN 50029 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 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 11-Nov 29; nc Nov 22

CRN	DAYS	PLACE	INSTR
50042	TTTh/6:30p-8:20p	AN/405	Teipe



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.**

Dates: Sep 11-Nov 29; nc Nov 22

CRN	DAYS	PLACE	INSTR
50030	TTTh/11a-11:50a	AN/405	McClurkin

CRN 50030 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more 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 11-Nov 29; nc Nov 22

CRN	DAYS	PLACE	INSTR
50041	TTTh/8:30p-9:20p	AN/405	Teipe

COMPUTERS

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

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

GRADING POLICY: Some NOCE Computer courses are considered Career Development and College Preparation by NOCE. 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 14, 2018. 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 XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email!

Dates: Sep 15-Nov 17; nc Nov 10

*Dates: Sep 10-Nov 30; nc Nov 12, Nov 23-Nov 22

CRN	DAYS	PLACE	INSTR
51041*	MTWTh/8a-7p F/8a-12p	AN/304	Staff
51061	S/8a-12:50p	WIL/214	Staff

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



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. **Textbook Required.**

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 22

CRN	DAYS	PLACE	INSTR
50033	Th/9a-11:50a	AN/302	Prey
50009	T/9a-11:50a	AN/312	Prey
50043	W/12p-2:50p	AN/405	Kretschmar
50010	T/6:30p-9:20p	AN/302	Casper
50012	Th/6:30p-9:20p	AN/302	Casper

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 9/10/2018, ends week of 11/26/2018; nc Nov 12

CRN	DAYS	PLACE	INSTR
50023	M/12:30p-3:20p	AN/302	Loayza
50022	M/3:30p-6:20p	AN/405	Kretschmar
50025	W/9a-11:50a	AN/405	Kretschmar
50028	W/6:30p-9:20p	AN/302	Sedrak

CRN 50023 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
50044	Th/9a-11:50a	AN/312	Ahmed
50047	M/6:30p-9:20p	AN/312	Sedrak

WINDOWS OPERATING SYSTEMS - INTERMEDIATE MS/610



Advisory: MS104 Introduction to MS Windows or equivalent. A second course in Windows operating environments covering more topics and techniques. This course will help you learn to communicate more effectively over the Internet, share information between programs, understand basic Windows network principles, share files, use Windows Media projects, manage hardware, backup files, and use Windows administration tools.

Dates: Sep 11-Nov 27

CRN	DAYS	PLACE	INSTR
51060	T/6:30p-9:20p	AN/310	Alvarado

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 9/10/2018, ends week of 11/26/2018; nc Nov 12

*Dates: Oct 22-Nov 28; nc Nov 12

CRN	DAYS	PLACE	INSTR
50020	M/9a-11:50a	AN/302	Loayza
50024	M/12:30p-3:20p	AN/405	Kretschmar
50085	W/6:30p-9:20p	AN/313	Smolek
50153*	MW/9a-11:50a	Garden Grove One Stop	DeBiase

CRN 50020 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

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 12-Nov 28

CRN	DAYS	PLACE	INSTR
50105	W/9a-11:50a	AN/312	Ahmed

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 & 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 SKILL

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 NOCE Catalog for program requirements at www.noce.edu/catalog or call the Career Technical Education (CTE) Program Office at 714.808.4915.



INTRODUCTION TO WORD MS/144



Advisory: COMP/100, 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 12-Nov 28

CRN	DAYS	PLACE	INSTR
50048	W/9a-11:50a	AN/302	Tilak

INTRODUCTION TO EXCEL MS/105



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

Dates: Sep 11-Nov 27

*Dates: Sep 10-Oct 17

CRN	DAYS	PLACE	INSTR
50019	T/9a-11:50a	AN/302	Garmon
50027	T/6:30p-9:20p	AN/312	DeBiase
50031*	MW/9a-11:50a	Garden Grove One Stop	DeBiase

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 9/10/2018, ends week of 11/26/2018; nc Nov 22

CRN	DAYS	PLACE	INSTR
50032	T/12p-2:50p	AN/302	Garmon
50106	Th/6:30p-9:20p	AN/312	DeBiase

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 12-Nov 28

CRN	DAYS	PLACE	INSTR
50049	W/3p-5:50p	AN/313	Smolek

ADOBE PHOTOSHOP ELEMENTS COMP/119



Add: 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 9/10/2018, ends week of 11/26/2018; nc Nov 12

CRN	DAYS	PLACE	INSTR
50016	W/1:30p-3:20p	AN/302	Loayza
50026	M/6p-7:50p	AN/302	Alvarado

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@NOCE.edu.

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.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
50015	W/3:30p-5:20p	AN/302	Loayza

DIGITAL PHOTO RESTORATION AND PORTRAIT MAKEOVERS COMP/705



Advisory: COMP 119 Adobe Photoshop Elements and knowledge of Windows. For photographers and scrapbookers who want to advance their skills to repair old photos and touch up portraits. Topics include repairing scratches and tears on old photos; fixing hair, teeth, skin, red eyes, and blemishes; enhancing photos; combining images; creating backgrounds and frames; and selecting photo papers. Textbook Required.

Dates: Sep 10-Nov 26; nc Nov 12

CRN	DAYS	PLACE	INSTR
51059	M/8p-9:50p	AN/302	Alvarado

NOCE NETWORKS



= Classes that are eligible for CTE Online Registration on Tuesday, August 14, 2018

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@noce.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 NOCE Catalog at www.noce.edu/catalog
- Additional program requirements include:
 - 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.
 - 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 14, 2018. See page 5 for details.

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. **Textbook Required.**

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
50058	W/6:30p-9:20p	AN/112	Martin

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. **Textbook Required.**

Dates: Sep 10-Nov 14; nc Nov 12

CRN	DAYS	PLACE	INSTR
50056	MW/9a-11:50a	AN/108	Sueng

EARLY CHILDHOOD DEVELOPMENT ECE/140



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

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12

CRN	DAYS	PLACE	INSTR
50054	M/9a-11:50a	AN/112	Hill-West
50146	W/6:30p-9:20p	AN/108	Sueng

CRN 50054 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 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. **Textbook Required.**

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 22

CRN	DAYS	PLACE	INSTR
51051	F/9a-11:50a	AN/108	Sueng
50055	T/6:30p-9:20p	AN/112	Martin

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. **Textbook Required.**

Dates: Sep 13-Nov 29; nc Nov 22

CRN	DAYS	PLACE	INSTR
50057	Th/6:30p-9:20p	AN/112	Sueng

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
50060	T/6:30p-9:20p	AN/117	Le





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. **Textbook Required.**

Dates: Sep 11-Nov 15

CRN	DAYS	PLACE	INSTR
50061	TTTh/6:30p-9:20p	AN/108	Pagalidis

Need Assistance or Guidance? Call the Counseling Office

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

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.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
50059	W/6:30p-9:20p	AN/110	Cheng

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.

Dates: Oct 19-Oct 19

CRN	DAYS	PLACE	INSTR	FEE
50062	F/8a-3:30p	AN/112	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@noce.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 NOCE Catalog at www.noce.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 **NOCE Learning Center (ABE 105)** in order to satisfy the required elective units. Hours completed in the NOCE 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 14, 2018. 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. **Textbook Required.**

Dates: Sep 11-Nov 15

CRN	DAYS	PLACE	INSTR
50051	TTTh/6:30p-9:20p	AN/611	Hauck

NOCE NETWORKS



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. **Textbook Required.**

Dates: Sep 11-Nov 27

CRN	DAYS	PLACE	INSTR
50052	T/6p-9:50p	AN/402A	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 12-Nov 28

CRN	DAYS	PLACE	INSTR
50098	W/6:30p-9:20p	AN/402A	Faessel

Boost your computer skills!

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



See page 21 for more information.

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 10-Nov 26; nc Nov 12

CRN	DAYS	PLACE	INSTR
50053	M/6:30p-9:20p	AN/611	Massia

FUNERAL SERVICE ASSISTANT CERTIFICATE PROGRAM

For more information about the Funeral Service Assistant Certificate Program, please call the Career Technical Education Office at 714.808.4915 or e-mail cteinfo@noce.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 **NOCE Catalog** at www.noce.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 14, 2018. 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 11-Nov 29; nc Nov 22

CRN	DAYS	PLACE	INSTR
50145	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. **Textbook required.**

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 22

CRN	DAYS	PLACE	INSTR
50099	Th/9a-12:50p	AN/403	Tarango
50143	T/1p-4:50p	AN/405	Bacon
50102	W/6p-9:50p	AN/405	Kane

**MANAGEMENT SKILLS I
BMGR/412**



This course provides an overview of the functions of the management process and its practical applications in a business environment. The course focuses on the planning process and organizing skills, including decision-making, strategic planning, delegating and staffing. Students will learn management principles that provide basic guidelines for supervisory decisions and actions.

Dates: Sep 11-Oct 16

CRN	DAYS	PLACE	INSTR
51053	T/6:30p-9:20p	WIL/203	Baltazar

**MANAGEMENT SKILLS II
BMGR/610**



This course focuses on developing management skills in working with individuals and teams to promote productivity, quality and innovation. Topics include employee performance appraisal, performance management, work groups, and the control process for keeping people, plans and programs on track.

Dates: Oct 23-Nov 27

CRN	DAYS	PLACE	INSTR
51054	T/6:30p-9:20p	WIL/203	Baltazar

**INTRODUCTION TO EMPLOYMENT LAW
BMGR/423**



This course is an introduction to the federal and California state laws governing the relationships between employers and employees. It examines the nature, purpose, and employees. It examines the nature, purpose, and operation of these laws from the perspectives of both the employer and employee.

Dates: Sep 12-Oct 17

CRN	DAYS	PLACE	INSTR
51055	W/6:30p-9:20p	WIL/203	Berry



**UNDERSTANDING BUSINESS CONTRACTS
BMGR/452**



This course will provide an overview of contract principles and will explore the meaning, purpose and effect of common contracts clauses, i.e., limitation of liability, warranty and indemnification. Students will learn how to achieve a better contract result by knowing why, when and how to request contract modifications.

Dates: Sep 10-Oct 15

CRN	DAYS	PLACE	INSTR
51056	M/6:30p-9:20p	WIL/203	Berry

MANAGEMENT CERTIFICATE PROGRAM

For more information about the Management Certificate Program, please call the Career Technical Education (CTE) Office at 714.808.4915 or email cteinfo@noce.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 **NOCE Catalog** at www.noce.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 14, 2018. See page 5 for details.

Boost your computer skills!

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

See page 21 for more information.



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@noce.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 NOCE CATALOG at www.noce.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) Students wishing to enroll in MEOC 112 may also meet the prerequisite by passing MEOC 210, Introduction to Computers for Health Care Workers. (*Visit the CTE Office on the 5th floor to complete and submit a course substitution form.*)
 - 3) 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 14, 2018. 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.

Textbook Required.

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
50101	Th/9a-12:50p	AN/112	Kane
50075	M/1p-4:50p	AN/611	Oo
50076	W/6p-9:50p	AN/611	Murray

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 8, 2018. See page 5 for details.

CRN 50075 is part of NOCE's I-Best Pilot Project.



INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS MEOC/210



Prerequisite: COMP 685 Beginning Keyboarding or Typing 30 wpm. 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. **Textbook required.**

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 22

CRN	DAYS	PLACE	INSTR
50099	Th/9a-12:50p	AN/403	Tarango
50143	T/1p-4:50p	AN/405	Bacon
50102	W/6p-9:50p	AN/405	Kane

MEDICAL TERMINOLOGY MEOC/104



Required course for Pharmacy Technician Certificate and Medical Assisting Certificate programs, 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. **Textbook required.**

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22-Nov 23

CRN	DAYS	PLACE	INSTR
50066	Th/1p-4:50p	AN/611	Tarango
50078	F/9a-12:50p	AN/611	Oo
50065	M/6p-9:50p	AN/106	Yeon
50077	T/6p-9:50p	AN/104	Smith
50064	W/6p-9:50p	AN/106	Wiley



MEDICAL ASSISTING: FRONT OFFICE MEDO/115

Prerequisite: MEDO/260, Introduction to Medical Assisting and COMP/685, Beginning Keyboarding. 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. **Textbook Required.**

Dates: Sep 11-Nov 27

CRN	DAYS	PLACE	INSTR
50079	T/9a-11:50a	AN/403	Echolds
50173	T/6:30p-9:20p	AN/403	Bacon

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 8, 2018. 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. **Textbook Required.**

Dates: Sep 11-Nov 29; nc Nov 22

CRN	DAYS	PLACE	INSTR
50107	T/Th/6p-9:50p	AN/110	Staff

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 8, 2018. See page 5 for details.

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. 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-9 coding covered. Medical billing software utilized in computer lab. Keyboarding experience advised. **Textbook required.**

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
50081	T/Th/2p-4:50p	AN/403	Echolds
50080	MW/6:30p-9:20p	AN/403	Staff

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 8, 2018. See page 5 for details.

NOCE NETWORKS



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.

Textbook required.

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
50082	MW/9a-12:20p	AN/510	Oo
50083	T/Th/1p-4:05p	AN/510	Kane
50159	MW/6:30p-9:35p	AN/510	Uy

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 8, 2018. 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. **Textbook required.**

Dates: Sep 11-Nov 22; nc Nov 22

*Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
50084	T/Th/9a-12:20p	AN/510	Oo
50091	MW/1:30p-4:35p	AN/510	Uy
51052	T/Th/6:30p-9:35p	AN/510	Wiley

Online Registration for Medical Assistant Certificate Program classes is Wednesday, August 8, 2018. See page 5 for details.

PHYSICAL THERAPY AIDE

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

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.

Dates: Sep 10-Nov 28; nc Nov 12

CRN	DAYS	PLACE	INSTR
50050	3wks	SCECYP/103	Landgreen
	MW/6:30p-9:20p		
	9wks	St. Jude Ctrs for Rehab	Pirkle



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@noce.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 NOCE Catalog at www.noce.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 14, 2018. 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. **Textbook Required.**

Starts week of 9/10/2018, ends week of 11/12/2018; nc Nov 12

CRN	DAYS	PLACE	INSTR
50103	MW/9a-11:50a	AN/611	Dunne
50063	TTh/6:30p-9:20p	AN/106	Shields

CRN 50029 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

MEDICAL TERMINOLOGY MEOC/104



Required course for Pharmacy Technician Certificate and Medical Assisting Certificate programs, 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. **Textbook required.**

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22-Nov 23

CRN	DAYS	PLACE	INSTR
50066	Th/1p-4:50p	AN/611	Tarango
50078	F/9a-12:50p	AN/611	Oo
50065	M/6p-9:50p	AN/106	Yeon
50077	T/6p-9:50p	AN/104	Smith
50064	W/6p-9:50p	AN/106	Wiley



PHARMACOLOGY I MEOC/121



Prerequisite: MEOC/104 Medical Terminology. 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. **Textbook required.**

Dates: Sep 10-Oct 17

CRN	DAYS	PLACE	INSTR
50104	MW/6:30p-9:20p	AN/607	Shields



PHARMACOLOGY II MEOC/122



Prerequisite: MEOC/104 Medical Terminology. 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. **Textbook required.**

Dates: Oct 22-Nov 28; nc Nov 12

CRN	DAYS	PLACE	INSTR
50144	MW/6:30p-9:20p	AN/607	Shields

**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 9/10/2018, ends week of 11/26/2018; nc Nov 22-Nov 23

CRN	DAYS	PLACE	INSTR
50142	F/9a-11:50a	AN/408	Dunne
50071	Th/6:30p-9:20p	AN/408	Dunne

**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. **Textbook Required.**

Dates: Sep 11-Nov 27

CRN	DAYS	PLACE	INSTR
50069	T/9a-11:50a	AN/408	Pham

**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. **Textbook Required.**

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
50070	W/6:30p-9:20p	AN/104	Pham

MED ASSISTANT & PHARM TECH STUDENTS:

Need Help with Math?

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

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



Prerequisite: MEOC 121 Pharmacology I; MEOC 122 Pharmacology II, MEOC 140 Pharmaceutical Mathematics, MEDO/230 Pharmacy Operations Lab, 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. **Textbook Required.**

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
50092	W/9a-12:50p	AN/408	Pham
50074	W/6p-9:50p	AN/408	Yeon

**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. **Textbook Required.**

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
50072	Th/9a-12:50p	AN/408	Shields
50073	M/6p-9:50p	AN/408	Dunne

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



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. 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 11-Nov 27

CRN	DAYS	PLACE	INSTR
50094	T/9a-10:50a	AN/108	Dunne

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



Prerequisite: MEDO/220 OutPatient Lab, Pharmacy Technician, MEOC/135 Human Relations for Healthcare Workers; and MEDO/221 In-Patient Lab for the 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 11-Nov 27

CRN	DAYS	PLACE	INSTR
50093	T/9a-10:50a	AN/108	Dunne

NOCE NETWORKS



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@noce.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.

Quality Assurance Management for Medical Devices Certificate Requirements

- For program requirements, please refer to the **NOCE Catalog** at www.noce.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 14, 2018. See page 5 for details.

QUALITY ASSURANCE FOR MEDICAL DEVICES BMGR/654



This course provides students with an in-depth definition of quality assurance and its role with medical devices. The course covers the responsibilities of assurance during the manufacturing and production of a product. Topics will include management responsibilities, process controls, and other subjects providing an overall understanding of quality assurance.

Dates: Sep 10-Nov 26; nc Nov 22

CRN	DAYS	PLACE	INSTR
51159	M/6:30p-9:20p	AN/610	Vu

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

TECHNICAL WRITING FOR BIOMEDICAL INDUSTRIES BMGR/657



This course will provide students with an overview and understanding of technical writing for the bio medical industry. The course will cover principle writing methodologies for quality assurance, engineering, manufacturing, and production of a medical device product. Topics will address documentation as related to FDA mandated requirements, ISO standards and for writing GMP procedures.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
51160	W/6:30p-9:20p	AN/610	McIntyre

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 NOCE 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; nc Nov 22

CRN	DAYS	PLACE	INSTR
51013	TTh/12:30p-2:50p	CYPTE2/200	Van Gelder

INTERMEDIATE WORD PROCESSING DSPS/420

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

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
51029	MW/9a-11:20a	WIL/214	Breen
51012	MW/12:30p-2:50p	CYPTE2/200	Van Gelder
51024	TTh/12:30p-2:50p	AN/308	Barrett

**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 14-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
51020	F/9a-2:50p	AN/610	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 10-Nov 30; nc Nov 22-Nov 23

CRN	DAYS	PLACE	INSTR
51036	TThF/9a-11:20a	AN/303	Larsen

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



For more information, contact Disability Support Services at 714.484.7057.

**PHOTOSHOP: DIGITAL CAMERA
OPERATION FOR STUDENTS WITH
DISABILITIES
DSPS/535**

Designed for individuals with developmental or learning disabilities wanting to increase their basic knowledge of operating a digital camera.

Dates: Sep 14-Nov 30; nc Nov 23

CRN	DAYS	PLACE	INSTR
51006	F/9a-2:50p	CYPTE2/200	Van Gelder

**WORKPLACE SAFETY AND
JANITORIAL SKILLS FOR
STUDENTS WITH DISABILITIES
DSPS/327**

This course will provide students who have disabilities with hands-on training in basic cleaning tasks that may be expected of them in an entry-level job. Topics include appropriate dress, hygiene, on-the-job safety and safety equipment related to janitorial tasks.

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12

CRN	DAYS	PLACE	INSTR
51044	M/9a-2:50p	AN/610	Stanojkovic
51034	W/9a-2:50p	CYP18/118	Cunningham

NOCE NETWORKS



**INDEPENDENT LIVING SKILLS:
EXPLORING EMPLOYMENT
DSPS/550**

NEW!

This is the first of three sequential courses designed for adults with disabilities to succeed at a workplace. This course covers job-seeking skills.

Starts week of 9/10/2018, ends week of 12/3/2018; nc Nov 12, Nov 22-Nov 23

CRN	DAYS	PLACE	INSTR
51035	MTWThF/9a-2:20a	CYP18/103	Brown Pietrzak
51045	MTWThF/9a-2:20a	WIL/207	Reeves Breen

**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.

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
51001	MW/9a-11:20a	CYP18/107	Sorooshian-Tafti
51026	MW/9a-11:20a	WIL/201	Ferrier
51018	TTh/9a-11:20a	AN/308	Barrett

**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.

Dates: Sep 11-Nov 29; nc Nov 22

CRN	DAYS	PLACE	INSTR
51008	TTh/9a-11:20a	CYPTE2/223	Cunningham
51030	TTh/12:30p-2:50p	WIL/202	Dulac

**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.

Dates: Sep 11-Nov 29; nc Nov 22

CRN	DAYS	PLACE	INSTR
51025	TTh/12:30p-2:50p	AN/610	Larsen
51010	TTh/12:30p-2:50p	CYP18/107	Uriarte-Feld

**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.

Dates: Sep 10-Nov 28; nc Nov 12

CRN	DAYS	PLACE	INSTR
51004	MW/9a-11:20a	CYPTE2/200	Van Gelder
51023	MW/12:30p-2:50p	AN/308	Alire

**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 9/10/2018, ends week of 11/26/2018; nc Nov 22-Nov 23

CRN	DAYS	PLACE	INSTR
51002	TTTh/9a-11:20a	CYP18/107	Uriarte-Feld
51028	TTTh/9a-11:20a	WIL/207	Stanojkovic
51003	F/9a-2:20a	CYP18/107	Barrett

**HUMAN SEXUALITY: HUMAN DEVELOPMENT, PUBERTY, AND CONCEPTION
DSPS/480**

This course is designed to give students with disabilities an overview of basic human sexuality concepts of boundaries, human development, and puberty in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills.

Dates: Sep 10-Nov 28; nc Nov 12

CRN	DAYS	PLACE	INSTR
51037	MW/12:30p-2:50p	WIL/201	Ferrier

**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; nc Nov 22

CRN	DAYS	PLACE	INSTR
51015	TTTh/12:30p-2:50p	CYPTE2/223	Cunningham

**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 10-Nov 28; nc Nov 12

CRN	DAYS	PLACE	INSTR
51017	MW/9a-11:20a	AN/118	Alire

**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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
51027	TTTh/9a-11:20a	WIL/201	Ferrier
51007	MW/9a-11:20a	CYPTE2/223	Pietrzak

**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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
51016	TTTh/9a-11:20a	AN/118	Anderson
51032	TTTh/12:30p-2:50p	WIL/201	Stanojkovic
51009	MW/12:30p-2:50p	CYP18/107	Dulac

**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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
51005	TTTh/9a-11:20a	CYPTE2/200	Van Gelder
51031	MW/12:30p-2:50p	WIL/202	Hefferan
51022	TTTh/12:30p-2:50p	AN/118	Anderson



**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.

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12

CRN	DAYS	PLACE	INSTR
51019	W/9a-2:50p	AN/610	Stanojkovic
51014	MW/12:30p-2:50p	CYPTE2/223	Sorooshian-Tafti

DSS Off-Site Class Locations

CRN	LOCATION
51038	Braille
51039	Braille
51043	WATRC
51021	Westview

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 2018 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 2018 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.

➔ **STEP 2: SELECT YOUR CAMPUS AND TEST TIME:** Please arrive 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. Spaced limited.

ANAHEIM CAMPUS **ROOM 606**

1830 W. Romney 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, August 28, 2018
 Tuesday, September 11, 2018
 Tuesday, September 25, 2018
 Tuesday, October 9, 2018
 Tuesday, October 23, 2018

9 a.m., 11 a.m., 1 p.m.,
 5:00 p.m. or 7:00 p.m.

Tuesday, September 4, 2018
 Tuesday, September 11, 2018
 Tuesday, September 25, 2018
 Tuesday, October 2, 2018
 Tuesday, October 9, 2018
 Tuesday, October 16, 2018

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

Tuesday, September 4, 2018
 Tuesday, September 11, 2018
 Tuesday, September 25, 2018
 Tuesday, October 2, 2018
 Tuesday, October 9, 2018
 Tuesday, October 16, 2018

8:30 a.m., 10:30 a.m.,
 5:00 p.m. or 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:

- 8:30 a.m.—11:30 a.m.
- 6:00 p.m.—9:30 p.m.

PASOS PARA INSCRIBIRSE

Nuevos estudiantes o estudiantes que asistieron antes del PRIMAVERA de 2018 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.
- ➔ **PASO 2: SELECCIONE LA ESCUELA Y LA HORA A LA QUE DESEA ASISTIR:** Por favor llegue 15 minutos antes del examen ya que todas las pruebas comenzaran puntualmente a la hora programada. Los que lleguen tarde **NO** serán admitidos en la sesión de evaluación. Los estudiante que lleguen tarde serán referidos a otra fecha y hora. Espacio limitado.

ANAHEIM CAMPUS **SALON 606**

1830 W. Romneya 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, Agosto 28, 2018
martes, Septiembre 11, 2018
martes, Septiembre 25, 2018
martes, Octubre 9, 2018
martes, Octubre 23, 2018

9 a.m., 11 a.m., 1 p.m.,
5:00 p.m. ó 7:00 p.m.

martes, Septiembre 4, 2018
martes, Septiembre 11, 2018
martes, Septiembre 25, 2018
martes, Octubre 2, 2018
martes, Octubre 9, 2018
martes, Octubre 16, 2018

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

martes, Septiembre 4, 2018
martes, Septiembre 11, 2018
martes, Septiembre 25, 2018
martes, Octubre 2, 2018
martes, Octubre 9, 2018
martes, Octubre 16, 2018

8:30 a.m., 10:30 a.m.,
5:00 p.m. ó 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: Sep 10-Dec 1; nc Nov 12, 22-24		
CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21182	MTWTh/8a-9p F/8a-4p	AN/121
NOCE 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 the ESL Program Office at 714.808.4638.

ESL Academic Success Program

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 10-Nov 30; nc Nov 12, Nov 22

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21836	MTWTh/8a-10:50a	CYPTE2/201
WILSHIRE CENTER		
21837	MTWTh/10:30a-1:20p	WIL/203

CalWORKs Programs at

Cypress College & Fullerton College

Serving NOCE, 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

ESL Specialty Classes

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 10-Nov 30; nc Nov 22

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21464	TTh/11:30a-1:50p	AN/410
21160	TTh/6p-8:50p	AN/118
CYPRESS CENTER		
21493	F/8a-10:20a	CYPTE2/201
21429	F/11a-1:50p	CYPTE2/201



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 10-Nov 30; nc Nov 23

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21496	F/8a-9:50a	AN/106
31083	F/8a-10:20a	AN/TBA
21172	MW/10:30a-12:50p	AN/106
21753	F/6p-9:20p	AN/126
CYPRESS CENTER		
21769	MTWTh/8a-10:20a	CYPTE2/210
21154	S/10:30a-12:50p	CYPTE2/221
21371	F/10:30a-12:50p	CYPTE2/219
WILSHIRE CENTER		
21175	TTh/8:30a-11:20a	WIL/203



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 10-Nov 30; nc Nov 22

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21375	TTh/10:30a-12:50p	AN/128
21755	TTh/10:30a-12:50p	AN/106
21412	F/6p-9:20p	AN/106
CYPRESS CENTER		
21422	F/8a-10:20a	CYPTE2/219
21423	S/8a-10:20a	CYPTE2/221
21345	F/10:30a-12:50p	CYPTE2/217

NOCE NETWORKS



Register Online at www.noce.edu

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 10-Nov 30; nc Nov 23

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21362	F/8a-10:20a	AN/302
CYPRESS CENTER		
21622	F/8a-10:20a	CYPTE2/221



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 10-Nov 30; nc Nov 23

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21369	WTh/6p-8:50a	AN/104
CYPRESS CENTER		
21240	F/1p-2:50p	CYPTE2/215
51188	TTh/11:30a-12:50p	CYPTE2/215
WILSHIRE CAMPUS		
51116	MW/8:30a-11:20a	WIL/203
51117	MW/6p-9:20p	WIL/203

Programa de CalWORKs de los Colegios de Cypress y Fullerton

Asistiendo los Estudiantes de NOCE, 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

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.

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21424	MTWTh/8:30a-11:50a	AN/104
51111	MTWTh/6p-9:20p	AN/505
CYPRESS CENTER		
51121	MTWTh/8:30a-11:50a	CYPTE2/219
51157	MTWTh/6p-9:20p	CYPTE2/219
WILSHIRE CAMPUS		
51137	MTWTh/8:30a-11:50a	WIL/219
51171	MTWTh/6p-9:20p	WIL/219

ESL Off-Site Classes

FAMILY LITERACY ESLA/120

The course focuses on incorporating reading and literacy as a fundamental component of a healthy, well-functioning family. The family-oriented assignments integrate school and home.

Dates: Sep 10-Nov 29; nc Nov 12, Nov 22

CRN	DAYS	PLACE
ANAHEIM CITY SCHOOL DISTRICT		
51139	MTWTh/8a-11:50a	Higher Ground Youth Family Ser
ANAHEIM HIGH SCHOOL DISTRICT		
51140	MTWTh/6p-8:50p	Ball Junior High
ANAHEIM SCHOOL DISTRICT MULTI TRACK		
51141	MTWTh/5p-8:20p	Thomas Edison Elementary
BUENA PARK SCHOOL DISTRICT		
51142	MTWTh/6p-8:50p	Buena Park Junior High
51143	MTWTh/8:15a-11:05a	Gilbert Elementary School
FULLERTON SCHOOL DISTRICT		
51144	MTWTh/8:30a-11:20a	Pacific Drive Elementary
51145	MTWTh/8:15a-11:05a	Richman Elementary
51146	MTWTh/8:30a-11:20a	Valencia Park Elementary
LA HABRA SCHOOL DISTRICT		
51147	MTWTh/6p-9:20p	Washington Middle School
MAGNOLIA SCHOOL DISTRICT		
51148	MTWTh/8:30a-11:20a	Albert Schweitzer Elementary
PLACENTIA /YORBA LINDA SCHOOL DISTRICT		
51149	MTWTh/8:30a-11:20a	Melrose Elementary School
51150	MTWTh/8:30a-11:20a	Ruby Drive Elementary School
51151	MTWTh/8:30a-11:20a	Rio Vista Elementary School
51152	MTWTh/8:30a-11:20a	Topaz Elementary
51153	MTWTh/6p-8:50p	Valencia High School

**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 10-Nov 30; nc Nov 12, Nov 22

CRN	DAYS	PLACE
21524	MTWTh/8:45a-12:20p	Access California Services
21627	MTWTh/8:30a-10:50a	Brea Comm Ctr
21072	MTWTh/8a-10:50a	First Christian Church Anaheim
21372	MTWTh/9a-11:20a	Ponderosa Park Family Resource
21425	MTWTh/8a-10:50a	St Boniface Church
21745	MTWTh/9:30a-11:50a	West Anaheim Youth Center
51154	TWTh/8:30a-11:30a	Garden Grove One Stop

**STUDENT SUCCESS SPOTLIGHT:
MARISELA CORONA**



Over the past 20 years **Marisela Corona** often faced challenges because of a language barrier. She first attended English classes in

Los Angeles but stopped when she had a child. Later, she enrolled again in ESL classes, this time at NOCE in Anaheim, but heavy work commitments forced her to quit. However, Marisela's desire to learn never diminished and after a couple of years, she enrolled in ESL classes at an NOCE community site, Rio Vista Elementary. Since that day, Marisela has been unstoppable, gaining skills to transition to the Advanced level, feeling confident at her children's parent/teacher conferences, and communicating in English throughout her community. Her teacher **Victoria Myers** says that "Marisela's attendance is superb, and her perseverance is unmatched. She is a leader, consistently motivating her peers and even helping them with transportation to ensure they don't miss class." Marisela's goal is to speak English fluently and complete all levels of the ESL Program. She then plans to transition into an NOCE career technical education certificate program. Congratulations!

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.

Anaheim Senior Ctr.
250 E. Center St., Anaheim - 714.765.4510
September 15, October 6, November 3, December 1, 2018

Brea Sr. Ctr.
500 South Sievers Ave., Brea - 714.990.7750
November 14 & 15, 2018

Buena Park Senior Ctr
8150 Knotts Ave, Buena Park, 714-821-8191
September 24 & 25, October 29 & 30, November 19 & 20, 2018

Cypress Sr. Ctr.
9031 Grindlay, Cypress - 714.229.2005
September 12 & 13, November 7 & 8, 2018

Fullerton Senior Ctr
340 W Commonwealth Ave, Fullerton 714-738-6305
October 10 & 11, 2018

La Habra Sr. Ctr.
101 W. La Habra, La Habra - 562.905.9746
September 22, October 13, November 10, 2018

Yorba Linda Sr. Ctr.
4501 Casa Loma Dr., Yorba Linda - 714.961.7181
September 19 & 20, October 17 & 18, November 28 & 29, 2018

NOCE NETWORKS



EMERITUS PROGRAM

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

The courses in the Emeritus 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

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.

Dates: Sep 10-Nov 30

CRN	DAYS	PLACE	INSTR
21337	W/1p-2:50p	West Anaheim Sr Prog	French
21338	T/1p-2:50p	Cypress Sr Citizen Ctr	French
21430	W/4:30p-6:20p	Buena Park Senior Ctr	McFall
21339	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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

CRN	DAYS	PLACE	INSTR
21124	M/1p-2:50p	Morningside of Fullerton	Small
21125	T/1p-2:50p	La Habra Villa	Small
21953	W/1:30p-3:20p	West Anaheim Extended Care Hospital	Miller
21126	W/2:30p-4:20p	Brookdale Anaheim	Small
21506	Th/2:45p-4:35p	Katella Sr Living Community	Fischer

Boost your computer skills!

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

See page 21 for more information.

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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22-Nov 23

CRN	DAYS	PLACE	INSTR
21451	W/8:45a-10:35a	Emerald Court	Fischer
31084	T/9:30a-11:20a	Sunnycrest Senior Living	Dunnam
31092	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Gomes
22031	M/9:30a-11:20a	Brookdale Anaheim	Lange-Goldstein
21739	W/9:30a-11:20a	Coventry Court Health Center	Freeman
21508	T/9:30a-11:20a	Cypress Sr Citizen Ctr	Heins
21444	F/9:30a-11:20a	Park Vista Assisted Living	Powell
21436	M/9:30a-11:20a	Crescendo Senior Living of Pl	Reutzel
21403	T/9:30a-11:20a	Sunrise Assisted Living at YL	Powell
21394	M/9:30a-11:20a	Brookdale-Yorba Linda	Powell
21276	Th/9:30a-11:20a	Sunrise Asst Liv Fullerton	Belknap
21191	W/9:30a-11:20a	Brookdale Anaheim	Jenkins Orr
21040	Th/9:30a-11:20a	Park Regency Ret Res	Henan
21214	F/9:45a-11:35a	Brookdale-Yorba Linda	Gable
21514	W/10a-11:50a	Karlton Residential Care Ctr	Heins
21955	Th/10a-11:50a	Brea Senior Ctr	Lange-Goldstein
21458	W/10a-11:50a	La Habra Villa	Edwards
21808	F/10:30a-12:20p	Buena Park Senior Ctr	Lange-Goldstein
21454	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
21747	Th/12p-1:50p	Cottage of Artesia Gardens	Fischer
21395	T/12:30p-2:20p	New Horizon	Jenkins Orr
31089	Th/12:30p-2:20p	Windsong Sr Activity Ctr	Reutzel
21038	F/1p-2:50p	La Habra Villa	Gable
21035	W/1p-2:50p	La Palma Royale	Gomes
21393	M/1p-2:50p	Park Regency Ret Res	Gable
21523	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
21501	W/1p-2:50p	Park Vista Assisted Living	Henan
22047	M/1:30p-3:20p	Cambridge Court	Lange-Goldstein
21417	T/1:30p-3:20p	Cambridge Court	Harris
21128	Th/1:30p-3:20p	Whitten Heights	Jenkins Orr
21457	T/1:30p-3:20p	Park Vista Assisted Living	Dunnam
21543	Th/2p-3:50p	Park Vista Assisted Living	Gomes
21815	W/2:30p-4:20p	Katella Sr Living Community	Fischer

21037	F/2:30p-4:20p	Brookdale Anaheim	Gomes
21200	T/3p-4:50p	Katella Sr Living Community	Gomes
41145	Th/4p-5:50p	Park Vista at Morningside	Johnson
41118	T/4p-5:50p	Emerald Isle Senior Apartments	Dunnam

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 fixing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult student are often displayed publicly.

Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 22

CRN	DAYS	PLACE	INSTR
21031	Th/8a-9:50a	Buena Park Senior Ctr	Reynolds
21621	Th/10a-11:50a	Buena Park Senior Ctr	Reynolds
21083	T/12:30p-2:20p	Cypress Sr Citizen Ctr	Reynolds
21364	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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 23-Nov 24

CRN	DAYS	PLACE	INSTR
21336	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
21347	T/9:30a-11:20a	Crescendo Senior Living of Pl	Hill
21748	W/9:30a-11:20a	Rehab Institute So Ca	Solis
21841	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Ngo
22058	T/9:30a-11:20a	Whitten Heights	Trapani
31036	F/9:30a-11:20a	Anaheim VIP Ctr	Thakkar
21839	F/10a-11:50a	Sunrise Assisted Living at YL	Ngo
22056	T/1p-2:50p	Anaheim VIP Ctr	Trapani
21948	T/2p-3:50p	Park Regency Ret Res	Ngo
22059	M/3:30p-5:20p	Park Vista Assisted Living	Trapani

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 11-Nov 27

CRN	DAYS	PLACE	INSTR
41142	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 9/10/2018, ends week of 10/15/2018

*Starts week of 10/22/2018, ends week of 11/26/2018; nc Nov 12, Nov 22

†Starts week of 9/10/2018, ends week of 11/26/2018; nc Nov 22

CRN	DAYS	PLACE	INSTR
21438	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
21030	M/9a-12:50p	Buena Park Senior Ctr	Bacon
21202	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
51048*	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
51047*	M/9a-12:50p	Buena Park Senior Ctr	Bacon
51049*	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21082†	W/9a-10:50a	Yorba Linda Sr Ctr	Bacon
21437†	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
21032†	T/9a-10:50a	Cypress Sr Citizen Ctr	Bacon
21518†	Th/10a-11:50a	Palacio Senior Apartments	Clary
21416†	W/1p-2:50p	Buena Park Senior Ctr	Hyatt Solomina
21485†	W/1p-2:50p	Capriana	Bacon
21507†	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 11-Nov 27

CRN	DAYS	PLACE	INSTR
21392	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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 23

*Starts week of 10/22/2018, ends week of 11/26/2018

†Starts week of 9/10/2018, ends week of 10/15/2018

CRN	DAYS	PLACE	INSTR
21036	M/10a-11:50a	Cypress Sr Citizen Ctr	Smith
21526	T/9:30a-11:20a	AN/402B	Johnson
21539	F/9a-10:50a	Yorba Linda Sr Ctr	Smith
41146*	T/12:30p-4:20p	Buena Park Senior Ctr	Johnson
41147*	W/12p-3:50p	AN/402B	Johnson
21071†	T/12:30p-4:20p	Buena Park Senior Ctr	Johnson
21636†	W/12p-3:50p	AN/402B	Johnson

**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 9/10/2018, ends week of 11/26/2018; nc Nov 22

CRN	DAYS	PLACE	INSTR
21034	Th/9a-10:50a	Fullerton Community Center	Carlson
21009	W/10a-11:50a	Vintage of Stonehaven	Carlson
21433	Th/1p-2:50p	Yorba Linda Sr Ctr	Carlson
21497	W/2p-3:50p	Emerald Isle Senior Apartments	Carlson
21415	T/3p-4:50p	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 9/10/2018, ends week of 11/26/2018; nc Nov 23

CRN	DAYS	PLACE	INSTR
21033	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Lassetter
22055	T/12:30p-2:20p	Yorba Linda Sr Ctr	Maldjjeva

NOCE NETWORKS



Connect with us! See inside back cover for details.

**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 12-Nov 28

CRN	DAYS	PLACE	INSTR
21029	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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22-Nov 24

CRN	DAYS	PLACE	INSTR
21081	M/9a-10:50a	Bradford Square	Behrbaum
31068	W/9:30a-11:20a	Sunrise Asst Liv Fullerton	Pope
21006	Th/9:30a-11:20a	Brookdale-Yorba Linda	Mastin
21358	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
21951	Th/9:30a-11:20a	New Horizon	Lassetter
21251	W/9:30a-11:20a	New Horizon	Martin
21396	S/9:30a-11:20a	Whitten Heights	Ediger
21195	Th/9:30a-11:20a	Whitten Heights	Baker
21208	T/9:30a-11:20a	Harvest Retirement	Martin
21445	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
22024	Th/10a-11:50a	Rehab Institute So Ca	Ward
21363	M/12:30p-2:20p	Whitten Heights	Behrbaum
31091	M/12:30p-2:20p	Windsong Sr Activity Ctr	Pope
21171	W/12:30p-2:20p	Katella Sr Living Community	Edwards
21349	W/12:30p-2:20p	Cambridge Court	Behrbaum
21439	Th/1p-2:50p	Whittier Glen	Baker
21848	F/1p-2:50p	Park Regency Ret Res	Gerrard
21344	Th/1p-2:50p	Bradford Square	Park
21179	Th/1p-2:50p	Emerald Court	Behrbaum
22057	W/1p-2:50p	Whitten Heights	Pope
21039	Th/1p-2:50p	La Habra Villa	Edwards
21206	W/1:30p-3:20p	Brookdale-Yorba Linda	Martin
21520	T/2:30p-4:20p	Sunnycrest Senior Living	Baessler
21189	W/3p-4:50p	Brookdale-Garden Manor	Edwards

Body & Mind

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 9/10/2018, ends week of 11/26/2018; nc
Nov 12, Nov 22-Nov 23

CRN	DAYS	PLACE	INSTR
21213	F/9a-10:50a	Fullerton Community Center	Underwood
21272	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Celis
21486	W/9:30a-11:20a	Stanton Civic Center	Staff
21278	F/12:30p-2:20p	Fullerton Community Center	Yu
21277	W/12:30p-2:20p	Fullerton Community Center	Yu
21809	Th/12:30p-2:20p	Friends Community Church Brea	Underwood
21275	Th/12:30p-2:20p	Sr Citizens Ctr Anaheim	Mastin
21452	F/1p-2:50p	Anaheim Crown Plaza	Feinstein
21274	F/3p-4:50p	Cypress Sr Citizen Ctr	Yu

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 10/22/2018, ends week of 11/26/2018; nc
Nov 12, Nov 22

*Starts week of 9/10/2018, ends week of 10/15/2018

CRN	DAYS	PLACE	INSTR
50112	MW/9a-10:50a	Friends Community Church Brea	Staff
50169	TTh/9a-10:50a	Fullerton Community Center	Staff
50140	MW/12p-1:50p	Yorba Linda Sr Ctr	Staff
50170	TTh/12p-1:50p	Good Shepherd Church	Staff
50087	MW/3p-4:50p	Buena Park Senior Ctr	Staff
50179*	TTh/9a-10:50a	Fullerton Community Center	Staff
50113*	MW/9a-10:50a	Friends Community Church Brea	Staff
50139*	MW/12p-1:50p	Yorba Linda Sr Ctr	Staff
50171*	TTh/12p-1:50p	Good Shepherd Church	Staff
50086*	MW/3p-4:50p	Buena Park Senior Ctr	Staff



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 9/10/2018, ends week of 11/26/2018; nc
Nov 12

CRN	DAYS	PLACE	INSTR
31011	M/10a-11:50a	Park Anaheim Healthcare Ctr	Ruiz
21041	M/1:30p-3:20p	Park Vista Assisted Living	Wyckhouse
21443	T/1:30p-3:20p	Brookdale-Yorba Linda	Rose

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 influences people throughout history.

Starts week of 9/10/2018, ends week of 11/26/2018; nc
Nov 12, Nov 23

CRN	DAYS	PLACE	INSTR
21078	M/12:30p-2:20p	Katella Sr Living Community	Linen
41001	T/4:30p-6:20p	Buena Park Senior Ctr.	McFall
21077	W/9a-10:50a	Bradford Square	Linen
21079	F/1:30p-3:20p	Park Regency Care Ctr	Linen

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 9/10/2018, ends week of 11/26/2018

CRN	DAYS	PLACE	INSTR
21250	W/10a-11:50a	Fullerton Community Center	Gable
21516	T/1p-2:50p	Fullerton Community Center	Galindo

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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22-Nov 24			
CRN	DAYS	PLACE	INSTR
21328	W/9a-10:50a	Yorba Linda Sr Ctr	Underwood
51050	Th/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
41011	W/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
21317	T/9a-10:50a	Fullerton Community Center	Carter-Rosenbloom
21316	M/9a-10:50a	Fullerton Community Center	Wotring
21530	M/9a-10:50a	Yorba Linda Sr Ctr	Linen
21308	W/9:30a-11:20a	Buena Park Senior Ctr	Knox
21331	F/9:30a-11:20a	Yorba Linda Sr Ctr	Wotring
21310	F/9:30a-11:20a	Buena Park Senior Ctr	Knox
21842	F/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21305	M/9:30a-11:20a	Buena Park Senior Ctr	Knox
21313	W/9:30a-11:20a	Cypress Sr Citizen Ctr	Mastin
21309	Th/9:30a-11:20a	Buena Park Senior Ctr	Truong
21510	T/9:30a-11:20a	Windsong Sr Activity Ctr	Truong
21323	T/9:30a-11:20a	Los Alamitos Senior Center	Knox
21304	Th/9:30a-11:20a	Brea Senior Ctr	Matikinyidze
21307	T/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21325	Th/9:30a-11:20a	Sr Citizens Ctr Anaheim	Knox
31004	F/9:30a-11:20a	Sunrise Asst Liv Fullerton	Zepeda
21426	T/9:30a-11:20a	Stanton Civic Center	Zepeda
21503	S/9:30a-11:20a	Capriana	Underwood
21314	Th/9:45a-11:35a	Cypress Sr Citizen Ctr	Mastin
21326	W/10a-11:50a	West Anaheim Sr Prog	Layne
21322	F/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
21321	Th/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
21320	T/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
21318	Th/10a-11:50a	Fullerton Community Center	Wotring
21303	M/10a-11:50a	Brea Senior Ctr	Layne

21806	W/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen
21512	M/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21488	W/10a-11:50a	Sr Citizens Ctr - Placentia	Adams
21404	Th/10a-11:50a	Buena Park Senior Ctr	Carter-Rosenbloom
21402	Th/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21355	T/10a-11:50a	Brea Senior Ctr	Matikinyidze
21341	M/10a-11:50a	La Habra Community Serv-Sr Ctr	Mastin
21335	T/10a-11:50a	Sr Citizens Ctr Anaheim	Wotring
21333	W/10a-11:50a	Good Shepherd Church	Matikinyidze
21332	M/10a-11:50a	Good Shepherd Church	Matikinyidze
21441	T/10:30a-12:20p	Lake Park Mobile Home - YL	Franze
21311	M/10:30a-12:20p	Cypress Sr Citizen Ctr	Yu
21327	T/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21330	Th/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21413	F/11:30a-1:20p	Good Shepherd Church	Matikinyidze
22046	Th/12p-1:50p	Fullerton Community Center	Sellens
21538	F/12:30p-2:20p	Windsong Sr Activity Ctr	Truong
21324	T/12:30p-2:20p	Sr Citizens Ctr Anaheim	Wotring
21625	W/12:30p-2:20p	Windsong Sr Activity Ctr	Wilmington
21295	T/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
21807	M/12:50p-2:40p	Brookdale-Yorba Linda	Alcala
21431	T/1p-2:50p	Buena Park Senior Ctr	Carter-Rosenbloom
21633	F/1p-2:50p	Rehab Institute So Ca	Mastin
21513	Th/1p-2:50p	Emerald Isle Senior Apartments	Yu
21315	Th/1p-2:50p	Cypress Sr Citizen Ctr	Layne
21306	M/1p-2:50p	Buena Park Senior Ctr	Yu
21312	M/2p-3:50p	Cypress Sr Citizen Ctr	Mastin
31010	T/2p-3:50p	W Anah Extended Care Hospital	Wilmington
41012	W/2p-3:50p	Walnut Manor Care Ctr	Krie
21329	W/2p-3:50p	Yorba Linda Sr Ctr	Layne

NOCE NETWORKS



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 9/10/2018, ends week of 11/26/2018; nc Nov 12, Nov 22-Nov 24

CRN	DAYS	PLACE	INSTR
31017	F/8:30a-10:20a	Rowntree Gardens	Penn
21448	F/9a-10:50a	Sunrise Asst Living La Palma	Matikinyidze
31005	M/9a-10:50a	La Habra Conv Hospital	Zepeda
21297	Th/9:30a-11:20a	La Palma Royale	Adams
21296	T/9:30a-11:20a	La Habra Villa	Smith
21475	F/9:30a-11:20a	Harbor Villa Care Center	Adams
21846	M/9:30a-11:20a	Gordon Lane Care Center	Krie
21640	Th/9:30a-11:20a	Windsor Gardens of Fullerton	Linen
21639	F/9:30a-11:20a	Park Regency Ret Res	Linen
21533	Th/9:30a-11:20a	Coventry Court Health Center	Smith
21532	W/9:30a-11:20a	Park Regency Care Ctr	Smith
31037	Th/9:30a-11:20a	Alamitos West Health Care Ctr	Penn
21293	W/9:30a-11:20a	Brookdale-Yorba Linda	Randeria
21474	M/9:30a-11:20a	The Pavilion at Sunny Hills	Adams
21300	M/9:30a-11:20a	Park Vista Assisted Living	Smith
21299	T/9:40a-11:30a	Park Regency Ret Res	Randeria
21482	T/10a-11:50a	Anaheim VIP Ctr	Underwood
21389	T/10a-11:50a	Park Vista Assisted Living	Alcala
21410	Th/10a-11:50a	Cambridge Court	Randeria
21780	Th/10a-11:50a	Anaheim VIP Ctr	Underwood
21301	Th/10:30a-12:20p	Park Vista Assisted Living	Feinstein
51058	F/10:50a-12:40p	Park Anaheim Healthcare Ctr	Penn
21302	T/12:50p-2:40p	Sunnycrest Senior Living	Alcala
21411	Th/12:50p-2:40p	Brookdale Anaheim	Alcala
21476	W/12:50p-2:40p	Sunnycrest Senior Living	Alcala
21781	T/1p-2:50p	Anaheim Crest Nurs Ctr	Truong
21490	T/1p-2:50p	Anaheim Crown Plaza	Feinstein
21477	T/1p-2:50p	Brookdale Anaheim	Matikinyidze
21292	Th/1p-2:50p	Anaheim Crown Plaza	Adams
21473	F/1p-2:50p	The Pavilion at Sunny Hills	Adams

21814	F/1:30p-3:20p	Buena Vista Care Ctr	Linen
21777	W/1:30p-3:20p	Buena Park Nurs Ctr	Adams
21737	T/1:30p-3:20p	La Habra Villa	Smith
41137	W/1:30p-3:20p	Rowntree Gardens	Penn
21762	F/2p-3:50p	Abby Pavilion	Zepeda
21298	W/2p-3:50p	New Horizon	Randeria
21491	W/2:30p-4:20p	Emerald Court	Feinstein
31034	Th/3p-4:50p	Park Anaheim Healthcare Ctr	Penn
21499	F/3p-4:50p	The Pavilion at Sunny Hills	Tan
21511	T/3:15p-5:05p	Gordon Lane Care Center	Yu
21767	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.

21624	Anaheim Crest Nurs Ctr	827-2440
21187	Anaheim Healthcare Center	816-0540
21173	Cottage of Artesia Gardens	670-1111
21007	Anaheim Terrace Care Center	821-7310
21252	Anaheim VIP Ctr	220-2114
21005	Alamitos West Health Care Ctr	(562) 596-5561
21357	Buena Park Nurs Ctr	828-8222
21012	Buena Vista Care Ctr	535-7264
21182	Coventry Court Health Center	636-2800
21479	Windsor Gardens of Fullerton	871-6020
21475	Harbor Villa Care Center	635-8131
21019	The Pavilion at Sunny Hills	992-5701
21013	Fullerton Gardens	441-2636
21014	Gordon Lane Care Center	879-7301
21181	Happy Brea Adult Day Hth Care	990-0333
21204	Knott Ave Care Ctr	826-2330
21514	Karltan Residential Care Ctr	236-1170
21017	Leisure Court	772-1353
21193	La Habra Conv Hospital	(562) 691-0781
21015	La Palma Nurs Ctr	772-7480
21018	Park Anaheim Healthcare Ctr	827-5880
21021	Park Regency Care Ctr	(562) 691-8810
21022	Park Vista at Morningside	256-1000
21070	Rehab Institute So Ca	680-6060
21270	Palm Retirement Center	870-8122
21026	St. Elizabeth Healthcare	871-9202
21023	Terrace View Care Ctr	870-0060
21178	W Anah Extended Care Hospital	821-1993
21011	Whittier Hills Healthcare Ctr	(562) 947-7817
21024	Walnut Manor Care Ctr	776-7150
21510	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.

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 9/10/2018, ends week of 11/12/2018

CRN	DAYS	PLACE	INSTR
50119	W/9a-9:50a	AN/134	Stearns
50130	W/9a-9:50a	CYP18/117	Amaradio
50116	W/9a-9:50a	WIL/204	Dodson
50129	F/9a-9:50a	WIL/204	Swallows

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 9/10/2018, ends week of 11/12/2018

CRN	DAYS	PLACE	INSTR
50120	W/10a-10:50a	AN/134	Stearns
50127	W/10a-10:50a	CYP18/117	Amaradio
50134	F/10a-10:50a	WIL/204	Swallows
50132	W/10a-10:50a	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 9/10/2018, ends week of 11/12/2018

CRN	DAYS	PLACE	INSTR
50121	W/11a-11:50a	AN/134	Stearns
50118	W/11a-11:50a	CYP18/117	Amaradio
50135	F/11a-11:50a	WIL/204	Swallows
50133	W/11a-11:50a	WIL/204	Dodson

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 9/10/2018, ends week of 11/12/2018

*Dates: Sep 10-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR
50005	Th/9a-10:50a	AN/134	Stearns
50090	F/9a-10:50a	AN/134	Brown
50122	T/9a-10:50a	AN/134	Stearns
50011*	M/9a-10:50a	AN/134	Brown
50003	T/9a-10:50a	CYP18/117	Brown
50124	Th/9a-10:50a	CYP18/117	Brown
50006	Th/9a-10:50a	WIL/204	Dodson
50100	T/9a-10:50a	WIL/204	Dodson

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 9/10/2018, ends week of 11/12/2018

*Dates: Sep 10-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR
50035	F/11a-12:50p	AN/134	Brown
50123	Th/11a-12:50p	AN/134	Stearns
50115*	M/11a-12:50p	AN/134	Brown
50038	T/11a-12:50p	AN/134	Stearns
50036	Th/11a-12:50p	CYP18/117	Brown
50037	T/11a-12:50p	CYP18/117	Brown
50039	Th/11a-12:50p	WIL/204	Dodson
50040	T/11a-12:50p	WIL/204	Dodson

Love and Logic

PARENTING WITH LOVE AND LOGIC® - PILOT AEBG/100

This course assists parents and caregivers in developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing The Love and Logic approach, this course will teach six subsets of skills that encourage home environments that stimulate responsibility, prevent misbehavior, and encourage setting healthy limits.

Starts week of 9/10/2018, ends week of 10/15/2018

*Dates: Sep 10-Oct 8

CRN	DAYS	PLACE	INSTR
51046*	M/8:15a-11:15a	Woodcrest Elem	Staff
51085	T/8a-11a	Orangethorpe	Staff
51086	Th/5p-8p	Commonwealth	Staff
51088	F/8:30a-11:30a	Rio Vista Elem	Staff
51087	F/8:30a-11:30a	Pacific Drive Elem	Staff

9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® - MODULE 1
AEBG/101

NEW!

This workshop is the first of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on neutralizing student arguing.

Dates: Sep 12-Sep 12
*Dates: Sep 19-Sep 19

CRN	DAYS	PLACE	INSTR
51103	W/12p-3p	Christ Lutheran	Staff
51098*	W/3:30p-6:30p	FJUHS	Staff
51092	W/4p-7p	PYLUSD	Staff

9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® - MODULE 2
AEBG/102

NEW!

This workshop is the second of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on delayed consequences.

Dates: Oct 10-Oct 10
*Dates: Oct 3-Oct 3
†Dates: Sep 26-Sep 26

CRN	DAYS	PLACE	INSTR
51104	W/12p-3p	Christ Lutheran	Staff
51099*	W/3:30p-6:30p	FJUHS	Staff
51093†	W/4p-7p	PYLUSD	Staff

9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® - MODULE 3
AEBG/103

NEW!

This workshop is the third of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on the proper use of empathy.

Dates: Nov 14-Nov 14
*Dates: Oct 17-Oct 17
†Dates: Oct 10-Oct 10

CRN	DAYS	PLACE	INSTR
51105	W/12p-3p	Christ Lutheran	Staff
51100*	W/3:30p-6:30p	FJUHS	Staff
51094†	W/4p-7p	PYLUSD	Staff

9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® - MODULE 4
AEBG/104

NEW!

This workshop is the fourth of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on the recovery process.

Dates: Oct 31-Oct 31
*Dates: Oct 24-Oct 24

CRN	DAYS	PLACE	INSTR
51101	W/3:30p-6:30p	FJUHS	Staff
51095*	W/4p-7p	PYLUSD	Staff

9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® - MODULE 5
AEBG/105

NEW!

This workshop is the fifth of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on developing positive teacher/student relationships.

Dates: Nov 14-Nov 14
*Dates: Nov 7-Nov 7

CRN	DAYS	PLACE	INSTR
51102	W/3:30p-6:30p	FJUHS	Staff
51096*	W/4p-7p	PYLUSD	Staff

9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® - MODULE 6
AEBG/106

NEW!

This workshop is the sixth of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on setting limits with enforceable statements.

Dates: Nov 28-Nov 28

CRN	DAYS	PLACE	INSTR
51097	W/4p-7p	PYLUSD	Staff

LOVE AND LOGIC PARENTING CHILDREN WITH SPECIAL NEEDS
AEBG/110

This course is designed to support adults parenting or working with youth having disabilities by developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing the Love and Logic approach, this course will teach four subsets of skills that encourage home environments that stimulate positive relationship development, empathetic listening, realistic goal setting and encourage independence. The information included is intended for those already having a strong understanding of the Love and Logic approach.

Starts week of 10/22/2018, ends week of 11/12/2018

CRN	DAYS	PLACE	INSTR
51089	T/8a-11a	Orangethorpe	Staff
51090	Th/5p-8p	Commonwealth	Staff
51091	F/8:30a-11:30a	Rio Vista Elem	Staff

Love and Logic Off-Campus Locations

Woodcrest Elem	455 W Baker Ave, Fullerton,
Orangethorpe Elem	1400 S Brookhurst Rd, Fullerton
Commonwealth Elem	2200 E Commonwealth Ave, Fullerton
Pacific Drive Elem	1501 W Valencia Dr, Fullerton
Rio Vista Elem	310 N Rio Vista St, Anaheim
Placentia Yorba Linda Unified School District	4999 Casa Loma Ave, Yorba Linda
Fullerton Joint Union School District	1051 W. Bastanchury Rd, Fullerton
Christ Lutheran	820 W. Imperial Highway, Brea
Fullerton High School	201 E. Chapman Ave, Fullerton

COMMUNITY SERVICES CLASSES

1

FEE-BASED CLASSES

- ⇒ The North Orange Continuing Education (NOCE) 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.
- ⇒ NOCE is accredited by the Accrediting Commission for Schools, 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:** bartending, digital media, presentations, public speaking, project management, notary
 - ⇒ **Dance:** ballroom, hip hop, salsa, swing, tango
 - ⇒ **Fitness:** aerobics, martial arts, yoga, Zumba®
 - ⇒ **Foreign Language**
 - ⇒ **Music**
 - ⇒ **Needle Arts:** knitting, sewing, quilting
 - ⇒ **Photography**
 - ⇒ **Kids' College and Teen Program**
 - ⇒ Year-round academic, enrichment, and athletic classes
 - ⇒ Teen career academies
 - ⇒ Summer classes and camps



ONLINE CLASSES



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.

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Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. FEE \$115

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Popular Courses

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This program is perfect for you, if you have little or no experience with Adobe's Creative Suite, which is commonly used for professional graphic design, video editing, and web development. FEE \$2,495

CERTIFIED RESIDENTIAL INTERIOR DESIGNER

The online Residential Interior Design Education (R.I.D.E.) program is available to both aspiring designing individuals and interior designers who are wanting to increase their education, career opportunities, and professional status in the interior design industry. FEE \$1,995

CERTIFIED WEDDING PLANNER

Wedding planners combine creativity and organization to help happy couples celebrate the most important day of their lives. Train for a career surrounded by celebratory events! FEE \$1,595

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BUSINESS & PROFESSIONAL DEVELOPMENT

Bartending

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



**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, Training DVD and Bartending Tool Kit.

CRN	DAYS	PLACE	INSTR	FEE
Starts week of 9/10/2018, ends week of 10/8/2018; nc Oct 4, Oct 6				
21822	S/8:30a-1:50p	CYPTE2/210	Salisbury	\$199
21644	Th/12p-5:20p	CYPTE2/210	Salisbury	\$199
Dates: Oct 20-Nov 17; nc Nov 10				
51080	S/8:30a-2p	CYPTE2/210	Salisbury	\$199
Dates: Oct 18-Nov 29; nc Nov 22				
51082	Th/12p-4:30p	CYPTE2/210	Salisbury	\$199

Healthcare Medical Interpreter Training

For pricing and to register please contact. For further information call: 800-673-6923, email: info@InterpreterEd.com, or visit www.InterpreterEd.com

**HEALTHCARE MEDICAL INTERPRETER
HLTH/210**

Prerequisite: Must pass the InterpreterEd bi-lingual assessment prior to program enrollment. This is a 40-hour course designed to prepare a bi-cultural and bi-lingual individuals to work as a Healthcare Medical Interpreter. Those who complete and pass the course exit exam qualify to sit for national certification agencies to become certified.

Dates: Sep 18 - Nov 1

DAYS	PLACE	INSTR
TTh/6:30p-9:30p	AN/136	Staff

For pricing and to register please contact: InterpreterEd.com at 800-673-6923.

Machine Shorthand

**MACHINE SHORTHAND SPEED
BUILDING 2
BUSN/492**

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 10-Oct 18

CRN	DAYS	PLACE	INSTR	FEE
51072	MTWTh/9a-9:50a	CC/BUS-306	Staff	\$155

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

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 10-Oct 18

CRN	DAYS	PLACE	INSTR	FEE
51073	MTWTh/10a-10:50a	CC/BUS-306	Staff	\$155

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

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 10-Oct 17

CRN	DAYS	PLACE	INSTR	FEE
51074	MW/12:30p-1:50p	CC/BUS-306	Staff	\$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.

Dates: Oct 22-Oct 23

CRN	DAYS	PLACE	INSTR	FEE
21651	MT/6p-9:50p	AN/105	Reed	\$80

\$80class fee includes materials.

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

The exam will be offered
October 24, 2018 from 4 p.m. – 6 p.m.
Anaheim Campus, Rooms 105/107
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**

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.

Dates: Oct 25-Oct 25

CRN	DAYS	PLACE	INSTR	FEE
21652	Th/6p-9:50p	AN/105	Reed	\$60

**Project Management
Certificate Program**

For more information about the Project Management Certificat 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 11-Sep 25

CRN	DAYS	PLACE	INSTR	FEE
51076	TTh/6:30p-9:20p	AN/116	Paradiso	\$120

**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 27-Oct 11

CRN	DAYS	PLACE	INSTR	FEE
51077	TTh/6:30p-9:20p	AN/116	Paradiso	\$120



**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 16-Oct 30

CRN	DAYS	PLACE	INSTR	FEE
51078	TTh/6:30p-9:20p	AN/116	Paradiso	\$120

**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 1-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
51070	TTh/6:30p-9:20p	AN/116	Gandhi	\$120

**INTRODUCTION 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 19-Nov 28; nc Nov 22

CRN	DAYS	PLACE	INSTR	FEE
51071	MW/6:00p-9:50p	AN/301	Gandhi	\$120

NOCE NETWORKS



FINANCIAL PLANNING & INVESTING

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

RETIREMENT STRATEGIES: TAKING CONTROL IN A TURBULENT MARKET FINC/350

Have you lost your nest egg? Will you have enough money to maintain a secure, independent and enjoyable lifestyle? You need to regroup now! You will learn how to determine how much money you'll really need to retire, allocate to seek maximum return potential, find investments that work best for you and how to put a safety net under your nest egg.

Dates: Oct 2-Oct 9

CRN	DAYS	PLACE	INSTR	FEE
51189	T/6:30p-9:30p	WIL/201	Bowman	\$60

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

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 11-Nov 13

CRN	DAYS	PLACE	INSTR	FEE
51075	T/9a-12p	AN/402A	Innes	\$95

ESSENTIALS OF PAINTING ARTC/170

Get creative and discover the joys of expressing yourself with paint and brush. Course covers basic color theory and principles of good composition. Students will learn basic technique through structured assignments. Intermediate/advanced students may work independently with instructor guidance. Voluntary, supportive critiques given at end of each class. Materials list provided at first class meeting.

Dates: Sep 11-Oct 18

CRN	DAYS	PLACE	INSTR	FEE
21977	T/6p-9p	AN/402B	Prieto	\$95

WATERCOLOR PAINTING ARTC/185

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 11-Nov 13

CRN	DAYS	PLACE	INSTR	FEE
21831	T/1p-3:50p	AN/402A	Innes	\$95

Have You Checked Your Class Start Date?

NOCE classes begin at various times throughout the term; be sure to not the specific dates of your particular class.

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 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
21654	W/6p-7:50p	CYPTE2/204	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 10-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
21656	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 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
21826	W/10:30a-12:20p	CYPTE2/204	Eggan	\$75

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 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
21766	W/6:30p-8:20p	AN/402B	Martinez	\$75

FASHION DESIGN: FITTING AND ALTERATIONS: PANTS , PART 1 CC/425

This course will teach students to custom fit a commercial pants pattern. Student will complete alterations to the garments and practice pattern changes to create a variety of pant styles.

Dates: Sep 14-Nov 16

CRN	DAYS	PLACE	INSTR	FEE
21943	F/9a-10:50a	AN/402B	Martinez	\$75

FASHION DESIGN: T-SHIRT MAKEOVER CC/430

This course teaches students to re-design a basic T-shirt. Resize and custom fit any purchased, commercial T-Shirt. Students will learn how to add various design details as a new neckline, adjust sleeve lengths, and adding ruffles and embroidery designs.

Dates: Sep 13-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
21942	Th/6p-7:50p	CYPTE2/204	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 11-Nov 13

CRN	DAYS	PLACE	INSTR	FEE
21825	T/6p-7:50p	CYPTE2/204	Eggan	\$75

NOCE NETWORKS



Connect with us! See inside back cover for details.

Music

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

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 13-Oct 18

CRN	DAYS	PLACE	INSTR	FEE
21818	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 13-Oct 18

CRN	DAYS	PLACE	INSTR	FEE
21819	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21666	S/9a-9:50a	CYPTE2/201	Austin	\$65

Photography

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

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.

Dates: Sep 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
21643	W/6:30p-9:20p	WIL/201	Rosenberger	\$100

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 13-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
21641	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 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
51079	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 11-Nov 13

CRN	DAYS	PLACE	INSTR	FEE
21649	T/6:30p-9:20p	SCECYP/104	Zawolkow	\$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. **Textbook included**

Dates: Sep 10-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
21660	M/7p-8:50p	WIL/201	Chavez	\$85

**SPANISH - CONVERSATION II
LANG/200**

Low intermediate level class expands students' basic knowledge of spoken Spanish.

Dates: Sep 10-Nov 19

CRN	DAYS	PLACE	INSTR	FEE
21935	Th/7p-8:50p	WIL/201	Chavez	\$85

Braille Transcribing

**BRILLE TRANSCRIBING: BASIC
RULES
ENCO/535**

This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into braille.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
51040	W/6p-8:50p	AN/118	Dawirs

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 15-Nov 17; nc Nov 10

CRN	DAYS	PLACE	INSTR	FEE
21663	S/10a-11:20a	WIL/204	Leonard	\$55

**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 15-Nov 17; nc Nov 10

CRN	DAYS	PLACE	INSTR	FEE
21648	S/8:30a-9:50a	WIL/204	Leonard	\$55

**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 10-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
21664	MW/6:30p-7:20p	WIL/204	Gallegos	\$55

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 10-Oct 29

CRN	DAYS	PLACE	INSTR	FEE
21749	M/7:30p-8:20p	AN/134	Knighon	\$65

**SALSA DANCE
DAN/104**

Learn the basics and fun variations of this hot dance. A partner is not required.

Dates: Sep 14-Nov 2

CRN	DAYS	PLACE	INSTR	FEE
21750	F/7p-7:50p	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 22-Oct 27

*Dates: Sep 12-Oct 31

CRN	DAYS	PLACE	INSTR	FEE
31046	S/10a-10:50a	CC/GYM 2-125	Landry	\$70
21657*	W/6:30p-7:50p	AN/134	Knighton	\$90

**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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21751	S/9a-9:50a	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 14-Nov 2

CRN	DAYS	PLACE	INSTR	FEE
21661	F/8p-8:50p	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 10-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
21650	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 13-Nov 8; nc Oct 18

CRN	DAYS	PLACE	INSTR	FEE
21662	Th/6:30p-7:20p	AN/134	Knighton	\$65

Kids' College and Teen Program



www.noce.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 NOCE 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 visit www.noce.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 22, 2018. Please check individual classes for the actual start date. All NOCE offices will be closed and there will be no classes held on November 10-12 and November 22-25, 2018

Register for classes online starting August 15, 2018; walk-in registration begins August 16, 2018.

NOCE NETWORKS



Arts & Crafts

**WONDERFUL ARTS AND CRAFTS
(AGES 5-7)
KIDS/438**

Come and create art and craft projects using different media and surfaces.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21859	S/9:30a-10:20a	CYPTE2/204	Gagne	\$75

**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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21686	S/12p-1:20p	CYPTE2/204	Bae	\$100

**ART IS FOR YOU
(AGES 5-8)
KIDS/414**

Calling young artists bold and shy! Come use different art materials each day to learn how to "draw what you see" and what you imagine.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21861	S/8:30a-9:20a	CYPTE2/204	Gagne	\$75

**WONDERFUL WATERCOLORS
(AGES 8+)
KIDS/408**

Come have fun learning basic watercolor painting techniques. No experience is necessary! Please bring a "set of 8" dry watercolor paints, a pad of inexpensive watercolor paper and two watercolor brushes: one 1/4" round and one 1/4" flat.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21885	S/1p-1:50p	CYPTE2/217	Gagne	\$75

**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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21727	S/1:30p-2:50p	CYPTE2/204	Bae	\$100

**ART TECHNIQUES FOR KIDS!
(AGES 4-6)
KIDS/960**

Come make fun and beautiful art! Learn how to use pastels, mix paints, and how to paint on paper, and canvas. We will use our imaginations, photos, and real life to create our own lively works of art!

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21883	S/11a-11:50a	CYPTE2/217	Gagne	\$75

**ART TECHNIQUES FOR KIDS!
(AGES 7+)
KIDS/961**

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21884	S/12p-12:50p	CYPTE2/217	Gagne	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21881	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 17-Oct 24

CRN	DAYS	PLACE	INSTR	FEE
21882	MW/5:30p-6:20p	WIL/204	Firestone	\$80

Cooking

KIDS FUN COOKING KIDS/830

Are you ready to be a junior chef? This class is for you. We'll make main dishes such as Lasagna Rolls, Chinese Chicken Salad, fresh steamed vegetables, breads and fun desserts, including chocolate of course. You'll learn preparation techniques, including chopping, slicing, mixing, blending and even making a sauce for one of the main dishes. You'll take home samples of foods prepared in class and will have a cookbook to try a recipe during each week. Bring a towel for clean up.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
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AGES 6-10

21936	S/10a-10:50a	SCECYP/104	Whittenberg	\$75
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AGES 11-16

21937	S/11a-11:50a	SCECYP/104	Whittenberg	\$75
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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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
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21927	S/9a-9:50a	SCECYP/104	Whittenberg	\$75
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FUN WITH BAKING (AGES 12+) KIDS/1977

Dates: Sep 22-Oct 27

Learn the creativity and basics of baking! Each session will cover one of the following: pies, cakes, cookies, yeast breads, quick breads, and specialty cup cakes. Bring an apron, a towel for clean-up and a container for left over goodies!

CRN	DAYS	PLACE	INSTR	FEE
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21928	S/12:30p-2:20p	SCECYP/104	Whittenberg	\$120
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Have You Checked Your Class Start Date?

NOCE classes begin at various times throughout the term; be sure to not the specific dates of your particular class.

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.

INTRODUCTION TO COMPUTERS (AGES 8+) KIDS/901

Have fun while developing proficiency in software usage and hardware knowledge.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
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21919	S/11a-11:50a	CYPTE2/209	Payne	\$75
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COMMON CORE: PREPARATION FOR COMPUTER KEYBOARDING (GRADES 4 - 6) KIDS/2401

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
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51190	S/12p-1p	CC/TE2-209	Payne	\$75
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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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
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21862	S/10a-10:50a	SCECYP/118	Casullo Burnes	\$75
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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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
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21923	S/11a-11:50a	CC/GYM 2-125	Weidman	\$75
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**YOUTH BALLET
(AGES 5-7)
KIDS/510A**

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21924	S/12p-12:50p	CC/GYM 2-125	Weidman	\$75



**YOUTH BALLET
(AGES 8-10)
KIDS/510B**

This is a beginning class that introduces the young dancer to the structure of a true classical ballet class. The students will do barre, center and across the floor work to help develop strength, coordination and balance. 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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21925	S/1p-1:50p	CC/GYM 2-125	Weidman	\$75



**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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
AGES 5-6				
21863	S/11a-11:50a	SCECYP/118	Casullo Burnes	\$75
AGES 7+				
21864	S/12p-12:50p	SCECYP/118	Casullo Burnes	\$75

Foreign Language

**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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21886	S/9a-9:50a	CYPTE2/217	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21887	S/10a-10:50a	CYPTE2/217	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21877	S/9:30a-10:20a	CC/GYM 2-123	Feltus	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21876	S/8:30a-9:20a	CC/GYM 2-123	Feltus	\$75

NOCE NETWORKS





**GYMNASTICS - BEGINNING I
KIDS/575**

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
AGES 5.5-7				
21878	S/10:30a-11:20a	CC/GYM 2-123	Feltus	\$75
AGE 8+				
21879	S/11:30a-12:20p	CC/GYM 2-123	Feltus	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21880	S/12:30p-1:20p	CC/GYM 2-123	Feltus	\$75

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21903	S/9a-9:50a	CYPTE2/219	Staff	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21904	S/10a-10:50a	CYPTE2/219	Staff	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21905	S/11a-11:50a	CYPTE2/219	Staff	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21906	S/12p-12:50p	CYPTE2/219	Staff	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21873	S/2p-2:50p	CYPTE2/215	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21874	S/11a-11:50a	CYPTE2/215	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21875	S/12p-12:50p	CYPTE2/215	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21872	S/9a-9:50a	CYPTE2/215	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21890	S/12p-1:20p	WIL/201	Jones	\$100

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21888	S/8a-9:50a	WIL/201	Jones	\$120

High School Test Preparation

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21889	S/10a-11:50a	WIL/201	Jones	\$120

Math Tutorials

Math tutorials are limited to eight students.

TUTORIAL: GEOMETRY - BASICS OF GEOMETRY (GRADES 7+) KIDS/1265

Geometry-Part I includes basic concepts such as points, lines, planes, and angles. A significant part of the course deals with logic and reasoning, which is an important foundation in constructing proofs. Students will also learn about congruent triangles, quadrilaterals, and inequalities. Class is limited to 8 students.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
51083	S/10a-10:50a	CYPTE2/215	Emperado	\$75

TUTORIAL: TRIGONOMETRY (GRADES 9+) KIDS/1145

The course is to introduce and study the properties of trigonometric functions. Students will learn the fundamental laws that govern relationships between sides and angles of triangles, various techniques in taking measurements of triangles, graphing trigonometric functions, and using identities in preparation for Calculus.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
51084	S/12p-12:50p	CYPTE2/215	Emperado	\$75

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21865	S/1p-1:50p	SCECYP/118	Casullo Burnes	\$75

VOCAL FOR KIDS (AGES 7-10) KIDS/325

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21901	S/9a-9:50a	SCECYP/107	Mattoon	\$75

VOCAL FOR KIDS (AGES 11+) KIDS/326

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21902	S/10a-10:50a	SCECYP/107	Mattoon	\$75



GUITAR FOR KIDS - BEGINNING KIDS/370

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-8				
21702	S/10a-10:50a	CYPTE2/201	Austin	\$75
AGES 9+				
21703	S/11a-11:50a	CYPTE2/201	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 20-Oct 25

CRN	DAYS	PLACE	INSTR	FEE
21868	Th/6:30-7:20p	AN/120	DeFazio	\$120

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21866	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21867	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21893	S/11a-11:50a	CYP18/103	Kuruppu	\$75

Reading and Writing

**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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21913	S/9a-9:50a	WIL/202	Ortega	\$75
21896	S/9a-9:50a	CYP/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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21894	S/12:30p-1:20p	CYP18/103	Kuruppu	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21895	S/1:30p-2:20p	CYP18/103	Kuruppu	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21897	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21891	S/9a-9:50a	CYP18/103	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21892	S/10a-10:50a	CYP18/103	Kuruppu	\$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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21914	S/10a-10:50a	WIL/202	Ortega	\$75

**HOW TO STUDY, TAKE TESTS AND
ORGANIZE YOURSELF
(GRADES 3-6)
KIDS/130**

Children will learn about their individual learning styles, modalities, and the ways in which they organize themselves. They will gain confidence as they learn new study, testing, and self-organizing techniques for both in and out of the school setting.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21916	S/10a-10:50a	CYPTE2/209	Payne	\$75

**MEMORY POWER FOR KIDS
(GRADES 3-6)
KIDS/126**

Help your child be more productive and open new doors to learning - they will receive many different opportunities to increase the capability to remember. You'll see grades go up and self-confidence will grow too.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21915	S/9a-9:50a	CYPTE2/209	Payne	\$75

**TUTORIAL: READING AND WRITING
REVIEW
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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
GRADES 1 - 2				
21898	S/11a-11:50a	SCECYP/117	Larsen	\$75
GRADES 3 - 4				
21899	S/12:30p-1:20p	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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
21900	S/1:30p-2:20p	SCECYP/117	Larsen	\$75

Sports & Fitness



BASKETBALL CLINIC (AGES 4-6) KIDS/601

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 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
21669	S/8:30a-9:20a	CC/G1-101	Bouldin	\$75
AGES 7-9				
21670	S/9:30a-10:20a	CC/G1-101	Bouldin	\$75
AGES 10+				
21671	S/10:30a-11:20a	CC/G1-101	Bouldin	\$75

PEE WEE BASEBALL KIDS/607

Students learn the fundamentals of batting, throwing, catching, and running bases in a non-competitive environment. Bring baseball mitts to class.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-5				
21921	S/11:30a-12:20p	CC/ Soccer West	Bouldin	\$75
AGES 6+				
21922	S/12:30p-1:20p	CC/ Soccer West	Bouldin	\$75

PEE WEE SOCCER KIDS/610

This is an introductory, non-competitive, skills based soccer class. Our goal is to stimulate a love for the game in very young athletes by showing them how to accelerate their own progress and success. We combine training methods to form a schedule that applies challenging drills and new techniques into game situations.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
21931	S/9a-9:50a	CC/ Soccer West	Zapata Bruland	\$75
GRADES 1-3				
21932	S/10a-10:50a	CC/ Soccer West	Zapata Bruland	\$75
GRADES 4-6				
21933	S/11a-11:50a	CC/ Soccer West	Zapata Bruland	\$75



TENNIS FOR KIDS – BEGINNING KIDS/626

Instruction in basic skills. Students will learn forehand, backhand, serve, volley, approach shot and footwork. Bring racquet and one can of new tennis balls. Makeup classes in case of rain.

Dates: Sep 22-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-9				
21910	S/9a-9:50a	CC/Tennis Court -10	Noa	\$75
AGES 10+				
21912	S/10a-10:50a	CC/Tennis Court -10	Noa	\$75
ADVANCED BEGINNING				
21911	S/11a-11:50a	CC/Tennis Court -10	Noa	\$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://fcwaterpolo.fullcoll.edu>

Dates: Sep 10-Nov 30; nc Oct 13, Oct 26, Nov 1-3, Nov 23-Nov 24, and Nov 10

CRN	DAYS	PLACE	INSTR	SEE
21726	S/8a-9:20a F/5:30p-6:50p	Pool - FC	O'Toole	\$110

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 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 NOCE 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 NOCE'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 NOCE Center: Anaheim (Second Floor), Cypress-Pkg Lot 4; NOCE Cypress (Bldg 100), Wilshire (Bldg 300). **Registration is also available online at www.noce.edu.**

MINOR STUDENTS: NOCE classes are open to those 18 years or older who have been admitted to NOCE 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 NOCE Centers to change their name in the student database. Students must provide a picture ID when requesting a name change.

GENERAL INFORMATION

NOCE SCHEDULE SYMBOL KEY

- AN = Anaheim Campus
- CC = Cypress College
- FC = Fullerton College
- CRN = Course Registration Number
- NC = No class will be held on that date
- CYP18 = Cypress Coll Campus, NOCE 100 Bldg 18
- CYPTE2 = Cypress Coll Campus, NOCE/TE2 Bldg 12
- WIL = Wilshire Campus (Fullerton)



= Classes that are eligible for CTE Online Registration on Tuesday, August 14, 2018. 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 North Orange Continuing Education (NOCE)."

CLASS SCHEDULE SUBJECT TO CHANGE: NOCE has made every reasonable effort to determine that this class schedule is accurate; however, changes may occur after press time.

PARKING

A parking permit is required to park in marked spaces at all three NOCE Centers; however, a purchased parking permit does not guarantee a parking space. If you do not have a permit, you will be ticketed. An NOCE 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 NOCE 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-NOCE> and purchase a permit for the entire NOCE 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: \$40; motorcycle permits: \$25; both available at each NOCE Center's Admission and Registration Office. Daily permits available for \$3 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 NOCE 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 NOCE 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. NOCE 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: NOCE 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 NOCE. 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 NOCE Wilshire Center. Transcript requests are accepted in person or by mail (the Transcript Request Form may be printed through the NOCE website at www.noce.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, NOCE 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 NOCE 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.

GENERAL INFORMATION

CATALOG RIGHTS POLICY: NOCE 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 NOCE. Catalog rights, established when a student first takes classes at NOCE, 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 NOCE: 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:

Enrollment in the following Term	No Enrollment in the following Terms	Muse enroll in the following term to maintain Catalog Rights
Fall	Winter & Spring	Summer
Winter	Spring & Summer	Fall
Spring	Summer & Fall	Winter
Summer	Fall & Winter	Spring

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 NOCE.

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 NOCE 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 NOCE 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.noce.edu/gradingpolicy for further information.

Grade Appeal Policy

NOCE recognized the legal right of faculty to set standards of performance and to apply them to 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 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 one year Board Policy 4231 at 714.992.9502. For additional information, you may refer to requests should be directed to the NOCE Registrar at following the award of the original grade. All grade appeal

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 North Orange 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.
 - C. 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 those expressly permitted by the instructor, or
 - B. misreporting or altering the data in laboratory or research projects involving the collection of data. to more than one class without approval from the second

3. Students shall not submit an original paper or project instructor. Instructors who do not accept course syllabus. previously-submitted papers should inform students in the in order to enable another student to plagiarize or cheat.
4. Students shall not furnish materials or information Instructors may deal with academic dishonesty in one or more of the following ways:
 1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
 2. Assign zero points on all or a particular paper, project, or exam.
 3. 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 NOCCCD website at www.nocccd.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 NOCE 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
- NOCE Cypress Center (Cypress College Campus Safety): 714.484.7387
- NOCE 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: NOCE 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 NORTH ORANGE 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: Dr. Karen Bautista, Dean of Instruction, NOCE Cypress Center, 9200 Valley View, Cypress, CA, 90630

ACCREDITATION: NOCE is proudly accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC). For more information regarding NOCE's accreditation, please contact WASC at the following:

Accrediting Commission for Schools, Western Association of Schools and Colleges
 533 Airport Blvd., Suite 200, Burlingame, CA 90410
 Website: www.acswasc.org

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.

STUDENT CONDUCT POLICY

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, North Orange 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 North Orange Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, North Orange Continuing Education or District activity or attendance. Also any violation of law, ordinance, regulation or rule regulating, or

STUDENT CONDUCT POLICY – OFF-CAMPUS CONTINUING EDUCATION LOCATIONS

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.

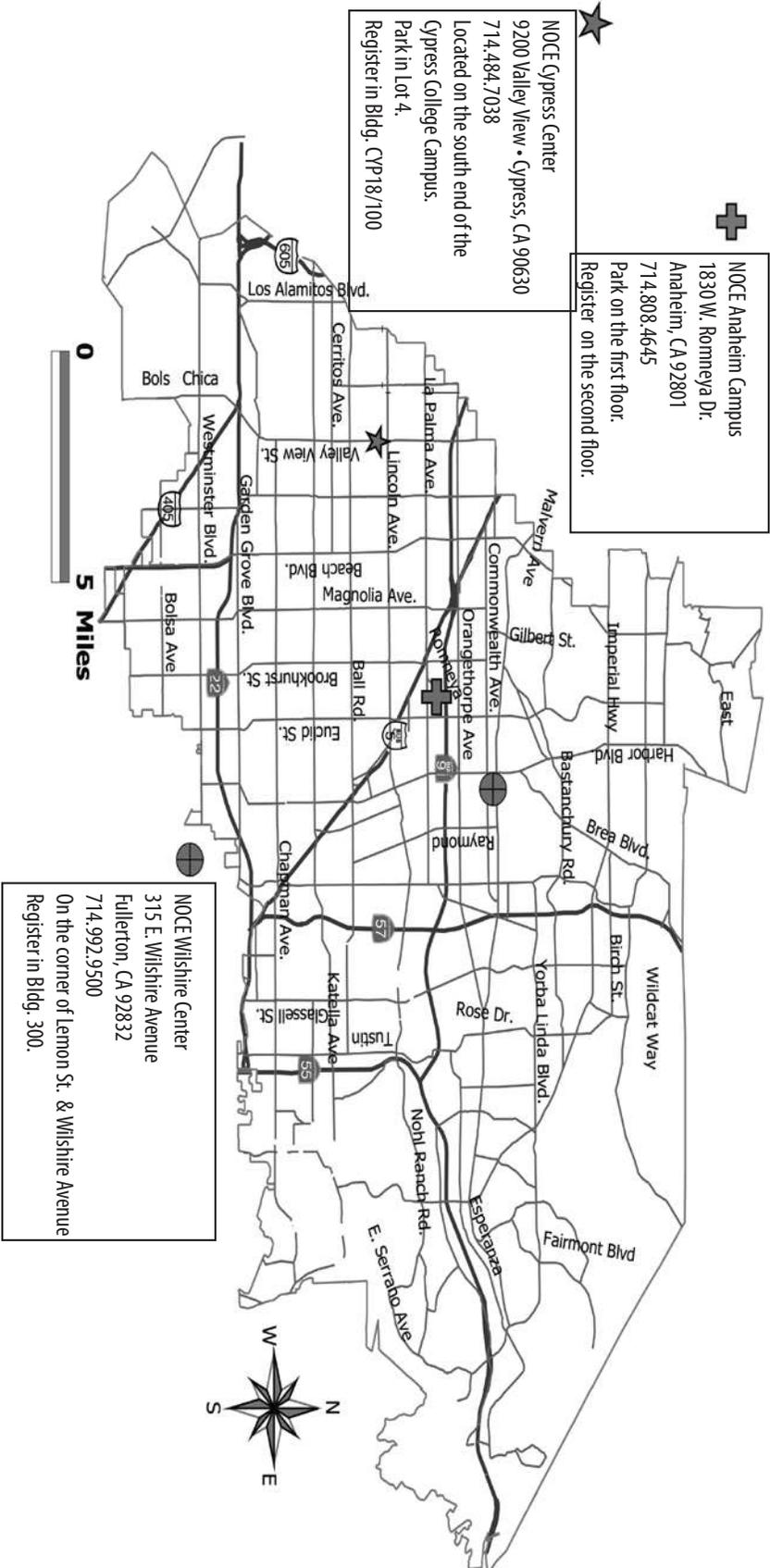
Abby Pavilion	3415 W. Ball Rd	Anaheim
Access California Services	631 S Brookhurst St Suite 107	Anaheim
Alamitos West Health Care Ctr	3902 W Katella Ave	Los Alam
Anaheim Care Cottages	9622 Katella Ave	Anaheim
Anaheim Crest Nurs Ctr	3067 W Orange Ave	Anaheim
Anaheim Crown Plaza	641 S Beach Blvd	Anaheim
Anaheim Healthcare Ctr	501 S Beach Blvd	Anaheim
Anaheim Sr Ctr	250 E Center Street	Anaheim
Anaheim Terrace Care Ctr	141 S Knott Ave	Anaheim
Anaheim VIP Ctr	1158 N Knollwood Cir	Anaheim
Anhm Independencia Fam Reso Ct	10841 Garza St	Anaheim
Bradford Square	1180 N Bradford Ave	Placnta
Brea Comm Ctr	500 South Sievers Avenue	Brea
Brea Sr Ctr	500 Sievers Ave	Brea
Brookdale Anaheim	200 N Dale Ave	Anaheim
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	Anaheim
Cambridge Court	1621 E Commonwealth Ave	Fullerton
	820 W. Imperial Highway	Brea
Christ Lutheran	2200 E Commonwealth Ave	Fullerton
Commonwealth Elem	6041 Kingman Ave	Buena Pk
Cottage of Artesia Gardens	2040 S Euclid Street	Anaheim
Coventry Court Health Ctr	351 E. Palm Dr.	Placnta
Crescendo Sr Living of Pl	9031 Grindlay St	Cypress
Cypress Sr Citizen Ctr	9151 Grindlay Street	Cypress
Cypress Sunrise Village Apt.'s	1351 E. Orangethorpe Avenue	Placnta
El Camino Real High School	1731 Medical Center Dr	Anaheim
Emerald Court	661 N Rose Dr	Placnta
Emerald Isle Sr Apartments	520 W South St	Anaheim
First Christian Church Anaheim	340 W. Commonwealth Ave	Fullerton
Fullerton Community Ctr	1510 E Commonwealth Ave	Fullerton
Fullerton Gardens	201 E. Chapman Ave	Fullerton

Fullerton Joint Union School District	1051 W. Bastanchury Rd	Fullerton
Garden Grove One Stop	7077 Orangethorpe Ave Suite 200	G G
Good Shepherd Church	11600 Los Alamitos Blvd	Los Alam
Gordon Lane Care Ctr	1821 E Chapman Ave	Fullerton
Happy Brea Adult Day Hth Care	596 Apollo St.	Brea
Harbor Villa Care Ctr	861 S Harbor Blvd	Anaheim
Harvest Retirement	9011 Knott Ave	Buena Pk
Karlon Residential Care Ctr	3615 W Ball Rd	Anaheim
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	Anaheim
La Palma Royale	525 W La Palma Ave	Anaheim
Lake Park Mobile Home - YL	3700 N Rose Dr	Y L
Leisure Court	1135 Leisure Ct	Anaheim
Los Alamitos Sr Ctr	10911 Oak Street	Los Alam
Morningside of Fullerton	800 Morningside Dr	Fullerton
New Horizon	8541 W Cerritos Ave	Stanton
Orangethorpe Elem.	1400 S Brookhurst Rd	Fullerton
Pacific Drive Elem.	1501 W Valencia Dr	Fullerton
Palm Retirement Ctr	312 N Roosevelt Ave	Fullerton
Park Anaheim Healthcare Ctr	3435 W Ball Rd	Anaheim
Park Regency Care Ctr	1770 W La Habra Blvd	La Habra
Park Regency Ret Res	1750 W La Habra Blvd	La Habra
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Park Vista, Morningside	2525 Brea Blvd	Fullerton
Placentia Yorba Linda Unified School District	4999 Casa Loma Ave,	Yorba Linda,
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Sr Citizens Ctr Anaheim	250 E Center St	Anaheim
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Sunrise Asst Liv Fullerton	2226 North Euclid Avenue	Fullerton
Sunrise Asst Living La Palma	5321 La Palma Ave	La Palma
Terrace View Care Ctr	201 E Bastanchury Rd	Fullerton
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	Anaheim
Walnut Manor Care Ctr	891 S Walnut St	Anaheim
West Anaheim Sr Prog	2271 W Crescent Ave	Anaheim
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	Anaheim
Windsor Gardens of Fullerton	245 E Wilshire Ave	Fullerton
Woodcrest Elem.	455 W Baker Ave	Fullerton
Yorba Linda Sr Ctr	4501 Casa Loma Ave	Y L

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