



Join us for
ONLINE LEARNING*
in the
2020 FALL SEMESTER!

*A few critical courses will be held in-person and on campus. Check the class schedule for more details.



NOCE 2020 FALL SEMESTER

- July 13, 2020: Class schedule posted at www.noce.edu/schedule
- July 20, 2020: Registration begins online at www.noce.edu/registration
- August 17 - December 18, 2020: Fall semester; See individual courses for specific start dates

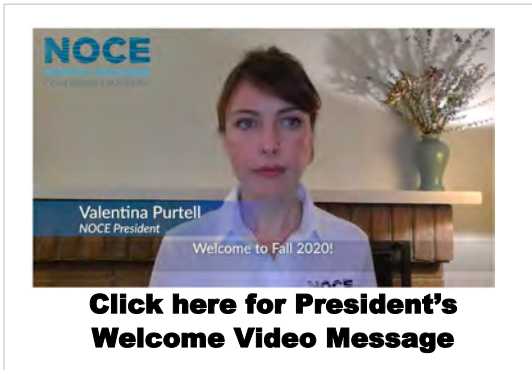


Accredited by the Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200, Burlingame, CA 94010
Website: www.acswasc.org

www.noce.edu
714.808.4679



**Welcome to North Orange Continuing Education
2020 Fall Semester
Valentina Purtell, President**



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 contact, call:



starhelp@noce.edu
714.808.4679

Hours: Monday — Thursday 7:30 a.m. — 7 p.m.
Friday 7:30 a.m. — 4 p.m.

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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Join Us This Fall!!! WE ARE HERE FOR YOU!

Counseling ♦ Technical Support ♦ Disability Support Services

- ♦ Learn English
- ♦ Get new job skills
- ♦ Take high school diploma/GED classes online
- ♦ Prepare for college with college prep math & English
- ♦ Improve health and wellness
- ♦ Engage the WHOLE FAMILY in fun, interactive classes

714.808.4679 | starhelp@noce.edu

TO APPLY ONLINE, VISIT: www.noce.edu/registration

Contact Us Today!

Nosotros hablamos español
 Chúng tôi nói tiếng việt
 我們有中文服務
 한국어로 등록을 도와 드릴 수 있습니다
 نتكلم العربية
 ما به زبان فارسی سخن می‌گوییم

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 noce.edu/schedule or noce.edu/textbooks (under store, select Anaheim Campus) for detailed textbook information.

The NOCE CATALOG is now available online at 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!

1 APPLY FOR AN NOCE BANNER ID

First-time students can apply for a Banner identification (ID) number online at www.noce.edu/apply. 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. For additional help or questions call Starhelp at 714.808.4679 or email starhelp@noce.edu

3 PURCHASE BOOKS (if applicable)

If needed, purchase textbooks via the Fullerton College Bookstore page at www.noce.edu/textbooks. For store, choose "Anaheim Campus Store" and then select the term.

TERM DATES & HOLIDAYS TO REMEMBER



2020 FALL TERM

August 17, 2020 — December 18, 2020

ONLINE REGISTRATION

- July 20, 2020

CYPRESS COLLEGE/FULLERTON COLLEGE FALL SEMESTER

- August 24, 2020 — December 12, 2020

HOLIDAYS—NOCE CLOSED

- Labor Day Holiday: September 5 – 7, 2020
- Veterans' Day Holiday: November 11, 2020
- Thanksgiving Holiday: November 26 – 29, 2020
- Winter Holiday: December 24, 2020— January 1, 2021



2021 SPRING TERM

January 19, 2021 — May 28, 2021

REGISTRATION OPTIONS

- TBD

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER

- January 25, 2021 — May 22, 2021

HOLIDAYS—NOCE CENTERS CLOSED

- Martin Luther King, Jr. Holiday: January 18, 2021
- Presidents' Day Holiday: February 12 — 15, 2021
- Spring Break: March 29 — April 2, 2021
- Cesar Chavez Holiday: April 1, 2021
- Spring Holiday: April 2, 2021
- Memorial Day Holiday: May 29 — 31, 2021



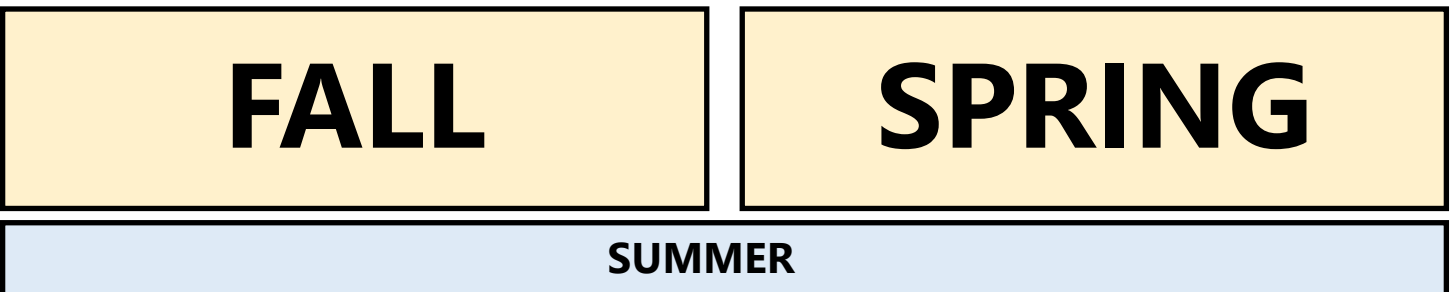
Academic Calendar Changes Starting 2020/21

NOCE will be changing from a **TRIMESTER** system with three (3) 12-week terms and a six-week summer session.



to a **SEMESTER** System!

With two (2) 18-week semesters and a six-week summer session.



NOCE 2020 Fall Semester is
August 17, 2020 – December 18, 2020

2020 Fall Registration begins
July 20, 2020

NOCE 2021 Spring Semester is
January 19, 2021 – May 28, 2021

For questions or information on how to register, visit:

www.noce.edu
starhelp@noce.edu
 714.808.4679

READY TO REGISTER?

GET STARTED WITH THIS CHECKLIST

ONLINE REGISTRATION FOR ALL NOCE CLASSES - MONDAY, JULY 20, 2020

- ◆ Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Monday, July 20, 2020.

All designated Career Technical Education (CTE) classes (pages 26—43) must complete the **ONLINE ORIENTATION** prior to registering for CTE classes.

- | | |
|-------------------------------------|--|
| ◆ Administrative Professional | ◆ Funeral Service Assistant |
| ◆ Braille Transcribing ¹ | ◆ Management |
| ◆ Business Information Worker I | ◆ Medical Assistant |
| ◆ Early Childhood Education | ◆ Pharmacy Technician |
| ◆ Electrical Technology | ◆ Quality Assurance Management for Devices |

¹ Online orientation not required, but highly recommended

Walk-In Registration is Cancelled: Due to Coronavirus/COVID-19, All NOCCCD campuses closed until further notice. Please visit <https://noce.edu/coronavirus> for latest updates.

HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN REGISTERING ONLINE:

- What are your MyGateway ID and Password numbers?**
- Do you know if you have a HOLD?**
- Have you met your PREREQUISITES?**
- Do you know your class CRNs?**
- If your class is 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 (also known as MyGateway ID) and Password combination is working.
2. If you are unable to log in to your myGateway account due to an incorrect password or disabled account, and you provided a valid e-mail address at the time you applied for an NOCE BANNER ID number, click "FORGOT PASSWORD." Follow the prompts to reset your Password. If you have forgotten your Banner ID, click "FORGOT USERNAME" and follow the prompts to have your Banner ID e-mailed to you.
3. If your Banner ID and Password combination is still not working, call the STARHELP LINE at 714.808.4679 from 7:30 a.m. — 7 p.m. on Monday — Thursday and 7:30 a.m. — 4 p.m. on Friday.
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. Contact STARHELP at 714.808.4679 or starhelp@noce.edu 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; call for an appointment at 714.808.4682 or email: counseling@noce.edu

REGISTRATION WORKSHEET

STEP 1 – Go to myGateway

Go to www.noce.edu and click on the myGateway logo on the right-hand side of the page or visit noce.edu/apply to apply directly.



STEP 2 – Log In

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

Banner ID:

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

Enter your **Password**: Passwords are between 8-12 characters and contain letters AND numbers

- **CHANGE Password**: If you used your date of birth to log in, myGateway may require that you change your PIN.
- **Security Question/Answer**: myGateway may also ask you to enter a security question and answer in the event that you forget your password.
- **Disabled Password**: If your password is disabled due to multiple login attempts, contact starhelp at 714.808.4679 or starhelp@noce.edu.

STEP 3 – Register for Classes

Click on **Add or Drop Classes** (Under **Registration Tools** box on the right side of the homepage)

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

IDEAL CLASSES					CRN	Title	Days	Times	Location
					(Course Reference No.)				
ALTERNATE CLASSES									

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

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

STEP 5 – Complete Registration

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

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

- Following the Registration Screen is *Account Summary by Term*. The amount shown next to your Account Balance is due and payable within 72 hours of registering. If payment is not submitted within 72 hours, you may be dropped from your classes.
- Full payment is required. You may use a Visa or MasterCard to pay online. To pay by credit card, select **Credit Card Payment**, select the term, and follow the prompts. \$25 is charged to any students' account for returned check or non-sufficient funds.

If the account balance reflected is ZERO, you may:

- Click WebStar in myGateway (click on the link located on the top right hand corner of the screen) click on **Student Records** and select **PRINT SCHEDULE/BILL** to print out your registration receipt
- Log out if you do not want to print out a receipt



REGISTRATION ASSISTANCE

**Online Registration will start on
Monday, July 20, 2020 at 7:30 a.m.**

GOT QUESTIONS???



starhelp@noce.edu
714.808.4679

Hours: Monday — Thursday 7:30 a.m. — 7 p.m.
Friday 7:30 a.m. — 4 p.m.

Need to know how to set-up Canvas, Zoom, or other technologies?

Click below to get yourself set-up to succeed in the 2020 Fall Semester.

- ▶ [Apply to NOCE](#) (through CCC Apply - PDF)
- ▶ [Apply to NOCE](#) (video)
- ▶ [Online Orientation](#) (through myGateway - PDF)
- ▶ [Online Orientation](#) (video)
- ▶ [Register for Classes](#) (through myGateway - PDF)
- ▶ [How to Find your class schedule bill on the computer](#) (PDF)
- ▶ [How to Find your class schedule bill on a mobile device](#) (PDF)
- ▶ [How to update your phone number or address on MyGateway](#) (PDF)
- ▶ [How to update your email on MyGateway](#) (PDF)
- ▶ [How to Set up a Canvas Account](#) (video)
- ▶ [How to Access Canvas](#) (video)
- ▶ [How to Access Online Tutoring from Canvas - Zoom](#) (PDF)
- ▶ [How to Print a SEPP](#) (Student Education Program Plan - PDF)
- ▶ [How to Install a Zoom Background](#) (desktop instructions - PDF)
- ▶ [How to Install a Zoom Background](#) (mobile instructions - PDF)

Due to Coronavirus/COVID-19, all NOCCCD campuses closed until further notice.
Please visit <https://noce.edu/coronavirus> for latest updates

NOCE CENTERS

CLOSED UNTIL FUTHER NOTICE. EXCEPT FOR LIMITED, CRITICAL AND PRE-APPROVED IN-PERSON CLASSES. SEE COURSE DESCRIPTION FOR MORE INFORMATION.



ANAHEIM CAMPUS

1830 W. Romneya Drive
Anaheim, CA 92801



CYPRESS CENTER

9200 Valley View Street
Building 18, Room 100
Cypress, CA 90630



WILSHIRE CENTER

315 E. Wilshire Avenue
Fullerton, CA 92832

**For Registration Assistance, Contact:
Starhelp: 714.808.4679 or starhelp@noce.edu**

**Registration Information for
English as a Second Language Program: SEE PAGES 47**

**Registration Information for
High School Diploma Program: SEE PAGES 22-25**

Looking for TEXTBOOK INFORMATION?

Look on the Fullerton College Bookstore page: <https://noce.edu/textbooks>. For store, choose "Anaheim Campus Store" and then the term.

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.

NOCE FALL TERM SYMBOL KEY

AN	Anaheim Campus
CRN	Course Reference Number
NC	No class will be held on that date
ONLINE	Online Learning
REMOTE	Online Learning

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** (also know as MyGateway ID), visit myGateway at mg.nocccd.edu and click "Forgot Username." 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.



Due to Coronavirus/COVID-19, all NOCCCD campuses closed until further notice**. Please visit <https://noce.edu/coronavirus> for latest updates.

** Except for limited, critical and pre-approved in-person classes. See course description for more information,

COUNSELING AND STUDENT SERVICES

WHAT IS COUNSELING AND STUDENT SERVICES?

Counseling and Student Services (formerly known as Student Success and Support Program) is responsible for the orientation, assessment, and counseling of new and returning NOCE students, including the development of student educational plans. Counseling and Student Services assists students with the following:

- Online orientation to NOCE
- Assessment for High School Diploma Program (HSDP) entry
HSDP Assessment is currently waived for new HSDP students for 2020 Fall Term.
- Defining a course of study
- Development of student educational plan
- Academic counseling and referrals
- Review program completion requirements:
“Grad Check” for high school diploma and some career technical education (CTE) certificates
- Transition to college

Counseling and Student Services helps students make informed choices about NOCE academic options including:

- Basic Skills Program courses
- Career Technical Education Program certificates
- English as a Second Language (ESL) Program
- High School Diploma Program

[Click here for video on NOCE Counseling Service](#)

HOW CAN I MAKE AN APPOINTMENT?

Students can call 714.808.4682 or email counseling@noce.edu to make a phone appointment with a counselor. (Banner ID is required to make an appointment.)

For an appointment students can
call 714.808.4682 or e-mail counseling@noce.edu

Hours: Monday — Thursday 8 a.m. –7 p.m. | Friday 8 a.m. — 4:30 p.m.

Adult College & Career Transitions (ACCT) Program

IS COLLEGE YOUR NEXT STEP?

NOCE Adult College and Career Transitions (ACCT) Program can provide group outings, special events, college program information, and career exploration opportunities for NOCE students who are considering going to college.

Check out the NOCE website for upcoming events.

For more ACCT Program info, call NOCE Counseling and Student Services, 714.808.4682.





NOCE RESOURCES

NOCE is Here for You!

NOCE has many resources related to academic, mental health, basic needs, and technical support to assist students.

Visit **www.noce.edu/resources**
or click on any of the links below for more information.

- ▶ Admissions and Registration
Technical Support
- ▶ Academic Tutoring Support
- ▶ Career/Job Support
- ▶ Food/Basic Needs Support
- ▶ Mental Health Supports
- ▶ NOCE Zoom Backgrounds
- ▶ Resources for Undocumented Students
- ▶ Safety & Crisis Services
- ▶ Student Laptop Loan Program
- ▶ Technical Support and
Wifi-Internet



www.noce.edu/resources

CAREER RESOURCE CENTER



21st Century Skills are career readiness and workplace success skills necessary to gain and maintain employment, as well as advance in a career. These skills include knowledge, work habits, and character traits that employers are looking for and find valuable in the workplace.

How do I develop 21st Century Skills? NOCE will host a series of virtual workshops focused on a 21st Century career readiness and workplace success skills.

Your Resource Center For:

- ◆ Resume Building
- ◆ Career Exploration
- ◆ LinkedIn
- ◆ Interview Preparation
- ◆ Job Searching
- ◆ Online Applications

August 17 — December 18, 2020*

Online Center Hours: Monday - Thursday: 10 a.m. – 7 p.m.

**Closed Thanksgiving week November 23-27, 2020*

To Schedule an Appointment:

Call: 714.808.4717 or email: careerhelp@noce.edu

For dates, times and/or to RSVP for workshops: www.noce.edu/workshops

Workshop Titles and Descriptions

- **Classroom Skills for Success**
Tips on How to Be Successful in Your NOCE Courses
- **Adaptability**
Tips for Being More Flexible and Adaptable at Work
- **Applying for NOCE Scholarships**
How to Navigate the Website and What Is the Criteria to Apply
- **Résumé Writing**
What is a Résumé and Why It Is Important
- **Interview for Success**
What Type of Candidates Do Employers Seek
- **Empathy: A Job Skill Hidden in Plain Sight**
Learn Why Empathy Is an Important Job Skill
- **LinkedIn**
Create Your LinkedIn profile
- **Proper Etiquette and Social Intelligence**
The Polished Professional and Developing Skills to Understand Other People
- **Building Resilience and Coping with Stress**
How to Bounce Back from Difficult Experiences and How to Handle Stress
- **How to Fill out a Job Application**
How to Successfully Complete an Online Application
- **College Readiness**
How to Be Successful in Your Transition to College

These workshops are designed to give students an opportunity to develop professional relationships, develop new ideas, improve their skills, as well as provide tangible and relevant skills to those looking for employment.

For More Information, Contact NOCE Career Resource Center

Email: careerhelp@noce.edu

Phone: 714.808.4717

Funded by The Strong Workforce Initiative | Se Habla Español

FALL DRIVE-UP WiFi

► CYPRESS COLLEGE

- ⇒ is offering “Drive-Up WiFi” to all enrolled students, including NOCE students, in Parking Lot #1
- ⇒ Students will enter the college, and Lot 1 only during 2020 Fall Semester, at the main entrance (Valley View Street and Cypress College West) and exit onto Orange Avenue. A parking permit is NOT required in Lot 1 only during fall DO NOT park in other lots as you will be subject to citations.
- ⇒ For more information, visit: noce.edu/cypress-wifi

► FULLERTON COLLEGE

- ⇒ is offering “Drive-Up WiFi” to all enrolled students, including NOCE students, in Parking Lot #4
- ⇒ Fullerton College students are welcomed to access free WiFi from a safe distance within a vehicle in Parking Lot 4. The lot is open Monday through Friday from 7 a.m. to 10 p.m. and on the weekends from 7a.m. to 6 p.m. The WiFi signal is the strongest immediately west of the Field House/Building 1700.
- ⇒ For more information, visit: noce.edu/fullerton-wifi

► NOCE ANAHEIM ~~ COMING SOON ~~

- **STUDENTS MUST REMAIN IN THEIR CARS** while using the college’s WiFi network
 - ⇒ Adhere to all current public health directives, including social distancing restrictions
 - ⇒ The college will not accommodate pedestrians or cyclists
 - ⇒ No restroom or other facilities will be made available
 - ⇒ **Students will park in every-other parking stall** to enhance social-distancing protocols.
 - ⇒ **Only one (1) person per vehicle**
 - ⇒ The area will be monitored by the Campus Safety Department
 - ⇒ Intended for educational purposes, is not a social space.


► STAY HYDRATED! BRING YOUR WATER.



NOCE BUSINESS AND COMPUTER SKILLS LAB

NEED TECHNICAL SUPPORT?

**THE BUSINESS AND
COMPUTER SKILLS LAB
(CCTR 100) IS HERE TO HELP
AND BRING SERVICE TO YOUR HOMES!**



The NOCE Business and Computer Skills Lab will help students with remote technical assistance. NOCE at home services are here to continue to support students virtually!

ASSISTANCE PROVIDED INCLUDES:

- ◆ Helpful videos for how to "Get started with Canvas"
- ◆ MyGateway instructions on how to sign in and reset passwords
- ◆ Instructions on how to access your course in canvas
- ◆ Instructions for uploading and downloading assignments in Canvas
- ◆ Instructions for navigating Canvas pages and how to access Canvas technical support
- ◆ Online readiness videos for students to get helpful tips to succeed in online classes

**To access lab materials, contact the CTE office at 714.808.4915
To access technical support, call: 714.808.4712**

Apply today to be an NOCE Student Leader!



2020/21 Student Leadership Program

The NOCE Student Leadership Program is designed to develop leaders to be actively involved in their school to better serve students.

The application submission period is open now until September 18, 2020.

Students will:

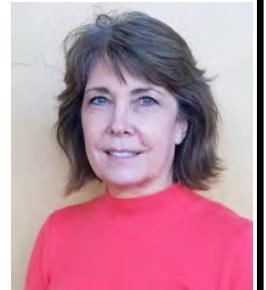
- Gain valuable leadership experience serving on a school committee or workgroup
- Be coached and guided by a mentor
- Earn a certificate upon completion of the student leadership assignment
- Participate in conferences, meetings, events, and workshops
- Have access to a network of school faculty, staff, and administrators

Student Leaders Will Need to:

- Be a currently-enrolled NOCE student
- Serve a one-year term (optional second year)
- Have good command of English (oral and written)
- Attend the Student Leadership Orientation and Training meeting in the fall term
- Participate in monthly committee/workgroup meetings
- Be comfortable utilizing online resources (i.e. Internet, e-mail, myGateway, etc.)

Being a North Orange Continuing Education student leader has been a transformational experience for me.

- Jane Okerlund



To apply online, visit: www.noce.edu/studentleadership

For more information, e-mail mgutierrez@noce.edu

Grads To Be Program

Empowered and Educated Undocumented Students

Located at our Anaheim Campus

North Orange Continuing Education

1830 West Romneya Drive,
Anaheim, CA 92801

714.252.6840 ♦ hrivera@noce.edu

Hours: M-F 8 a.m.—5 p.m.



Grads To Be Program will:

- Provide a variety of services and resources for undocumented students.
- Advocate for and facilitate access to services.
- Enhance personal growth, well being , and life skills.
- Promote campus wide awareness on the multiple stressors impacting students as well as the resiliency and strengths utilized to overcome adversity.
- Cultivate and foster the philosophy and practice that the entire campus is a “Safe Zone”.

Grads To Be Program

Estudiantes indocumentados, Capacitados y Educados

Localizado en Anaheim Campus

North Orange Continuing Education

1830 West Romneya Drive,
Anaheim, CA 92801

714.252.6840 ♦ hrivera@noce.edu

Hours: M-F 8 a.m.—5 p.m.



El Programa de Grads To Be ara lo siguiente:

- Ofrecer una variedad de servicios y recursos para estudiantes indocumentados.
- Defender y facilitar el acceso a los servicios.
- Fortalecer el crecimiento personal, el bienestar y las habilidades para la vida.
- Promover la conciencia en todo el campus sobre los múltiples factores estresantes que afectan a los estudiantes, y tambien la resistencia y las fortalezas utilizadas para superar la adversidad.
- Desarrollar y promover la filosofía y la práctica de que todo el campus es una "zona segura".

JOIN NOCE UNITED!



AS A CLUB WE WILL:

- ◆ Empower and educate students of all backgrounds by providing a safe space to share workshops.
- ◆ Share *Know Your Rights* resources and current legal information regarding immigration.
- ◆ Engage in bonding activities such as group games, meet and greets, and team-building exercises.
- ◆ Introduce like-minded peers that share the same goal of creating a campus that welcomes everyone.

For more information or to join, contact:
Hilda Rivera at hrivera@noce.edu

HOW TO READ THE CLASS SCHEDULE

CAMPUS LOCATIONS

AN Anaheim Campus

Online Remote/ Online Learning

DAYS OF THE WEEK CODES

M = Monday

T = Tuesday

W = Wednesday

Th = Thursday

F = Friday

S = Saturday

NONCREDIT COURSES (NO FEES)

A →	MEDICAL ASSISTING: BACK OFFICE PROCEDURES I			
B →	MEDO/235			
C {	<i>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.</i>			← D
E →	Starts week of 9/9/2019, ends week of 12/2/2019;			
F →	nc Nov 11, Nov 28			
	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
	↑ G	↑ H ↑ I	↑ J ↑ K	↑ L

← **M**

- A** Course Title
- B** Subject Code/Course Number
- C** Courses Description
- D** Prerequisite; Corequisite; and/or Advisory
- E** Course Start & End Dates
- F** nc = No Class
- G** Course Reference Number (CRN)
- H** Day(s) of class
- I** Class Time (Start and End)
- J** Campus and/or Location
- K** Room
- L** Instructor
- M** Lines that are in **BOLD TYPE** indicate the class meets at 4pm or later.

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.
- ⇒ 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!

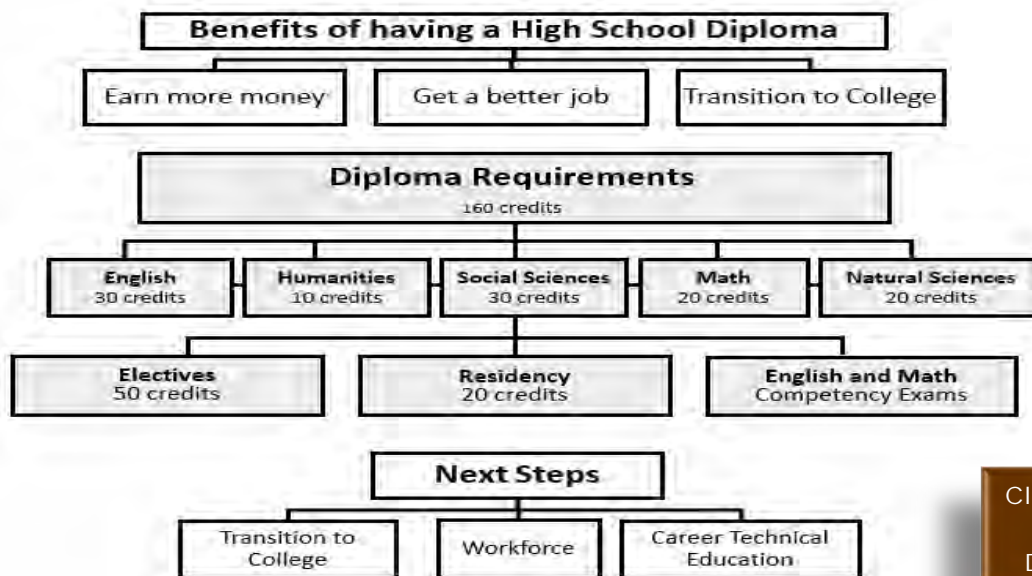


ADULT HIGH SCHOOL DIPLOMA PROGRAM

“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



Click Here for Video on NOCE HS Diploma Program

* Due to COVID-19, all NOCE high school diploma classes will be conducted online for 2020 Fall Semester. For information, updates and resources, please visit our webpage at: www.noce.edu.

Transitioning to College

TRANSITIONING TO COLLEGE IHSS/300

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

Dates: Nov 6 & Nov 13

CRN	DAYS	PLACE	INSTR
50500	F/8:30a-3:50p	Online	Stackhouse

Students must attend both days: November 6 & November 13



Cypress College | Fullerton College
North Orange Continuing Education

The North Orange Promise Program offers up to two years, tuition-free college classes for eligible NOCE students who wish to attend Cypress College or Fullerton College.

- All eligible students may qualify for the North Orange Promise Program.
- NOCE serves students from all school districts.

For more information, contact: Belinda Sanchez at bsanchez@noce.edu

How to Register for High School Diploma Program

New High School Diploma Students, please contact the following registration numbers:

- 714.808.4645 (Anaheim)
- 714.484.7038 (Cypress)
- 714.992.9500 (Wilshire/Fullerton)

Continuing High School Diploma Students interested in taking one of the following subjects based on their Educational Plan, may call:

Biology, English 3**, Government, HS Literature, World History: 714.808.4582 or AnaheimHighSchoolLab@noce.edu

Economics, U.S. History 1, U.S. History 2: 714.484.7438 or CypressHighSchoolLab@noce.edu

Health Science: 714.992.9538 or WilshireHighSchoolLab@noce.edu

** English 3 – Literature Component only

COLLEGE PREPARATION

The College Preparation Program provides students with an opportunity to develop their critical thinking and language skills to succeed in college-level credit courses. Noncredit College Prep Math and English courses are intended for students who desire to build or strengthen their foundational level mathematical, reading and writing skills. The College Prep Program is tuition free. Accessible and Open Educational Resources (OER) are utilized as the primary teaching tools in this program.

Program Attendance and Waitlist Requirements

- Online - **FIRST CLASS ATTENDANCE IS MANDATORY.**
- Online classes - Students must sign into Canvas and/or contact their instructor by the established deadline or their spot could be reassigned to a student on the waitlist.
- Students on the waitlist should attend the first class
- Regular attendance is expected of every student. After the fourth (4th) absence, you may be dropped.
- No students will be allowed to add classes after the established add deadline.

English

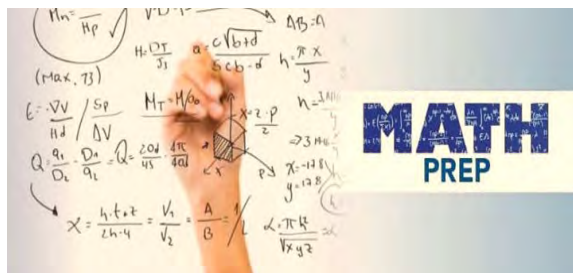
COLLEGE PREP ENGLISH, READING, AND WRITING ABED/150

Advisory: Proficient English reading skills, vocabulary, comprehension, composition writing skills and basic computer skills. This non-credit course is intended for students who desire to strengthen developmental English reading and writing skills by emphasizing a comprehensive approach to reading and writing. Topics include: academic comprehension, vocabulary development, reading efficiency, study techniques, and academic composition.

Dates: Aug 17-Dec 18; nc Aug 20, Nov 26

CRN	DAYS	PLACE	INSTR
50745	TTh/9a-10:50a	Online	Jeanpierre
50381	MW/9a-10:50a	Online	Jeanpierre

Math



COLLEGE PREP - BASIC MATH ABED/110

Advisory: Basic computer navigation skills. This noncredit course is intended for students who desire to build or strengthen foundational level mathematical skills such as the addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percent's, and integers. These concepts are applied to ratios, exponents, measurements, proportions, statistics, metric conversions, and geometric shapes. In addition, these operations, along with basic number theory, are used to solve real world problems. All work will be done without a calculator.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50727	Online	Online	Stiemke
50277	MW/6p-7:50p	Online	Al Rubaye

COLLEGE PREP PRE-ALGEBRA ABED/115

Advisory: ABED 110 College Prep - Basic Math or completion of a comparable Basic Math course. This noncredit course is a review of basic math skills and an introduction to the basic principles of algebra. Topics include: Integers and algebraic expressions; operations on integers, mixed numbers and decimals, ratio, fractions, proportion and percentages; introduction of polynomials; polynomials and properties of exponents; factoring polynomials; solving linear equations and linear inequalities; graphing linear equations; equation solving and informal geometry.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50379	MW/9a-10:50a	Online	Lee

COLLEGE PREP ELEMENTARY ALGEBRA ABED/116

Advisory: Knowledge of basic math skills and pre-algebra and order of operations to solve problems involving integers, fractions, and decimals. This noncredit course in an introduction to algebra. Topics include: basic operations of integers, fractions, mixed numbers and decimals, linear equations and inequalities, simplifying and evaluating expressions, solutions of linear equations, linear inequalities, systems of linear equations, graphing linear equations, exponents and polynomials, factoring polynomials, rational expressions, roots and radicals, and quadratic equations

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50486	MW/6p-7:50p	Online	Lacuesta

COLLEGE PREP PRE- AND ELEMENTARY ALGEBRA (ACCELERATED) ABED/117

Advisory: Knowledge of basic math and algebraic skills and order of operations to solve problems involving integers, fractions, and decimals. An accelerated course combining content from ABED 115 College Prep Pre-Algebra and ABED 116 College Prep Elementary Algebra. This noncredit course is a review of the Pre and Elementary Algebra concepts. Topics include: integers and algebraic expressions, operations on integers, mixed numbers and decimals, ratio, fractions, proportion and percentages. Introduction of polynomials, properties of exponents, factoring polynomials, simplifying and evaluating expressions, solving linear equations and inequalities, graphing linear equations, factoring polynomials, rational expressions, quadratic equation, roots and radicals, and informal geometry.

Dates: Aug 17-Dec 18; nc Aug 20, Nov 26

CRN	DAYS	PLACE	INSTR
50487	TTh/6p-7:50p	Online	Lacuesta

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!

GED/HISET PREPARATION

GED/HISET PREPARATION PROGRAM

Online Classes

This is online instruction for GED/HiSET readiness taught as a cohort.
Receive instruction in math/science and English/social sciences to prepare for high school equivalency.

Free online tutoring is also available in the NOCE Learning Centers (LC) outside class hours: See page 21.

Science and social science concepts are embedded in math and English lectures respectively.

Registration starts Online via myGateway on July 20, 2020

GED/HISET - MATHEMATICS ABED/405

GED/HiSET mathematics prepares students to pass the math section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of instruction is basic computation, analytical and reasoning skills, word problems, and word problems with graphics.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50494	MW/8:30a-12:20p	Online	Tran
50495	MW/5p-8:50p	Online	Tran

GED/HISET - LANGUAGE ARTS & WRITING ABED/409

GED/HiSET writing prepares students to pass the language arts and writing section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. This course covers the writing process, grammar usage, and mechanics.

Dates: Aug 17-Dec 18; nc Aug 20, Nov 26

CRN	DAYS	PLACE	INSTR
50496	TTh/8:30a-12:20p	Online	Mata
50501	TTh/5p-8:50p	Online	Mata

Program Attendance and Waitlist Requirements

- Online instruction - **FIRST CLASS ATTENDANCE IS MANDATORY**
- **ONLINE CLASSES** - Students must sign into Canvas and/or contact their instructor by the established deadline or their spot could be reassigned to a student on the waitlist.
- Students on the waitlist should attend the first class.
- Regular attendance is expected of every student. After the fourth (4th) absence, you may be dropped.
- Students will be admitted to the GED Preparation Program as spots become available.

GED/HISET PREPARATION PROGRAM

Open Entry Online Lab Setting - Set Your Own Hours

GED/HISET PREPARATION OPEN LAB OPERATION HOURS

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

All NOCE 2020 Fall Semester GED/HiSET Preparation lab hours will be conducted online.

For more information about the GED/HiSET Preparation Lab, call 714.992.9527 - To register call 714.992.9500

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 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 information, updates and resources, please visit our webpage at: www.noce.edu/ged

NOCE LEARNING CENTER

A Tutoring and Support Service for NOCE Adult Students (18 and older) Individualized Online Teaching and Flexible Hours

All NOCE 2020 Fall Semester Learning Center instruction and tutorial services will be conducted online. For information, updates and resources, please visit our webpage at: www.noce.edu.

ABOUT THE LEARNING CENTERS

- The Learning Centers are open-entry and funded by the state of California based on student seat time in the labs; enrollment is ongoing. Regular attendance and active virtual participation is expected.
- 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 on 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 available online.
- If you require special accommodations for a verified disability, please contact Disability Support Services at 714.484.7057.
- Self-paced online lab style. Students work at their own pace to complete their educational goals.
- GED/HiSET Preparation in an open lab setting is available in the Learning Center. See page 20 for more details.

HOW TO REGISTER FOR LEARNING CENTER

Students interested in receiving academic support and tutoring services in the Learning Centers may contact:

- **Learning Center:**
714.808.4583
or AnaheimLearningCenter@noce.edu
- **Learning Center:**
714.484.7000, opt.4, ext. 48861
or CypressLearningCenter@noce.edu
- **Learning Center:**
714.992.9527
or WilshireLearningCenter@noce.edu

High School Competency Exams

High school diploma competency exams will be administered in person at the Anaheim Campus by appointment only. To schedule an appointment, please email: AnaheimHighSchoolLab@noce.edu. Limited appointments are available due to social distancing requirements. Subjects include:

- ◆ Reading
- ◆ Math
- ◆ Language
- ◆ Writing



Students are **required** to wear a mask while on campus.

FREE Tutoring

and Support Services are available in the Learning Centers.



- Learning Centers are open to students in all programs.
- High School Diploma Program students need a referral for High School subjects.

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 mail to:
NOCE Admission & Registration Office
 315 E. Wilshire Avenue, Bldg. 300
 Fullerton, California 92832

2 APPLY ONLINE

⇒ New students apply to the school at www.noce.edu/apply.

3 COMPLETE ONLINE ORIENTATION

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

4 ASSESSMENT INFORMATION

Students are **NOT** required to register for a high school diploma assessment session for 2020 Fall Semester classes. Assessment is a test to determine your current reading level.

Students are required to register for a high school diploma assessment session.

- ⇒ Please check with Student Support Services/Counseling on available test dates
 - ▶ Assessment will test reading comprehension
 - ▶ Assessment is timed (two hours) and offered in English only
 - ▶ For Assessment information and dates call 714.808.4682 or email counseling@noce.edu

5 COUNSELING

- ⇒ Make an appointment to meet with a counselor via telephone call 714.808.4682 or e-mail counseling@noce.edu
- ⇒ After meeting with a counselor, you may start your studies in the NOCE High School Diploma Program by calling the numbers listed below.
- ⇒ Students must have an educational plan to be able to start in the diploma program.

Call to Register for High School Diploma Program

<ul style="list-style-type: none"> ◆ High School Biology ◆ High School English 3** ◆ High School Government ◆ High School Literature ◆ High School World History 	To enroll in one of these courses,	<p>call: 714.808.4582 or email: AnaheimHighSchoolLab@noce.edu</p>
<ul style="list-style-type: none"> ◆ High School United States History 1 ◆ High School United States History 2 ◆ High School Economics 	To enroll in one of these courses,	<p>call: 714.484.7438 or email: CypressHighSchoolLab@noce.edu</p>
<ul style="list-style-type: none"> ◆ High School Health Science 	To enroll in this course,	<p>call: 714.992.9538 or email: WilshireHighSchoolLab@noce.edu</p>

**English 3 – Literature component only

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

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FIVE EASY STEPS TO ENROLL

1

OBTAIN OFFICIALLY-SEALED TRANSCRIPTS

Obtain officially-sealed transcripts from **ALL** previously attended high schools and mail to NOCE Admissions & Records Office, 315 East Wilshire Avenue, Bldg. 300, Fullerton, CA 92832. Officially-sealed means that the envelope from the institution **CANNOT** be opened. **Opened transcripts WILL NOT** be accepted.

2

APPLY FOR A NOCE BANNER ID

Apply online at www.noce.edu/apply. 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 Banner ID number.

3

COMPLETE THE HIGH SCHOOL DIPLOMA PROGRAM ONLINE ORIENTATION

Once you have a Banner ID number, students must complete the required NOCE General Orientation online.

- Visit **myGateway** at <http://mg.nocccd.edu>. Use your **Banner ID** and **Password** to log in.
- On the left side of the screen, click on the **NOCE** tab.
- In the **NOCE Orientations** box, select **NOCE General Orientation**
- Follow the directions and complete all sections of the **NOCE General Orientation**

NEED HELP?

- Watch the **REGISTRATION TUTORIAL VIDEO** at www.noce.edu/returning-students to guide you through the 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.—7 p.m. and Friday 7 a.m.—4 p.m.

4

REGISTER FOR A HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

Students are **NOT** required to register for a high school diploma assessment session for 2020 Fall semester classes.

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

- ◆ Please check with Student Support Services/Counseling on available test dates. Assessment will test reading comprehension
- ◆ Assessment is timed (two hours) and offered in English only
- ◆ For Assessment information and dates call 714.808.4682 or email counseling@noce.edu

5

COUNSELING

- Make an appointment to meet with a counselor via telephone call 714.808.4682 or e-mail counseling@noce.edu
- After meeting with a counselor, you may start your studies in the NOCE High School Diploma Program by calling the numbers listed below.
 - For Biology, English 3**, Government, HS Literature, and, World History, call 714.808.4582
 - For United States History 1, United States History 2 and Economics, call 714.484.7438
 - For Health Science, call 714.992.9538
- Students must have an educational plan to be able to start in the diploma program.

***English 3 – Literature component only*

See Page 10 for more information on Drive-up WiFi at Cypress College and Fullerton College



PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS (18+)

CINCO PASOS FACILES PARA INSCRIBIRSE

1 OBTenga SU CERTIFICADO DE ESTUDIOS ANTERIORES

Obtenga sus calificaciones selladas oficiales de TODAS las escuelas secundarias a las que ha asistido anteriormente y envíelas por correo a la Oficina de Admisiones y Registros de NOCE, 315 East Wilshire Avenue, Bldg. 300, Fullerton, CA 92832. Sellado oficialmente significa que el sobre de la institución **NO PUEDE** ser abierto. **Las calificaciones abiertas NO serán aceptadas.**

2 APLIQUE POR SU NUMERO DE IDENTIFICACIÓN BANNER DE NOCE

Los nuevos estudiantes pueden aplicar en línea en la página www.noce.edu. Necesitará un número de estudiante (Banner ID) para completar los pasos 3 y 4. **No espere hasta que se abran las inscripciones para obtener su número de estudiante, ya que el proceso puede tardar hasta 48 horas antes de recibir su número de ID de Banner.**

3 COMPLETE LA ORIENTACION EN LINEA

Una vez que tenga un número de ID de Banner, los estudiantes deben completar la Orientación General NOCE en línea.

- Visite **myGateway** en <http://mg.nocccd.edu>. Use su **Banner ID** y contraseña (**Password**) para iniciar sesión.
- En el lado izquierdo de la pantalla, presione **NOCE**.
- Bajo **NOCE Orientations**, seleccione **NOCE General Orientation**.
- Siga las instrucciones y complete todas las secciones de **NOCE General Orientation**

4 LA SESION DE EVALUACION

NO se requiere registrarse para una sesión de Evaluación para las clases el Otoño 2020, del Programa de Escuela Secundaria para Adultos.

La prueba de evaluación es para determinar su nivel de lectura actual. Se requiere que los estudiantes se registren para una sesión de evaluación de diploma de escuela secundaria.

- ♦ Por favor verifique con los Servicios de Apoyo Estudiantil/Consejeros sobre las fechas de exámenes disponibles. La sesión evaluará la comprensión de lectura.
- ♦ La evaluación es cronometrada (dos horas) y se ofrece solo en Inglés
- ♦ Para obtener información y fechas de la Evaluación, llame al 714.808.4682 o envíe un correo electrónico a counseling@noce.edu

5 CONSEJERO

- Haga una cita para reunirse con un consejero por teléfono llamando al 714.808.4682 o envíe un correo electrónico a counseling@noce.edu
- Después de reunirse con un consejero, puede comenzar sus estudios en el Programa de Escuela Secundaria para Adultos de NOCE llamando a los números listados a continuación.
 - Para Biology, English 3**, HS Literature, World History, and Government, llame al 714.808.4582
 - Para United States History 1, United States History 2 y Economics, llame al 714.484.7438
 - Para Health Science, llame al 714.992.9538
- Los estudiantes deben tener un plan educativo para poder comenzar en el programa de diploma.

***English 3 – Literature component only*

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

*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

Consulte la página 10 para obtener más información Drive-up WiFi en Cypress College Fullerton College

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

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

The NOCE High School Diploma Program will offer high school subject class offerings online through Canvas during the 2020 Fall Semester.



- ◆ Continuing students will be automatically enrolled in the subject that they were studying in the Summer Term. Continuing students should call to verify enrollment in the high school diploma subject of their choice according to their Student Educational Plan.
- ◆ New High School Diploma Program students must complete the NOCE registration process and have a Student Educational Plan on file to be eligible to enroll in the high school diploma courses for 2020 Fall Semester.
- ◆ These online courses are available to NOCE eligible High School Diploma Program students, no matter the campus location.
- ◆ For additional information on High School Diploma Program enrollment, please call the appropriate number below.

- ◆ Biology
- ◆ English 3**
- ◆ Government
- ◆ HS Literature
- ◆ World History

To enroll in one of these courses,
call: 714.808.4582 or
 e-mail: AnaheimHighSchoolLab@noce.edu

- ◆ Economics
- ◆ United States History 1
- ◆ United States History 2

To enroll in one of these courses,
call: 714.484.7438 or
 e-mail: CypressHighSchoolLab@noce.edu

- ◆ Health Science

To enroll in this course,
call: 714.992.9538 or
 e-mail: WilshireHighSchoolLab@noce.edu

**English 3 – Literature component only

CAREER TECHNICAL EDUCATION PROGRAM

FOUR EASY STEPS TO ENROLL

NEW STUDENTS:
Complete Steps 1—4

1 APPLY ONLINE

⇒ **New students** apply to the school at www.noce.edu/cccaply.

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 Professional
- ◆ Braille Transcribing ¹
- ◆ Business Information Worker I
- ◆ Early Childhood Education
- ◆ Electrical Technology
- ◆ Funeral Service Assistant
- ◆ Management
- ◆ Medical Assistant
- ◆ Pharmacy Technician
- ◆ Quality Assurance Management for Medical Devices

¹ Online orientation not required, but highly recommended.

3 ONLINE REGISTRATION

Online registration will open at 7:30 a.m. for the 2020 Fall Semester:

⇒ All CTE Certificate Program Classes:

- **Monday, July 20, 2020 (Online via myGateway)**

Questions about what classes to take? Schedule an appointment with a counselor to develop an educational plan and discuss which classes to take before registering.

4 COUNSELING

⇒ Meet with a counselor by appointment 714.808.4682.

⇒ **New students** must meet with a counselor during their first term to develop a Student Educational Plan.

⇒ **Returning students** are highly encouraged to meet with a counselor to update their Student Educational Plan.

RETURNING STUDENTS:
Complete Steps 3 and 4

**For more information, call the Career Technical Education Program Office
at 714.808.4915 or e-mail careers@noce.edu.**

CAREER TECHNICAL EDUCATION PROGRAM

FOUR EASY STEPS TO ENROLL

1

APPLY FOR A NOCE BANNER ID

Apply online at www.noce.edu/cccaply. 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.

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:** <https://mg.nocccd.edu>. Use your **Banner ID** and **PIN** to log-in.
- On the left side of the screen, click on the **NOCE** 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** for all other programs.
- 24 hours after** you successfully pass the **Online Orientation, you will be eligible to register** for classes in the certificate program. If you are enrolling in Pharmacy Technician Program you must complete the Pharmacy Technician Online Orientation. For all other CTE programs you must complete the NOCE General Orientation.



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!

3

REGISTER ONLINE FOR 2020 FALL SEMESTER COURSES

2020 Fall Semester **Online Registration** opens at 7:30 a.m. via myGateway:

All CTE Programs:

- Monday, July 20, 2020 (Online Only)

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

Questions about what classes to take? Schedule an appointment with a counselor to develop an educational plan and discuss which classes to take before registering.

HELPFUL TIPS:

- Spaces are limited and available on a first-come, first-served basis. Registration opens at 7:30 a.m. on Monday, **July 20, 2020**.
- FIRST TIME REGISTERING ONLINE?** See page 4 for a helpful worksheet or contact Starhelp at 714.808.4679 or email starhelp@noce.edu.

4

COUNSELING

- Call 714.808.4682 for an appointment.
- 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.
- It is highly recommended that returning students meet with a counselor to update their Student Educational Plan.
- For students who have completed an educational plan, click here access your plan. To update your plan or discuss your next steps after program completion, contact the Counseling and Student Services Department.

For more information, call the Career Technical Education (CTE) Program Office at 714.808.4915. To make an appointment with a counselor, call the Counseling and Student Services Office at 714.808.4682.

CAREER TECHNICAL EDUCATION PROGRAM



WHAT IS CANVAS?

Canvas is NOCE's Learning Management System (LMS) used by instructors to deliver materials to students, complement in-class activities, communicate with students, and post the syllabus and grades.

TO ACCESS CANVAS:

STEP 1: Go to the NOCE website at www.noce.edu and click on the Canvas icon in the right-hand corner.

STEP 2: Login using your Banner ID#. Your password is the same as your banner password.

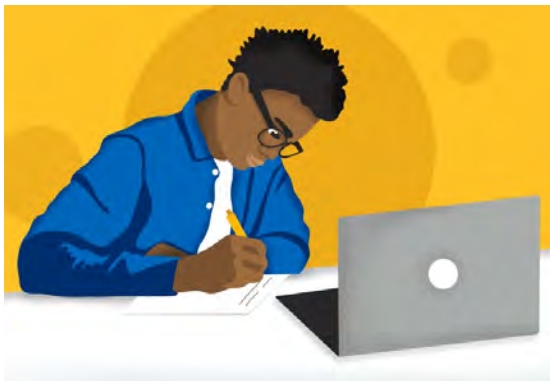
Tip: If you are experiencing Canvas log-in issues, contact the Career Technical Education (CTE) Office at 714.808.4915. For help with using Canvas (e.g. uploading and downloading assignments, navigation pages) contact the Business/Computer Skills Lab at 714.808.4712.

Preparing for Online Learning

(California Virtual Campus Online Education Initiative)

Online courses allow you to learn whenever, wherever, and however works best for you, making it easier to take classes while balancing work and family commitments.

Online classes can present unique challenges, however, if you're not prepared. But if you develop skills for effective online learning, you'll find the courses can be an excellent experience.



- ◆ Do you have the technology you need for online learning?
- ◆ Have you ever taken an online course?
- ◆ Do you need financial support?
- ◆ Are you taking care of your health and wellness?
- ◆ Do you know how to use Canvas?
- ◆ Do you know how to access online support services?
- ◆ How do you communicate with your instructors?
- ◆ How do you review course content and materials online?
- ◆ How do you engage with other students online?
- ◆ How do you complete course assignments online?
- ◆ What are additional resources and support are available?

Visit <https://cvc.edu/keeplearning/> for answers!

CAREER TECHNICAL EDUCATION

Available Programs:

- Administrative Professional
- Braille Transcribing Certificate
- Business Information Worker I
- Early Childhood Education Certificate
- Electrical Technology
- Funeral Service Assistant Certificate
- Management Certificate
- Medical Assistant Certificate
- Pharmacy Technician Certificate
- Quality Assurance Management Certificate for Medical Devices

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program. *Online orientation is recommended, but not required for Braille Transcribing.*
- **FOR IN-PERSON CLASSES: ATTENDANCE ON FIRST DAY OF CLASS 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 waitlist. **Students on the waitlist 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 class.
- **FOR ONLINE: FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 24 hours to accept the seat.** If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.
- **GRADES:** 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.

PROGRAM REMINDERS:

- **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.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan.

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

Visit careers.noce.edu for more information on:

- Program information
- Careers in this field
- Average salary
- Eligibility requirements
- Frequently asked questions
- Career highlights and opportunities

For more information about the programs listed above, please call the Career Technical Education (CTE) Program Office at 714.808.4915, visit our website at careers.noce.edu or e-mail careers@noce.edu

NOCE NETWORKS



Connect with us! See inside back cover for details!

BUSINESS/OFFICE TECHNOLOGY CERTIFICATE



Click here to see video about NOCE CTE Program

The **Business Information Worker I (BIW I)** certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salesperson, customer service representatives, receptionist, and information clerks. Students can be expected to learn the following: basic oral and written communications; basic computer application skills, including beginning Excel, Word, and Outlook; fundamentals of computer systems; and critical thinking and problem-solving skills. With a solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, students will be better prepared to meet the workforce demands of today's business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, and Outlook.

The **Administrative Professional Certificate** is designed to build upon the skills learned in the Business Information Worker I (BIW I) certificate program to prepare students for the next level of office and administrative support positions, including administrative assistant, administrative associate, administrative secretary, administrative specialist, administrative technician, clerk typist, department secretary, office assistant, secretary, and staff assistant. Students can be expected to learn the following: basic oral and written communications; practical keyboarding skills; fundamental computers and information processing skills; basic computer application skills, including beginning Excel, Word, Access, PowerPoint, and Outlook; fundamentals of the Internet, digital ethics and awareness, and cloud computing, critical thinking and problem solving skills; and hands-on practice integrating Microsoft Office software into real world simulations. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) Certifications in Word, Excel, Access, PowerPoint, and Outlook and the IC3 Digital Literacy certification. This training is also ideal for incumbent workers to be able to update their existing knowledge and skills relating to this field for more advanced career opportunities.

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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FOR ONLINE: FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 24 hours to accept the seat.** If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No students will be allowed to add classes after the established add deadlines. Please contact the CTE Office and/or Admissions and Records Office for additional information or questions.

- **GRADES:** 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.

PROGRAM REMINDERS:

- **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.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan. Call 714.808.4682 for an appointment.

For more information about Business/Office Technology Certificate classes please call the Career Technical Education (CTE) Program Office at 714.808.4915, visit our website at careers.noce.edu or e-mail careers@noce.edu

**KEYBOARDING MASTERY I
COMP/510**

Prerequisite: The student must be able to key 35 net words per minute (nwpm) timed writing or have completed COMP 685 Beginning Keyboarding with a pass grade. The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 9			
50807	Online	Remote	Casper
Dates: Oct 12-Dec 4			
50809	Online	Remote	Casper

**KEYBOARDING MASTERY II
COMP/511**

Prerequisite: The student must have completed COMP 510 Keyboarding Mastery I with a pass grade. The second of two keyboarding courses designed to increase and maintain keying speed and accuracy to employment levels of 50+ net words per minute (nwpm). **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 9			
50810	Online	Remote	Casper
Dates: Oct 12-Dec 4			
50811	Online	Remote	Casper

**OFFICE ESSENTIALS
OTEC/100**

A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service. **Textbook Required.**

Dates: Sep 28-Nov 6			
50799	Online	Remote	Prey
Dates: Nov 9-Dec 18			
CRN	DAYS	PLACE	INSTR
50800	Online	Remote	Prey

**MICROSOFT OUTLOOK FUNDAMENTALS
OTEC/105**

This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and manage task and contact records, and customize Outlook.

CRN	DAYS	PLACE	INSTR
Dates: Sep 28-Oct 16			
50795	Online	Remote	Teipe
Dates: Nov 9-Nov 27			
50801	Online	Remote	Sedrak
Dates: Nov 30-Dec 18			
50802	Online	Remote	Sedrak

**BUSINESS MATH FOR OFFICE TECHNOLOGY
OTEC/110**

Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Sep 25			
50804	Online	Remote	Prey
Dates: Nov 9-Dec 18			
50805	Online	Remote	Teipe

**COMPUTER CONCEPTS AND APPLICATIONS I
OTEC/210**

This is the first course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part I introduces students to fundamental workforce skills in computers and information processing; hardware; system software; networks, security, and privacy; troubleshooting and maintenance; and application software. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50789	Online	Remote	Loayza
50791	Online	Remote	Teipe
Dates: Oct 19-Dec 18			
50790	Online	Remote	Loayza

**Need Help Preparing for Online Learning?
Visit: <https://cvc.edu/keeplearning>**

**COMPUTER CONCEPTS AND APPLICATIONS II
OTEC/211**

Prerequisite: OTEC 210 Computer Concepts and Applications I and COMP 685 Beginning Keyboarding or Pass the Keyboarding Challenge Exam at a rate of 35 net words a minute with five or fewer errors per minute on a 5-minute timed writing. This is the second course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in the internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word, and Microsoft Excel. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. **Textbook Required.**

Dates: Aug 17-Nov 6			
CRN	DAYS	PLACE	INSTR
50796	Online	Remote	Sedrak

**COMPUTER CONCEPTS AND APPLICATIONS III
OTEC/212**

Prerequisite: OTEC 211 Computer Concepts and Applications II. This is the third course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part III builds on the foundations learned in parts I and II and introduces students to fundamental workforce skills in Microsoft Access and Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. **Textbook Required.**

Dates: Aug 17-Oct 16			
CRN	DAYS	PLACE	INSTR
50792	Online	Remote	Teipe

**MS OFFICE INTEGRATED PROJECTS
OTEC/225**

Prerequisite: OTEC 211 Computer Concepts and Applications II and OTEC 212 Computer Concepts and Applications III. This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program. **Textbook Required.**

Dates: Oct 19-Dec 18			
CRN	DAYS	PLACE	INSTR
50793	Online	Remote	Teipe

BRaille TRANSCRIBING



The Braille Transcribing Program is comprised of three classes that prepare students for the Library of Congress Braille Transcriber Certification which is required to be employed as a braille transcriber in public schools. The two-sequenced courses are designed to provide the necessary skills to read and produce braille for all levels of educational institutions as well as other community needs.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are not required, but it is highly recommended to complete an online orientation before enrolling in the Braille Transcribing Program.
- **FOR ONLINE CLASSES: FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist** will be notified as soon as possible when seats open up in classes. **Once you are notified, you will have up to 24 hours to accept the seat.** If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No students will be allowed to add classes after the established add deadlines. Please contact the CTE Office and/or Admissions and Records Office for additional information or questions.
- **GRADES:** 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.

PROGRAM REMINDERS:

- **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.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

For more information about Braille Transcribing Certificate, please call the Disability Support Service (DSS) Office at 714.484.7057 or e-mail disabilitysupport@noce.edu

BRaille TRANSCRIBING - READING & WRITING UNCONTRACTED AND CONTRACTED ENCO/200

NEW

This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into literary Unified English Braille code.

Dates: Aug 17-Dec 18; nc Nov 11

CRN	DAYS	PLACE	INSTR
50875	W/6p-8:50p	Online	Dawirs

COMPUTERS

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.

PROGRAM REQUIREMENTS

- **FOR ONLINE CLASSES: FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist** will be notified as soon as possible when seats open up in classes. **Once you are notified, you will have up to 24 hours to accept the seat.** If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No students will be allowed to add classes after the established add deadlines. Please contact the CTE Office and/or Admissions and Records Office for additional information or questions.
- **GRADES:** 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.

PROGRAM REMINDERS:

- **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.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

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



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: Aug 17-Dec 23; nc Aug 20, Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50825	M-Th 10a-6p	Remote	Staff

To contact an instructor, please call 714.808.4712.

To access lab materials, contact the CTE Office at 714.808.4915

**COMPUTERS, INTRODUCTION
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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50763	Online	Remote	Kretschmar
Dates: Oct 19-Dec 18			
50764	Online	Remote	Kretschmar



**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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50766	Online	Remote	Ahmed
Dates: Oct 19-Dec 18			
50768	Online	Remote	Ahmed

COMPUTER KEYBOARD

**COMPUTER KEYBOARDING - BEGINNING
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.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50819	Online	Remote	Prey
50822	Online	Remote	Kretschmar
50817	Online	Remote	Prey
50813	Online	Remote	Casper
Dates: Oct 19-Dec 18			
50818	Online	Remote	Prey
50815	Online	Remote	Casper
50823	Online	Remote	Kretschmar
50820	Online	Remote	Prey

**COMPUTER KEYBOARDING - MASTERY I
COMP/510**

*Prerequisite: The student must be able to key 35 net words per minute (nwpm) timed writing or have completed COMP 685 Beginning Keyboarding with a pass grade. The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. **Textbook Required.***

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 9			
50807	Online	Remote	Casper
Dates: Oct 12-Dec 4			
50809	Online	Remote	Casper

**COMPUTER KEYBOARDING - MASTERY II
COMP/511**

*Prerequisite: The student must have completed COMP 510 Keyboarding Mastery I with a pass grade. The second of two keyboarding courses designed to increase and maintain keying speed and accuracy to employment levels of 50+ net words per minute (nwpm). **Textbook Required.***

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 9			
50810	Online	Remote	Casper
Dates: Oct 12-Dec 4			
50811	Online	Remote	Casper

New to computers and not sure where to start?

Take one of our new computer basic courses to increase your knowledge and gain confidence in using today's technology before starting our computer related certificate options.



COMPUTER BASIC SKILLS

**COMPUTER BASICS
OTEC/091**

NEW

Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other NOCE computer course.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Sep 25			
50931	Online	Remote	Staff
Dates: Sep 28-Nov 6			
50933	Online	Remote	Staff
Dates: Nov 9-Dec 18			
50934	Online	Remote	Staff

**SOFTWARE ESSENTIALS
OTEC/092**

NEW

Learn the beginning basics of Word, Excel, PowerPoint, and Access in one class. This class serves as a foundation for OTEC courses.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Sep 25			
50932	Online	Remote	Staff
Dates: Sep 28-Nov 6			
50935	Online	Remote	Staff
Dates: Nov 9-Dec 18			
50936	Online	Remote	Staff

Looking for **TEXTBOOK INFORMATION?**
Look on the Fullerton College Bookstore page:

noce.edu/textbooks

For store choose: "Anaheim Campus Store"
and then select the term.

COMPUTER SOFTWARE

WINDOWS OPERATING SYSTEMS - INTRODUCTION MS/104

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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50765	Online	Remote	Ahmed
Dates: Oct 19-Dec 18			
50767	Online	Remote	Ahmed

MICROSOFT OFFICE - OVERVIEW MS/160

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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50769	Online	Remote	Kretschmar
Dates: Oct 19-Dec 18			
50770	Online	Remote	Kretschmar

MICROSOFT WORD - INTRODUCTION MS/144

Advisory: MS 104 Windows Operating Systems - Introduction 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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50771	Online	Remote	Ahmed

MICROSOFT WORD - INTERMEDIATE MS/134

Advisory: COMP 100 Introduction to Computers, MS 104 Introduction to Windows, MS 144 Introduction to Word or equivalent. This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. Textbook purchase may be required at first class.

CRN	DAYS	PLACE	INSTR
Dates: Oct 19-Dec 18			
50772	Online	Remote	Ahmed

MICROSOFT EXCEL - INTRODUCTION MS/105

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50774	Online	Remote	DeBiase
Dates: Oct 19-Dec 18			
50775	Online	Remote	DeBiase

MICROSOFT 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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50781	Online	Remote	DeBiase
Dates: Oct 19-Dec 18			
50782	Online	Remote	DeBiase

MICROSOFT POWERPOINT - INTRODUCTION MS/119

Learn how to create on-screen presentations using text, graphics, sound effects and movies.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50777	Online	Remote	Loayza
Dates: Oct 19-Dec 18			
50779	Online	Remote	Loayza

MICROSOFT ACCESS - INTRODUCTION MS/106

Advisory: COMP 100 Introduction to Computers, MS 104 Introduction to Windows or equivalent. Design databases using this popular software package. Includes creating tables, forms, reports and labels. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50780	Online	Remote	Sedrak

MICROSOFT ACCESS - INTERMEDIATE MS/107

Advisory: MS 106 Introduction to Access. Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships and defining queries. Text/disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent.

CRN	DAYS	PLACE	INSTR
Dates: Oct 19-Dec 18			
50783	Online	Remote	Sedrak

Need Help with:

- ◆ Resume Building
- ◆ LinkedIn
- ◆ Job Search
- ◆ Career Exploration
- ◆ Interview Preparation
- ◆ Online Application

Career Resource Center can help you get the answers

Call 714.808.4717 | email: careerhelp@noce.edu

MICROSOFT PUBLISHER - INTRODUCTION MS/143

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50776	Online	Remote	Loayza
Dates: Oct 19-Dec 18			
50778	Online	Remote	Loayza

QUICKBOOKS FUNDAMENTALS FOR THE FINANCIAL OFFICE APPLICATIONS COMP/650

Teaches students the basics of using the QuickBooks software to develop customized financial application for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50784	Online	Remote	Teipe
Dates: Oct 19-Dec 18			
50785	Online	Remote	Teipe

EARLY CHILDHOOD EDUCATION CERTIFICATE



The Early Childhood Education (ECE) 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.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FOR ONLINE CLASSES: FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist** will be notified as soon as possible when seats open up in classes. **Once you are notified, you will have up to 24 hours to accept the seat.** If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No students will be allowed to add classes after the established add deadlines. Please contact the CTE Office and/or Admissions and Records Office for additional information or questions.
- **GRADES:** 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.

PROGRAM REMINDERS:

- **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.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan. Call 714.808.4682 for an appointment.

Visit careers.noce.edu for more information on:

- Program information
- Careers in this field
- Average salary
- Eligibility requirements
- Frequently asked questions
- Career highlights and opportunities

For more information about Early Childhood Education classes please call the Career Technical Education (CTE) Program Office at 714.808.4915, visit our website at careers.noce.edu or e-mail careers@noce.edu

EARLY CHILDHOOD DEVELOPMENT ECE/140

An introduction to the developmental stages of children from prenatal to middle childhood with emphasis on the physical, cognitive, language and social/emotional milestones. Application of developmental and learning theories addressed. This course is part of a program approved by the California Department of Social Services for employment in private facilities. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50733	Online	Remote	Hill-West
Dates: Oct 19-Dec 18			
50734	Online	Remote	Hill-West

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.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50737	Online	Remote	Hill-West
Dates: Oct 19-Dec 23; nc Nov 11			
50738	Online	Remote	Hill-West



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.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50741	Online	Remote	Sueng
Dates: Oct 19-Dec 23; nc Nov 26			
50742	Online	Remote	Sueng

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.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50739	Online	Remote	Sueng
Dates: Oct 19-Dec 23; nc Nov 11			
50740	Online	Remote	Sueng

**CHILD HEALTH AND SAFETY
ECE/100**

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50735	Online	Remote	Sueng
Dates: Oct 19-Dec 18			
50736	Online	Remote	Sueng

**PROGRAM MUSIC & MOVEMENT
ECE/116**

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50744	Online	Remote	Le

**LANGUAGE ARTS AND LITERACY IN EARLY
CHILDHOOD
ECE/112**

This course examines the teacher's role in promoting and facilitating children's emerging literacy and language development through the use of storytelling, books, songs, flannel board stories and puppetry. This course is part of a program approved by the California Department of Social Services, for employment in a private facility. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Oct 19-Dec 23			
50743	Online	Remote	Le

**STUDENT SUCCESS SPOTLIGHT:
Reem Sharshar**



When **Reem Sharshar** left her homeland for the United States, she hoped to create a better future for herself and her family. Although excited to be in America, she faced a language barrier,

limited financial resources, and a cultural adjustment. Reem registered for English as a Second Language classes at NOCE and worked hard to improve her English. Soon after, Reem was offered a job as a childcare provider for some of the families in her community. Discovering her passion for working with children, Reem enrolled in the Early Childhood Education Certificate Program to further her job skills and advance in her career. Her instructor Susan Sueng said, "Reem commits herself to outstanding attendance in school. Her communication skills have excelled throughout her studies." Reem graduated from the ECE Certificate Program and serves as a model that determination and perseverance lead to success. **Congratulations, Reem!**

**ELECTRICAL
TECHNOLOGY**

Students prepare for entry-level employment in numerous electrical and electrically-related trades. Upon completion of the Electrical Technology Program, the student will be able to install, maintain, and repair electrical equipment and systems in a safe and workmanlike manner. Students prepare for careers as electricians, electrician trainees, electrician's helper, electrical technician, and electrical repair person.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FOR ONLINE CLASSES: FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist** will be notified as soon as possible when seats open up in classes. **Once you are notified, you will have up to 24 hours to accept the seat.** If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No students will be allowed to add classes after the established add deadlines. Please contact the CTE Office and/or Admissions and Records Office for additional information or questions.
- **GRADES:** 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.

PROGRAM REMINDERS:

- **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.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

Visit careers.noce.edu for more information on:

- Program information
- Careers in this field
- Average salary
- Eligibility requirements
- Frequently asked questions
- Career highlights and opportunities

For more information about Electrical Technology Program classes please call the Career Technical Education (CTE) Program Office at 714.808.4915, visit our website at careers.noce.edu or e-mail careers@noce.edu

**ELECTRICAL TRADES MATHEMATICS II
ELET/176**

Prerequisite: ELET 175 Electrical Trades Mathematics I. This course will present basic algebra and trigonometry and their application to the solution of practical problems in the electrical construction field with an emphasis on trigonometric solutions to alternating current electrical theory. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50786	Online	Remote	Massia
Dates: Oct 19-Dec 18			
50787	Online	Remote	Massia

FUNERAL SERVICE ASSISTANT CERTIFICATE



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.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FOR ONLINE CLASSES: FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist** will be notified as soon as possible when seats open up in classes. **Once you are notified, you will have up to 24 hours to accept the seat.** If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No students will be allowed to add classes after the established add deadlines. Please contact the CTE Office and/or Admissions and Records Office for additional information or questions.
- **GRADES:** 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.

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- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

Visit careers.noce.edu for more information on:

- Program information
- Careers in this field
- Average salary
- Eligibility requirements
- Frequently asked questions
- Career highlights and opportunities

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

Funeral Service Assistant Fall 2020 Classes Coming...

The Career Technical Education Program is working to finalize the 2020 Fall Semester course offerings for the Funeral Service Assistant Certificate.

For updates, please check (one or more):

- NOCE CTE website: careers.noce.edu
- NOCE Facebook page www.facebook.com/noce.edu
- E-mail the CTE Office careers@noce.edu and ask to be put on the notification list for the 2020 Fall Semester Funeral Service Assistant courses.

COMPUTER KEYBOARDING - BEGINNING 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.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50819	Online	Remote	Prey
50822	Online	Remote	Kretschmar
50817	Online	Remote	Prey
50813	Online	Remote	Casper
Dates: Oct 19-Dec 18			
50818	Online	Remote	Prey
50815	Online	Remote	Casper
50823	Online	Remote	Kretschmar
50820	Online	Remote	Prey

Need Assistance or Guidance? Call the Counseling Office

Talk with a counselor regarding your educational plan.
Contact the Counseling Office:

**Call 714.808.4682 or
e-mail: counseling@noce.edu**

COMPUTERS IN HEALTHCARE AND EHR, INTRODUCTION MEDA/101

NEW

Prerequisite: COMP 685 Beginning Keyboarding. 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. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50907	Online	Remote	Staff
Dates: Oct 19-Dec 18			
50908	Online	Remote	Staff

Please Note: Due to changes in our curriculum, MEDA 101 Computers in Healthcare and EHR, Introduction will be offered beginning in 2020 Fall Semester to satisfy the Funeral Service Assistance Certificate Requirement of MEOC 210 Introductions of Computers for Health Care Workers. Students will not need to complete any paperwork. This course has already been designated as an equivalent course.

MANAGEMENT CERTIFICATE

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.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
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- **GRADES:** 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.

PROGRAM REMINDERS:

- **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.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

Visit careers.noce.edu for more information on:

- Program information
- Careers in this field
- Average salary
- Eligibility requirements
- Frequently asked questions
- Career highlights and opportunities

For more information about the Management Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915, visit our website at careers.noce.edu or e-mail careers@noce.edu.

ELEMENTS OF SUPERVISION BMGR/410

Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations.

Dates: Aug 17-Sep 25

CRN	DAYS	PLACE	INSTR
50750	Online	Remote	Baltazar

WRITTEN COMMUNICATIONS FOR BUSINESS BMGR/415

Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports.

Dates: Nov 9-Dec 18

CRN	DAYS	PLACE	INSTR
50746	Online	Remote	Dunne

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: Aug 17-Sep 25

CRN	DAYS	PLACE	INSTR
50751	Online	Remote	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: Sep 28-Nov 6

CRN	DAYS	PLACE	INSTR
50753	Online	Remote	Baltazar

Don't Forget...All Management Certificate students must complete one of the following computer electives:

- ◆ COMP 100
- ◆ MS 104
- ◆ MS 144
- ◆ MS 105
- ◆ MS 106
- ◆ MS 119
- ◆ MS 134
- ◆ MS 107
- ◆ MS 160

Check out our 2020 Fall Semester Computer Program Courses on Pages 31-33

FINANCE FOR THE NON-FINANCIAL MANAGER BMGR/431

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

Dates: Sep 28-Nov 6

CRN	DAYS	PLACE	INSTR
50747	Online	Remote	Dunne

UNDERSTANDING BUSINESS CONTRACTS BMGR/452

This course will provide an overview of contract principles and 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: Nov 9-Dec 18

CRN	DAYS	PLACE	INSTR
50749	Online	Remote	Berry

MARKETING PRINCIPLES BMGR/430

Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and current business case studies. The student will learn to apply marketing skills in the development of a marketing plan.

Dates: Nov 9-Dec 18

CRN	DAYS	PLACE	INSTR
50748	Online	Remote	Baltazar

EFFECTIVE BUSINESS PRESENTATIONS BMGR/417

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

Dates: Aug 17-Sep 25

CRN	DAYS	PLACE	INSTR
50754	Online	Remote	Dunne

**MEDICAL TERMINOLOGY
MEDO/105**

NEW

This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50886	Online	Remote	Staff
50888	Online	Remote	Staff
Dates: Aug 17-Dec 4			
50937	Online	Remote	Wiley
Dates: Oct 19-Dec 18; nc Nov 11			
50887	Online	Remote	Staff
50889	Online	Remote	Staff

**MEDICAL ASSISTANT, CORE CONCEPTS
MEDA/100**

NEW

Explores past history and current issues of healthcare: the health care field; the role of the Medical Assistant; ethics and law for medical assistants; customer service; communication/cultural competencies in healthcare; student success; math skills for healthcare; safety in healthcare; and job skills and the professional portfolio. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50904	Online	Remote	Staff
Dates: Aug 24-Oct 23			
50905	Online	Remote	Staff
Dates: Oct 19-Dec 18			
50906	Online	Remote	Staff



**COMPUTERS IN HEALTHCARE AND EHR,
INTRODUCTION
MEDA/101**

NEW

Prerequisite: COMP 685 Beginning Keyboarding. 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. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 24-Oct 23			
50907	Online	Remote	Staff
Dates: Oct 26-Dec 18			
50908	Online	Remote	Staff

**MEDICAL ASSISTANT ADMINISTRATIVE
MEDA/110**

NEW

Prerequisite: COMP 685 Beginning Keyboarding, MEDA 100 Medical Assistant, Core Concepts and MEDO 105 Medical Terminology. Co-requisite: MEDA 111 Medical Assistant Administrative Lab. This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 9			
50909	Online	Remote	Staff
Dates: Oct 19-Dec 11			
50910	Online	Remote	Staff

**MEDICAL ASSISTANT ADMINISTRATIVE LAB
MEDA/111**

NEW

Prerequisite: COMP 685 Beginning Keyboarding, MEDA 100 Medical Assistant, Core Concepts and MEDO 105 Medical Terminology. Co-requisite: MEDA 110 Medical Assistant Administrative. This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 9			
50926	Online	Remote	Staff
Dates: Oct 19-Dec 11			
50927	Online	Remote	Staff



**MEDICAL ASSISTANT FINANCIAL
CONCEPTS
MEDA/130**

NEW

Prerequisite: MEDA 100 Medical Assistant, Core Concepts, COMP 685 Beginning Keyboarding and MEDO 105 Medical Terminology. Co-requisite: MEDA 131 Medical Assistant Financial Concepts Lab. This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Oct 26-Dec 18			
50913	Online	Remote	Staff

**Need Help Registering Online?
Give Us A Call!**

Starhelp Online Registration: 714.808.4679

Helpline Hours: Monday -Thursday: 7 a.m. – 7 p.m.
Friday, 7 a.m. – 4 p.m.

**MEDICAL ASSISTANT FINANCIAL
CONCEPTS LAB
MEDA/131**

NEW

Prerequisite: COMP 685 Beginning Keyboarding, MEDO 105 Medical Terminology and MEDA 100 Medical Assistant, Core Concepts. Co-requisite: MEDA 130 Medical Assistant Financial Concepts. This course develops the necessary skills for financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices in a direct hands on, simulated environment. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Oct 26-Dec 18			
50914	Online	Remote	Staff

**MEDICAL BILLING, INTRODUCTION
MEDA/140**

NEW

Prerequisite: COMP 685 Beginning Keyboarding and MEDA 101 Computers in Healthcare and EHR, Introduction or MEOC 210 Introduction of Computers for Health Care Workers. Co-requisite: MEDA 141 Medical Billing Lab, Introduction. An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/MediCal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 9			
50915	Online	Remote	Staff
Dates: Oct 19-Dec 11			
50916	Online	Remote	Staff

**MEDICAL BILLING LAB, INTRODUCTION
MEDA/141**

NEW

Prerequisite: COMP 685 Beginning Keyboarding and MEDA 101 Computers in Healthcare and EHR, Introduction or MEOC 210 Introduction of Computers for Health Care Workers. Co-requisite: MEDA 140 Medical Billing, Introduction. An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 9			
50917	Online	Remote	Staff
Dates: Oct 19-Dec 11			
50918	Online	Remote	Staff

Are You On-Track to Finish
Your Certificate?

Need Assistance or Guidance?

Talk with a counselor regarding your educational plan.

Contact the Counseling Office:

Call 714.808.4682 or e-mail: counseling@noce.edu

**HUMAN RELATIONS FOR HEALTHCARE
WORKERS
PTEC/125**

NEW

Covers basic communications skills with emphasis on the healthcare profession. Topics include non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50901	T/9a-12:35p	Remote	Staff
Dates: Oct 19-Dec 18			
50925	T/9a-12:50p	Remote	Staff

**MEDICAL ASSISTANT CLINICAL PROCEDURES
THEORY I
MEDA/200**

NEW

Prerequisite: MEDO 104 Medical Terminology and MEDA 100 Medical Assistant, Core Concepts. Co-requisite: MEDA 201 Medical Assistant Clinical Procedures Lab I. This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Dec 18			
50919	Online	Remote	Staff

**MEDICAL ASSISTANT CLINICAL PROCEDURES
THEORY II
MEDA/210**

NEW

Prerequisite: MEDA 200 Medical Assistant Clinical Procedures Theory I. Co-requisite: MEDA 211 Medical Assistant Clinical Procedures Lab II. This course reviews the theory behind back office procedures. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Dec 18			
50922	Online	Remote	Staff



Medical Assistant Labs

Fall 2020 Classes Coming...

The Career Technical Education Program is working to finalize the 2020 Fall Semester course offerings for the Medical Assistant Lab.

For updates, please check (one or more):

- NOCE CTE website: careers.noce.edu
- NOCE Facebook page www.facebook.com/noce.edu
- E-mail the CTE Office careers@noce.edu and ask to be put on the notification list for the 2020 Fall Semester Medical Assistant Lab courses.

**MEDICAL ASSISTANT CLINICAL
PROCEDURES LAB I
MEDA/201**

NEW

Co-requisite: MEDA 200 Medical Assistant Clinical Procedures Theory I. This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: exam room procedures, medical asepsis, infection control, patient intake, vital signs, assisting with physical examination, specialty exams, electrocardiograph, public health education, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures.

**MEDICAL ASSISTANT CLINICAL
PROCEDURES LAB II
MEDA/211**

NEW

Co-requisite: MEDA 210 Medical Assistant Clinical Procedures Theory II. This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture.

PHARMACY TECHNICIAN CERTIFICATE

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. ***Revised program pending State Approval***

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program
- **FOR IN-PERSON CLASSES: ATTENDANCE ON FIRST DAY OF CLASS 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 waitlist. **Students on the waitlist should attend the first class.** Regular attendance is expected of every student. No students will be allowed to add classes after the established add deadlines. Please contact the CTE Office and/or Admissions and Records Office for additional information or questions.
- **FOR ONLINE CLASSES: FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 24 hours to accept the seat.** If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.
- **GRADES:** 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.

PROGRAM REMINDERS:

- **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.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

Visit careers.noce.edu for more information on:

- Program information
- Careers in this field
- Average salary
- Eligibility requirements
- Frequently asked questions
- Career highlights and opportunities

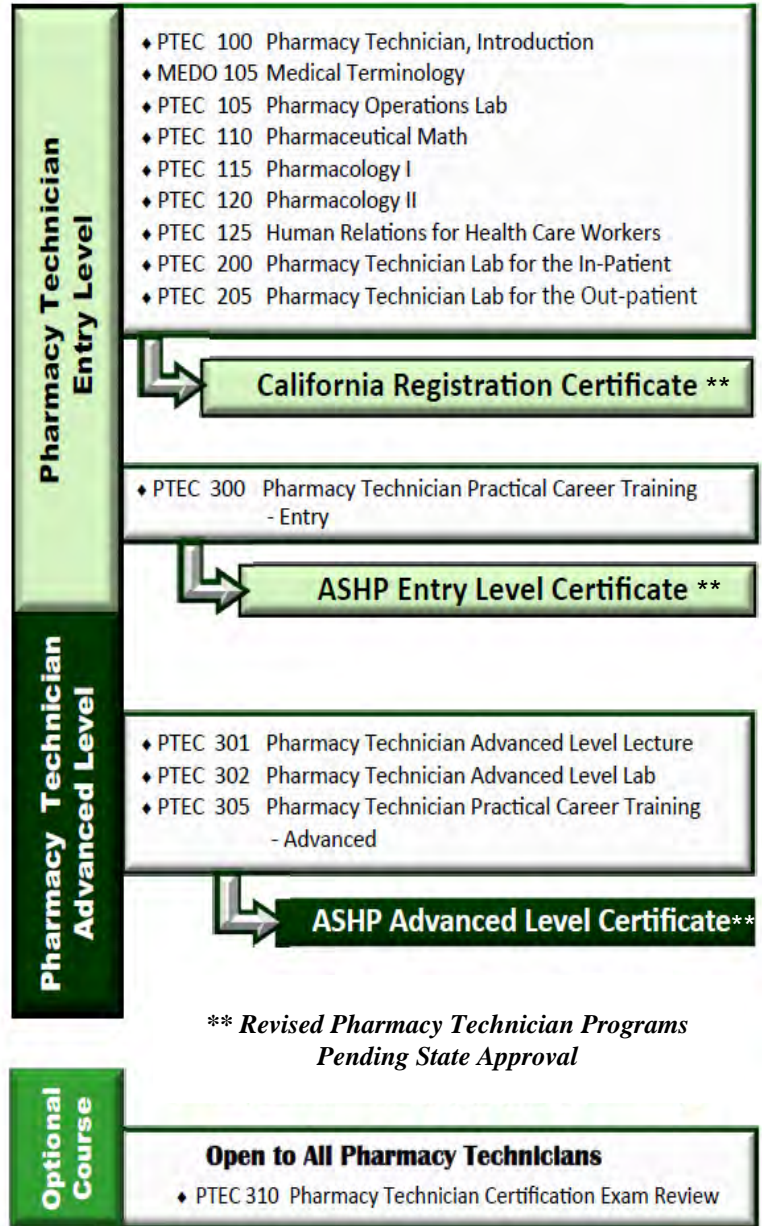
For more information about the Pharmacy Technician Certificates, please call the Career Technical Education (CTE) Program Office at 714.808.4915, visit our website at careers.noce.edu or e-mail careers@noce.edu

MEDICAL TERMINOLOGY MEDO/105

NEW

This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50886	Online	Remote	Staff
50888	Online	Remote	Staff
Dates: Aug 17-Dec 4			
50937	Online	Remote	Staff
Dates: Oct 19-Dec 18; nc Nov 11			
50887	Online	Remote	Staff
50889	Online	Remote	Staff



NOCE NETWORKS



Connect with us! See inside back cover for details!

PHARMACY TECHNICIAN, INTRODUCTION PTEC/100

NEW

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.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16; nc Aug 20			
50884	Online	Remote	Staff
Dates: Oct 19-Dec 18; nc Nov 26			
50885	Online	Remote	Staff



PHARMACY OPERATIONS LAB PTEC/105

NEW

Prerequisite: PTEC 100 Pharmacy Technician, Introduction and COMP 685 Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 30 net words a minute. This course is an introduction to the operations of a pharmacy and provides students with a working knowledge of its structural, functional, business and inter-relational aspects within the health care system. The course also covers the basics of compounding, medication distribution and inventory control. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50895	Online	Remote	Staff
Dates: Oct 19-Dec 18			
50896	Online	Remote	Staff

PHARMACEUTICAL MATHEMATICS PTEC/110

NEW

Prerequisite: PTEC 100 Pharmacy Technician, Introduction. Includes a review of basic mathematics focusing on its application to common pharmaceutical calculations; terminology, abbreviations and units needed to perform pharmaceutical calculations; and how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50893	Online	Remote	Staff
Dates: Oct 19-Dec 18			
50894	Online	Remote	Staff

HUMAN RELATIONS FOR HEALTHCARE WORKERS PTEC/125

NEW

Covers basic communications skills with emphasis on the healthcare profession. Topics include non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50901	Online	Remote	Staff
Dates: Oct 19-Dec 18			
50925	Online	Remote	Staff

PHARMACOLOGY I PTEC/115

NEW

Prerequisite: MEDO 105 Medical Terminology. Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the neurological, visual, auditory, integumentary, and musculoskeletal body systems. Over-the-counter drugs including antihistamines, anti-inflammatory, analgesics, vitamins and natural substances will be covered. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Sep 25			
50890	Online	Remote	Staff
Dates: Nov 9-Dec 18			
50891	Online	Remote	Staff

PHARMACOLOGY II PTEC/120

NEW

Prerequisite: MEDO 105 Medical Terminology. Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the cardiovascular, blood, respiratory, urinary, digestive, endocrine and reproductive body systems. Anti-infectives, vaccines, oncology agents, as well as fluid and electrolytes are covered. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Sep 28-Nov 6			
50892	Online	Remote	Staff

Need Help Registering Online? Give Us A Call!

Starhelp Online Registration: 714.808.4679

Helpline Hours: Monday -Thursday: 7 a.m. – 7 p.m.
Friday, 7 a.m. – 4 p.m.

Pharmacy Technician Labs

Fall 2020 Classes Coming ...

The Career Technical Education Program is working to finalize the 2020 Fall Semester course offerings for the Pharmacy Technician Lab.

For updates, please check (one or more):

- NOCE CTE website: careers.noce.edu
- NOCE Facebook page www.facebook.com/noce.edu
- E-mail the CTE Office careers@noce.edu and ask to be put on the notification list for the 2020 Fall Semester Pharmacy Technician Lab courses.

PHARMACY TECHNICIAN, LAB FOR THE IN-PATIENT PTEC/200

NEW

Prerequisite: MEDO 105 Medical Terminology and PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II. Course covers the preparation of medications given by intravenous, epidural and subcutaneous routes of administration. The student will learn aseptic techniques, pharmacy IV calculations, drug compatibilities and stabilities, IV therapy management, and specialized equipment. The laboratory incorporates use of laminar and vertical flow hoods and computerized software for IV preparation.

PHARMACY TECHNICIAN, LAB FOR THE OUT-PATIENT PTEC/205

NEW

Prerequisite: MEDO 105 Medical Terminology and PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II. This course is designed to provide pharmacy technician students with practical experience in a simulated out-patient pharmacy setting. It includes hands-on experience working with a computerized pharmacy management system in the retail setting, third party billing and telephone etiquette.

QUALITY ASSURANCE MANAGEMENT CERTIFICATE FOR MEDICAL DEVICES

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.

PROGRAM REQUIREMENTS

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- **GRADES:** 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.

PROGRAM REMINDERS:

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- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

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- Program information
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- Average salary
- Eligibility requirements
- Frequently asked questions
- Career highlights and opportunities

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, visit our website at careers.noce.edu or e-mail careers@noce.edu

Looking for **TEXTBOOK INFORMATION?**
Look on the Fullerton College Bookstore page:

noce.edu/textbooks

For store choose: "Anaheim Campus Store"
and then select the term.



INTRODUCTION TO MEDICAL DEVICE QUALITY ASSURANCE BMGR/645

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

Dates: Aug 17-Oct 16

CRN	DAYS	PLACE	INSTR
50758	Online	Remote	Vu

REGULATORY AFFAIRS FOR MEDICAL DEVICES BMGR/648

Course will provide students with an in-depth understanding the regulations and regulatory agencies that are specific to the medical devices industry. The course will cover U.S. and European Union (EU) regulations and related agencies. Includes laws governing the development, manufacturing and approval of medical devices.

Dates: Oct 19-Dec 18

CRN	DAYS	PLACE	INSTR
50757	Online	Remote	Goyal



QUALITY ASSURANCE FOR MEDICAL DEVICES BMGR/654

This course provides students with an in-depth definition of quality assurance and its role within the medical device industry. The course covers the role of assurance during the manufacturing and production stages. Topics will include the step-by-step process of ensuring quality requirements are met for a product or service.

Dates: Oct 19-Dec 18

CRN	DAYS	PLACE	INSTR
50756	Online	Remote	Vu

QUALITY AUDITING FOR MEDICAL DEVICES BMGR/660

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

Dates: Aug 17-Oct 16

CRN	DAYS	PLACE	INSTR
50759	Online	Remote	Goyal

DISABILITY SUPPORT SERVICES



Click Here for Video

For more information about Disability Support Services (DSS), please call 714.484.7057, visit our website at www.noce.edu/dss or e-mail disabilitysupport@noce.edu

DSS services (counseling, accommodations, alternate media, interpreter services, and more) 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 classes provide an academic foundation that enables students to transition to inclusive noncredit and credit classes, employment, and living more independently. Many of our DSS 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 class.

DSS Certificates

- Academic Track
- Computer Track
- Core Skills Track
- Employment Track
- Interpersonal Skill Track
- Life Skills Track

DSS Programs

- ARISE Lab – Academics, Relationships, Independence, Self-Advocacy, and Emotional Health
- C2C – College to Career
- IVES – Independent Vocational Educational Support Program
- Mobility Skills Training or JARC - Job Access and Return Commute
- WISE – Work Independence Self Advocacy Education
- Workability III – Job skills training

Please contact the DSS Program Office at 714.484.7057 to enroll in our special classes or to obtain support services.

NOCE NETWORKS



Connect with us! See inside back cover for details!

ACADEMIC TRACK

READING: SURVIVAL VOCABULARY & BASIC READING AND WRITING DSSS/116 **NEW!**

This course is designed for students interested in improving their basic reading and writing skills, as well as increasing reading comprehension abilities. Topics include survival vocabulary, introduction to use of reference tools and time management.

Dates: Aug 17-Dec 18; nc Aug 20, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50688	TTh/9a-11:20a	Online	Ferrier
50686	MW/12:30p-2:50p	Online	Sorooshian-Tafti

This class schedule can also be made available in alternate media format



For more information, contact Disability Support Services at 714.484.7057 or disabilitysupport@noce.edu

COMPUTER TRACK

COMPUTER FUNDAMENTALS: BEGINNING SKILLS DSSS/120 **NEW!**

This course is designed for students interested in an introduction to basic computer and word processing skills.

Dates: Aug 17-Dec 18; nc Aug 20, Nov 26

CRN	DAYS	PLACE	INSTR
50685	TTh/12:30p-2:50p	Online	Van Gelder

COMPUTERS: PRESENTATION SOFTWARE & BASIC FORMATTING DSSS/122 **NEW!**

Designed for students interested in developing introductory skills on the use of presentation software and entry level data entry. Topics include training on the use of PowerPoint slide presentation software and basic spreadsheet software for data entry skill development.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50689	MW/9a-11:20a	Online	Stanojkovic
50821	MW/12:30p-2:50p	Online	Paul
50684	MW/12:30p-2:50p	Online	Van Gelder

PHOTOSHOP ELEMENTS: DIGITAL CAMERA OPERATION & EDITING FUNDAMENTALS DSSS/124 **NEW!**

This course is designed for individuals wanting to increase their basic knowledge of taking a digital photo and introduce photo editing software basics. Topics will include operating a camera or related device, the parts of a camera, photo editing software options and basic skills in editing to print.

Dates: Aug 17-Dec 18; nc Nov 27

CRN	DAYS	PLACE	INSTR
50691	F/9a-2:50p	Online	Stanojkovic
50681	F/9a-2:50p	Online	Van Gelder

CORE SKILL TRACK

**SELF ADVOCACY:
MAKING A PLAN
DSSS/150**

NEW!

This course provides students with the knowledge and resources to make decisions and communicate needs for determining life and vocational paths. Students will examine personal strengths and skills to successfully advocate for life or vocational goals, in addition exploration into areas of disability and adaptive skills to mitigate personal challenges.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50690	MW/9a-11:20a	Online	Calsita
50808	TTh/9a-11:20a	Online	Tse
50680	MW/9a-11:20a	Online	Van Gelder

EMPLOYMENT TRACK

**COMMUNICATION ON THE JOB:
FOUNDATIONAL SKILLS
DSSS/142**

NEW!

A class designed for students interested in learning how to expand their communication skills in relation to employment. Course will focus on professional communication while seeking employment as well as once employment is obtained; and will include activities to enhance written and verbal skills.

Dates: Aug 17-Dec 18; nc Nov 26

CRN	DAYS	PLACE	INSTR
50824	TTh/12:30p-2:50p	Online	Tse

**JOB SKILLS:
EXPLORING OCCUPATIONAL PATHS
DSSS/140**

NEW!

This course is intended to assist students in establishing a realistic occupational goal and explore resources for seeking employment in a chosen occupational. This course will also introduce students to effective job interview preparation, technique and attire

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50021	MW/9a-11:20a	Online	Sorooshian-Tafti
50034	TTh/12:30p-2:50p	Online	Yago

**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: Aug 17-Dec 18; nc Aug 20-Aug 21, Nov 26-Nov 27

CRN	DAYS	PLACE	INSTR
50037	TThF/9a-11:20a	Online	Calsita

INTERPERSONAL SKILL TRACK

**SOCIAL SKILLS:
FOUNDATIONAL INTERPERSONAL BASICS
DSSS/152**

NEW!

This course is designed to provide students with an overview of foundational social skills at home, school, work, and in the community, as well as their personal life using a variety of basic skills.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50806	MW/9a-11:20a	Online	Ferrier
50683	MW/12:30p-2:50p	Online	Pietrzak
50803	TTh/12:30p-2:50p	Online	Calsita

**RELATIONSHIPS: FOUNDATIONAL BASICS
IN BUILDING HEALTHY RELATIONSHIPS
DSSS/160**

NEW!

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50798	MW/12:30p-2:50p	Online	Tse

**BOUNDARIES & RELATIONSHIPS:
FUNDAMENTALS
DSSS/162**

NEW!

This course is designed to provide students 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: Aug 17-Dec 18; nc Nov 26

CRN	DAYS	PLACE	INSTR
50687	TTh/12:30p-2:50p	Online	Cunningham

**HUMAN SEXUALITY:
HUMAN DEVELOPMENT AND CONCEPTION
DSSS/164**

NEW!

This course is designed to give students an overview of basic human sexuality concepts of boundaries, human development and puberty as well as reproduction. Topics will include sexual health in order to build safe, healthy sexual expression and attitudes, consistent with personal values, using a variety of basic skills.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50814	MW/12:30p-2:50p	Online	Ferrier

LIFE SKILLS TRACK

**COMMUNITY RESOURCES
DSSS/110**

NEW!

This course is designed to provide students with the skills necessary to access resources in the community that may provide opportunities for employment, personal wellness, and organizations that provide community transition assistance. Topics include instructions for use of public transportation to get to and return from community destinations

Dates: Aug 17-Dec 18; nc Nov 11, Nov 27

CRN	DAYS	PLACE	INSTR
50017	W/9a-2:50p	Online	Cunningham
50040	F/9a-2:50p	Online	Stanojkovic



**BASIC COOKING:
BEGINNING SKILLS
DSSS/134**

NEW!

This course is designed to give students 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.

Dates: Aug 17-Dec 18; nc Nov 26

CRN	DAYS	PLACE	INSTR
50812	TTh/9a-11:20a	Online	Stanojkovic
50679	TTh/9a-11:20a	Online	Luna II

MONEY SKILLS: SAFE SHOPPING AND MONEY MANAGEMENT
DSSS/132

NEW!

A course designed for students wanting to gain fundamental skills of safe shopping and money management basics. Students will learn to identify and avoid scams online and in the community.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50675	MW/9a-11:20a	Online	Luna II

BANKING & BILL PAYING: BEGINNING SKILLS
DSSS/130

NEW!

A quick-paced course designed to provide students with foundational banking and money management skills. Topics include basic banking terminology, budgeting and computing purchases.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50042	MW/9a-11:20a	Online	Breen
50031	TTh/9a-11:20a	Online	Torrez
50019	TTh/9a-11:20a	Online	Van Gelder

Having academic difficulties?
Meet with a Learning Disability Specialist.

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

Call Disability Support Services at 714.484.7057 to schedule an appointment.

INDEPENDENT LIVING: OPTIONS & RESOURCES
DSSS/137

NEW!

This course is an overview of living options for those considering living independent of their family homes. Topics will include the advantages and disadvantages of various living options as well as exploring the process of choosing and renting an apartment.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50797	MW/12:30p-2:50p	Online	Stanojkovic
50682	TTh/9a-11:20a	Online	Cunningham
50816	TTh/12:30p-2:50p	Online	Stanojkovic

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!

WISE PROGRAM

WISE - INDEPENDENT LIVING SKILLS
DSSS/306

NEW!

This class is designed to teach adults with developmental and intellectual disabilities how to apply practical living skills in order to live more independently.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11, Nov 26-Nov 27

CRN	DAYS	PLACE	INSTR
50047	MTWThF/9a-2:20p	Online	Reeves Breen



WISE: BUDGETING SKILLS
DSSS/300

NEW!

This class is designed to teach students with developmental and intellectual disabilities how to budget, pay bills safely and correctly as well as save their money.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11, Nov 26-Nov 27

CRN	DAYS	PLACE	INSTR
50928	MTWThF/9a-2:20p	Online	Brown Pietrzak

DSS OFF SITE CLASS LOCATION

CRN	Location
50873	My Day Counts
50874	My Day Counts



RECHARGE ♦ REGROUP ♦ RELAX

The ARISE hub offers online supports for students to help manage stress and anxiety, connect with other students, navigate the online educational world, and learn skills for success.

The ARISE hub conducts open student zoom hours throughout the week as well as one-on-one support for students.

For information about zoom sessions or to schedule a one-on-one meeting, please contact ARISE staff by phone at 657.284.1544 or email: arise@noce.edu

ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

ESL Program classes fill up each term — be first to register!

714.808.4638

STEPS TO REGISTER

- Once you have your Banner ID, complete an online orientation in myGateway.
- To access myGateway, visit <https://mg.nocccd.edu> and use your Banner ID and password to log in.
- Once you have logged in, all English as a Second Language/Citizenship (ESL) Program students must complete the NOCE ESL Online Orientation. [Click here for step-by-step instructions.](#)
- After you have completed the orientation, call the ESL Program at **714.808.4638** for assistance with class registration.
- Once registered, your Instructor or a staff member will reach out to you regarding how to access your course.
- For questions about the ESL/Citizenship Program, call **714.808.4638** or e-mail ESL4ALL@noce.edu

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**

ALL ESL CLASSES ARE ONLINE FOR 2020 FALL SEMESTER

Please visit
<https://noce.edu/coronavirus>
for latest updates.

Testing and Assessment Specialists will support student testing online.
Students will schedule appointments to complete online assessments.

Las clases del programa de ESL se llenan cada semestre:
¡sea el primero en registrarse!

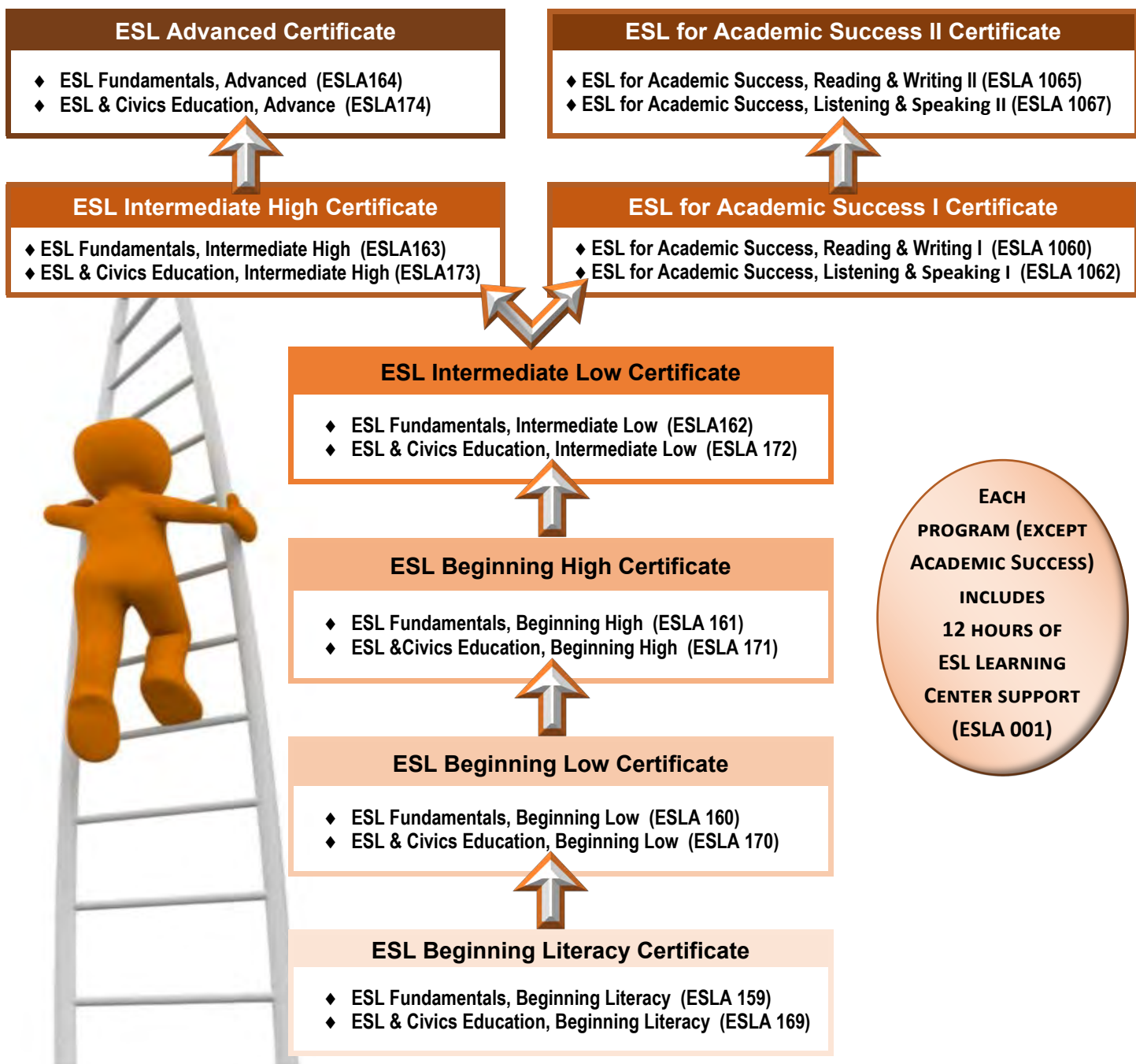
714.808.4638 Hablamos español

PASOS PARA INSCRIBIRSE

- Una vez que tenga su ID de banner, debe completar una orientación en línea en myGateway.
- Para acceder a myGateway, visite <https://mg.nocccd.edu> y use su ID de banner y contraseña para iniciar sesión.
- Una vez que haya iniciado sesión, todos los estudiantes del programa de inglés como segundo idioma / ciudadanía (ESL) deben completar la Orientación en línea de NOCE ESL.
- Una vez que haya completado la orientación, llame al programa ESL 714.808.4638 para obtener ayuda con la inscripción en la clase.
- Una vez registrado, su Instructor o un miembro del personal se comunicará con usted para indicarle los pasos necesarios sobre cómo puede usted ingresar a su curso via internet
- Para preguntas sobre el programa de ESL/Ciudadanía, llame al **714.808.4638** o envíe un correo electrónico a ESL4ALL@noce.edu

ESL PROGRAM CERTIFICATES

The ESL Program offers six levels of English instruction for adult students whose first language is not English. All levels offer instruction in all four language skills: reading, writing, listening, and speaking. The courses also offer additional practice in pronunciation, grammar, and vocabulary development. Once the students complete a level, they can move to the next level in the sequence. For each level, students can earn a state-approved Certificate of Completion. When the students pass all courses listed, they will be eligible to earn that certificate. The ESL Program also offers ESL for Academic Success certificates designed for Intermediate-Advanced students who wish to transfer to a college or university and continue their education. State-approved certificates awarded appear on official student transcripts.



ADDITIONAL STATE-APPROVED CERTIFICATES

Our ESL Program offers additional skills/practice in various specialty classes in reading, writing, pronunciation, vocabulary, grammar, and more. Students can also earn various state-approved Certificates of Completion, which can help with workforce readiness and job advancement. For more on ESL program description and requirements go to noce.edu/catalog-esl

ESL Grammar Review

- ◆ ESL Grammar Review, Beginning (ESLA 222)
- ◆ ESL Grammar Review, Inter/Adv (ESLA 223)

ESL Multiskills Off-site/Community Classes

- ◆ ESL Multilevel (ESLA 110)
- ◆ Family Literacy (ESLA 120)

ESL Specialty Courses

- ◆ ESL Reading Skills, Beginning (ESLA 180)
- ◆ ESL Writing Skills, Beginning (ESLA 185)

ESL Reading and Writing Skills, Beginning

- ◆ ESL Reading Skills, Inter/Advanced (ESLA 181)
- ◆ ESL Writing Skills, Inter/Advanced (ESLA 186)

ESL Reading and Writing Skills, Intermediate to Advanced

- ◆ ESL Learning Center (ESLA 001)
- ◆ Choose an ESL Specialty Class
(ESLA 802; ESLA 809; ESLA 810; ESLA 813; or ESLA 814)

ESL Vocabulary Review

- ◆ ESL Vocabulary Review, Beginning (ESLA 225)
- ◆ ESL Vocabulary Review, Inter/Adv (ESLA 226)

ESL for Workforce Preparation, Basic

- ◆ ESL Workforce Readiness, Adv (ESLA 1056)
- ◆ ESL Workplace Advancement, Adv (ESLA 1054)

ESL for Workforce Preparation, Advanced

- ◆ ESL Workplace Advancement, Basic (ESLA 1050)
- ◆ ESL Workforce Readiness, Basic (ESLA 1052)

For more information, contact the ESL Program at 714.808.4638
or e-mail ESL4ALL@noce.edu

ESL LEARNING CENTER

Need extra practice with English? Want help with your homework? At the ESL Learning Center, students can:

- Get help with technology and your online class
- Learn at your own pace, guided by experienced and professional teachers
- Focus on conversation, grammar, reading, or writing skills
- Explore American idioms and culture
- Use technology resources to learn and practice English
- Interact with other students in small group activities

Each Learning Center is an encouraging and supportive atmosphere. Hours are flexible—spend as much time as you need when the Learning Center is open.** We are here to help!

Learning Center schedule: NOCE.EDU/ESL

Questions 714.808.4638 or ESL4ALL@noce.edu

ESL LEARNING CENTER ESLA/001

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.

Starts week of 8/17/2020, ends week of 12/14/2020;

nc Aug 20-Aug 21, Sep 7, Nov 11, Nov 26-Nov 27

CRN	DAYS	PLACE	INSTR
50653	MW/11:30a-2:30p	Online	Niyondagara
	M/2p-6p	Online	Pederson
	W/2p-6p	Online	Joyce
	TTTh/11:30a-3p	Online	Niyondagara
	TTTh/12p-3p	Online	Lynch
	TTTh/3p-6p	Online	Joyce
	F/8a-12p	Online	Hong
	F/12p-5p	Online	Takeda
	F/1p-5p	Online	Joyce
	F/5p-9p	Online	Alvarez
	MTWTh/6p-9p	Online	Alvarez

ESL Learning Center Open: **MTWTh/11:30a-9p** and **F/8a-9p**

** For 2020 Fall Semester, all ESL Learning Center, will be held online.

ESL FUNDAMENTALS

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL FUNDAMENTALS, BEGINNING LITERACY ESLA/159

NEW!

This course is designed for adult language learners who possess limited to no proficiency in English. Students also may not possess literacy skills in their first language. The class will focus on basic vocabulary in English along with basic writing conventions and pronunciation.

Dates: Aug 17-Nov 6; nc Aug 20, Sep 7

CRN	DAYS	PLACE	INSTR
50538	MTWTh/8a-11:20a	Online	Pico
50540	MTWTh/8a-11:20a	Online	Choi
50542	MTWTh/6p-9:20p	Online	Lee

ESL FUNDAMENTALS, BEGINNING LOW ESLA/160

This integrated-skills course focuses on developing beginning-level receptive and productive language skills; the course also emphasizes life skills.

Dates: Aug 17-Nov 6; nc Aug 20, Sep 7

CRN	DAYS	PLACE	INSTR
50546	MTWTh/8a-11:20a	Online	Gil Villafuerte
50544	MTWTh/8a-11:20a	Online	Howie
50554	MTWTh/8:30a-11:50a	Online	Lynch
50548	MTWTh/8:30a-11:50a	Online	Lorge
50552	MTWTh/6p-9:20p	Online	Jedruszczak
50550	MTWTh/6p-9:20p	Online	Robinson

ESL FUNDAMENTALS, BEGINNING HIGH ESLA/161

The course focuses on developing receptive and productive language skills. Students will acquire grammar, vocabulary and language functions to improve proficiency. The course also emphasizes beginning level life skills.

Dates: Aug 17-Nov 6; nc Aug 20, Sep 7

CRN	DAYS	PLACE	INSTR
50556	MTWTh/8a-11:20a	Online	Smith
50558	MTWTh/8a-11:20a	Online	Kim
50560	MTWTh/8a-11:20a	Online	Moore
50562	MTWTh/8a-11:20a	Online	Lewis
50564	MTWTh/8:30a-11:50a	Online	Hasan
50566	MTWTh/6p-9:20p	Online	Kunimoto
50568	MTWTh/6p-9:20p	Online	Pabla
50570	MTWTh/6p-9:20p	Online	Belblidia
50574	MTWTh/6p-9:20p	Online	Stasiuk

ESL FUNDAMENTALS, INTERMEDIATE LOW ESLA/162

The course focuses on developing intermediate level receptive and productive language skills. Students will acquire grammar, vocabulary and language functions to improve proficiency. The course also emphasizes life skills.

Starts week of 8/17/2020, ends week of 11/2/2020; nc Aug 20, Sep 7

CRN	DAYS	PLACE	INSTR
50007	MTWTh/8a-11:20a	Online	Niyondagara
50010	MTWTh/8a-11:20a	Online	Diaz
50578	MTWTh/8a-11:20a	Online	Dinh
50580	MTWTh/8a-11:20a	Online	Pyo
50582	MTWTh/8a-11:20a	Online	Azarcon
50584	MTWTh/8:30a-11:50a	Online	Jimenez
50586	MTWTh/8:30a-11:50a	Online	Lim
50590	MTWTh/6p-9:20p	Online	Murillo
50592	MTWTh/6p-9:20p	Online	Peterson
50594	MTWTh/6p-9:20p	Online	Khssassi
50596	MTWTh/6p-9:20p	Online	Heredia

ESL FUNDAMENTALS, INTERMEDIATE HIGH ESLA/163

This is a four-skill language course using topics and information sources related to student need. Students will increase their proficiency in reading, writing, listening and speaking by acquiring new vocabulary and applying appropriate grammatical structures. Building language fluency is the focus of the course.

Dates: Aug 17-Nov 6; nc Aug 20, Sep 7

CRN	DAYS	PLACE	INSTR
50600	MTWTh/8a-11:20a	Online	Kopydlowska
50602	MTWTh/8a-11:20a	Online	Kahlon
50606	MTWTh/8a-11:20a	Online	Sahakian
50604	MTWTh/8:30a-11:50a	Online	Arellano
50616	MTWTh/6p-9:20p	Online	Croteau
50610	MTWTh/6p-9:20p	Online	Serrano
50612	MTWTh/6p-9:20p	Online	Warner
50614	MTWTh/6p-9:20p	Online	Moreno Aguilar

ESL FUNDAMENTALS, ADVANCED ESLA/164

This is a four-skill language course where students will improve their fluency in speaking, listening, reading and writing based on topics relevant to students' lives, experiences and goals. Grammatical structures will be integrated into language practice activities. Improving accuracy is a focus of the course.

Dates: Aug 17-Nov 6; nc Aug 20, Sep 7

CRN	DAYS	PLACE	INSTR
50618	MTWTh/8a-11:20a	Online	Wasby
50620	MTWTh/8a-11:20a	Online	Pham
50622	MTWTh/8:30a-11:50a	Online	Fillooy
50624	MTWTh/6p-9:20p	Online	Usary
50626	MTWTh/6p-9:20p	Online	Santostefano
50628	MTWTh/6p-9:20p	Online	Hug

NOCE NETWORKS



Connect with us! See inside back cover for details!

ESL & CIVICS

Questions? 714.808.4638 or ESL4ALL@noce.edu

**ESL AND CIVICS PREPARATION, BEGINNING LITERACY
ESLA/169**

NEW!

This competency-based course focuses on both basic language development and an introduction to life skills. Integrated language skills will acquaint students with community resources, the workplace and lifelong learning opportunities

Dates: Nov 9-Dec 18; nc Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50539	MTWTh/8a-11:20a	Online	Pico
50541	MTWTh/8a-11:20a	Online	Choi
50543	MTWTh/6p-9:20p	Online	Lee

**ESL AND CIVICS EDUCATION, BEGINNING LOW
ESLA/170**

This competency-based course focuses on both basic language development and life skills. Integrated language skills will help students access community resources, prepare them for the workplace and introduce them to life learning opportunities.

Dates: Nov 9-Dec 18; nc Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50545	MTWTh/8a-11:20a	Online	Howie
50547	MTWTh/8a-11:20a	Online	Gil Villafuerte
50555	MTWTh/8:30a-11:50a	Online	Lynch
50549	MTWTh/8:30a-11:50a	Online	Lorge
50553	MTWTh/6p-9:20p	Online	Jedruszczak
50551	MTWTh/6p-9:20p	Online	Robinson

**ESL AND CIVICS EDUCATION, BEGINNING HIGH
ESLA/171**

This competency-based course focuses on both language development and life skills. Integrated language skills will help students access community resources, prepare them for the workplace and introduce them to life learning opportunities.

Dates: Nov 9-Dec 18; nc Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50557	MTWTh/8a-11:20a	Online	Smith
50559	MTWTh/8a-11:20a	Online	Kim
50561	MTWTh/8a-11:20a	Online	Moore
50563	MTWTh/8a-11:20a	Online	Lewis
50565	MTWTh/8:30a-11:50a	Online	Hasan
50567	MTWTh/6p-9:20p	Online	Kunimoto
50569	MTWTh/6p-9:20p	Online	Pabla
50571	MTWTh/6p-9:20p	Online	Belbidia
50575	MTWTh/6p-9:20p	Online	Stasiuk

**ESL AND CIVICS EDUCATION, INTERMEDIATE LOW
ESLA/172**

This competency-based course focuses on both language development and life skills. Integrated language skills will help students access community resources, prepare them for the workplace and introduce them to life learning opportunities. Students will also develop critical thinking skills.

Starts week of 11/9/2020, ends week of 12/14/2020; nc Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50008	MTWTh/8a-11:20a	Online	Niyondagara
50011	MTWTh/8a-11:20a	Online	Diaz
50579	MTWTh/8a-11:20a	Online	Dinh
50581	MTWTh/8a-11:20a	Online	Pyo
50583	MTWTh/8a-11:20a	Online	Azarcon
50585	MTWTh/8:30a-11:50a	Online	Jimenez
50587	MTWTh/8:30a-11:50a	Online	Lim
50591	MTWTh/6p-9:20p	Online	Murillo
50593	MTWTh/6p-9:20p	Online	Peterson
50595	MTWTh/6p-9:20p	Online	Khssassi
50597	MTWTh/6p-9:20p	Online	Heredia

**ESL AND CIVICS EDUCATION, INTERMEDIATE HIGH
ESLA/173**

This course partners with ESL Fundamentals to complete the Intermediate High level of ESL. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students.

Dates: Nov 9-Dec 18; nc Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50601	MTWTh/8a-11:20a	Online	Kopydlowska
50603	MTWTh/8a-11:20a	Online	Kahlon
50609	MTWTh/8a-11:20a	Online	Sahakian
50605	MTWTh/8:30a-11:50a	Online	Arellano
50617	MTWTh/6p-9:20p	Online	Croteau
50611	MTWTh/6p-9:20p	Online	Serrano
50613	MTWTh/6p-9:20p	Online	Warner
50615	MTWTh/6p-9:20p	Online	Moreno Aguilar

**ESL AND CIVICS EDUCATION, ADVANCED
ESLA/174**

This course partners with ESL Fundamentals to complete the Advanced level of ESL. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language fluency development is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students.

Dates: Nov 9-Dec 18; nc Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50619	MTWTh/8a-11:20a	Online	Wasby
50621	MTWTh/8a-11:20a	Online	Pham
50623	MTWTh/8:30a-11:50a	Online	Filloy
50625	MTWTh/6p-9:20p	Online	Usary
50627	MTWTh/6p-9:20p	Online	Santostefano
50629	MTWTh/6p-9:20p	Online	Hug

Counseling and Student Services

- Career planning
- Education plans
- Transition to college
- Referrals to community resources

Call or e-mail to make an appointment:
714.808.4682 | counseling@noce.edu

CITIZENSHIP

Questions? 714.808.4638 or ESL4ALL@noce.edu

**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: Aug 17-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50639	F/8a-11:50a	Online	Kepler
50637	TTh/11:30a-1:50p	Online	Staff
50638	TTh/6p-8:20p	Online	Bystry

ESL ACADEMIC SUCCESS

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL FOR ACADEMIC SUCCESS: READING AND WRITING I ESLA/1060

Acquire reading and writing skills for academic success in higher level academic ESL courses, college, high school, GED, or career technical education programs. Students will participate in a variety of writing and reading activities on high-interest academic topics. Skills covered include reading for main ideas/details, sentence patterns and the writing process.

Dates: Aug 17-Dec 18; nc Aug 20, Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50533	MTWTh/8a-10:50a	Online	Kepler



Click here to see video about ESL Program

ESL FOR ACADEMIC SUCCESS: LISTENING AND SPEAKING I ESLA/1062

Acquire listening and speaking skills necessary for academic success in higher level academic ESL courses, college, high school, GED, or career technical education programs. Students will participate in a variety of listening and speaking activities on high-interest academic topics. Skills covered include listening to lectures, note taking, presentation skills and critical thinking.

Dates: Aug 17-Dec 18; nc Aug 20, Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50535	MTWTh/8a-10:50a	Online	Pederson

ESL FOR ACADEMIC SUCCESS: READING AND WRITING II ESLA/1065

Prerequisite: ESLA 500 ESL Intermediate High or ESLA 1060 ESL for Academic Success: Reading and Writing I. 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 advanced level ESL students.

Starts week of 8/17/2020, ends week of 12/14/2020;

nc Aug 20, Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50004	MTWTh/8a-10:20a	Online	Mang

ESL FOR ACADEMIC SUCCESS: LISTENING AND SPEAKING II ESLA/1067

Prerequisite: ESLA 500 ESL Intermediate High or ESLA 1062 ESL for Academic Success: Listening and Speaking I. ESL students will practice the listening and speaking skills ESL students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the technological skills needed for academic success and experience campus life through field trips to local colleges. For advanced level ESL students.

Dates: Aug 17-Dec 17; nc Aug 20, Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50537	MTWTh/8:30a-11:20a	Online	Stehly
50005	MTWTh/11a-1:30p	Online	Mang

ESL WORKFORCE READINESS

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL WORKFORCE READINESS SKILLS, BASIC ESLA/1052

NEW!

This course covers basic work skills as well as language skills necessary for intermediate level students to gain employment. Students will identify various job opportunities available in their respective communities and will learn to communicate with employers. In addition, students will gain basic knowledge of basic technology.

Dates: Aug 17-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50651	MW/8a-9:50a	Online	Cavazzi

Looking for a job?

ESL Program students can get online help at NOCE's Career Resource Center:

- Resume and cover letters
- Job search techniques
- Online job applications
- Creating a LinkedIn account
- Job interview practice
- Career exploration

Register for a workshop: noce.edu/workshops

Or schedule a one-on-one appointment:
careerhelp@noce.edu | Mon-Thurs 10 a.m. – 7 p.m.

ESL WORKFORCE READINESS SKILLS, ADVANCED ESLA/1056

NEW!

Prerequisite: ESLA 400 ESL Intermediate Low. This course prepares ESL students at an advanced level for the American workforce. Students will plan a career path based on skills and interests. They will also practice all aspects of conducting a job search, perform business communication tasks, and use computers for word processing and internet searches. In addition, students will learn about American workplace values and expectations.

Dates: Aug 17-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50652	TTh/8a-9:50a	Online	Cavazzi

Cada día cuenta en NOCE



Es importante que los estudiantes de NOCE asistan a todas sus clases.

Su asistencia está directamente relacionada con los fondos estatales que NOCE recibe para poder ofrecer sus clases. Su asistencia constante también le ayudará a alcanzar sus metas.

¡NOS VEMOS EN CLASE!

ESL READING & WRITING SKILLS

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL READING SKILLS, BEGINNING ESLA/180

NEW!

This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level.

Dates: Aug 17-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50641	TTh/11:30a-12:20p	Online	Kahlon

ESL READING SKILLS, INTERMEDIATE TO ADVANCED ESLA/181

NEW!

This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher.

Dates: Aug 17-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50642	F/10a-11:50a	Online	Takeda
50794	M/6p-8:50p	Online	Witt



ESL WRITING SKILLS, BEGINNING ESLA/185

NEW!

This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences.

Dates: Aug 17-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50643	TTh/11:30a-12:20p	Online	Pham

ESL WRITING SKILLS, INTERMEDIATE TO ADVANCED ESLA/186

NEW!

This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing.

Dates: Aug 17-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50644	TTh/11:30a-12:20p	Online	Espinoza

NOCE NETWORKS



Connect with us! See inside back cover for details!

ESL GRAMMAR REVIEW

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL GRAMMAR REVIEW, BEGINNING ESLA/222

NEW!

This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels.

Dates: Aug 17-Dec 18; nc Aug 20, Nov 26

CRN	DAYS	PLACE	INSTR
50645	MW/11:30a-12:20p	Online	Sattler
50647	TTh/12p-12:50p	Online	Jimenez

ESL GRAMMAR REVIEW, INTERMEDIATE - ADVANCED ESLA/223

NEW!

This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50648	MW/11:30a-12:20p	Online	Kopydowska
50646	TTh/12p-12:50p	Online	Hasan

ESL VOCABULARY REVIEW

Questions? 714.808.4638 or ESL4ALL@noce.edu



ESL VOCABULARY REVIEW, BEGINNING ESLA/225

NEW!

Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50630	MW/11:30a-12:20p	Online	Smith

ESL VOCABULARY REVIEW, INTERMEDIATE - ADVANCED ESLA/226

NEW!

Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels.

Dates: Aug 17-Dec 18; nc Aug 20, Nov 26

CRN	DAYS	PLACE	INSTR
50654	TTh/11:30a-12:20p	Online	Myers

ESL SPECIALTY CLASSES

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL SKILL BUILDING, INTERMEDIATE TO ADVANCED ESLA/211

NEW!

The course content is relevant to the lives of students. It integrates language functions and language forms with informational sources, skills and topics. Course topics will include the process and skills needed to seek employment as well as norms in the American workforce. The course will also cover planning, traveling and finances as skills needed to function in society. Students will use the above topics to build on reading comprehension, vocabulary, listening, speaking, writing and technology skills in an online environment. Students will be required to attend an orientation and take the CASAS assessment on campus.

Dates: Aug 17-Dec 18; nc Aug 20, Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50877	MTWTh/11:30a-1:50p	Online	Diaz

Due to the global pandemic, NOCE will be offering courses over the 2020 Fall Semester in an online format only. Therefore, orientation and CASAS testing for ESLA 211 may also be online. Detailed information will be emailed to enrolled students by the instructor.

Looking for a job?

ESL Program students can get online help at NOCE's Career Resource Center:

- Resume and cover letters
- Job search techniques
- Online job applications
- Creating a LinkedIn account
- Job interview practice
- Career exploration

Register for a workshop: noce.edu/workshops

Or schedule a one-on-one appointment: careerhelp@noce.edu | Mon-Thurs 10 a.m. – 7 p.m.



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: Aug 17-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50633	MW/11:30a-12:20p	Online	Azarcon
50635	MW/11:30a-12:20p	Online	Stehly
50634	TTh/11:30a-12:20p	Online	Sahakian
50636	F/6p-7:50p	Online	Joyce

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.

Starts week of 8/17/2020, ends week of 12/14/2020; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50631	F/8a-9:50a	Online	Carson
50632	F/10a-11:50a	Online	Lewis



COMPUTER SKILLS FOR ESL - ADVANCED ESLA/815

Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Print Shop, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively involved in computer projects linking the academic environment with their communities.

Dates: Aug 17-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50649	F/8a-9:50a	Online	Alvarez-Morales
50650	F/10a-11:50a	Online	Alvarez-Morales



AMERICAN IDIOMS ESLA/809

Students will become familiar with common American English idioms, their meanings and uses and demonstrate the application of idioms to everyday situations. In addition, students will learn the skills of deducing the meaning of the new vocabulary from context and become more comfortable sharing their opinions and experiences while practicing the target idioms.

Dates: Aug 17-Dec 18; nc Sep 7, Nov 11

CRN	DAYS	PLACE	INSTR
50640	MW/11:30a-12:20p	Online	Gray

DRAMA FOR COMMUNICATION ESLA/805

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

Dates: Aug 17-Dec 18; nc Aug 20, Sep 7, Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50876	MW/1:30p-2:20p TTh/1:30p-2:50p	Online	Mang

Due to the global pandemic, NOCE will be offering courses over the 2020 Fall Semester in an online format only. Therefore, all NOCE ESL Program classes taught at K-12 schools and community-based locations will be offered only through online learning. Questions? Call 714.808.4638 or ESL4ALL@noce.edu.

OFF-SITE/COMMUNITY CLASSES

Questions? 714.808.4638 or ESL4ALL@noce.edu



**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: Aug 17-Nov 6; nc Aug 20, Sep 7

CRN	DAYS	PLACE	INSTR
50706	MTWTh/8:45a-12:30a	Access CA Services	Rezai
50657	MTWTh/8:30a-11a	Brea Community Center	Allen
50659	MTWTh/8a-11a	St. Boniface	Espinoza
50716	MTWTh/8a-11a	Higher Ground Youth Family Services	Zabayle
50710	MTWTh/9a-11:20p	Ponderosa Park Family Resource	Bystry
50655	MTWTh/6p-9p	Ponderosa Park Family Resource	Sersea
50712	MTWTh/8a-11a	First Christian Church	Edgington
ANAHEIM UNION HIGH SCHOOL DISTRICT			
50661	MTWTh/6p-8:50p	Ball Jr High School	McCabe
FULLERTON SCHOOL DISTRICT			
50698	MTWTh/8:30a-11:20a	Pacific Drive Elementary	Koh
BUENA PARK SCHOOL DISTRICT			
50714	MTWTh/8:30a-11:20a	Whitaker Elementary	Olivos Munoz
50694	MTWTh/6p-8:50p	Whitaker Elementary	Lee
LA HABRA SCHOOL DISTRICT			
50700	MTWTh/6p-9:20p	Washington Middle School	Worthington
MAGNOLIA SCHOOL DISTRICT			
50704	MTWTh/7:45a-10:35a	Maxwell Elementary	Doherty
50702	MTWTh/8:30a-11:20a	Albert Schweitzer Elementary	Vega
PLACENTIA YORBA LINDA SCHOOL DISTRICT			
50718	MTWTh/8:30a-11:20a	Melrose Elementary	Carson
50720	MTWTh/8:30a-11:20a	Ruby Drive Elementary	Monroe
50724	MTWTh/8:30a-11:20a	Topaz Elementary	Jackson
50722	MTWTh/8:30a-11:20a	Rio Vista Elementary	Myers

Need Help Connecting to Your Online Class?

Log into the ESL Learning Center: noce.edu/esl
Call: 714.808.4638 | e-mail: ESL4ALL@noce.edu

Counseling and Student Services

- Career planning
- Education plans
- Transition to college
- Referrals to community resources

Call or e-mail to make an appointment:
714.808.4682 | counseling@noce.edu

**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: Nov 9-Dec 18; nc Nov 11, Nov 26

CRN	DAYS	PLACE	INSTR
50707	MTWTh/8:45a-12:30a	Access CA Services	Rezai
50658	MTWTh/8:30a-11a	Brea Community Center	Allen
50660	MTWTh/8a-11a	St. Boniface Church	Espinoza
50717	MTWTh/8a-11a	Higher Ground Youth Family Services	Zabayle
50711	MTWTh/9a-1:30p	Ponderosa Park Family Resource	Bystry
50656	MTWTh/6p-9p	Ponderosa Park Family Resource	Sersea
50713	MTWTh/8a-11a	First Christian Church	Edgington
ANAHEIM UNION HIGH SCHOOL DISTRICT			
50676	MTWTh/6p-8:50p	Ball Jr High School	McCabe
FULLERTON SCHOOL DISTRICT			
50699	MTWTh/8:30a-11:20a	Pacific Drive Elementary	Koh
BUENA PARK SCHOOL DISTRICT			
50693	MTWTh/8:30a-11:20a	Whitaker Elementary	Olivos Munoz
50695	MTWTh/6p-8:50p	Whitaker Elementary	Lee
LA HABRA SCHOOL DISTRICT			
50701	MTWTh/6p-9:20p	Washington Middle School	Worthington
MAGNOLIA SCHOOL DISTRICT			
50705	MTWTh/7:45a-10:35a	Maxwell Elementary	Doherty
50703	MTWTh/8:30a-11:20a	Albert Schweitzer Elementary	Vega
PLACENTIA YORBA LINDA SCHOOL DISTRICT			
50719	MTWTh/8:30a-11:20a	Melrose Elementary	Carson
50721	MTWTh/8:30a-11:20a	Ruby Drive Elementary	Monroe
50725	MTWTh/8:30a-11:20a	Topaz Elementary	Jackson
50723	MTWTh/8:30a-11:20a	Rio Vista Elementary	Myers



MATURE DRIVER CLASSES

For questions or assistance with registration, please contact the NOCE Helpline: 714.808.4679 or starhelp@noce.edu.

For additional information and questions regarding the Emeritus Program, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909; email: noce.edu/emmeritus or visit our website at noce.edu/emmeritus



MATURE DRIVER IMPROVEMENT SAFE/205

The Mature Driver Improvement course provides instruction, specifically tailored to older drivers, regarding defensive driving and California motor vehicle laws. During this course, information is provided on the effects that medication, fatigue, alcohol, and visual or auditory limitations have on a person's safe driving ability. Present the DMV certificate to your insurer as proof that you have completed the course. Mature drivers age 55 or older, who successfully complete an approved Mature Driver Improvement Course, may qualify for reduced motor vehicle insurance premiums.

CRN	DAYS	PLACE	INSTR
Dates: Aug 22-Aug 22			
50516	S/8:30a-4:50p	Online	Marlowe
Dates: Aug 26-Aug 27			
50519	WTh/1p-4:50p	Online	Marlowe
Dates: Sep 12-Sep 12			
50517	S/8:30a-4:50p	Online	Marlowe
Dates: Sep 21-Sep 22			
50520	MT/1p-4:50p	Online	Marlowe
Dates: Oct 10-Oct 10			
50521	S/8:30a-4:50p	Online	Marlowe
Dates: Oct 19-Oct 20			
50522	MT/1p-4:50p	Online	Marlowe
Dates: Nov 14-Nov 14			
50524	S/8:30a-4:50p	Online	Marlowe
Dates: Nov 18-Nov 19			
50523	WTh/1p-4:50p	Online	Marlowe
Dates: Dec 5-Dec 5			
50518	S/8:30a-4:50p	Online	Marlowe
Dates: Dec 16-Dec 17			
50525	WTh/1p-4:50p	Online	Marlowe

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 31 for more information.



EMERITUS PROGRAM

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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.

Due to the global pandemic, NOCE will be offering courses over the 2020 Fall Semester in an online format only. Therefore, all NOCE Emeritus Program classes taught at community-based senior living facilities will be offered only through online learning and exclusively to its residents. Questions? Call 714.808.4909.

Communication

BOOKS COME ALIVE FOR OLDER ADULTS ENCO/180

"Books Come Alive" is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction/non-fiction are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, older adult students are offered exciting opportunities for self-discovery and personal growth.

Dates: Aug 18-Dec 15

CRN	DAYS	PLACE	INSTR
50514	T/9:30a-11:20a	TBA	Hertogh

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: Aug 19-Dec 23; nc Nov 11

CRN	DAYS	PLACE	INSTR
50929	T/630p-8:20p	Morningside of Fullerton	Edwards
50663	W/1p-2:50p	West Anaheim Sr Prog	Edwards
50732	W/4:30p-6:20p	Buena Park Senior Ctr	McFall

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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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 12/21/2020; nc Sep 7, Nov 11			
50664	W/2:30p-4:20p	Brookdale Anaheim	Small
50666	M/1p-2:50p	Morningside of Fullerton	Small
50665	M/9:30a-11:20a	Park Regency Ret Res	Small
50231	M/2p-3:50p	W Anah Extended Care Hospital	Miller
Dates: Aug 21-Dec 18; nc Aug 21, Nov 27			
50232*	F/1p-2:50p	New Horizon	Miller

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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 12/14/2020; nc Aug 20-Aug 21, Sep 7, Nov 11, Nov 26-Nov 27			
50141	T/9:30a-11:20a	Anaheim Terrace Care Center	Henan
50111	W/3:30p-5:20p	Bradford Square	Gable
50104	Th/2:30p-4:20p	Brookdale Anaheim	Fischer
50130	F/2:30p-4:20p	Brookdale Anaheim	Gomes
50116	F/9:45a-11:35a	Brookdale-Yorba Linda	Gable
50173	F/10:30a-12:20p	Buena Park Senior Ctr	Lange-Goldstein
50135	F/9:30a-11:20a	Buena Vista Care Ctr	Gomes
50102	Th/12p-1:50p	Cottage of Artesia Gardens	Fischer
50672	T/3p-4:50p	Coventry Court Health Center	Reutzel
50671	T/12:30p-2:20p	Crescendo Senior Living of Pl	Reutzel
50930	M/9:30a-11:20a	Crescendo Senior Living of Pl	Edwards
50515	T/9a-11:50a	Cypress Sr Citizen Ctr	Heins
50103	W/8:45a-10:35a	Emerald Court	
50155	T/9a-10:50a	Fullerton Gardens	Johnson
50145	F/9:30a-11:20a	Gordon Lane Care Center	Henan
50112	F/3:15p-5:05p	Gordon Lane Care Center	Gable
50673	T/9:30a-11:20a	Harbor Villa Care Center	Reutzel
50512	F/10a-11:50a	Karnton Residential Care Ctr	Hertogh
50105	W/2:30p-4:20p	Katella Sr Living Community	Fischer
50129	T/3p-4:50p	Katella Sr Living Community	Gomes
50083	Th/1:30p-3:20p	Leisure Court	Belknap
50445	F/9:30a-11:20a	Leisure World Seal Beach	Bloom
50166	F/2:30p-4:20p	Orangegrove Rehab Hospital	Kim
50228	T/3p-4:50p	Park Anaheim Healthcare Ctr	Miller
50262	F/9:30a-11:20a	Park Vista Assisted Living	Powell
50133	Th/1:30p-3:20p	Park Vista Assisted Living	Gomes
50162	Th/3:30p-5:20p	Park Vista Assisted Living	Johnson
50264	Th/9:30a-11:20a	Park Vista at Morningside	Powell
50263	Th/1p-2:50p	Rehab Institute So Ca	Powell
50114	Th/9:45a-10:35a	St. Elizabeth Healthcare	Gable
50165	Th/3:15p-5:05p	Sun Mar Nursing Center	Kim
50267	T/9:30a-11:20a	Sunrise Assisted Living at YL	Powell
50511	Th/9:30a-11:20a	Sunrise Asst Liv Fullerton	Hertogh
50131	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Gomes
50085	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
50266	T/1p-2:50p	The Pavilion at Sunny Hills	Powell
50508	Th/1p-2:50p	The Pavilion at Sunny Hills	Hertogh
50110	T/2:30p-4:20p	The Pavilion at Sunny Hills	Gable
50084	W/9:30a-11:20a	Valley View Gardens	Belknap
50156	T/1:30p-3:20p	Valley View Gardens	Johnson
50157	Th/9:15a-11:05a	W Anah Extended Care Hospital	Johnson
50444	Th/9:30a-11:20a	Walnut Manor Rehab Care Center	Bloom
50509	W/9:30a-11:20a	Whittier Hills Healthcare Ctr	Hertogh
Starts week of 8/17/2020, ends week of 12/21/2020; nc Sep 7, Nov 11			
50513	W/1:30p-3:20p	Buena Vista Care Ctr	Hertogh
50674	M/1:30p-3:20p	Karnton Residential Care Ctr	Reutzel
50143	M/2p-3:50p	La Habra Conv Hospital	Henan
50159	M/2p-3:50p	Windsor Gardens of Fullerton	Johnson

50172	M/9:30a-11:20a	Brookdale Anaheim	Lange-Goldstein
50265	M/9:30a-11:20a	Brookdale-Yorba Linda	Powell
50136	W/1:30p-3:20p	Fischer	Gomes
50174	W/1:30p-3:20p	Fullerton Community Center	Lange-Goldstein
50269	W/9a-10:50a	Fullerton Gardens	Powell
50158	W/10a-11:50a	La Habra Conv Hospital	Johnson
50226	W/2p-3:50p	Leisure Court	Miller
50227	W/5:30p-7:20p	Leisure Court	Miller
50229	T/6p-7:50p	Park Anaheim Healthcare Ctr	Miller
50132	W/10a-11:50a	Park Anaheim Healthcare Ctr	Gomes
50142	M/9:15a-11:05a	Park Regency Care Ctr	Henan
50113	M/1p-2:50p	Park Regency Ret Res	Gable
50140	W/1p-2:50p	Park Vista Assisted Living	Henan
50161	M/10a-11:50a	Park Vista at Morningside	Johnson
50117	W/1:30p-3:20p	Park Vista at Morningside	Gable
50230	M/5p-6:50p	Rowntree Gardens	Miller
50106	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
50144	W/3:15p-5:05p	The Pavilion at Sunny Hills	Henan
50118	M/3:15p-5:05p	The Pavilion at Sunny Hills	Gable
50160	W/1p-2:50p	The Pavilion at Sunny Hills	Johnson
50268	M/1p-2:50p	The Pavilion at Sunny Hills	Powell
50115	W/9:30a-11:20a	Walnut Manor Rehab Care Center	Gable
50134	M/9:30a-11:20a	Windsor Gardens of Anaheim	Gomes
50146	W/9:45a-11:35a	Windsor Gardens of Anaheim	Henan
50171	W/0a-0a	Yorba Linda Sr Ctr	Lange-Goldstein

Creative Arts

CERAMICS FOR OLDER ADULTS CRAE/101

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

Starts week of 8/17/2020, ends week of 10/12/2020; nc Aug 20

CRN	DAYS	PLACE	INSTR
50457	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
50459	T/12:30p-4:20p	Cypress Sr Citizen Ctr	Trapani
50461	Th/12:45p-4:35p	Leisure World Seal Beach	Trapani
Starts week of 10/19/2020, ends week of 12/14/2020; nc Nov 26			
50458	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
50460	T/12:30p-4:20p	Cypress Sr Citizen Ctr	Trapani
50462	Th/12:45p-4:35p	Leisure World Seal Beach	Trapani

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 8/17/2020, ends week of 10/12/2020; nc Aug 21

CRN	DAYS	PLACE	INSTR
50449	W/12p-3:50p	AN/TBA	Gruenke
50098	T/12:30p-4:20p	Buena Park Senior Ctr	Cole
50454	F/8:30a-12:20p	Yorba Linda Sr Ctr	Smith
Starts week of 10/19/2020, ends week of 12/14/2020; nc Nov 27			
50099	T/12:30p-4:20p	Buena Park Senior Ctr	Cole
50456	F/8:30a-12:20p	Yorba Linda Sr Ctr	Smith
Dates: Aug 17-Dec 21; nc Sep 7			
50284	M/10a-11:50a	Cypress Sr Citizen Ctr	Smith
Dates: Oct 21-Dec 23; nc Nov 11			
50450	W/12p-3:50p	AN/TBA	Gruenke

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**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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 12/14/2020; nc Aug 20-Aug 21, Sep 5, Nov 11, Nov 26-Nov 28			
50138	F/2p-3:50p	Alamitos West Health Care Ctr	Harry
50295	Th/9:30a-11:20a	Brookdale-Garden Manor	Thakkar
50355	Th/2p-3:50p	Buena Park Nurs Ctr	Yoo
50148	Th/9:30a-11:20a	Buena Vista Care Ctr	Hyatt Solomina
50137	Th/9a-10:50a	Fullerton Gardens	Harry
50096	W/10a-11:50a	Happy Brea Adult Day Hth Care	Clary
50236	Th/2:30p-4:20p	Karlon Residential Care Ctr	Ngo
50352	T/2p-3:50p	La Habra Conv Hospital	Yoo
50281	T/12:30p-2:20p	New Horizon	Shneezai
50298	F/2p-3:50p	Park Anaheim Healthcare Ctr	Thakkar
50238	T/2p-3:50p	Park Regency Ret Res	Ngo
50256	F/1p-2:50p	Rehab Institute So Ca	Pope
50079	F/1p-2:50p	Senior Living Community	Bacon
50239	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Ngo
50149	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
50669	T/12:30p-2:20p	The Pavilion at Sunny Hills	Martin
50358	F/9:45a-11:35a	Valley View Gardens	Yoo
50147	S/2p-3:50p	W Anah Extended Care Hospital	Hyatt Solomina
50303	T/9:30a-11:20a	Whitten Heights	Trapani
50300	T/9a-10:50a	Whittier Hills Healthcare Ctr	Thakkar
50296	Th/2p-3:50p	Windsor Gardens of Anaheim	Thakkar
Starts week of 8/17/2020, ends week of 12/21/2020; nc Sep 7, Nov 11			
50290	W/2p-3:50p	Alamitos West Health Care Ctr	Solis
50301	M/1p-2:50p	Anaheim VIP Ctr	Thakkar
50139	M/2p-3:50p	Chapman Care Center	Harry
50235	M/2p-3:50p	Crescendo Senior Living of Pl	Ngo
50297	W/2p-3:50p	Gordon Lane Care Center	Thakkar
50362	M/9:30a-11:20a	Harbor Villa Care Center	Yoo
50302	M/9:30a-11:20a	Health Center of Orange County	Trapani
50257	/0a-0a	La Habra Community Serv-Sr Ctr	Pope
50299	M/9a-10:50a	Leisure Court	Thakkar
50282	M/1:30p-3:20p	Orangegrove Rehab Hospital	Shneezai
50234	W/2:30p-4:20p	Orangegrove Rehab Hospital	Ngo
50258	W/9:30a-11:20a	Palm Retirement Center	Pope
50291	M/9:15a-11:05a	Rowntree Gardens	Solis
50283	W/1p-2:50p	Sunrise Asst Liv Fullerton	Shneezai
50237	M/9a-10:50a	Windsor Gardens of Fullerton	Ngo

**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: Aug 18-Dec 15

CRN	DAYS	PLACE	INSTR
50670	T/3p-4:50p	Park Vista at Morningside	Martin


**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: Aug 18-Dec 15

CRN	DAYS	PLACE	INSTR
50080	T/11:30a-1:20p	Buena Park Senior Ctr	Bacon

STUDENT SUCCESS SPOTLIGHT:
Nayelie Ruiz



Nayelie Ruiz is an outstanding student enrolled in the Creative Arts Lifeskills Education Advancement Program's (LEAP) Emeritus class at the NOCE community-based location, Rehabilitation Institute of Southern California. Nayelie is a role model to others and works hard to improve her skills. At first she was shy and did not want to participate in class, but she has blossomed from working with assistance to now independently creating her own, wonderful, art. It is because of this transformation that her instructor, Gloria Solis, named Nayelie the most improved in her Creative Arts class. Her bubbly personality, eagerness to learn, and advocating for her needs are a few of Nayelie's strengths that have allowed her to overcome her cerebral palsy and epilepsy. Despite her medical conditions, Nayelie regularly comes to class and always with a wonderful attitude. **Congratulations Nayelie!**

**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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 12/14/2020; nc Aug 20, Nov 11, Nov 26			
50082	T/9a-10:50a	Cypress Sr Citizen Ctr	Bacon
50097	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
50153	Th/12p-1:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
50150	Th/2p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
50081	W/9a-10:50a	Yorba Linda Sr Ctr	Bacon
Dates: Aug 17-Oct 19; nc Sep 7			
50451	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
50447	M/9a-12:50p	Buena Park Senior Ctr	Bacon
Dates: Aug 18-Dec 22			
50154	T/1p-2:50p	Leisure World Seal Beach	Hyatt Solomina
Dates: Aug 19-Oct 14			
50151	W/12p-3:50p	Buena Park Senior Ctr	Hyatt Solomina
Dates: Oct 21-Dec 23; nc Nov 11			
50152	W/12p-3:50p	Buena Park Senior Ctr	Hyatt Solomina
Dates: Oct 26-Dec 21			
50452	M/8a-11:50a	Buena Park Senior Ctr	Clary
50448	M/9a-12:50p	Buena Park Senior Ctr	Bacon

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**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 8/17/2020, ends week of 12/14/2020;
nc Aug 20-Aug 21, Nov 11, Nov 26-Nov 27

CRN	DAYS	PLACE	INSTR
50088	F/9:30a-11:20a	Brookdale Anaheim	Bowman
50089	Th/9a-10:50a	Fullerton Community Center	Bowman
50090	W/10a-11:50a	Vintage of Stonehaven	Bowman
50087	Th/1p-2:50p	Yorba Linda Sr Ctr	Bowman

**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.

Dates: Aug 21-Dec 18; nc Aug 21, Nov 27

CRN	DAYS	PLACE	INSTR
50177	F/9:30a-11:20a	Cypress Sr Citizen Ctr	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 8/17/2020, ends week of 12/14/2020;

nc Aug 20-Aug 21, Sep 5, Sep 7, Nov 11, Nov 26-Nov 28

CRN	DAYS	PLACE	INSTR
50058	W/9:30a-11:20a	Alamitos West Health Care Ctr	Baker
50242	Th/10a-11:50a	Anaheim Crown Plaza	Park
50259	Th/9:30a-11:20a	Anaheim Healthcare Center	Pope
50200	F/9:30a-11:20a	Anaheim Terrace Care Center	Martin
50051	W/1p-2:50p	Anaheim VIP Ctr	Baessler
50244	F/1p-2:50p	Arbor Palms of Anaheim	Park
50062	M/9a-10:50a	Bradford Square	Behrbaum
50243	Th/1p-2:50p	Bradford Square	Park
50204	Th/1p-2:50p	Brea Memory Care Community	Martin
50323	T/1:30p-3:20p	Buena Park Nurs Ctr	Ward
50060	W/12:30p-2:20p	Cambridge Court	Behrbaum
50216	T/9a-10:50a	Crescendo Senior Living of Pl	Mastin
50061	Th/1p-2:50p	Emerald Court	Behrbaum
50055	W/1p-2:50p	Fullerton Gardens	Baker
50119	F/9a-10:50a	Fullerton Gardens	Gerrard
50201	T/9:30a-11:20a	Harvest Retirement	Martin
50730	T/10a-11:50a	Kariton Residential Care Ctr	Wilson
50270	Th/9a-10:50a	La Habra Conv Hospital	Proppe

50199	Th/9:30a-11:20a	La Palma Nurs Ctr	Martin
50214	F/9:30a-11:20a	Leisure Court	Mastin
50176	Th/9:30a-11:20a	New Horizon	Lassetter
50121	Th/1:30p-3:20p	Orangegrove Rehab Hospital	Gerrard
50049	Th/10a-11:50a	Park Anaheim Healthcare Ctr	Baessler
50053	F/3p-4:50p	Park Regency Ret Res	Baker
50120	F/1p-2:50p	Park Regency Ret Res	Gerrard
50048	T/9:30a-11:20a	Park Vista at Morningside	Baessler
50056	W/3:30p-5:20p	Park Vista at Morningside	Baker
50101	F/9:30a-11:20a	Park Vista at Morningside	Ediger
50318	Th/10a-11:50a	Rehab Institute So Ca	Ward
50064	T/9a-10:50a	Rowntree Gardens	Behrbaum
50052	W/10a-11:50a	St. Elizabeth Healthcare	Baessler
50254	S/9:30a-11:20a	Sunrise Asst Liv Fullerton	Pope
50164	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
50255	S/2p-3:50p	TBA	Pope
50066	Th/9:30a-11:20a	The Pavilion at Sunny Hills	Behrbaum
50124	Th/9:30a-11:20a	The Pavilion at Sunny Hills	Gerrard
50217	F/1:15p-3:05p	The Pavilion at Sunny Hills	Mastin
50321	T/9a-10:50a	W Anah Extended Care Hospital	Ward
50050	Th/2p-3:50p	W Anah Extended Care Hospital	Baessler
50065	T/1p-2:50p	Walnut Manor Care Ctr	Behrbaum
50126	T/9:30a-11:20a	Walnut Manor Rehab Care Center	Gilmore
50059	Th/9:30a-11:20a	Whitten Heights	Baker
50100	S/9:30a-11:20a	Whitten Heights	Ediger
50063	M/12:30p-2:20p	Whitten Heights	Behrbaum
50057	Th/1p-2:50p	Whittier Glen	Baker
50054	Th/3:15p-5:05p	Whittier Hills Healthcare Ctr	Baker
50260	F/9:30a-11:20a	Whittier Hills Healthcare Ctr	Pope
50241	F/9:30a-11:20a	Windsor Gardens of Anaheim	Park
50317	Th/2p-3:50p	Windsor Gardens of Fullerton	Ward
Starts week of 8/17/2020, ends week of 12/21/2020; nc Sep 7, Nov 11			
50245	W/9:30a-11:20a	Anaheim Healthcare Center	Park
50322	W/9:30a-11:20a	Anaheim Terrace Care Center	Ward
50203	M/9:30a-11:20a	Buena Vista Care Ctr	Martin
50324	W/3p-4:50p	Anaheim Crest Nurs Ctr	Ward
50125	W/3p-4:50p	Brookdale-Garden Manor	Gilmore
50206	W/1:30p-3:20p	Brookdale-Yorba Linda	Martin
50261	T/9a-10:50a	Cottage of Artesia Gardens	Pope
50320	M/9:30a-11:20a	Coventry Court Health Center	Ward
50315	M/9a-10:50a	Crescendo Senior Living of Pl	Wade
50122	W/9:30a-11:20a	Health Center of Orange County	Gerrard
50316	M/3p-4:50p	Gordon Lane Care Center	Wade
50731	W/9a-10:50a	Leisure Court	Wilson
50205	W/9:30a-11:20a	New Horizon	Martin
50287	W/9:30a-11:20a	Park Regency Care Ctr	Smith
50215	M/9:30a-11:20a	Whittier Hills Healthcare Ctr	Mastin
50123	W/1:45p-3:35p	Park Anaheim Healthcare Ctr	Gerrard
50202	M/1:30p-3:20p	Park Regency Care Ctr	Martin
50127	M/10a-11:50a	St. Elizabeth Healthcare	Gilmore
50175	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
50128	W/9:30a-11:20a	The Pavilion at Sunny Hills	Gilmore
50240	W/1p-2:50p	The Pavilion at Sunny Hills	Park
50271	T/9a-10:50a	Valley View Gardens	Proppe
50163	M/1p-2:50p	Valley View Gardens	Lassetter
50319	M/2p-3:50p	Whittier Hills Healthcare Ctr	Ward

**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: Aug 19-Dec 23; nc Nov 11

CRN	DAYS	PLACE	INSTR
50178	W/12p-1:50p	Sr Citizens Ctr Anaheim	Lassetter

Due to the global pandemic, NOCE will be offering courses over the 2020 Fall Semester in an online format only. Therefore, all NOCE Emeritus Program classes taught at community-based senior living facilities will be offered only through online learning and exclusively to its residents. Questions? Call 714.808.4909.

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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 12/14/2020; nc Aug 20-Aug 21, Nov 26-Nov 27			
50094	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Celis
50371	F/3p-4:50p	Cypress Sr Citizen Ctr	Yu
50368	F/12:30p-2:20p	Fullerton Community Center	Yu
50207	Th/12:30p-2:20p	Sr Citizens Ctr Anaheim	Mastin
Dates: Aug 19-Dec 23; nc Nov 11			
50366	W/12:30p-2:20p	Fullerton Community Center	Yu
50218	W/9a-10:50a	Stanton Civic Center	Matikinyidze



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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 12/21/2020; nc Sep 7, Nov 11			
50274	M/2:30p-4:20p	Brookdale-Yorba Linda	Rose
50279	W/9:30a-11:20a	Coventry Court Health Center	Salgado
50667	W/9:30a-11:20a	Gordon Lane Care Center	Wyckhouse
50310	M/9:30a-11:20a	La Palma Nurs Ctr	Villarreal
50309	M/1:30p-3:20p	New Horizon	Villarreal
50668	M/1:30p-3:20p	Park Vista Assisted Living	Wyckhouse
50313	T/9:30a-11:20a	The Pavilion at Sunny Hills	Villarreal
Starts week of 8/17/2020, ends week of 12/14/2020; nc Aug 20-Aug 21, Sep 5, Nov 26-Nov 28			
50314	Th/3p-4:50p	Alamitos West Health Care Ctr	Villarreal
50275	T/1:30p-3:20p	Brookdale-Yorba Linda	Rose
50312	Th/9:30a-11:20a	Gordon Lane Care Center	Villarreal
50278	T/3:15p-5:05p	Orangethrough Rehab Hospital	Salgado
50311	F/2p-3:50p	Whittier Hills Healthcare Ctr	Villarreal
50276	S/9:30a-11:20a	Whittier Hills Healthcare Ctr	Ruiz

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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 10/19/2020; nc Aug 21, Sep 7			
50528	MW/3:30p-5:20p	Buena Park Senior Ctr	Belknap
50304	MF/9a-10:50a	Capriana	Underwood
50531	MW/1p-2:50p	Yorba Linda Sr Ctr	Underwood
Dates: Aug 18-Oct 15; nc Aug 20			
50526	TTh/9a-10:50a	Fullerton Community Center	Belknap
Dates: Aug 22-Dec 19; nc Sep 5, Nov 28			
50446	S/2p-3:50p	Leisure World Seal Beach	Bloom
Dates: Oct 20-Dec 17; nc Nov 26			
50527	TTh/9a-10:50a	Fullerton Community Center	Belknap
Dates: Oct 26-Dec 18; nc Nov 27			
50530	MF/9a-10:50a	Capriana	Underwood
Dates: Oct 26-Dec 23; nc Nov 11			
50529	MW/3:30p-5:20p	Buena Park Senior Ctr	Belknap
50532	MW/1p-2:50p	Yorba Linda Sr Ctr	Underwood



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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 12/14/2020; nc Aug 20-Aug 21, Nov 11, Nov 26-Nov 27			
50109	T/9:30a-11:20a	Alamitos West Health Care Ctr	Fischer
50107	W/12p-1:50p	Cottage of Artesia Gardens	Fischer
50190	T/10a-11:50a	Park Anaheim Healthcare Ctr	Linen
50108	Th/9a-10:50a	Park Regency Care Ctr	Fischer
50185	F/2:30p-4:20p	Park Regency Care Ctr	Linen
50188	F/12:30p-2:20p	Park Regency Ret Res	Linen
50086	T/1:30p-3:20p	Park Vista at Morningside	Belknap
50192	F/9a-10:50a	Whitten Heights	Linen
Starts week of 8/17/2020, ends week of 12/21/2020; nc Sep 7			
50191	M/12:30p-2:20p	Katella Sr Living Community	Linen
50187	T/1:30p-3:20p	Walnut Manor Care Ctr	Linen
50186	M/2:30p-4:20p	Alamitos West Health Care Ctr	Linen
50189	M/5:30p-7:20p	Bradford Square	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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 18-Dec 15			
50453	T/1p-2:50p	Fullerton Community Center	Galindo

NOCE NETWORKS



Connect with us! See inside back cover for details!

Due to the global pandemic, NOCE will be offering courses over the 2020 Fall Semester in an online format only. Therefore, all NOCE Emeritus Program classes taught at community-based senior living facilities will be offered only through online learning and exclusively to its residents. Questions? Call 714.808.4909.



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 8/17/2020, ends week of 12/14/2020;

nc Aug 20-Aug 21, Sep 7, Nov 26-Nov 27

CRN	DAYS	PLACE	INSTR
50400	T/9a-10:50a	Stanton Civic Center	Zepeda
50092	T/1p-2:50p	Buena Park Senior Center	Carter-Rosenbloom
50329	T/2p-3:50p	W Anah Extended Care Hospital	Wilmington
50093	T/9a-10:50a	Fullerton Community Center	Carter-Rosenbloom
50390	Th/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
50346	F/9:30a-11:20a	Yorba Linda Sr Center	Wotring
50221	M/9:30a-11:20a	Buena Park Senior Center	Matikinyidze
50220	Th/9:30a-11:20a	Brea Senior Center	Matikinyidze
50404	F/9:30a-11:20a	Sunrise Asst Liv Fullerton	Zepeda
50209	F/9:30a-11:20a	Buena Park Senior Center	Mastin
50208	T/9:30a-11:20a	Buena Park Senior Center	Mastin
50211	Th/9:45a-11:35a	Cypress Sr Citizen Center	Mastin
50072	Th/9:50a-11:40a	Anhm Independencia Fam Reso Ct	Alcala
50071	M/9:50a-11:40a	Anhm Independencia Fam Reso Ct	Alcala
50194	T/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen
50170	F/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
50333	Th/10a-11:50a	Fullerton Community Center	Wotring
50335	T/10a-11:50a	Sr Citizens Center Anaheim	Wotring
50091	Th/10a-11:50a	Buena Park Senior Center	Carter-Rosenbloom
50219	T/10a-11:50a	Brea Senior Center	Matikinyidze
50169	Th/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
50183	Th/10:30a-12:20p	Yorba Linda Sr Center	Layne
50095	Th/10:30a-12:20p	Buena Park Senior Center	Celis
50180	T/10:30a-12:20p	Yorba Linda Sr Center	Layne
50280	Th/12p-1:50p	Fullerton Community Center	Sellens
50380	Th/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
50383	T/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
50331	T/12:30p-2:20p	Sr Citizens Center Anaheim	Wotring
50073	M/12:50p-2:40p	Brookdale-Yorba Linda	Alcala
50179	Th/1p-2:50p	Cypress Sr Citizen Center	Layne
Starts week of 8/17/2020, ends week of 12/21/2020; nc Sep 7, Nov 11			
50181	M/10a-11:50a	Brea Senior Center	Layne
50374	M/1p-2:50p	Buena Park Senior Center	Yu
50397	W/1p-2:50p	Buena Park Senior Center	Zepeda
50210	W/9:30a-11:20a	Cypress Sr Citizen Center	Mastin
50377	M/10:30a-12:20p	Cypress Sr Citizen Center	Yu
50212	M/1p-2:50p	Cypress Sr Citizen Center	Mastin
50394	W/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
50349	M/9a-10:50a	Fullerton Community Center	Wotring
50193	W/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen
50213	M/10a-11:50a	La Habra Community Serv-Sr Ctr	Mastin
50168	T/1:30p-3:20p	Orangegrove Rehab Hospital	Kim
50167	M/3:15p-5:05p	Sun Mar Nursing Center	Kim
50184	W/10a-11:50a	W Anah Extended Care Hospital	Layne
50305	W/9a-10:50a	Yorba Linda Sr Center	Underwood
50195	M/9a-10:50a	Yorba Linda Sr Center	Linen
50182	W/2p-3:50p	Yorba Linda Sr Center	Layne

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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 12/14/2020;			
nc Aug 20-Aug 21, Sep 5, Sep 7, Nov 11, Nov 26-Nov 28			
50253	Th/9:30a-11:20a	Alamitos West Health Care Center	Penn
50505	Th/1p-2:50p	Anaheim Crown Plaza	Feinstein
50306	Th/10a-11:50a	Anaheim VIP Center	Underwood
50308	T/10a-11:50a	Anaheim VIP Center	Underwood
50285	T/9:30a-11:20a	Brea Memory Care Community	Smith
50225	T/1p-2:50p	Brookdale Anaheim	Matikinyidze
50077	Th/12:50p-2:40p	Brookdale-Yorba Linda	Alcala
50069	W/1:30p-3:20p	Buena Park Nurs Center	Adams
50197	F/1:30p-3:20p	Buena Vista Care Center	Linen
50288	Th/9:30a-11:20a	Coventry Court Health Center	Smith
50224	Th/1p-2:50p	Fullerton Gardens	Matikinyidze
50386	T/3:15p-5:05p	Gordon Lane Care Center	Yu
50067	F/9:30a-11:20a	Harbor Villa Care Center	Adams
50307	F/2p-3:50p	La Habra Conv Hospital	Underwood
50330	Th/2p-3:50p	La Habra Conv Hospital	Wilmington
50250	F/10:50a-12:40p	Park Anaheim Healthcare Center	Penn
50247	Th/3p-4:50p	Park Anaheim Healthcare Center	Penn
50198	F/9:30a-11:20a	Park Regency Ret Res	Linen
50078	T/10a-11:50a	Park Vista Assisted Living	Alcala
50506	Th/10:30a-12:20p	Park Vista Assisted Living	Feinstein
50074	F/3:30p-5:20p	Park Vista Assisted Living	Alcala
50251	F/8:30a-10:20a	Rowntree Gardens	Penn
50223	F/9:30a-11:20a	Senior Living Community	Matikinyidze
50246	S/9:30a-11:20a	St. Elizabeth Healthcare	Penn
50076	T/12:50p-2:40p	Sunnycrest Senior Living	Alcala
50075	W/12:50p-2:40p	Sunnycrest Senior Living	Alcala
50070	M/9:30a-11:20a	The Pavilion at Sunny Hills	Adams
50068	Th/1p-2:50p	The Pavilion at Sunny Hills	Adams
50248	F/1:30p-3:20p	Whitten Heights	Penn
50286	T/2p-3:50p	Windsor Gardens of Anaheim	Smith
50407	F/2p-3:50p	Windsor Gardens of Anaheim	Zepeda
50196	Th/9:30a-11:20a	Windsor Gardens of Fullerton	Linen
Starts week of 8/17/2020, ends week of 12/21/2020; nc Sep 7, Nov 11			
50507	T/1p-2:50p	Anaheim Crown Plaza	Feinstein
50252	M/1:45p-3:35p	Anaheim Terrace Care Center	Penn
50222	M/1p-2:50p	Brookdale Anaheim	Matikinyidze
50412	M/9a-10:50a	La Habra Conv Hospital	Zepeda
50273	W/1p-2:50p	New Horizon	Randeria
50272	T/9:40a-11:30a	Park Regency Ret Res	Randeria
50289	M/9:30a-11:20a	Park Vista Assisted Living	Smith
50249	W/1:30p-3:20p	Rowntree Gardens	Penn

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!

PARENTING



For questions or assistance with registration, please contact the NOCE Helpline: 714.808.4679 or starhelp@noce.edu.

For additional information and questions regarding the Parenting classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909 or visit our website at noce.edu/parenting

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 virtual 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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16; nc Sep 7			
50961	M/8a-9:50a	Remote	Swallows
50960	T/5p-6:50p	Remote	Swallows
50833	Th/8a-10a	Remote	Quintanilla
Dates: Oct 19-Dec 18; nc Nov 26			
50962	M/8a-9:50a	Remote	Swallows
50959	T/5p-6:50p	Remote	Swallows
50834	Th/8a-10a	Remote	Quintanilla

**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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50835	W/8a-10a	Remote	Brown
50836	Th/10a-12p	Remote	Quintanilla
50837	F/8a-10a	Remote	Quintanilla
Dates: Oct 19-Dec 18; nc Nov 11			
50838	W/8a-10a	Remote	Brown
50839	Th/10a-12p	Remote	Quintanilla
50840	F/8a-9:50a	Remote	Quintanilla

**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-old. 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.

CRN	DAYS	PLACE	INSTR
Starts week of 8/17/2020, ends week of 10/12/2020; nc Sep 7			
50965	M/10a-11:50a	Remote	Swallows
50963	T/7p-8:50p	Remote	Swallows
50762	W/10a-12p	Remote	Brown
50830	F/10a-12p	Remote	Quintanilla
Dates: Oct 19-Dec 18; nc Nov 11			
50966	M/10a-11:50a	Remote	Swallows
50964	T/7p-8:50p	Remote	Swallows
50831	W/10a-12p	Remote	Brown
50832	F/10a-12p	Remote	Quintanilla

All Parenting Classes for the 2020 Fall Semester will be held ONLINE ONLY.

**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).

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50829	T/9a-10:50a	Remote	Stearns
50841	W/5p-7p	Remote	Stearns
50842	Th/9a-11a	Remote	Alquiza
50843	F/9a-11a	Remote	Brown
Dates: Aug 17-Oct 19; nc Sep 7			
50826	M/9a-11a	Remote	Alquiza
Dates: Oct 19-Dec 18; nc Nov 27			
50848	M/9a-11a	Remote	Alquiza
50844	T/9a-11a	Remote	Stearns
50845	W/5p-7p	Remote	Stearns
50846	Th/9a-11a	Remote	Alquiza
50847	F/9a-11a	Remote	Brown

**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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 16			
50849	T/11a-1p	Remote	Stearns
50850	W/7p-9p	Remote	Stearns
50851	Th/11a-1p	Remote	Alquiza
50852	F/11a-1p	Remote	Brown
Dates: Aug 17-Oct 19; nc Sep 7			
50828	M/11a-1p	Remote	Alquiza
Dates: Oct 19-Dec 18; nc Nov 27			
50857	M/11a-1p	Remote	Alquiza
50853	T/11a-1p	Remote	Stearns
50854	W/7p-9p	Remote	Stearns
50855	Th/11a-1p	Remote	Alquiza
50856	F/11a-1p	Remote	Brown



Facilitated Classes at NOCE

"Love allows children to grow through their mistakes"

STRESS FREE Strategies for Creating Self-Controlled, Self Regulated, HAPPY Kids!

LEARN HOW TO:

- Stay calm when kids do incredibly upsetting things
- Avoid un-winnable power-struggles and arguments
- Raise kids who are family members rather than dictators
- Set enforceable limits
- Avoid enabling and begin empowering
- Help kids learn from mistakes rather than repeating them
- ...and much more!

Parenting the Love and Logic Way ®

FALL 2020 - ONLINE SEMESTER CLASSES:

(11/25 No School Due to Holiday)

09/01 - 10/08 , 10/13 - 12/03

**Spanish Translation Provided*

<u>CRN (Part 1)</u>	<u>CRN (Part 2)</u>	<u>DAY</u>	<u>TIME</u>	<u>INSTRUCTOR</u>
50867	50868	Tuesday*	5 p.m. - 8 p.m.	Sherard
50869	50870	Wednesday	9 a.m. - 12 p.m.	Sherard
50871	50872	Thursday*	9 a.m. - 12 p.m.	Sherard

For more information, visit: www.noce.edu/loveandlogic
or contact Renee Day at: rday@noce.edu

[Click Here to View Classes](#)



COMMUNITY SERVICES & KIDS COLLEGE

FALL 2020

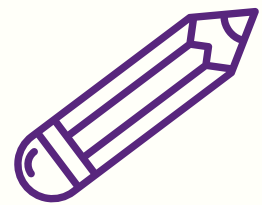
AUGUST - DECEMBER

Quick and easy registration, NOW ONLINE!

[VISIT US AT NOCE.EDU/GROW](https://www.noce.edu/grow)

- Simple and quick online registration
- Fast digital payment and refunds
- Family accounts
- Class preview videos
- Email reminders and updates

Academic Classes | Arts & Crafts | Business & Professional Development | Cooking & Baking | Fitness & Sports | High School Test Prep | Music & Drama



Community Services/Kids' College & Teen Program

FOUR EASY STEPS TO ENROLL

Registration for all Community Services as well as Kids' College & Teen Program classes have moved... to an easy-to-use new site! In order to register for classes and purchase a parking permit, you must create your own student profile. A profile allows you to view your transactions, current or past registrations, transcripts, and add your name to a class waiting list. Please follow the directions below.

1 CHECK OUT OUR NEW SITE!

To register or view classes, go to: www.noce.edu/grow

2 CREATE A STUDENT OR HOUSEHOLD PROFILE:

- ▶ On the main homepage, click on **LOGIN/CREATE ACCOUNT** on the top left
- ▶ Select **Create a NEW STUDENT PROFILE**
- ▶ Choose either a **STUDENT PROFILE** or a **HOUSEHOLD PROFILE**
- ▶ Enter your e-mail address as your **USERNAME**

3 VIEW AVAILABLE CLASSES:

To view available classes, click on the **BROWSE** dropdown button, and select a category of interest

4 REGISTER:

- ▶ Once you have selected the class you would like to take, click **ADD TO CART**
(You can select multiple classes to add to your cart before checkout)
- ▶ When you are finished adding all your classes to your cart, go to the top right and click **CHECKOUT**
- ▶ *Please note: If you need a parking permit, don't forget to add it to your cart*
- ▶ Once you click **CHECKOUT**, review your **SHOPPING CART**, and **AGREE TO POLICIES** before proceeding to the next screen
- ▶ Follow the remaining directions to enter in your credit card information, then click on **PROCESS PAYMENT**
- ▶ You will receive a confirmation e-mail of the classes you have purchased

For assistance with registration,
please contact the NOCE Helpline at 714.808.4679 or starhelp@noce.edu.

For further questions regarding class information,
contact the Lifeskills Education Advancement Program (LEAP)
at 714.808.4909, or email us at grow@noce.edu

Community Services Class Offerings

TO VIEW THE CLASS SCHEDULE AND COURSE DESCRIPTIONS, VISIT WWW.NOCE.EDU/GROW.

BUSINESS & PROFESSIONAL DEVELOPMENT

NOTARY

Notary Public Seminar
Notary Loan Signing Certification

Project Management

MS Project Profession, Introduction
Fundamental Project Management
Project Plan & Schedule Techniques
Project Cost Management
Team Build for Project Managers

Machine Shorthand

Machine Shorthand Speed Building 2
Machine Shorthand Speed Building 3
Machine Shorthand Speed Building 4

FINE & APPLIED ARTS

Fashion Design

Basic Sewing Techniques for Beginners
Fashion Design:
Fitting & Alterations: Pants, Part 1
Sewing Lab
T-Shirt Makeover
Sew Tailored Projects That Are Runway Worthy
Sew What You Wish
Sewing Techniques for Beginners

Music

Adult Guitar & Bass Workshop
Guitar for Adults

LANGUAGE ARTS

Sign Language - SEE Level 1
Voice-Overs...Now Is Your Time!

Foreign Language

Spanish - Conversation I
Spanish - Conversation II

PHYSICAL FITNESS

Adult Martial Arts

Judo, Jujitsu and Self-Defense
Beginning/Intermediate
Kenpo Karate
Beginning/Intermediate
Advanced
Kung Fu San Shu
Beginning/Intermediate
Advanced
Self Defense for Women

Dance

Ballet - Adult Beginning
Salsa Dance

Fitness

Latin Cardio Blast
Yoga for Relaxation
Zumba Sentao
Zumba Toning



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For further questions regarding class information, contact the Lifeskills Education
Advancement Program (LEAP) at 714.808.4909, or email us at grow@noce.edu

Kids' College & Teen Program Class Offerings

TO VIEW THE CLASS SCHEDULE AND COURSE DESCRIPTIONS, VISIT WWW.NOCE.EDU/GROW.

Arts & Crafts

Anime Drawing
Art Is for You
Art Techniques for Kids!
Drawing & Sketching
Pencils & Paintbrushes
Wonderful Arts and Crafts
Wonderful Watercolors

Common Core

Common Core: Math
Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
6th Grade
Common Core:
Online Reading and Writing Preparation (Grades 3-4)
Common Core:
Preparation for Computer Keyboarding (Grades 2 & 3)

Dance

Introduction to Dance
Youth Ballet
Jazz Hip-Hop Dance

Foreign Language

A Touch of Spanish
Rock 'N Learn Spanish

Martial Arts

Martial Arts/Parent & Me - Introduction
Judo/Jujitsu for Kids

Math

Pre-Algebra Concepts
Algebra

Math High School Test Preparation

Math Test Preparation
PSAT/NMSQT
SAT/ACT

Math Tutorials

Tutorial: Geometry
Tutorial: Trigonometry

Music & Drama

Guitar For Kids – Beginning
Musical Theatre
Vocal for Kids

Personal Enrichment

Public Speaking for Children
Memory Power for Kids

Reading & Writing

Basic Phonics
Basic Reading Skills
Creative Writing
Grades 1-2
Grades 3-6
Fun with Phonics
How to Study, Take Tests and Organize Yourself
Reading & Comprehension
Spelling and Writing Enrichment

Reading & Writing Tutorials

Tutorial: Reading and Writing Review

Science

Discovering Science Through Art Experiences



For assistance with registration,
please contact the NOCE Helpline at 714.808.4679 or starhelp@noce.edu.

For further questions regarding class information, contact the Lifeskills Education
Advancement Program (LEAP) at 714.808.4909, or email us at grow@noce.edu

GENERAL INFORMATION

NOCE 2020 Fall Semester SYMBOL KEY

AN = Anaheim Campus
CRN = Course Reference Number
NC = No Class
Remote/Online = Online Learning

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.

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. **Tuition-free 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. Tuition-free classes may be discontinued during the term if attendance drops. Tuition-based 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.

CHILDREN IN CLASS: No children are to attend adult classes.

CAMPUS BOOKSTORES: Are closed until further notice. Please visit the Fullerton College Bookstore page at noce.edu/textbooks. For store, choose "Anaheim Campus Store" and then select the term.

REGISTRATION: Registration is ONLY available online for the 2020 Fall Semester at www.noce.edu/registration. Most NOCCCD campuses closed until further notice. Please visit www.noce.edu/coronavirus for the latest updates.

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 administrator 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 once they are opened to the public, to change their name in the student database. Students must provide a picture ID when requesting a name change.

PARKING

A parking permit is **NOT** required to park in marked spaces for on-campus classes in 2020 Fall Semester at the Anaheim Campus. Please do not back into the parking space or you will be ticketed.

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 V 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. DSS (Substantial Disabilities)
6. Parenting
7. Older Adults
8. Short-Term Vocational
9. Workforce Preparation

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.

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.

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 by mail (the Transcript Request Form may be printed through the NOCE website at www.noce.edu/records). 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 term a student is in attendance. For more information, call 714.992.9502.

CLASSIFICATION OF STUDENTS: Students are classified as full-time when enrolled and attending 12 hours or more of instruction per week. Students enrolled in fewer than 12 hours per week of instruction are considered part-time students. Enrollment and attendance can be confirmed after the student has attended two consecutive weeks of instruction.

CATALOG RIGHTS POLICY: North Orange Continuing Education (NOCE) issues a new catalog each academic year beginning in the fall semester and, if needed, subsequent addendums for the spring and summer terms. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the fall semester 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 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 consecutive terms, including summer, resulting in an academic record 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	Must enroll in the following term to maintain Catalog Rights
Fall	Spring & Summer	Fall
Spring	Summer & Fall	Spring
Summer	Fall & Spring	Summer

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 nor course challenges do not maintain catalog rights.

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/records 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 following the award of the original grade. All grade appeal requests should be directed to the NOCE Registrar at 714.992.9502. For additional information, you may refer to Board Policy 4231. Grade appeal request forms can be found online at noce.edu/records.

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 V 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.
3. Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously-submitted papers should inform students in the course syllabus,
4. Instructors may deal with academic dishonesty in one or more of the following ways:
 - a. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
 - b. Assign zero points on all or a particular paper, project, or exam.
 - c. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the school. Such a report will be accompanied by supporting evidence and documentation.

See Student Conduct Policy for additional information.

SEXUAL HARASSMENT, DRUG-FREE AND ALCOHOL-FREE:

For a copy of these policies, please refer to the NOCCCD website at noce.edu/policies.

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 V 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 West Romneya Drive
 Anaheim, California 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. To reach Campus Safety, call the following numbers by NOCE Center:

- **Anaheim Campus Safety:** 714.808.4911
- **NOCE Cypress Center**
(Cypress College Campus Safety): 714.484.7387
- **NOCE Wilshire Center**
(Fullerton College Campus Safety): 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 Security offices:

- **Anaheim Campus Safety:** 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.

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, California 90410
 Website: <https://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.

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 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.

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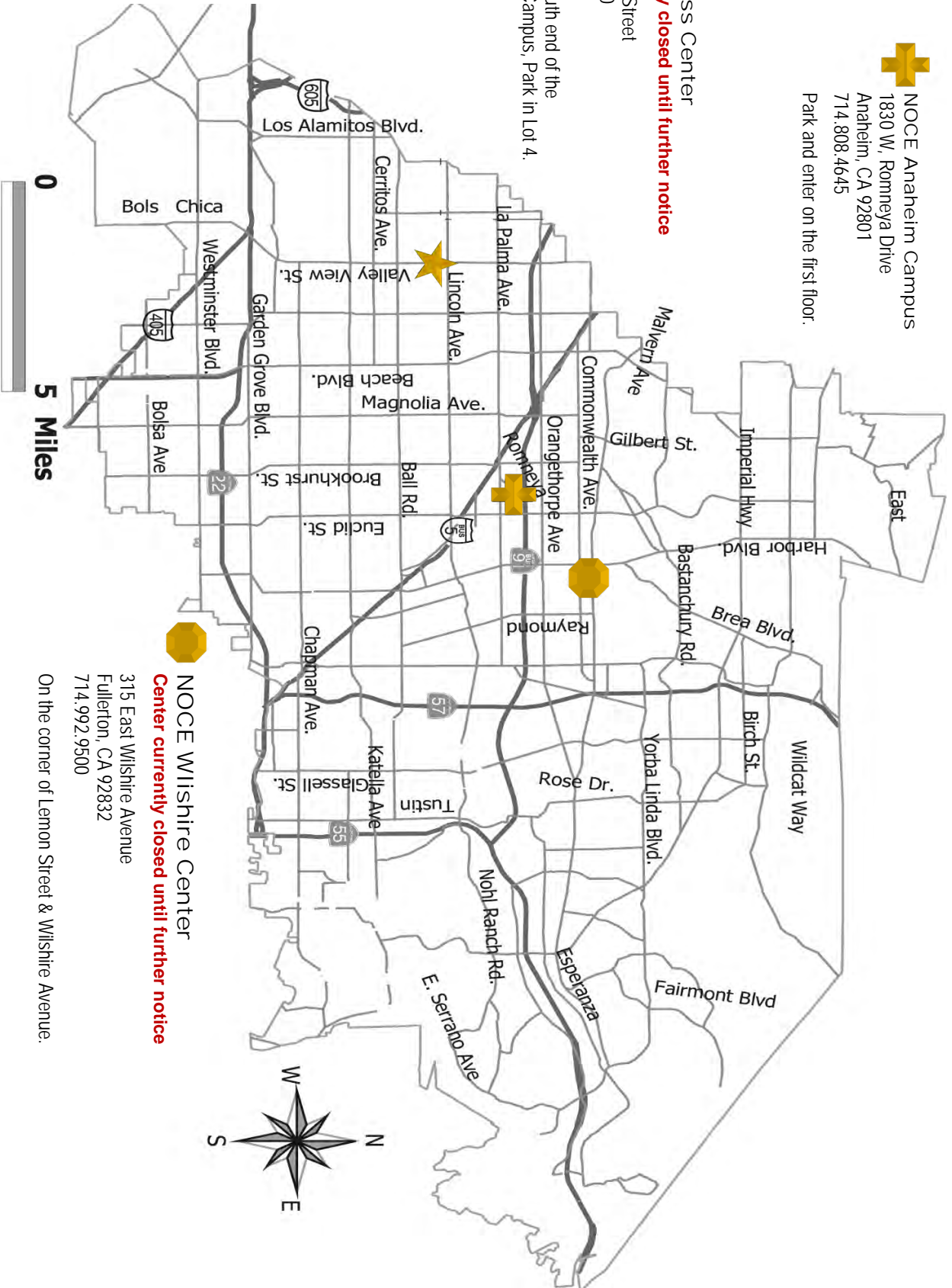
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