NOCE
NORTH ORANGE
CONTINUING EDUCATION

2021
SPRING SEMESTER
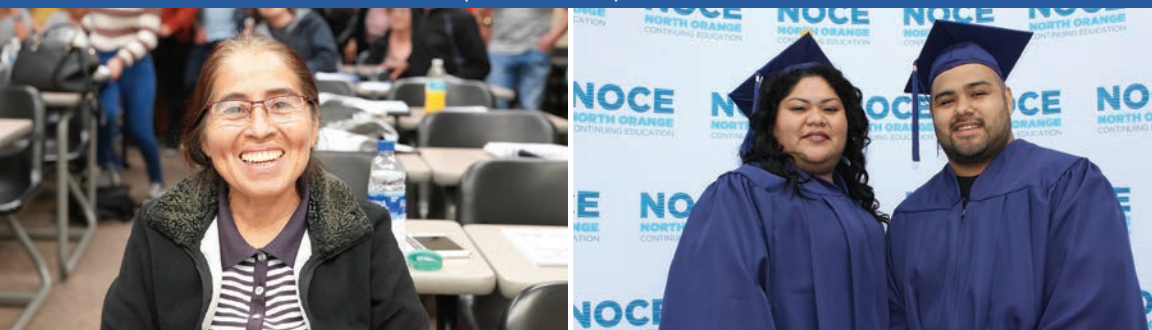## January - May
Noncredit and Community Services

Join us for
ONLINE LEARNING*
in the
2021 SPRING SEMESTER!

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

NOCE 2021 SPRING SEMESTER

- **December 4, 2020:** Class schedule posted at www.noce.edu/schedule
- **December 8, 2020:** Registration begins online at www.noce.edu/registration
- **January 19, 2021:** 2021 Spring Semester begins; See individual courses for specific start dates

www.noce.edu
714.808.4679

Welcome to
North Orange Continuing Education
2021 Spring Semester

Valentina Purtell
NOCE President

Click here for President's Welcome Video Message

Click on the NOCE logo above to watch a quick overview video of NOCE programs and services

NOCE MISSION STATEMENT

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

NOCE VISION STATEMENT

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

NOCE CORE VALUES

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

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

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

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

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

NOCE INSTITUTIONAL STUDENT LEARNING OUTCOMES

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

1. Empowerment to be lifelong learners. Students can demonstrate the confidence and courage to learn how to learn as well as appropriate research, study, inquiry and goal-setting skills.

2. The ability to function effectively within their community. Students demonstrate appropriate effective interpersonal communication, critical thinking and problem solving skills as well as an understanding of the value of diversity.

Have an Important Question?

Use these Helpful Numbers!
For questions regarding classes or registering for classes 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.

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Join Us This Spring!!!
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 for **noce.edu/textbooks** (under store, select Anaheim Campus) or 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 EASY!

1 <u>**APPLY FOR AN NOCE STUDENT ID**</u>

First-time students can apply for a student identification (Student ID) number online at <u>www.noce.edu/apply</u>. Within two (2) business days of online submission, applicants will receive an e-mail with registration instructions/information.

2 <u>**REGISTER FOR CLASSES**</u>

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 <u>**PURCHASE BOOKS (if applicable)**</u>

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

SEMESTER DATES & HOLIDAYS TO REMEMBER

2021 SPRING SEMESTER
January 19, 2021 — May 28, 2021

<u>**ONLINE REGISTRATION BEGINS:**</u>
- **December 8, 2020:** Online Registration for ALL NOCE Classes

<u>**CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER**</u>
- **January 25, 2021 — May 22, 2021**

<u>**HOLIDAYS—NOCE CENTERS CLOSED**</u>
- **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**

2021 SUMMER TERM
June 7, 2021 — July 17, 2021

<u>**ONLINE REGISTRATION BEGINS:**</u>
- **TBD**

<u>**CYPRESS COLLEGE/FULLERTON COLLEGE SUMMER SEMESTER**</u>
- **June 7 — August 13, 2021**

<u>**HOLIDAYS—NOCE CENTERS CLOSED**</u>
- **Independence Day Holiday: July 4 – 5, 2021**

READY TO REGISTER?
GET STARTED WITH THIS CHECKLIST

ONLINE REGISTRATION FOR ALL NOCE CLASSES
- TUESDAY, DECEMBER 8, 2020

- ♦ Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Tuesday, December 8, 2020.

All designated Career Technical Education (CTE) classes (pages **25 - 43**) must complete the **ONLINE ORIENTATION** prior to registering for CTE classes.

- ♦ Administrative Professional
- ♦ Braille Transcribing[1]
- ♦ Business Information Worker I
- ♦ Early Childhood Education
- ♦ Electrical Technology
- ♦ Funeral Service Assistant
- ♦ Management
- ♦ Medical Assistant
- ♦ Personal Care Aide
- ♦ Pharmacy Technician
- ♦ 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 **Student 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 Student ID (also known as Student 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 STUDENT ID number, click "FORGOT PASSWORD." Follow the prompts to reset your Password. If you have forgotten your Student ID, click "FORGOT USERNAME" and follow the prompts to have your Student ID e-mailed to you.

3. If your Student 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 (Course Reference No.)		Title	Days	Times	Location

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 Tuesday, December 8, 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 2021 Spring Semester.

In English
- ► **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 Login to Canvas** (video)
- ► **How to Print a SEPP** (Student Education Program Plan - PDF)

En Español
- ► **Cómo llenar tu solicitud de estudiante para NOCE** (PDF)
- ► **Cómo registrarte, agregar tu nombre a la lista de espera y darte de baja de tus clases** (PDF)
- ► **Cómo completar la orientación en línea** (PDF)
- ► **Cómo confirmar tu horario de clases** (PDF)
- ► **Tutoriales para registrarte en clases** (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 48

Registration Information for High School Diploma Program: SEE PAGES 20-22

Registration Information for Community Service Program: SEE PAGES 63

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.

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

NOCE SPRING TERM SYMBOL KEY

DO YOU KNOW YOUR STUDENT ID#?

Students are now required to use their **STUDENT ID** to access myGateway; for security protection, students will no longer be able to use a Social Security Number. To obtain the **STUDENT ID (**also know as MyGateway ID**)**, visit myGateway at **mg.nocccd.edu** and click **"Forgot Username."** Follow the prompts to have your Student 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 Student 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 2021 Spring 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

Connect to Success: Watch for information about in-person support to complete registration, online orientation, or receive general program information from a counselor. Appointments required. Contact 714.808.4682 or email counseling@noce.edu for more information:

- Assistance from Counseling personnel
- Computer and internet access
- Assistance with getting a Student ID, logging into myGateway, general information about NOCE programs, and accessing and completing orientation.

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. (Student 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** provides students with virtual events about college academic options, college programs, and career pathways information. It also provides individual support to students who are transitioning to college after completing NOCE programs.

Check out the NOCE website for upcoming events.

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

Cypress College

FULLERTON COLLEGE

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/info/students**
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**
- ▶ **Scholarships and Book/School Supply Award**
- ▶ **Student Laptop Loan Program**
- ▶ **Technical Support and WiFi-Internet**

www.noce.edu/info/students

WHAT IS CANVAS AND HOW TO ACCESS

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 Student ID#. Your Canvas 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!

SPRING DRIVE-UP WIFI

► **NOCE ANAHEIM CAMPUS**

⇒ is offering "Drive-Up WiFi" to all enrolled students, including NOCE students, in the stalls on the 2nd level staff parking lot and 1st level student parking, south of the Bistro patio.

⇒ Please enter campus from the main entrance off of Romneya Drive (address is 1830 W. Romneya Drive, Anaheim, CA 92801). Students may access free Wi-Fi from a safe distance within their vehicle in designated parking stalls on the 2nd level staff parking lot and 1st level student parking, south of the Bistro patio, on a first-come, first-served basis. Drive-Up WiFi is available from 7:30 a.m. – 10 p.m. Monday through Thursday and until 5 p.m. on Friday.

⇒ For more information, visit: noce.edu/anaheim-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, 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 spring semester); 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

► **STUDENTS MUST REMAIN IN THEIR CARS** while using the college's WiFi network.

⇒ Adhere to all current public health directives, including social distancing restrictions

⇒ Students must wear a facial covering when interacting with any individual outside their vehicle.

⇒ 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 College WiFi is intended for educational purposes **ONLY** and is not a social gathering space.

⇒ An NOCE parking pass is not required, but students must be prepared to show an NOCE Student ID card or class schedule/bill for proof of enrollment upon request by school officials.

WiFi

For more information or additional assistance, please contact StarHelp at 714.808.4679 or starhelp@noce.edu.

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**

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

January 19 — May 28, 2021*

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

*Closed Holidays see page 2 for list of dates

To Schedule an Appointment:
Call: 714.808.4717 or email: careerhelp@noce.edu

For dates, times and/or to RSVP for workshops: 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

Are you ready to start your career, but need the right tools to land a job?

CAREER LAUNCH ACADEMY CAN HELP!

NOCE
NORTH ORANGE
CONTINUING EDUCATION

About the Career Launch Academy Online Program:

- This online program is delivered to students via text messages and e-mails

- Each student will receive access to a personalized online portal

- Weekly Q & A coaching delivered via video chat

- Students will participate in a Private LinkedIn group

- Only 10-minutes per day

Tools you will gain:

- Increased self-confidence related to career and career tools

- Increased networking and interviewing skills

- Assistance and guidance on ways to network and connect with potential employers

LAUNCH
YOUR
CAREER

For more information, please e-mail Denise Mora at: dmora@noce.edu

NOCECareerConnect

New Online Job Board

Available to all NOCE students and alumni

NOCE
NORTH ORANGE
CONTINUING EDUCATION
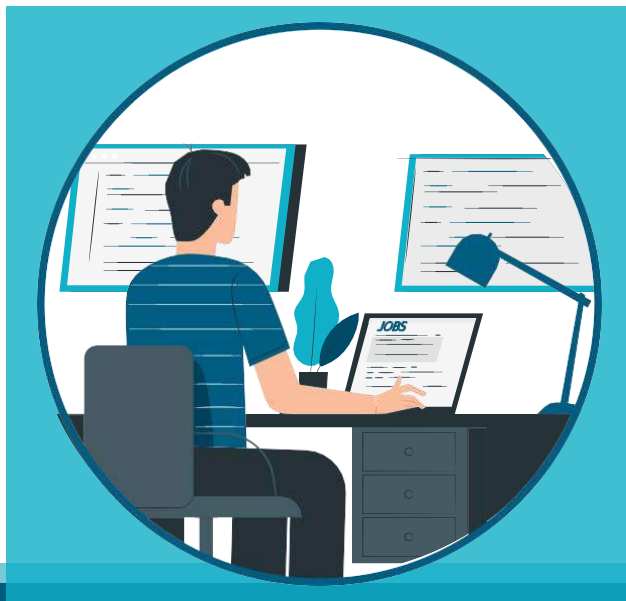
Benefits of Using
NOCECareerConnect:

♦ **View and apply to current job openings**

♦ **Find local employers and mark your favorite jobs**

♦ **Attend virtual recruiting events**

♦ **Receive workshop notifications from NOCE's Career Resource Center**

♦ **Perfect your interview skills through virtual mock interviews**

♦ **Search for jobs through the mobile app (Symplicity Jobs & Careers)**

♦ **Store your resume and easily share it with employers**

For more information, please e-mail Denise Mora at: dmora@noce.edu

Grads To Be Program
Empowered and Educated Undocumented Students

Services Available Remotely

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 hara 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!

GRADS TO BE PROGRAM

NORTH ORANGE CONTINUING EDUCATION

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   **Remote** = Online Learning

DISTANCE EDUCATION / ONLINE INSTRUCTION

Online: This class is offered online and does not require specific meeting times. It is defined as asynchronous instruction. Students must note the specific requirements for each class section in the comments area of the class schedule.

Zoom: This class is offered online with some required scheduled meeting times as well as assignments in Canvas. This class will use Zoom during scheduled class times. Students must note the specific requirements for each class section in the comments area of the class schedule.

Hybrid: This class is partially online with in-person meetings. In-person dates are listed in the class schedule.

Students should use a computer/laptop with PC (Windows 7 or 10) or Mac (OSX Mojave or higher). Caution: Mobile phones may not be sufficient.

DAYS OF THE WEEK CODES

M = **M**onday   **T** = **T**uesday   **W** = **W**ednesday   **Th** = **Th**ursday   **F** = **F**riday   **S** = **S**aturday

NONCREDIT COURSES (NO FEES)

A → **MEDICAL ASSISTANT CLINICAL PROCEDURES LAB II**
B → **MEDA/211**

C / **D** — *Prerequisite(s): MEDA 201 Medical Assistant Clinical Procedures Lab I. Corequisite: 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. **Textbook Required**.

E → Starts week of 3/22/2021, ends week of 05/28/2021;
F → nc Mar 31

CRN	DAYS	PLACE	INSTR
60507	Remote W/9a-12p	Zoom AN/510	Oo
	In Person lab class Group#1 (4/7, 4/21 & 5/12) 9am-12pm, Rm 510 — **N**		
	In Person lab class Group#2 (4/14, 4/28 & 5/19) 9am-12pm, Rm 510		
60630	**TTh/1p-4:05p**	**AN/510**	**Uy** — **M**

↑ G   ↑ H   ↑ I   ↑ J   ↑ K   ↑ L

A .... Course Title
B .... Subject Code/Course Number
C .... Prerequisite; Corequisite; and/or Advisory
D .... Course Description
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 4 p.m. or later
N .... Comment for online instruction

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!

BASIC SKILLS

- ♦ **High School Diploma Program**

- ♦ **College Preparation**

- ♦ **GED/HiSET Preparation**

- ♦ **Learning Centers**

For more information about the programs in the NOCE Basic Skills Program

Visit our website at
noce.edu/basicskills

For information on
High School Labs, see page 20.

For information on
Learning Center, see page 25.

New Students

Contact the StarHelp line
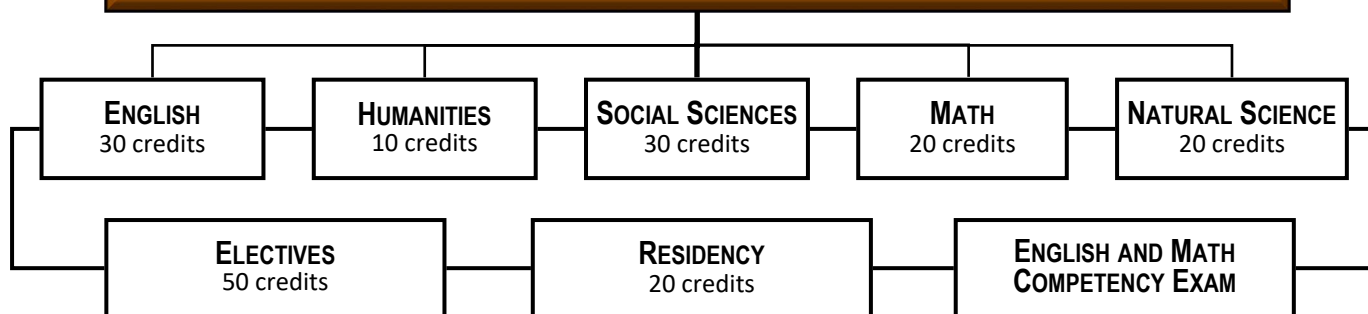at 714.808.4679 or
e-mail starhelp@noce.edu

BASIC SKILLS – HIGH SCHOOL DIPLOMA PROGRAM

Benefits of having a High School Diploma

| EARN MORE MONEY | GET A BETTER JOB | TRANSITION TO COLLEGE |

Diploma Requirements
160 Credits

| ENGLISH 30 credits | HUMANITIES 10 credits | SOCIAL SCIENCES 30 credits | MATH 20 credits | NATURAL SCIENCE 20 credits |

| ELECTIVES 50 credits | RESIDENCY 20 credits | ENGLISH AND MATH COMPETENCY EXAM |

Next Steps

| TRANSITION TO COLLEGE | WORKFORCE | CAREER TECHNICAL EDUCATION |

Click Here for Video on NOCE HS Diploma Program

To Register for High School Diploma Program

New High School Diploma Students
please contact StarHelp at 714.808.4679 or StarHelp@noce.edu

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

♦ For **English 1** or **English 2** (Two 9-week, in-person sessions, M/W 9a-12pm Anaheim, Room 139)
English 1 or 2 direct instruction is only open to students who need the full 10 credits in each course
Email: HSEnglish1or2@noce.edu

♦ For **Biology**, **English 3** (Literature Component only), **Government**, **HS Literature**, or **World History**
Call 714.808.4582 or email AnaheimHighSchoolLab@noce.edu

♦ For **Economics**, **U.S. History 1**, or **U.S. History 2**
Call 714.484.7438 or email: CypressHighSchoolLab@noce.edu

♦ For **Health Science**
Call 714.992.9538 or email: WilshireHighSchoolLab@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
♦ Writing   ♦ Language

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

* Due to COVID-19, all NOCE High School Diploma Program classes will be conducted online for 2021 Spring Semester. For information, updates and resources, please visit our webpage at: www.noce.edu.

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, CA 92832

♦ Officially-sealed means that the envelope from the institution **CANNOT** be opened. **Opened transcripts WILL NOT be accepted.**

2. APPLY ONLINE

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

♦ You will need a Student ID number <u>before</u> you can complete steps 3 and 4.

♦ **Do not wait until registration opens to apply for a Student ID as the process may take up to 48 hours before you receive your Student ID number.**

3. COMPLETE ONLINE ORIENTATION

Once you have a Student ID number, students must complete the required NOCE General Orientation online at https://mg.nocccd.edu. The NOCE Orientation is an overview of the institution, its student services, the support programs, and the school's expectations of students.

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

4. ASSESSMENT INFORMATION

♦ Students are **NOT** required to register for a high school diploma assessment session for 2021 Spring 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 <u>only.</u>
    ⇒ 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

♦ Students must have an educational plan to be able to start in the diploma program.

♦ After meeting with a counselor, you may start your studies in the NOCE High School Diploma Program by calling the numbers listed on page 20 - see "**To Register for High School Diploma Program" box** for course offerings and phone numbers.

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

PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTSOS (18+)

CINCO PASOS FACILES PARA INSCRIBIRSE

1. OBTENGA SU CERTIFICADO DE ESTUDIOS ANTERIORES

♦ Obtenga transcripciones selladas oficialmente de **TODAS** las escuelas secundarias a las que asistió 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/apply.

♦ Necesitará un número de estudiante (Student 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, los estudiantes deben completar la Orientación General NOCE requerida en línea en https://mg.nocccd.edu. La Orientación NOCE es un resumen general de la institución, de los servicios para estudiantes, los programas de apoyo, y las expectativas de la escuela y los estudiantes.

A. Visite myGateway en http://mg.nocccd.edu Use su **Student ID** y contraseña (**Password**) para iniciar sesión.
B. En el lado izquierdo de la pantalla, presione la **etiqueta NOCE**.
C. En el cuadro de Orientaciones de NOCE, seleccione la **Orientación General de NOCE**
D. Siga las instrucciones y complete todas las secciones de la **Orientación General de NOCE**

4. INFORMACIÓN DE EVALUACIÓN

♦ Los estudiantes **NO** están obligados a registrarse para una sesión de Evaluación del Programa de Escuela Secundaria para Adultos para las clases del semestre de primavera de 2021.

♦ 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 consulte con los Servicios de Apoyo Estudiantil/Consejeros sobre las fechas de evaluaciónes 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 counselling@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 counselling@noce.edu

♦ Los estudiantes deben tener un plan educativo para poder iniciarse en el programa de diploma.

♦ Después de reunirse con un consejero, puede comenzar sus estudios en el Programa del Diploma de Escuela Secundaria de NOCE llamando a los números que aparecen en la página 20; consulte el cuadro "**Para registrarse en el Programa del Diploma de Escuela Secundaria**" para ver las ofertas de cursos y los números de teléfono.

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

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

- **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. To remain enrolled in the class, you must sign in to your Canvas course and/or contact your instructor during the first week of the course If you do not sign in, 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 and active virtual participation is expected of every student. No student will be allowed to enroll in a class after the second week of the class.

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60011	Remote	Online Classes	Wang
60010	Remote	Online Classes	Wang

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, percents, 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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60001	Remote	Online Classes	Al Rubaye
60003	Remote	Online Classes	Stiemke
60002	Remote	Online Classes	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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60004	Remote	Online Classes	Funaro

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60005	Remote	Online Classes	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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60006	Remote	Online Classes	Lacuesta

Want to Go to College?

ENROLL IN THE SHORT-TERM COURSE:

Transitioning to College

All NOCE students with a goal of transitioning to Cypress College or Fullerton College are encouraged to register for this **FREE** course offered during NOCE's fall and spring term <u>ONLY</u>.

Check the upcoming 2021 Fall Semester class schedule for course information.

GED/HiSET Preparation Program

Online GED/HiSET Classes

This is online instruction for GED/HiSET readiness taught as a cohort. Receive instruction in math, science, English, and social sciences to prepare for high school equivalency. Register for online GED/HiSET classes via myGateway (mg.nocccd.edu). **No student will be allowed to enroll in a class after the second week of the class.**

Free online tutoring is also available in the NOCE Learning Centers (LC) outside class hours: See page 25.   Registration starts Online via myGateway on December 8, 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.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 17			
60138	Remote	Online Classes	Tran
Live class held online on Mondays (1/25/21-3/15/21) from 9:30a-10:30a. (Optional)			
Dates: Mar 22-May 26			
60666	Remote	Online Classes	Tran
Live class held online on Wednesdays (3/24/21-5/26/21) from 5:30p-6:30p (Optional)			
60139	Remote	Online Classes	Tran
Live class held online on Mondays (3/15/21-5/24/21) from 9:30a-10:30a. (Optional)			

GED/HISET - READING
ABED/406

GED/HiSET reading prepares students to pass the reading section of the GED test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of instruction includes comprehension, fiction, nonfiction, poetry, and drama.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 18			
60667	Remote	Online Classes	Jeanpierre
Live class held online on Tuesdays (1/19/21-3/16/21) from 10a-11:30a (Optional)			
Dates: Mar 22-May 27			
60669	Remote	Online Classes	Jeanpierre
Live class held online on Tuesdays (3/23/21-5/25/21) From 10a-11:30a (Optional)			

GED/HISET: SCIENCE
ABED/407

GED/HiSET science prepares students to pass the science section of the GED/HiSET test. Sciences covered are life, physical, earth and space. Students learn to analyze and apply science information.

Dates: Jan 19-Mar 17

CRN	DAYS	PLACE	INSTR
60665	Remote	Online Classes	Tran
Live class held online on Wednesdays (1/20/21-3/17/21) from 5:30p-6:30p (Optional)			

GED/HISET: SOCIAL STUDIES
ABED/408

GED/HiSET social studies prepares students to pass the social studies section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of course covers U.S. history, world history, civics and government, geography and economics.

Dates: Jan 19-Mar 18

CRN	DAYS	PLACE	INSTR
60668	Remote	Online Classes	Jeanpierre

GED/HISET: LANGUAGE ARTS AND 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: Mar 22-May 27

CRN	DAYS	PLACE	INSTR
60140	Remote	Online Classes	Jeanpierre

Open Entry
Online Lab Setting

All NOCE 2021 Spring Semester GED/HiSET Preparation Lab hours will be conducted online.

Set Your Own Hours — OPEN LAB OPERATION HOURS (Online)
Monday — Thursday: 8:30 a.m. - 2:45 p.m
Monday and Wednesday: 5 p.m. - 8 p.m.

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.

For more information about the GED/HiSET Preparation Lab, call 714.992.9527. To register for the Wilshire GED Open Lab, email WilshireLearningCenter@noce.edu. For information, updates and resources, please visit our webpage at: www.noce.edu/ged

NOCE LEARNING CENTERS

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

All NOCE 2021 Spring 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 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 for in-class use 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 23 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:**
  657.667.4049
  or CypressLearningCenter@noce.edu

- **Learning Center:**
  714.992.9527
  or WilshireLearningCenter@noce.edu

Participate in Optional Live Classes in the Learning Center

IF INTERESTED:

- **Pronunciation, Phonics, and Reading** – Monday-Thursday, 10 a.m. – 11 a.m.
- **English Conversation Circle 1** – Monday-Thursday, 11:30 a.m. – 12:30 p.m.
- **English Conversation Circle 2** – Monday-Thursday, 1 p.m. – 2 p.m.
  Contact: **AnaheimLearningCenter@NOCE.edu**

IF INTERESTED:

- **Reading Strategies** – Mondays and Wednesdays, 10 a.m. – 11 a.m.
- **English Conversation Circle 1** – Tuesdays and Thursdays, 10 a.m. – 11 a.m.
- **Basic Math Support Group** – Mondays and Wednesdays, 12p.m. – 1 p.m.
  Contact: **CypressLearningCenter@NOCE.edu**

IF INTERESTED:

- **Grammar Support** – Monday-Thursday, 8:30 a.m. – 10:00 a.m.
  Contact: **WilshireLearningCenter@NOCE.edu**

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.

CAREER TECHNICAL EDUCATION PROGRAM

Available Programs

- Administrative Professional
- Braille Transcribing
- Business Information Worker I
- Early Childhood Education
- Electrical Technology
- Funeral Service Assistant
- Management
- Medical Assistant
- Personal Care Aide
- Pharmacy Technician
- 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** will be notified as soon as seats open. **Once you are notified, you will have up to 24 hours to accept the seat.** 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 seats open. **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, 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. For individual certificate requirements, read the program information in this schedule or refer to the NOCE Catalog at 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

CAREER TECHNICAL EDUCATION PROGRAM

FOUR EASY STEPS TO ENROLL

New Students (Complete Steps 1-4)

1. APPLY ONLINE FOR A NOCE STUDENT ID

- New students apply to the school at **www.noce.edu/cccapply**.
- You will need a Student ID number <u>before</u> you can complete step 2
- **Do not wait until registration opens to apply for a Student ID as the process may take up to 48 hours before you receive your Student ID number in your e-mail.**

2. COMPLETE A REQUIRED ORIENTATION

- Once you have a Student ID number, <u>new students</u> **must complete a REQUIRED orientation for the CTE Certificate Programs** at http://mg.nocccd.edu.
- 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 Device
- Students should plan to complete the CTE Program Online Orientation at least 24 hours in advance of the first day of online registration to ensure that they are approved to register.
  - A. Visit myGateway at http://mg.nocccd.edu. Use your **Student ID** and **Password** to log in.
  - B. On the left side of the screen, click on the **NOCE tab**.
  - C. In the **NOCE Orientations** box, select the NOCE Online Orientation for the certificate program you want to enroll. 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.
  - D. **24 hours after** you successfully pass the **Online Orientation, you will be eligible to <u>register</u>** for classes in the certificate program.

[1] Online orientation not required, but highly recommended

**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

FOUR EASY STEPS TO ENROLL

New & Returning Students

3. REGISTER ONLINE FOR 2021 SPRING SEMESTER COURSES

♦ 2021 Spring Semester Online Registration opens at 7:30 a.m. via myGateway at
http://mg.nocccd.edu
♦ All CTE Programs: **Tuesday, December 8, 2020 (Online Only)**
♦ See page 4 of this printed class schedule for more information on how to register online using myGateway.

 <u>HELPFUL TIPS:</u>
♦ Seats are limited and available on a first-come, first-served basis.

♦ 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.

♦ **FIRST TIME REGISTERING ONLINE?**
See page 4 for a helpful worksheet or contact Starhelp at 714.808.4679 or
e-mail: starhelp@noce.edu.

4. COUNSELING

♦ Make an appointment to meet with a counselor via telephone at 714.808.4682 or
e-mail counseling@noce.edu.
♦ 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.

⇒ **New students**
are highly recommended to meet with a counselor to create their Student Educational Plan

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

EVERY DAY COUNTS AT NOCE!

Attending <u>every</u> 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!

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.

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

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.

The **Administrative Professional** certificate is designed to build upon the skills learned in the Business Information Workers 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, clear typist, department secretary, office assistant, secretary, and staff assistant.

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

For more information about Business/Office Technology Certificate requirements: orientation, class attendance, grades, grading policy, and counseling see page 26.

For class information 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.

Need Help Preparing for Online Learning?

Visit: https://cvc.edu/keeplearning

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 Computer Keyboarding - Beginning with a pass grade. The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 12			
60324	Remote	Online Classes	Casper
Dates: Mar 15-May 14			
60658	Remote	Online Classes	Casper

COMPUTER KEYBOARDING - MASTERY II
COMP/511

Prerequisite: The student must have completed COMP 510 Computer 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).

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 12			
60325	Remote	Online Classes	Casper
Dates: Mar 15-May 14			
60659	Remote	Online Classes	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.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 12			
60501	Remote	Online Classes	McClurkin
Dates: Mar 22-May 21			
60655	Remote	Online Classes	McClurkin

CUSTOMER SERVICE/ GENERAL OFFICE WORKER (BIW I)

Median Hourly Wage*: $15.74

ADMINISTRATIVE PROFESSIONAL

Median Hourly Wage*: $21.01

Median hourly wage is the average between highest-paid 50% and lowest-paid 50%. Most students will start at entry-level wages. Taken from the EDD Occupational Employment & Wage Data as of June 2019.

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: Jan 19-Feb 12			
60502	Remote	Online Classes	Teipe
Dates: Feb 15-Mar 12			
60656	Remote	Online Classes	Teipe

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.

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: Jan 19-Feb 26			
60503	Remote	Online Classes	Prey
Dates: Apr 19-May 28			
60657	Remote	Online Classes	Teipe

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

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.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 29			
60504	Remote	Online Classes	Kretschmar
Dates: Mar 22-May 28			
60653	Remote	Online Classes	Kretschmar

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.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60505	Remote	Online Classes	Sedrak
Dates: Mar 22-May 28			
60654	Remote	Online Classes	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.

Dates: Jan 19-Mar 19

CRN	DAYS	PLACE	INSTR
60506	Remote	Online Classes	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.

Dates: Mar 22-May 28

CRN	DAYS	PLACE	INSTR
60507	Remote	Online Classes	Teipe

BRAILLE TRANSCRIBING

The Braille Transcribing Program is comprised of two 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.

For program information about Braille Transcribing Certificate requirements: orientation, class attendance, grades, grading policy, and counseling, see page 26.

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

BRAILLE TRANSCRIBING - FORMATTING CONTRACTED UNIFIED ENGLISH BRAILLE
ENCO/201

NEW

This class is geared for persons with sight or visual impairments to learn how to format documents according to the Rules of Unified English Braille code and submit a manuscript for certification

Dates: Jan 19-May 28; nc Mar 31

CRN	DAYS	PLACE	INSTR
60613	W/6p-8:50p	AN/118	Dawirs

STUDENT SUCCESS SPOTLIGHT:
Stephanie Baker

Stephanie Baker was certified as a braille transcriber and is now employed as an instructional assistant. Stephanie works one-on-one with a grade school student who is completely blind and her student absolutely love her because she is known for being extremely kind and gentle. Stephanie devises educational materials to complement the instructional materials and is always on the lookout for an innovative way to assist her student in learning and using braille for literacy.

More Information at **www.noce.edu**

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

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.**

- Office Application Essentials
- Fundamental Computer Concepts & Skills
- Advanced Office Applications Programs

For more information about the Computer Certificates course listing and individual Computer Certificates requirements: orientation, class attendance, grades, grading policy, and counseling, see page 26 or refer to the NOCE Catalog at www.noce.edu/catalog.

For class information 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.

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.

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), Introduction to Internet and World Wide Web, internet access and free email!

Dates: Jan19-May 28

CRN	DAYS	PLACE	INSTR
60508	Remote	Online Classes	Staff

To contact an instructor, please call 714.808.4712.
To make an appointment, contact the CTE Office at 714.808.4915

Are you ready to start your career, but need the right tools to land a job?

CAREER LAUNCH ACADEMY CAN HELP!

This online program is delivered via text messages and e-mails. Each student will receive access to a personalized online portal; weekly Q&A coaching delivered via video chat; and access to a private LinkedIn group.

Spend 10 minutes per day to gain:
- Increased self-confidence related to career and career tools
- Increased networking and interviewing skills
- Assistance and guidance on ways to network and connect with potential employers

For more information contact the Career Resource Center at 714.808.4717 or e-mail careerhelp@noce.edu.

ONLINE LAB

Register today for this new online lab. Work on improving computer skills, soft skills, and/or employability skills. Students enrolling in this online class will also get access to LinkedIn Learning for free. LinkedIn Learning gives you access to over 16,000 online courses in seven (7) languages.

VIRTUAL CAREER SKILLS AND RESOURCE LAB
WFPR/101

NEW

Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60717	Remote	Online Classes	McClurkin
Dates: Mar 22-May 28			
60719	Remote	Online Classes	McClurkin

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: Jan 19-Mar 19			
60323	Remote	Online Classes	Casper
60650	Remote	Online Classes	Kretschmar
60645	Remote	Online Classes	Prey
	Student will be required to perform a synchronous assessment via Zoom during weeks of March 1-19. Dates/times to be arranged with instructor, refer to syllabus for further information and instructions.		
60648	Remote	Online Classes	Prey
	Student will be required to perform synchronous assessment via Zoom during weeks of March 1-19. Dates/times to be arranged with instructor, refer to syllabus for further information and instructions.		
Dates: Mar 22-May 28			
60651	Remote	Online Classes	Kretschmar
60431	Remote	Online Classes	Casper
60649	Remote	Online Classes	Prey
	Student will be required to perform synchronous assessment via Zoom during weeks of March 1-19. Dates/times to be arranged with instructor, refer to syllabus for further information and instructions		
60646	Remote	Online Classes	Prey
	Student will be required to perform synchronous assessment via Zoom during weeks of March 1-19. Dates/times to be arranged with instructor, refer to syllabus for further information and instructions.		

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 Computer Keyboarding - Beginning with a pass grade. The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 12			
60324	Remote	Online Classes	Casper
Dates: Mar 15-May 14			
60658	Remote	Online Classes	Casper

COMPUTER KEYBOARDING - MASTERY II
COMP/511

Prerequisite: The student must have completed COMP 510 Computer 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).

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 12			
60325	Remote	Online Classes	Casper
Dates: Mar 15-May 14			
60659	Remote	Online Classes	Casper

COMPUTER SOFTWARE

For 2021 Spring Semester NOCE will not be offering:

- **COMP 100, Computers – Introduction**
- **COMP 105, Discover the Internet**

Students working on completing the Fundamental Computer Concepts and Skills Certificate should take OTEC 210, Computer Concepts and Applications I.

This course covers similar information and may be used as a course substitution for both COMP 100 and COMP 105. Please see Page 30 for OTEC 210 course information.

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: Jan 19-Mar 19			
60496	Remote	Online Classes	Ahmed
Dates: Mar 22-May 28			
60660	Remote	Online Classes	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: Mar 22-May 28			
60661	Remote	Online Classes	Kretschmar
Dates: Jan 19-Mar 19			
60500	Remote	Online Classes	Kretschmar

MICROSOFT WORD - INTRODUCTION
MS/144

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

Dates: Jan 19-Mar 19

CRN	DAYS	PLACE	INSTR
60499	Remote	Online Classes	Ahmed

MICROSOFT WORD - INTERMEDIATE
MS/134

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

Dates: Mar 22-May 28

CRN	DAYS	PLACE	INSTR
60643	Remote	Online Classes	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: Jan 19-Mar 19			
60497	Remote	Online Classes	Sedrak
Dates: Mar 22-May 28			
60662	Remote	Online Classes	Teipe

MICROSOFT EXCEL - POWER-USER SKILLS
MS/165

Advisory: MS 105 Microsoft Excel - Introduction 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.

Dates: Mar 22-May 28

CRN	DAYS	PLACE	INSTR
60644	Remote	Online Classes	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 POWERPOINT - INTRODUCTION
MS/119

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

Dates: Jan 19-Mar 19

CRN	DAYS	PLACE	INSTR
60498	Remote	Online Classes	Loayza

MICROSOFT PUBLISHER - INTRODUCTION
MS/143

Advisory: Recommended proficiency in COMP 100 Computers - Introduction 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.

Dates: Mar 22-May 28

CRN	DAYS	PLACE	INSTR
60642	Remote	Online Classes	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: Jan 19-Mar 19			
60492	Remote	Online Classes	Teipe
Dates: Mar 22-May 28			
60663	Remote	Online Classes	Teipe

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

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.

For program information about Early Childhood Education Certificate requirements: orientation, class attendance, grades, grading policy, and counseling see page 26.

For class information 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.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60554	Remote	Online Classes	Hill-West
Dates: Mar 22-May 28			
60555	Remote	Online Classes	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: Mar 22-May 28			
60556	Remote	Online Classes	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: Jan 19-Mar 19			
60557	Remote	Online Classes	Sueng
Dates: Mar 22-May 28			
60558	Remote	Online Classes	Hill-West

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: Mar 22-May 28			
60551	Remote	Online Classes	Sueng

EARLY CHILDHOOD EDUCATION

Median Hourly Wage* - $15.74

Median hourly wage is the average between highest-paid 50% and lowest-paid 50%. Most students will start at entry-level wages. Taken from the EDD Occupational Employment & Wage Data as of June 2020.

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: Jan 19-Mar 19			
60568	Remote	Online Classes	Sueng
Dates: Mar 22-May 28			
60569	Remote	Online Classes	Sueng

INFANT-TODDLER CARE
ECE/175

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60429	Remote	Online Classes/ Online	Hill-West

ECE PROGRAM: CREATIVE EXPERIENCES
ECE/132

In this course, students explore and experience how developmentally appropriate creative experiences can enhance children's learning while developing fine motor, creative expression and problem-solving skills. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60428	Remote	Online Classes	Hill-West

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

CHILDREN WITH SPECIAL NEEDS
ECE/165

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

Dates: Mar 22-May 28

CRN	DAYS	PLACE	INSTR
60559	Remote	Online Classes	Sueng

SUPERVISION & ADMINISTRATION
ECE/142

Prerequisites: ECE 170 Introduction to Curriculum for ECE, and ECE 108 ECE Program Principles and Practice, and ECE 140 Early Childhood Development, and ECE 136 Family Community Relationships, and ECE 100 Child Health and Safety, or course equivalent - see Program Manager. Offered only in Spring Term. In depth study of the essential essentials of daily school supervision and operation as mandated by State regulations.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60430	Remote	Online Classes	Sueng

NOCECareerConnect

NEW ONLINE JOB BOARD
Available to all NOCE students and alumni

Benefits of Using NOCECareerConnect:

- View and apply to current job openings
- Find local employers and mark your favorite jobs
- Attend virtual recruiting events
- Receive workshop notifications from NOCE's Career Resource Center
- Perfect your interview skills through virtual mock interviews
- Search for jobs through the mobile app
- Store your resume and easily share it with employers

For more information contact the Career Resource Center at 714.8084717 or e-mail: careerhelp@noce.edu.

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.

For program information about the Electrical Technology requirements: orientation, class attendance, grades, grading policy, and counseling, see page 26.

For class information 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 TECHNICIAN

Median Hourly Wage* - $14.89

Median hourly wage is the average between highest-paid 50% and lowest-paid 50%. Most students will start at entry-level wages. Taken from the EDD Occupational Employment & Wage Data as of June 2019 for Electrician Helper.

Electrical Conduit Bending

Spring 2021 Classes Coming …

The Career Technical Education Program is working to finalize the 2021 Spring Semester course offerings for the Electrical Conduit Bending.

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 2021 Spring Semester Electrical Conduit Bending courses.

NOCE NETWORKS

Connect with us! See inside back cover for details.

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

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.

The NOCE certificate Program is not intended as a substitute for the Mortuary Science Program, licensing or certification requirements, which includes an apprenticeship. The NOCE program provides students a realistic expectation of the rigors of funeral service practice that leads to employment as a funeral assistant and/or a pathway to the Cypress College Mortuary Science degree program.

For program information about the Funeral Service Assistant Certificate requirements: orientation, class attendance, grades, grading policy, and counseling, see page 26.

For class information 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.

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: Jan 19-Mar 19			
60323	Remote	Online Classes	Casper
60650	Remote	Online Classes	Kretschmar
60645	Remote	Online Classes	Prey
	Student will be required to perform a synchronous assessment via Zoom during weeks of March 1-19. Dates/times to be arranged with instructor, refer to syllabus for further information and instructions.		
60648	Remote	Online Classes	Prey
	Student will be required to perform synchronous assessment via Zoom during weeks of March 1 19. Dates/times to be arranged with instructor, refer to syllabus for further information and instructions		
Dates: Mar 22-May 28			
60651	Remote	Online Classes	Kretschmar
60431	Remote	Online Classes	Casper
60649	Remote	Online Classes	Prey
	Student will be required to perform synchronous assessment via Zoom during weeks of March 1 19. Dates/times to be arranged with instructor, refer to syllabus for further information and instructions		
60646	Remote	Online Classes	Prey
	Student will be required to perform synchronous assessment via Zoom during weeks of March 1 -19. Dates/times to be arranged with instructor, refer to syllabus for further information and instructions.		

COMPUTERS IN HEALTHCARE AND EHR, INTRODUCTION
MEDA/101

Prerequisite: COMP 685 Computer Keyboarding - Beginning. 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: Jan 19-Mar 19			
60305	Remote	Online Classes	Kane
60617	Remote	Online Classes	Kane
Dates: Mar 22-May 28			
60618	Remote	Online Classes	Kane

FUNERAL SERVICE ASSISTANT

Median Hourly Wage*: $18.37

*Median hourly wage is the average between highest-paid 50% and lowest-paid 50%. Most students will start at entry-level wages. Taken from the EDD Occupational Employment & Wage Data as of June 2019 for Funeral Attendants.

FUNERAL SERVICE OPERATIONS
FSRV/120

Prerequisite: FSRV 100 Introduction to Funeral Service Practice. This course introduces students to funeral service practices and procedures in preparation for entry-level positions in the funeral home. These include funeral service assistant, receptionist, mortuary representative, transfer personnel, funeral director assistant, and pre-need salesperson. Students review historical funeral service practices, funeral service price lists, and service arrangements. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60634	Remote	Online Classes	Ojeda

Need Help Registering Online? Give Us A Call!

StarHelp Online Registration: **714.808.4679**

Helpline Hours: Monday -Thursday: 7:30 a.m. – 7 p.m.
Friday: 7:30 a.m. – 4 p.m.

FUNERAL SERVICE PRACTICES AND PROCEDURES I
FSRV/125

Prerequisite: FSRV 100 Introduction to Funeral Service Practice. This course introduces students to the sociology of funeral service practice. It is designed to develop the necessary skills for arranging religious funeral ceremonies, conducting funeral and memorial services, and assisting in the disposition of human remains including cremation and scattering. Funeral service merchandise options are also covered. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60633	Remote	Online Classes	Ojeda

FUNERAL SERVICE PRACTICES AND PROCEDURES II
FSRV/126

Prerequisite: FSRV 125 Service Practices and Procedures I. This course provides students with experience related to administrative and managerial funeral directing. Students will explore the necessary skills required to operate within the funeral home, including advertising and public relations, marketing and merchandising, and compliance with applicable laws, rules, and regulations. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Mar 22-May 28			
60635	Remote	Online Classes	Ojeda

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

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.

For program information about the Management Certificate requirements: orientation, class attendance, grades, grading policy, and counseling, see page 26.

For class information 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: Jan 19-Feb 26

CRN	DAYS	PLACE	INSTR
60541	Remote	Online Classes	Baltazar

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: Jan 19-Feb 26

CRN	DAYS	PLACE	INSTR
60540	Remote	Online Classes	Baltazar

MANAGEMENT

Median Hourly Wage*: $26.19

*Median hourly wage is the average between highest-paid 50% and lowest-paid 50%. Most students will start at entry-level wages. Taken from the EDD Occupational Employment & Wage Data as of June 2020 for average of First-Line Supervisors of Retails Sales Workers and Non-Retail Sales Workers.

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.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Feb 26			
60542	Remote	Online Classes/ Online	Dunne
Dates: Apr 19-May 28			
60543	Remote	Online Classes/ Online	Baltazar

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: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60550	Remote	Online Classes	Dunne

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: Mar 1-Apr 16

CRN	DAYS	PLACE	INSTR
60547	Remote	Online Classes	Baltazar

SUCCESSFUL NEGOTIATIONS
BMGR/421

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

Dates: Mar 1-Apr 16

CRN	DAYS	PLACE	INSTR
60548	Remote	Online Classes	Berry

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

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

Check out our 2021 Spring Semester Computer Program Courses on Pages 31-32

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: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60546	Remote	Online Classes	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: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60549	Remote	Online Classes	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.
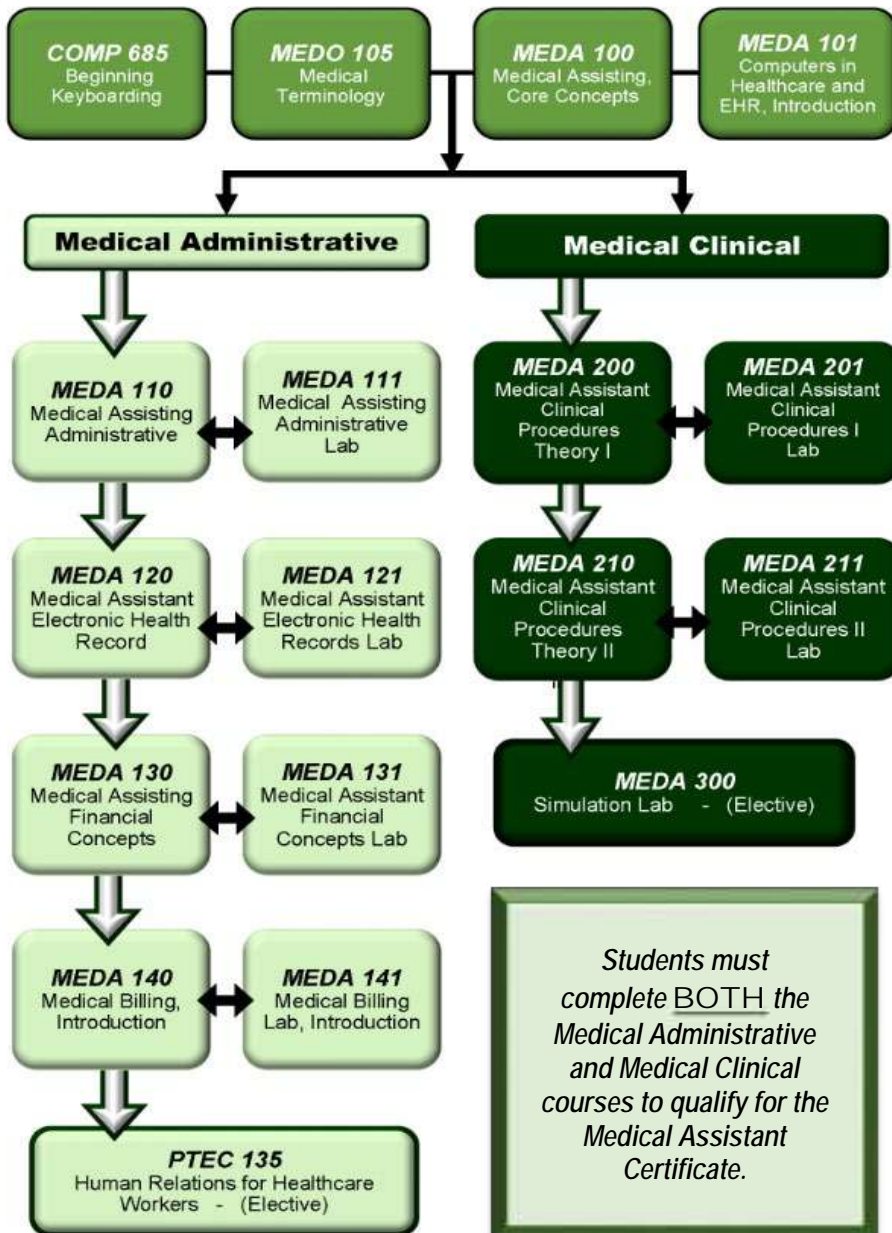
Dates: Mar 1-Apr 16

CRN	DAYS	PLACE	INSTR
60544	Remote	Online Classes/ Online	Dunne

MEDICAL ASSISTANT CERTIFICATE

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

For program information about the Medical Assistant Certificate program requirements: orientation, class attendance, grades, grading policy, and counseling, see page 26.

For class information 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.

Need Help with:

♦ Resume Building
♦ Career Exploration
♦ LinkedIn
♦ Interview Preparation
♦ Job Search
♦ Online Application

Career Resource Center

Can help you get the answers

call: 714.808.4717
e-mail: careerhelp@noce.edu

COMP 685 — Beginning Keyboarding → MEDO 105 — Medical Terminology → MEDA 100 — Medical Assisting, Core Concepts → MEDA 101 — Computers in Healthcare and EHR, Introduction

Medical Administrative

MEDA 110 — Medical Assisting Administrative ↔ MEDA 111 — Medical Assisting Administrative Lab

MEDA 120 — Medical Assistant Electronic Health Record ↔ MEDA 121 — Medical Assistant Electronic Health Records Lab

MEDA 130 — Medical Assisting Financial Concepts ↔ MEDA 131 — Medical Assistant Financial Concepts Lab

MEDA 140 — Medical Billing, Introduction ↔ MEDA 141 — Medical Billing Lab, Introduction

PTEC 135 — Human Relations for Healthcare Workers - (Elective)

Medical Clinical

MEDA 200 — Medical Assistant Clinical Procedures Theory I ↔ MEDA 201 — Medical Assistant Clinical Procedures I Lab

MEDA 210 — Medical Assistant Clinical Procedures Theory II ↔ MEDA 211 — Medical Assistant Clinical Procedures II Lab

MEDA 300 — Simulation Lab - (Elective)

*Students must complete **BOTH** the Medical Administrative and Medical Clinical courses to qualify for the Medical Assistant Certificate.*

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.

NOCE NETWORKS

Connect with us! See inside back cover for details!

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

MEDICAL TERMINOLOGY
(Formerly MEOC 104)
MEDO/105

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.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60314	Remote	Online Classes	Smith
60561	Remote	Online Classes	Tarango
Dates: Mar 22-May 28			
60562	Remote	Online Classes	Tarango
60560	Remote	Online Classes	Smith

MEDICAL ASSISTANT, CORE CONCEPTS
MEDA/100

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: Jan 19-Mar 19			
60494	Remote	Online Classes	Tarrango
60614	Remote	Online Classes	Tarrango
Dates: Mar 22-May 28			
60616	Remote	Online Classes	Kane
60615	Remote	Online Classes	Tarrango

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

Prerequisite: COMP 685 Computer Keyboarding - Beginning. 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: Jan 19-Mar 19			
60305	Remote	Online Classes	Kane
60617	Remote	Online Classes	Kane
Dates: Mar 22-May 28			
60618	Remote	Online Classes	Kane

MEDICAL ASSISTANT ADMINISTRATIVE
MEDA/110

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and 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: Jan 19-Mar 12			
60306	Remote	Online Classes	Bacon
Dates: Mar 22-May 21			
60619	Remote	Online Classes	Bacon

MEDICAL ASSISTANT ADMINISTRATIVE LAB
MEDA/111

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and 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: Jan 19-Mar 12			
60307	Remote	Online Classes	Bacon
Dates: Mar 22-May 21			
60620	Remote	Online Classes	Bacon

MEDICAL ASSISTANT ELECTRONIC HEALTH RECORDS
MEDA/120 **NEW**

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers. Co-requisite: MEDA 121 Medical Assistant Electrical Health Records. This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Feb 26			
60622	Remote	Online Classes	Echolds
Dates: Apr 19-May 28			
60621	Remote	Online Classes	Echolds

MEDICAL ASSISTANT

Median Hourly Wage*: $18.41

Median hourly wage is the average between highest-paid 50% and lowest-paid 50%. Most students will start at entry-level wages. Taken from the EDD Occupational Employment & Wage Data as of June 2019.

MEDICAL ASSISTANT ELECTRONIC HEALTH RECORDS LAB
MEDA/121 **NEW**

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers. Co-requisite: MEDA 120 Medical Assistant Electronic Health Records. This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Feb 26			
60624	Remote	Online Classes	Echolds
Dates: Apr 19-May 28			
60623	Remote	Online Classes	Echolds

MEDICAL ASSISTANT FINANCIAL CONCEPTS
MEDA/130

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, 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: Jan 19-Mar 12			
60308	Remote	Online Classes	Kane
Dates: Mar 22-May 21			
60625	Remote	Online Classes	Kane

More Information at **www.noce.edu**

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

MEDICAL ASSISTANT FINANCIAL CONCEPTS LAB
MEDA/131

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts. Corequisite: 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: Jan 19-Mar 12			
60309	Remote	Online Classes	Kane
Dates: Mar 22-May 21			
60626	Remote	Online Classes	Kane

MEDICAL BILLING, INTRODUCTION
MEDA/140

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers. Corequisite(s): 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/Medi-Cal,TRICARE/CHAMPUS and workers' compensation Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 12			
60310	Remote	Online Classes	Echolds
Dates: Mar 22-May 21			
60627	Remote	Online Classes	Echolds

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

MEDICAL BILLING LAB, INTRODUCTION
MEDA/141

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and MEDA 101 Computers in Healthcare and EHR, or MEOC 210 Introduction of Computers for Health Care Workers. Corequisite: 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: Jan 19-Mar 12			
60311	Remote	Online Classes	Echolds
Dates: Mar 22-May 21			
60628	Remote	Online Classes	Echolds

Medical Assistant Clinical Theory and Labs

2021 Spring Classes Coming …

The Career Technical Education Program is working to finalize the 2021 Spring Semester course offerings for the Medical Assistant Clinical Theory and Labs.

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 2021 Spring Semester Medical Assistant Clinical Theory and Lab courses.

MEDICAL ASSISTANT CLINICAL PROCEDURES THEORY I
MEDA/200

Prerequisite: MEDO 105 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.**

MEDICAL ASSISTANT CLINICAL PROCEDURES LAB I
MEDA/201

Prerequisite: MEDO 105 Medical Terminology, and MEDA 100 Medial Assistant, Core Concepts. Corequisite: 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. **Textbook Required.**

MEDICAL ASSISTANT CLINICAL PROCEDURES THEORY II
MEDA/210

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.**

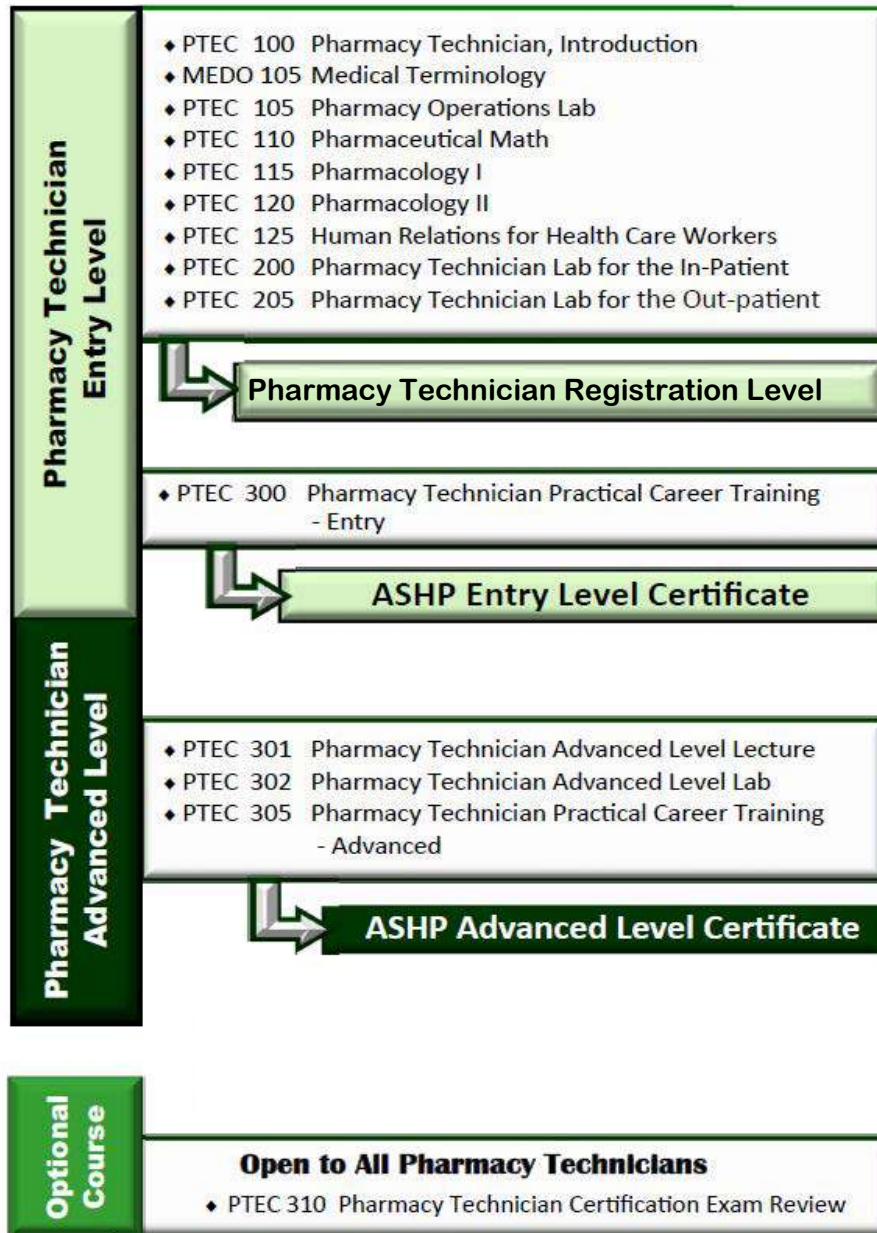## MEDICAL ASSISTANT CLINICAL PROCEDURES LAB II
MEDA/211

Prerequisite(s): MEDA 201 Medical Assistant Clinical Procedures Lab I. Corequisite: 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. **Textbook Required.**

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.**

For program information about the Pharmacy Technician Certificates requirements: orientation, class attendance, grades, grading policy, and counseling, see page 26.

For class information 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.

Pharmacy Technician Entry Level

- PTEC 100 Pharmacy Technician, Introduction
- MEDO 105 Medical Terminology
- PTEC 105 Pharmacy Operations Lab
- PTEC 110 Pharmaceutical Math
- PTEC 115 Pharmacology I
- PTEC 120 Pharmacology II
- PTEC 125 Human Relations for Health Care Workers
- PTEC 200 Pharmacy Technician Lab for the In-Patient
- PTEC 205 Pharmacy Technician Lab for the Out-patient

Pharmacy Technician Registration Level

- PTEC 300 Pharmacy Technician Practical Career Training - Entry

ASHP Entry Level Certificate

Pharmacy Technician Advanced Level

- PTEC 301 Pharmacy Technician Advanced Level Lecture
- PTEC 302 Pharmacy Technician Advanced Level Lab
- PTEC 305 Pharmacy Technician Practical Career Training - Advanced

ASHP Advanced Level Certificate

Optional Course

Open to All Pharmacy Technicians

- PTEC 310 Pharmacy Technician Certification Exam Review

Pharmacy Technician Labs

2021 Spring Classes Coming …

The Career Technical Education Program is working to finalize the 2021 Spring Semester course offerings for the Pharmacy Technician In-Patient 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 2021 Spring Semester Pharmacy Technician Lab courses.

Need Help with:

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

Career Resource Center

Can help you get the answers

call: 714.808.4717 or

email: careerhelp@noce.edu

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

MEDICAL TERMINOLOGY
(Formerly MEOC 104)
MEDO/105

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.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60314	Remote	Online Classes	Smith
60561	Remote	Online Classes	Tarango
Dates: Mar 22-May 28			
60562	Remote	Online Classes	Tarango
60560	Remote	Online Classes	Smith

PHARMACY TECHNICIAN, INTRODUCTION
(Formerly MEOC 130)
PTEC/100

(Formerly MEOC 130) Course orients students to pharmacy practice and the work of pharmacy technicians. It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for a successful career as a pharmacy technician. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60315	Remote	Online Classes	Dunne
Dates: Mar 22-May 28			
60563	Remote	Online Classes	Dunne

PHARMACY OPERATIONS LAB
(Formerly MEDO 230)
PTEC/105

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: Jan 19-Mar 19			
60316	Remote	Online Classes	Shields
Dates: Mar 22-May 28			
60565	Remote	Online Classes	Shields

PHARMACEUTICAL MATHEMATICS
(Formerly MEOC 140)
PTEC/110

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: Jan 19-Mar 19			
60317	Remote	Online Classes	Shields
Dates: Mar 22-May 28			
60564	Remote	Online Classes	Shields

PHARMACOLOGY I
(Formerly MEOC 121)
PTEC/115

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.**

Dates: Jan 19-Mar 19

CRN	DAYS	PLACE	INSTR
60318	Remote	Online Classes	Shields

PHARMACOLOGY II
(Formerly MEOC 122)
PTEC/120

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.**

Dates: Mar 22-May 28

CRN	DAYS	PLACE	INSTR
60319	Remote	Online Classes	Shields

PHARMACY TECHNICIAN

Median Hourly Wage* - $17.77

*Median hourly wage is the average between highest-paid 50% and lowest-paid 50%. Most students will start at entry-level wages. Taken from the EDD Occupational Employment & Wage Data as of June 2019.

HUMAN RELATIONS FOR HEALTHCARE WORKERS
(Formerly MEOC 135)
PTEC/125

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: Jan 19-Mar 19			
60320	Remote	Online Classes	Dunne
Dates: Mar 22-May 28			
60567	Remote	Online Classes	Dunne

PHARMACY TECHNICIAN, LAB FOR THE OUT-PATIENT
(Formerly MEDO 220)
PTEC/205

Prerequisite: MEDO 105 Medical Terminology and PTEC 105 Pharmacy Operations Lab 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. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60322	Remote	Online Classes	Dunne
Dates: Mar 22-May 28			
60566	Remote	Online Classes	Dunne

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

Pharmacy Technician Labs

2021 Spring Classes Coming …

The Career Technical Education Program is working to finalize the 2021 Spring Semester course offerings for the Pharmacy Technician In-Patient 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 2021 Spring Semester In-Patient Lab courses.

PHARMACY TECHNICIAN, LAB FOR THE IN-PATIENT
(Formerly MEDO 221)
PTEC/200

Prerequisite: 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. **Textbook Required.**

Dates: Jan 19-Apr 16

CRN	DAYS	PLACE	INSTR
60321	Remote	Online Classes	Shields

PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW
PTEC/310   **NEW**

This course is a review for the pharmacy technician certification exam. It covers the registration process and re-certification requirements, and reviews the materials contained on the exam. This course is designed as a review for individuals who have completed a pharmacy technician program or who are working pharmacy technicians. **Textbook Required.**

Dates: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60580	Remote	Online Classes	Shields

NOCE NETWORKS

Connect with us! See inside back cover for details!

Acquire job skills and two certificates in just 18 weeks!

PERSONAL CARE AIDE

for English Language Learners

Find out more details about this NEW certificate program on page 55

QUALITY ASSURANCE MANAGEMENT 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.

Program Classes Returning in 2021 Fall…

In response to COVID-19 NOCE has transitioned many in-person classes to online instructional modalities. However, a number of courses cannot be offered online and the Quality Assurance Management for Medical Devices courses will be unavailable during the 2021 Spring Semester.

For updates please check:

- 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 Quality Assurance Management courses being offered in Fall 2021.

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

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 Skills 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, and 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.

ACADEMIC TRACK

READING: USE IN REAL LIFE SITUATIONS
DSSS/117　　　　　　　　NEW!

This course is designed to assist students in increasing their functional reading comprehension and writing skills found in real life and vocational situations.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60592	Remote	ONLINE/Online	Ferrier
60590	Remote	ONLINE/Online	Sorooshian-Tafti

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

DSS
DISABILITY SUPPORT SERVICES

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

COMPUTER TRACK

COMPUTER FUNDAMENTALS:
BASIC WORD PROCESSING EDITING
DSSS/121　　　　　　　　NEW!

This course is designed for students interested in learning basic word processing editing and problem solving skills using technology. Topics include keyboarding, editing, and exploration of basics in word processing software.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60589	Remote	ONLINE/Online	Van Gelder

COMPUTERS: WORD PROCESSING AND
ELECTRONIC MAIL
DSSS/123　　　　　　　　NEW!

Designed for students interested in increasing their basic knowledge of word processing and training in the use of the Internet and operation of e-mail accounts.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60588	Remote	ONLINE/Online	Van Gelder
60609	Remote	ONLINE/Online	Staff
60594	Remote	ONLINE/Online	Stanojkovic, A

PHOTOSHOP ELEMENTS:
LAYERING AND SPECIAL EFFECTS
DSSS/125　　　　　　　　NEW!

Designed for individuals interested in increasing their basic knowledge of photo editing software. Topics include introduction to layering special effects and adding text.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60596	Remote	ONLINE/Online	Stanojkovic, I
60584	Remote	ONLINE/Online	Van Gelder

DISABILITY SUPPORT SERVICES

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

CORE SKILLS TRACK

SELF ADVOCACY: COMMUNICATION WITH AUTHORITY AND EMERGENCY PERSONNEL
DSSS/151

NEW!

This course prepares students with the skills necessary for interaction with police and emergency personnel. Topics include an overview of the criminal justice system, rights of individuals if taken into custody and reporting victimization.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60582	Remote	Online	Van Gelder
60603	Remote	Online	Tse
60597	Remote	Online	Calsita

EMPLOYMENT TRACK

COMMUNICATION ON THE JOB: EFFECTIVELY DEALING WITH WORK RELATED PROBLEMS
DSSS/143

NEW!

A class designed for students interested in enhancing their communication skills in relationship to employment. Course topics will include communication styles, making good first impressions, workplace bullying, Title IX, basics in professional verbal and written communication

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60610	Remote	Online	Tse

JOB SKILLS: WORK ATTITUDE AND EMPLOYER EXPECTATIONS
DSSS/141

NEW!

This course is intended to prepare students for successful employment by introducing them to appropriate on-the-job behavior, communication, attitude and work ethics. Students will also be introduced to the importance of workplace safety and customer service.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60599	Remote	Online	Yago
60585	Remote	Online	Sorooshian-Tafti

EDUCATIONAL SUPPORT AND EMPLOYMENT PREPARATION LAB
DSPS/531

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

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60593	Remote	Online	Calsita

INTERPERSONAL SKILLS TRACK

SOCIAL SKILLS: CONFLICT MANAGEMENT AND RESOLUTION BASICS
DSSS/153

NEW!

This course is designed to provide students with an overview of conflict management and resolution skills at home, school, work, and in the community, using a variety of basic skills.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60587	Remote	Online	Pietrzak
60602	Remote	Online	Ferrier
60601	Remote	Online	Calsita

RELATIONSHIPS: VALUES, INTIMACY AND SEXUALITY CONCEPTS
DSSS/161

NEW!

This course is designed to give students a more in depth understanding of the aspects of building and growing general relationships, intimate relationships and boundaries. Topics include relationship types, setting boundaries as well as an overview of sexuality concepts, using a variety of basic skills.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60600	Remote	Online	Tse

BOUNDARIES & RELATIONSHIPS: PERSONAL DEVELOPMENT AND SAFETY
DSSS/163

NEW!

This course is designed to provide students the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal values, making choices, dating and sexual relationships, human development, sexual activity, birth control, and pregnancy.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60591	Remote	Online	Staff

HUMAN SEXUALITY: HUMAN DEVELOPMENT & HEALTHY RELATIONSHIPS
DSSS/165

NEW!

This course is designed to provide students an overview of the basic human sexuality concepts. Topics include having children, healthy relationships, healthy sexual behaviors, expression and attitudes, consistent with personal values.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60607	Remote	ONLINE/Online	Ferrier

LIFE SKILLS TRACK

BASIC COOKING: ADVANCED SKILLS
DSSS/135

NEW!

This course is designed for students interested in learning more advanced skills of cooking and food preparation concepts and activities. Topics include kitchen cleanliness and safety, nutrition, and grocery shopping skills, using a variety of basic skills.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60605	Remote	Online	Stanojkovic, A
60578	Remote	Online	Staff

Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

BANKING & BILL PAYING: BUDGETING
DSSS/131

NEW!

A quick-paced course designed to provide money-management skills for students interested in living in their own apartment and managing finances.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60583	Remote	Online	Van Gelder
60606	Remote	Online	Breen
60595	Remote	Online	Torrez

MONEY SKILLS: SMART SHOPPING & COMPLETING TRANSACTION
DSSS/133

NEW!

This course is designed to provide students with the skills necessary for accurately making money exchanges, as well as saving and shopping smartly. Course topics will include counting the appropriate amounts of money for purchases, making change, tip calculations and tools, comparison shopping techniques and online deals to find the best bargain.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60511	Remote	Online	Staff

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: HEALTH, SAFETY & LIVING WITH ROOMMATES
DSSS/138

NEW!

This course is designed to help students to learn about the responsibilities of maintaining a home. Students will be presented with strategies for cooperative living and problem solving, identifying needs and safety.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60586	Remote	Online	Staff
60608	Remote	Online	Stanojkovic, A
60598	Remote	Online	Stanojkovic, A

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 Hub staff by phone at 657.284.1544 or e-mail: arise@noce.edu.

WISE PROGRAM

WISE - CONSUMER SKILLS
DSSS/301

NEW!

The class is designed to teach adults with developmental and intellectual disabilities to increase their skills and knowledge to be better consumers.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60638	Remote	Online	Pietrzak Brown

WISE - INDEPENDENT LIVING SKILLS IN THE COMMUNITY
DSSS/307

NEW!

This course is designed to teach adults with developmental and intellectual disabilities how to access public transportation and integrate into their community more independently.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60639	Remote	Online	Breen Reeves

DSS OFF-SITE CLASS LOCATION

CRN	Location
60611	My Day Counts
60637	My Day Counts

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!

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 Student ID, complete an online orientation in myGateway.
- To access myGateway, visit **https://mg.nocccd.edu** and use your Student 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. In-person help may be available in the ESL Learning Center by appointment only.
- 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** from 8:00am—9:00pm 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 2021 SPRING 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 identificación de estudiante 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. Haga clic aquí para obtener instrucciones paso a paso.
- Una vez que haya completado la orientación, llame al programa ESL 714.808.4638 para obtener ayuda con la inscripción en la clase. La ayuda en persona puede estar disponible en el Centro de aprendizaje de ESL solo con cita previa.
- 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** desde 8:00am—9:00pm 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.

ESL Advanced Certificate

- ESL Fundamentals, Advanced (ESLA164)
- ESL & Civics Education, Advanced (ESLA174)

ESL for Academic Success II Certificate

- ESL for Academic Success, Reading & Writing II (ESLA 1065)
- ESL for Academic Success, Listening & Speaking II (ESLA 1067)

ESL Intermediate High Certificate

- ESL Fundamentals, Intermediate High (ESLA163)
- ESL & Civics Education, Intermediate High (ESLA173)

ESL for Academic Success I Certificate

- ESL for Academic Success, Reading & Writing I (ESLA 1060)
- ESL for Academic Success, Listening & Speaking I (ESLA 1062)

ESL Intermediate Low Certificate

- ESL Fundamentals, Intermediate Low (ESLA162)
- ESL & Civics Education, Intermediate Low (ESLA 172)

ESL Beginning High Certificate

- ESL Fundamentals, Beginning High (ESLA 161)
- ESL &Civics Education, Beginning High (ESLA 171)

ESL Beginning Low Certificate

- ESL Fundamentals, Beginning Low (ESLA 160)
- ESL & Civics Education, Beginning Low (ESLA 170)

ESL Beginning Literacy Certificate

- ESL Fundamentals, Beginning Literacy (ESLA 159)
- ESL & Civics Education, Beginning Literacy (ESLA 169)

EACH PROGRAM (EXCEPT ACADEMIC SUCCESS) INCLUDES 12 HOURS OF ESL LEARNING CENTER SUPPORT (ESLA 001)

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/Advanced (ESLA 223)

ESL Multiskills Off-site/Community Classes
- ESL Multilevel (ESLA 110)
- Family Literacy (ESLA 120)

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

ESL Reading and Writing Skills, Intermediate to Advanced
- ESL Reading Skills, Inter/Advanced (ESLA 181)
- ESL Writing Skills, Inter/Advanced (ESLA 186)

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

ESL for Workforce Preparation, Advanced
- ESL Workforce Readiness, Adv (ESLA 1056)
- ESL Workplace Advancement, Adv (ESLA 1054)

**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 participating in your online class? At the ESL Learning Center, students can:

- Get help with technology and your online classes
- 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 8 a.m.-9 p.m. MTWThF. 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.

Dates: Jan 19-May 28; nc Feb 12, Feb 15, Mar 29-Apr 2

CRN	DAYS	PLACE	INSTR
60538	Remote	Zoom/Zoom	
	Following are live online class meetings for the Learning Center. Zoom links at NOCE.EDU/ESL		
	• Gray: MTWTh 8-11:20a		
	• Hong: Th 2-5:50p; F 8-10:50am		
	• Niyondagara: MW 11:30a-2:20p; TTh 11:30a-1:50p		
	• Joyce: TW 2-5:50p; F 11a-4:50p		
	• Pederson: M 2-5:50p		
	• Alvarez.: MTWTh 6-8:50p; F 5-8:50p		
60148	TTh/2p-6:50p	AN/121	Lynch
	In-person by appointment only. Call 714-808-4638.		

Need help with technology?

ESL instructors can help you learn how to use Technology and take online classes. See ESL Learning Center (listed above) class on and Computer Skills for ESL classes on page 53. Laptop loans may also be available.

For more information:
714.808.4638 | ESL4ALL@noce.edu

ESL FUNDAMENTALS

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL FUNDAMENTALS, BEGINNING LITERACY
ESLA/159

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: Jan 19-Apr 16

CRN	DAYS	PLACE	INSTR
60164	Remote	Zoom/Zoom	Staff
60166	Remote	Zoom/Zoom	Choi
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (1/19-4/16/21). Zoom link from teacher.		
60168	Remote	Zoom/Zoom	Lee
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-9p (1/18-4/16/21). Zoom link from teacher.		

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: Jan 19-Apr 16

CRN	DAYS	PLACE	INSTR
60170	Remote	Zoom/Zoom	Gil Villafuerte
	Class is 14 hrs/wk. Live online class meetings TTh 10a-12p (1/19-4/16/21). Zoom link from teacher.		
60175	Remote	Zoom/Zoom	Lorge
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-11a (1/19-4/16/21). Zoom link from teacher.		
60173	Remote	Zoom/Zoom	Howie
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-10:30a (1/19-4/16/21). Zoom link from teacher.		
60327	Remote	Zoom/Zoom	Jedruszczak
	Class is 14 hrs/wk. Live online class meetings MTWTh 7:30-9p (1/19-4/16/21). Zoom link from teacher.		

Click here to see video about ESL Program

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: Jan 19-Apr 16

CRN	DAYS	PLACE	INSTR
60329	Remote	Zoom/Zoom	Kim
	Class is 14 hrs/wk. Live online class meetings MTW 8:30-10a (1/19-4/16/21). Zoom link from teacher.		
60189	Remote	Zoom/Zoom	Lewis
	Class is 14 hrs/wk. Live online class meetings MW 9-11a (1/19-4/16/21). Zoom link from teacher.		
60177	Remote	Zoom/Zoom	Smith
	Class is 14 hrs/wk. Live online class meetings TWTh 10-11:20a (1/19-4/16/21).. Zoom link from teacher.		
60179	Remote	Zoom/Zoom	Moore
	Class is 14 hrs/wk. Live online class meetings TW 10a-12p (1/19-4/16/21). Zoom link from teacher.		
60183	Remote	Zoom/Zoom	Hasan
	Class is 14 hrs/wk. Live online class meetings MTh 12-2p (1/19-4/16/21). Zoom link from teacher.		
60187	Remote	Zoom/Zoom	Pabla
	Class is 14 hrs/wk. Live online class meetings MTWTh 6-7:30p (1/19-4/16/21). Zoom link from teacher.		
60190	Remote	Zoom/Zoom	Stasiuk
	Class is 14 hrs/wk. Live online class meetings MTWTh 6-7p (1/19-4/16/21). Zoom link from teacher.		
60185	Remote	Zoom/Zoom	Kunimoto
	Class is 14 hrs/wk. Live online class meetings MWTh 6-7:20p (1/19-4/16/21). Zoom link from teacher.		

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.
Dates: Jan 19-Apr 16

CRN	DAYS	PLACE	INSTR
60146	Remote	Zoom/Zoom	Diaz
	Class is 14 hrs/wk. Live online class meeting M 8-10a (1/19-4/16/21). Zoom link from teacher.		
60153	Remote	Zoom/Zoom	Niyondagara
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-10a (1/19-4/16/21). Zoom link from teacher.		
60192	Remote	Zoom/Zoom	Azarcon
	Class is 14 hrs/wk. Live online class meetings TWTh 9-10a (1/19-4/16/21). Zoom link from teacher.		
60348	Remote	Zoom/Zoom	Khssassi
	Class is 14 hrs/wk. Live online class meetings MTWTh 6-7:30p (1/19-4/16/21). Zoom link from teacher.		
60198	Remote	Zoom/Zoom	Heredia
	Class is 14 hrs/wk. Live online class meetings MT 6-8p (1/19-4/16/21). Zoom link from teacher.		
60330	Remote	Zoom/Zoom	Dinh
	Class is 14 hrs/wk. Live online class meetings MTWTh 8-9:30a (1/19-4/16/21). Zoom link from teacher.		
60346	Remote	Zoom/Zoom	Peterson
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:50p (1/19-4/16/21). Zoom link from teacher.		
60196	Remote	Zoom/Zoom	Murillo
	Class is 14 hrs/wk. Live online class meetings MTWTh 6-8p (1/19-4/16/21). Zoom link from teacher.		

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

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: Jan 19-Apr 16

CRN	DAYS	PLACE	INSTR
60200	Remote	Zoom/Zoom	Kahlon
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:30-11:30a (1/19-4/16/21). Zoom link from teacher.		
60202	Remote	Zoom/Zoom	Croteau
	Class is 14 hrs/wk. Live online class meetings MTWTh 7-9p (1/19-4/16/21). Zoom link from teacher.		
60350	Remote	Zoom/Zoom	Moreno Aguilar
	Class is 14 hrs/wk. Live online class meetings MTWTh; 6:30-8:30p (1/19-4/16/21). Zoom link from teacher.		
60358	Remote	Zoom/Zoom	Arellano
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:45a (1/19-4/16/21). Zoom link from teacher.		
60354	Remote	Zoom/Zoom	Kopydlowska
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10a (1/19-4/16/21). Zoom link from teacher.		
60356	Remote	Zoom/Zoom	Sahakian
	Class is 14 hrs/wk. Live online class meetings MTWTh 8-9:45a (1/19-4/16/21). Zoom link from teacher.		
60352	Remote	Zoom/Zoom	Carson
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-11a (1/19-4/16/21). Zoom link from teacher.		

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: Jan 19-Apr 16

CRN	DAYS	PLACE	INSTR
60204	Remote	Zoom/Zoom	Pham
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-10:30a (1/19-4/16/21). Zoom link from teacher.		
60206	Remote	Zoom/Zoom	Filloy
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-10a (1/19-4/16/21). Zoom link from teacher.		
60366	Remote	Zoom/Zoom	Hug
	Class is 14 hrs/wk. Live online class meetings MW 6:30-8p (1/19-4/16/21). Zoom link from teacher.		
60364	Remote	Zoom/Zoom	Wasby
	Class is 14 hrs/wk. Live online class meeting M 2:30-4p (11/19-4/16/21). Zoom link from teacher.		
60210	Remote	Zoom/Zoom	Santostefano
	Class is 14 hrs/wk. Live online class meetings MTWTh 7:30-9:30p (1/19-4/16/21). Zoom link from teacher.		
60208	Remote	Zoom/Zoom	Usary
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8p (1/19-4/16/21). Zoom link from teacher.		

ESL & CIVICS

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL AND CIVICS PREPARATION, BEGINNING LITERACY
ESLA/169

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: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60165	Remote	Zoom/Zoom	Staff
60167	Remote	Zoom/Zoom	Choi
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10-30a (4/19-5/28/21). Zoom link from teacher.		
60169	Remote	Zoom/Zoom	Lee
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-9p (4/19-5/28/21). Zoom link from teacher.		

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: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60174	Remote	Zoom/Zoom	Howie
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-10:30a (4/19-5/28/21). Zoom link from teacher.		
60176	Remote	Zoom/Zoom	Lorge
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-11a (4/19-5/28/21). Zoom link from teacher.		
60171	Remote	Zoom/Zoom	Gil Villafuerte
	Class is 14 hrs/wk. Live online class meetings TTh 10a-12p (4/19-5/18/21). Zoom link from teacher.		
60328	Remote	Zoom/Zoom	Jedruszczak
	Class is 14 hrs/wk. Live online class meetings MTWTh 7:30-9p (4/19-5/28/21). Zoom link from teacher.		

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: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60182	Remote	Zoom/Zoom	Lewis
	Class is 14 hrs/wk. Live online class meetings MW 9-11a (4/19-5/28/21). Zoom link from teacher.		
60178	Remote	Zoom/Zoom	Smith
	Class is 14 hrs/wk. Live online class meetings TWTh 10-11:20a (4/19-5/28/21).. Zoom link from teacher.		
60180	Remote	Zoom/Zoom	Moore
	Class is 14 hrs/wk. Live online class meetings TW 10a-12p (4/19-5/28/21). Zoom link from teacher.		
60184	Remote	Zoom/Zoom	Hasan
	Class is 14 hrs/wk. Live online class meetings MTh 12-2p (4/19-5/28/21). Zoom link from teacher.		
60181	Remote	Zoom/Zoom	Kim
	Class is 14 hrs/wk. Live online class meetings MTW 8:30-10a (4/19-5/28/21). Zoom link from teacher.		
60191	Remote	Zoom/Zoom	Stasiuk
	Class is 14 hrs/wk. Live online class meetings MTWTh 6-7p (4/19-5/28/21). Zoom link from teacher.		
60186	Remote	Zoom/Zoom	Kunimoto
	Class is 14 hrs/wk. Live online class meetings MWTh 6-7:20p (4/19-5/28/21). Zoom link from teacher.		
60188	Remote	Zoom/Zoom	Pabla
	Class is 14 hrs/wk. Live online class meetings MTWTh 6-7:30p (4/19-5/28/21). Zoom link from teacher.		

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 .

Dates: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60147	Remote	Zoom/Zoom	Diaz
	Class is 14 hrs/wk. Live online class meeting M 8-10a (4/19-5/28/21). Zoom link from teacher.		
60154	Remote	Zoom/Zoom	Niyondagara
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-10a (4/19-5/28/21). Zoom link from teacher.		
60193	Remote	Zoom/Zoom	Azarcon
	Class is 14 hrs/wk. Live online class meetings TWTh 9-10a (4/19-5/28/21). Zoom link from teacher.		
60331	Remote	Zoom/Zoom	Dinh
	Class is 14 hrs/wk. Live online class meetings MTWTh 8-9:30a (4/19-5/28/21). Zoon link from teacher.		
60349	Remote	Zoom/Zoom	Khssassi
	Class is 14 hrs/wk. Live online class meetings MTWTh 6-7:30p (4/19-5/28/21). Zoom link from teacher.		
60199	Remote	Zoom/Zoom	Heredia
	Class is 14 hrs/wk. Live online class meetings MT 6-8p (4/19-5/28/21). Zoom link from teacher.		
60347	Remote	Zoom/Zoom	Peterson
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:50p (4/19-5/28/21). Zoom link from teacher.		
60197	Remote	Zoom/Zoom	Murillo
	Class is 14 hrs/wk. Live online class meetings MTWTh 6-8p (4/19-5/28/21). Zoom link from teacher.		

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: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60201	Remote	Zoom/Zoom	Kahlon
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:30-11:30a (4/19-5/28/21). Zoom link from teacher.		
60359	Remote	Zoom/Zoom	Arellano
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:45a (4/19-5/28/21). Zoom link from teacher.		
60355	Remote	Zoom/Zoom	Kopydlowska
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10a (4/19-5/28/21). Zoom link from teacher.		
60357	Remote	Zoom/Zoom	Sahakian
	Class is 14 hrs/wk. Live online class meetings MTWTh 8-9:45a (4/19-5/287/21). Zoom link from teacher.		
60353	Remote	Zoom/Zoom	Carson
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-11a (4/19-5/28/21). Zoom link from teacher.		
60203	Remote	Zoom/Zoom	Croteau
	Class is 14 hrs/wk. Live online class meetings MTWTh 7-9p (4/19-5/28/21). Zoom link from teacher.		
60351	Remote	Zoom/Zoom	Moreno Aguilar
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (4/19-5/28/21). Zoom link from teacher.		

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: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60205	Remote	Zoom/Zoom	Pham
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-10:30a (4/19-5/28/21). Zoom link from teacher.		
60207	Remote	Zoom/Zoom	Filloy
	Class is 14 hrs/wk. Live online class meetings MTWTh 9-10a (4/19-5/28/21). Zoom link from teacher.		
60365	Remote	Zoom/Zoom	Wasby
	Class is 14 hrs/wk. Live online class meeting M 2:30-4p (4/19-5/28/21). Zoom link from teacher.		
60367	Remote	Zoom/Zoom	Hug
	Class is 14 hrs/wk. Live online class meetings MW 6:30-8p (4/19-5/28/21). Zoom link from teacher.		
60211	Remote	Zoom/Zoom	Santostefano
	Class is 14 hrs/wk. Live online class meetings MTWTh 7:30-9:30p (4/19-5/28/21). Zoom link from teacher.		
60209	Remote	Zoom/Zoom	Usary
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8p (4/19-5/28/21). Zoom link from teacher.		

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60149	Remote	Zoom/Zoom	Lopez
	Class is 5 hrs/wk. Live online classes TTh 12-1p (1/19-5/28/21). Zoom link from teacher.		
60213	Remote	Zoom/Zoom	Hong
	Class is 5 hrs wk. Live online class meetings W 6-7:30p; F 2-3:30p (1/19-5/28/21). Zoom link from teacher.		
60212	Remote	Zoom/Zoom	Kepler
	Class is 4 hrs/wk. Live online class meeting F 8-11:15a (1/19-5/28/21). Zoom link from teacher.		

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60214	Remote	Zoom/Zoom	Pederson
	Class is 12 hrs/wk. Live online class meetings MTWTh 8-9:30a (1/19-5/28/21). Zoom link from teacher.		

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60215	Remote	Zoom/Zoom	Kepler
	Class is 12 hrs/wk. Live online class meetings MTWTh 10-11:45a (1/19-5/28/21). Zoom link from teacher.		

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.

Dates: Jan 19-May 28; nc Feb 15, Mar 29-Apr 1

CRN	DAYS	PLACE	INSTR
60151	MTWTh/10:30a-12:50p	AN/124	Mang
60326	Remote	Zoom/Zoom	Stehly
	Class is 12 hrs/wk. Live online class meeting MTWTh 8:30-10:30a (1/19-5/28/21). Zoom link from teacher.		

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: Jan 19-May 28; nc Feb 15, Mar 29-Apr 1

CRN	DAYS	PLACE	INSTR
60152	MTWTh/8a-10:20a	AN/104	Mang

ESL READING & WRITING SKILLS

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL READING SKILLS, BEGINNING
ESLA/180

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60221	Remote	Zoom/Zoom	Kahlon
	Class is 2 hrs/wk. Live online class meetings TTh 11:30-12p (1/19-5/28/21). Zoom link from teacher.		

ESL READING SKILLS, INTERMEDIATE TO ADVANCED
ESLA/181

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60368	Remote	Zoom/Zoom	Witt
	Class is 2 hrs/wk. Live online class meeting M 5-6pm. (1/19-5/28/21). Zoom link from teacher.		

ESL WRITING SKILLS, BEGINNING
ESLA/185

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60222	Remote	Zoom/Zoom	Pham
	Class is 2 hrs/wk. Live online class meetings TT 11:30a-12p (1/19-5/28/21). Zoom link from teacher.		

ESL WRITING SKILLS, INTERMEDIATE TO ADVANCED
ESLA/186

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

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60223	Remote	Zoom/Zoom	Espinoza
	Class is 2 hrs/wk. Live online class meeting Th 4-5:30p (1/19-5/28/21). Zoom link from teacher.		

More Information at **www.noce.edu**

ESL GRAMMAR REVIEW

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL GRAMMAR REVIEW, BEGINNING
ESLA/222

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60224	Remote	Zoom/Zoom	Sattler
	Class is 2 hrs/wk. Live online class meeting		
	Th 1-2:30p (1/19 - 5/28/21). Zoom link from teacher.		

ESL GRAMMAR REVIEW, INTERMEDIATE - ADVANCED
ESLA/223

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60371	Remote	Zoom/Zoom	Kopydlowska
	Class is 2 hrs/wk. Live online class meeting		
	MW 11:30a-12p (1/19-5/28/21). Zoom link from teacher.		
60225	Remote	Zoom/Zoom	Hasan
	Class is 2 hrs/wk. Live online class meeting		
	T 1-2p (1/19-5/28/21). Zoom link from teacher.		

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 VOCABULARY REVIEW

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL VOCABULARY REVIEW, BEGINNING
ESLA/225

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60226	Remote	Zoom/Zoom	Smith
	Class is 2 hrs/wk. Live online class meeting		
	W 11:30a-12:45p (1/19-5/28/21). Zoom link from teacher.		

ESL VOCABULARY REVIEW, INTERMEDIATE - ADVANCED
ESLA/226

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60227	Remote	Zoom/Zoom	Myers
	Class is 2 hrs/wk. Live online class meeting		
	TTh 11-11:45a (1/19-5/28/21). Zoom link from teacher.		

ESL SPECIALTY CLASSES

Questions? 714.808.4638 or ESL4ALL@noce.edu

ESL SKILL BUILDING, INTERMEDIATE TO ADVANCED
ESLA/211

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60145	Remote	ONLINE/Online	Diaz
	Class is 10 hrs/wk. Live online class meeting		
	M 7-8a (1/19-5/28/21). Zoom link from teacher.		

Due to the global pandemic, NOCE will be offering courses over the 2021 Spring Semester in an online format only. Therefore, orientation and CASAS testing for ESLA 211 will also be online. Detailed information will be emailed to enrolled students by the instructor.

COMPUTER SKILLS FOR ESL - BEGINNING
ESLA/801

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

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60374	Remote	Zoom/Zoom	Carson
	Class is 2 hrs/wk. Live online class meeting		
	F8-9:30a (1/19-5/28/21). Zoom link from teacher.		
60230	Remote	Zoom/Zoom	Lewis
	Class is 2 hrs/wk. Live online class meeting		
	F 10-11:30a (1/19-5/28/21). Zoom link from teacher.		

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.

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 19			
60231	Remote	Zoom/Zoom	Alvarez-Morales
	Class is 4 hrs/wk. Live online class meeting		
	F 10-11am (1/19-3/19/21). Zoom link from instructor.		
Dates: Mar 21-May 28			
60232	Remote	Zoom/Zoom	Alvarez-Morales
	Class is 4 hrs/wk. Live online class meeting		
	F 10-11am (3/21-5/28/21). Zoom link from instructor.		

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60228	Remote	Zoom/Zoom	Azarcon
	Class is 2 hrs/wk. Live online class meetings on W 11a-12:15p (1/19-5/28/21). Zoom link from teacher.		
60373	Remote	Zoom/Zoom	Sahakian
	Class is 2 hrs/wk. Live online class meetings TTh 11-11:30a (1/19-5/28/21). Zoom link from teacher.		
60372	Remote	Zoom/Zoom	Stehly
	Class is 2 hrs/wk. Live online class meetings MW 12-12:45p (1/19-5/28/21). Zoom link from teacher.		
60229	Remote	Zoom/Zoom	Joyce
	Class is 2 hrs/wk. Live online class meeting F 6-7p (1/19-5/28/21). Zoom link from teacher.		

Need help with technology?

ESL instructors can help you learn how to use technology and take online classes. See ESL Learning Center on page 49 and Computer Skills for ESL classes on page 53. Laptop loans may also be available.

For more information:
714.808.4638 | ESL4ALL@noce.edu

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60233	Remote	Zoom/Zoom	Gray
	Class is 2 hrs/wk. Live online class meeting MW 12-12:50p (1/19-5/28/21). Zoom link from instructor.		

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: Jan 19-May 28; nc Feb 15, Mar 29-Apr 1

CRN	DAYS	PLACE	INSTR
60150	MW/1:30p-2:20p	AN/104	Mang
	TTh/1:30p-2:50p	AN/104	

OFF-SITE/COMMUNITY CLASSES

Due to the global pandemic, NOCE will be offering courses over the 2021 Spring 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 e-mail 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: Jan 19-Apr 16

CRN	DAYS	PLACE	INSTR
60236	Remote	Access California Services/ Zoom	Rezai
	Class is 16 hrs/wk. Live online class meetings MTW 8:30a-12p (1/19-4/16/21). Zoom link from teacher.		
60247	Remote	Albert Schweitzer Elementary/ Zoom	Olivos Munoz
	Class is 12 hrs/wk. Live online class meetings MW 9-10:30a (1/19-4/16/21). Zoom link from teacher.		
60240	Remote	Brea Comm Ctr/ Zoom	Allen
	Class is 12 hrs/wk. Live online class meetings TWTh 9-10:30a (1/19-4/16/21). Zoom link from teacher.		
60244	Remote	Pacific Drive Elementary/ Zoom	Koh
	Class is 12 hrs/wk. Live online class meetings MW 9:30-10:50a (1/19-4/16/21). Zoom link from teacher.		
60389	Remote	Ponderosa Park Family Resource/ Zoom	Sersea
	Class is 12 hrs/wk. Live online class meetings TTh 6-7p (1/19-4/16/21). Zoom link from teacher.		
60251	Remote	Rio Vista Elementary School/ Zoom	Myers
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-11a (1/19-4/16/21). Zoom link from teacher.		
60242	Remote	St Boniface Church/ Zoom	Espinoza
	Class is 12 hrs/wk. Live online class meetings MTWTh 10a-12p (1/19-4/16/21). Zoom link from teacher.		
60383	Remote	Topaz Elementary/ Zoom	Jackson
	Class is 12 hrs/wk. Live online class meetings MW 9-11a (1/19-4/16/21). Zoom link from teacher.		
60379	Remote	Washington Middle School/ Zoom	Witt
	Class is 14 hrs/wk. Live online class meetings MTWTh; 6:30-8:30p (1/19-4/16/21). Zoom link from teacher.		
60246	Remote	Whitaker Elementary/ Zoom	Lee
	Class is 12 hrs/wk. Live online class meetings MTW 6-7p (1/19-4/16/21). Zoom link from teacher.		

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: Apr 19-May 28

CRN	DAYS	PLACE	INSTR
60239	Remote	Access California Services/ Zoom	Rezai
	Class is 16 hrs/wk. Live online class meetings MTW 8:30a-12p (4/19-5/28/21). Zoom link from teacher.		
60250	Remote	Albert Schweitzer Elementary/ Zoom	Olivos Munoz
	Class is 12 hrs/wk. Live online class meetings MW 9-10:30a (4/19-5/28/21). Zoom link from teacher.		
60241	Remote	Brea Comm Ctr/ Zoom	Allen
	Class is 12 hrs/wk. Live online class meetings TWTh 9-10:30a (4/19-5/28/21). Zoom link from teacher.		
60245	Remote	Pacific Drive Elementary/ Zoom	Koh
	Class is 12 hrs/wk. Live online class meetings MW 9:30-10:50a (4/19-5/28/21). Zoom link from teacher		
60390	Remote	Ponderosa Park Family Resource/ Zoom	Sersea
	Class is 12 hrs/wk. Live online class meetings TTh 6-7p (4/19-5/28/21). Zoom link from teacher.		
60252	Remote	Rio Vista Elementary School/ Zoom	Myers
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-11a (4/19-5/28/21). Zoom link from teacher.		
60243	Remote	St Boniface Church/ Zoom	Espinoza
	Class is 12 hrs/wk. Live online class meetings MTWTh 10a-12p (4/19-5/28/21). Zoom link from teacher		
60384	Remote	Topaz Elementary/ Zoom	Jackson
	Class is 12 hrs/wk. Live online class meetings MW 9-11a (4/19-5/28/21). Zoom link from teacher.		
60380	Remote	Washington Middle School/ Zoom	Witt
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (4/19-5/28/21). Zoom link from teacher.		
60248	Remote	Whitaker Elementary/ Zoom	Lee
	Class is 12 hrs/wk. Live online class meetings MTW 6-7p (4/19-5/28/21). Zoom link from teacher.		

ESL WORKFORCE PREPARATION

Personal Care Aide
Program for English Language Learners
(2021 Spring only; 16 hours/week)

This program welcomes ESL students only at INTERMEDIATE LOW LEVEL or above. 16 hours includes online and on-campus instruction and course work.

Develop the communication and job training skills needed to get a job as a Personal Care Aide (PCA). In this 18-week Integrated Basic Skills & Education Training (I-BEST) program, students will learn how to:
- Perform the tasks of a Personal Care Aide in a consumer's home or in a residential care setting
- Find and keep a PCA job
- Prepare for a job interview for PCA
- Communicate with clients, families, and employers

Build your English and job skills at the same time! One group of students (20 maximum) will complete these courses together, with the same instructors, in one semester. Students must commit to the full 18 weeks for 16 hours each week. Only one absence per PCA class allowed.

Earn Two State-Approved Certificates:

Personal Care Aide (CTE)
ESL for Workforce Preparation, Advanced (ESL)

Courses:
- Personal Care Aide I
- ESL Workforce Readiness, Advanced
- Personal Care Aide II
- ESL Workplace Advancement Skills, Advanced
- Personal Care Aide III
- ESL Learning Center for PCA

PERSONAL CARE AIDE

Median Hourly Wage*: $13.41

Median hourly wage is the average between highest-paid 50% and lowest-paid 50%. Most students will start at entry-level wages. Taken from the EDD Occupational Employment & Wage Data as of June 2020.

PCA Registration/Information

To register for all classes in the program or for more information:
714-808-4638 | ESL4ALL@NOCE.EDU

Join us for a live information session in Zoom!
(Call or email for link)

Friday, December 11, 2020
9 a.m. - 10 a.m.   or   2 p.m. - 3 p.m.

Instructors will be available to answer questions. Staff will be available for registration.

Live Online Class Meetings

All students will meet with both instructors for live online class meetings in Zoom
(Links provided by teacher):
- **Tuesdays January 19 – May 25**
  1 p.m. – 3 p.m.
          ~ ~ ~ and ~ ~ ~
- **Thursdays January 19 – February 25**
  1 p.m. – 4 p.m.

During registration, students need to CHOOSE A LEARNING GROUP for in-person class meetings with both instructors at Anaheim Campus:

Learning Group 1

In-Person Class Meetings from 1 p.m. – 4 p.m. at Anaheim Campus, Room 611:
- Thursday, March 4, 2021
- Thursday, March 25, 2021
- Thursday, April 22, 2021
- Thursday, May 13, 2021

Learning Group 2

In-Person Class Meetings from 1 p.m. – 4 p.m. at Anaheim Campus, Room 611:
- Thursday, March 11, 2021
- Thursday, April 8, 2021
- Thursday, April 29, 2021
- Thursday, May 20, 2021

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/emeritus or visit our website at noce.edu/emeritus.

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.

Mature Driver classes will be held as soon as possible in a face-to-face format. Stay tuned for the information when the classes will resume. Thank you for your continued support!

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 31-32 for more information.

EMERITUS PROGRAM

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/emeritus or visit our website at noce.edu/emeritus.

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 2021 Spring 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: Jan 19-May 25

CRN	DAYS	PLACE	INSTR
60339	Remote	Gordon Lane Care Center	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: Jan 19-May 25

CRN	DAYS	PLACE	INSTR
60411	Remote	Morningside of Fullerton	Edwards

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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 1/18/2021, ends week of 5/24/2021			
60292	Remote	Anaheim Terrace Care Center	Henan
60273	Remote	Bradford Square	Gable
60265	Remote	Brookdale Anaheim	Fischer
60276	Remote	Brookdale-Yorba Linda	Gable
60344	Remote	Buena Vista Care Center	Hertogh
60263	Remote	Cottage of Artesia Gardens	Fischer
60467	Remote	Coventry Court Health Center	Reutzel
60464	Remote	Crescendo Senior Living of Pl	Reutzel
60432	Remote	Cypress Sr Citizen Center	Heins
60264	Remote	Emerald Court	Fischer
60280	Remote	Emerald Court	Gable
60416	Remote	Fullerton Gardens	Johnson
60296	Remote	Gordon Lane Care Center	Henan
60466	Remote	Harbor Villa Care Center	Reutzel
60343	Remote	Karlton Residential Care Center	Hertogh
60465	Remote	Karlton Residential Care Center	Reutzel
60266	Remote	Katella Sr Living Community	Fischer
60418	Remote	La Habra Conv Hospital	Johnson
60402	Remote	Leisure Court	Belknap
60302	Remote	Orangegrove Rehab Hospital	Kim
60279	Remote	Park Regency Ret Res	Gable
60291	Remote	Park Vista Assisted Living	Henan
60422	Remote	Park Vista Assisted Living	Johnson
60277	Remote	Park Vista at Morningside	Gable
60275	Remote	St. Elizabeth Healthcare	Gable
60301	Remote	Sun Mar Nursing Center	Kim
60340	Remote	Sunrise Asst Liv Fullerton	Hertogh
60268	Remote	Sunrise of Seal Beach	Fischer
60493	Remote	The Pavilion at Sunny Hills	Gable
60295	Remote	The Pavilion at Sunny Hills	Henan
60342	Remote	The Pavilion at Sunny Hills	Hertogh
60420	Remote	The Pavilion at Sunny Hills	Johnson
60404	Remote	Valley View Gardens	Belknap
60423	Remote	Valley View Gardens	Johnson
60421	Remote	W Anah Extended Care Hospital	Johnson
60341	Remote	Whittier Hills Healthcare Center	Hertogh
60297	Remote	Windsor Gardens of Anaheim	Henan
Starts week of 1/25/2021, ends week of 5/24/2021			
60412	Remote	Crescendo Senior Living of Pl	Edwards
60274	Remote	Gordon Lane Care Center	Gable
60294	Remote	La Habra Conv Hospital	Henan
60293	Remote	Park Regency Care Center	Henan
60419	Remote	Park Vista at Morningside	Johnson
60403	Remote	Sunrise Asst Living La Palma	Belknap
60278	Remote	The Pavilion at Sunny Hills	Gable
60417	Remote	Windsor Gardens of Fullerton	Johnson

Creative Arts

CERAMICS FOR OLDER ADULTS
CRAE/101

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

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60573	Remote	Zoom/ Zoom	Trapani
	Live class held online, meeting on Tuesdays (1/19/21-3/16/21) from 12:30p - 4:20p		
60570	Remote	Zoom/ Zoom	Trapani
	Live class held online, meeting on Thursdays, (1/21/21-3/18/21) from 12:45p -4:35p		
60571	Remote	Zoom/ Zoom	Trapani
	Live class held online, meeting on Thursdays, (1/21/21-3/18/21) from 8:00a - 11:50a		
60575	Remote	Zoom/ Zoom	Trapani
	Live class held online, meeting on Tuesdays (3/23/21- 5/25/21) from 12:30p - 4:20p		
60574	Remote	Zoom/ Zoom	Trapani
	Live class held online meeting on Thursdays (3/25/21-5/27/21) from 8:00a - 11:50a		
60572	Remote	Zoom/ Zoom	Trapani
	Live class held online, meeting on Thursdays, (3/25/21- 5/27/21) from 12:45p - 4:35p		

QUILTING FOR OLDER ADULTS
CRAE/106

This course offers the essentials of quilting, for older adult's 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.

CRN	DAYS	PLACE	INSTR
Starts week of 1/18/2021, ends week of 3/15/2021			
60253	Remote	Buena Park Senior Center	Cole
	Live class held online, meeting on Tuesdays (1/19/21-3/16/21) from 12:30p-4:20p		
60289	Remote	Zoom/ Zoom	Gruenke
	Live class held online, meeting on Wednesdays (1/20/21-3/17/21) from 12:00p-3:50p		
Dates: Jan 22-Mar 26			
60520	Remote	Zoom/ Zoom	Smith
	Live class held online meeting on Fridays (1/22/21-3/26/21) from 8:30a-12:20p		
Dates: Jan 25-May 24			
60483	Remote	Cypress Sr Citizen Center	Smith
Starts week of 3/22/2021, ends week of 5/24/2021			
60254	Remote	Buena Park Senior Center	Cole
	Live class held online, meeting on Tuesdays (3/16/21=5/25/21) from 12:30p-4:20p		
60290	Remote	Zoom/ Zoom	Gruenke
	Live class held online meeting on Wednesdays (3/24/21-5/26/21) from 12:00p-3:50p		
Dates: Apr 9-May 28			
60521	Remote	Zoom/ Zoom	Smith
	Live class held online meeting on Fridays (4/9/21-5/28/21) from 8:30p-12:20p		

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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 1/18/2021, ends week of 5/24/2021			
60298	Remote	Alamitos West Health Care Center	Harry
60475	Remote	Alamitos West Health Care Center	Solis
60476	Remote	Anaheim VIP Center	Thakkar
60482	Remote	Brookdale-Garden Manor	Thakkar
60437	Remote	Crescendo Senior Living of Pl	Ngo
60299	Remote	Fullerton Gardens	Harry
60479	Remote	Gordon Lane Care Center	Thakkar
60259	Remote	Happy Brea Adult Day Heath Care	Clary
60577	Remote	Health Center of Orange County	Trapani
60438	Remote	Karlton Residential Care Center	Ngo
60458	Remote	La Habra Community Serv-Sr Center	Pope
60481	Remote	Leisure Court	Thakkar
60440	Remote	Orangegrove Rehab Hospital	Ngo
60457	Remote	Palm Retirement Center	Pope
60480	Remote	Park Anaheim Healthcare Center	Thakkar
60439	Remote	Park Regency Ret Res	Ngo
60456	Remote	Rehab Institute So Ca	Pope
60474	Remote	Rowntree Gardens	Solis
60436	Remote	Sunrise Asst Living Fullerton	Ngo
60576	Remote	Whitten Heights	Trapani
60477	Remote	Whittier Hills Healthcare Center	Thakkar
60478	Remote	Windsor Gardens of Anaheim	Thakkar
60441	Remote	Windsor Gardens of Fullerton	Ngo
Dates: Jan 25-May 24			
60300	Remote	Chapman Care Center	Harry

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
Dates: Jan 19-May 25			
60260	Remote	Emerald Isle Senior Apartments	Clary
Dates: Apr 5-May 24			
60262	Remote	Yorba Linda Senior Center	Clary
Dates: Jan 25-Mar 22			
60261†	Remote	Yorba Linda Senior Center	Clary

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.

CRN	DAYS	PLACE	INSTR
Starts week of 1/18/2021, ends week of 5/24/2021			
60256	Remote	Brookdale Anaheim	Bowman
60257	Remote	Fullerton Community Center	Bowman
60258	Remote	Vintage of Stonehaven	Bowman
60255	Remote	Yorba Linda Sr Center	Bowman

NOCE NETWORKS

Connect with us! See inside back cover for details!

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60434	Remote	Zoom/ Zoom	Lassetter

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: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60435	Remote	Senior Citizens Center Anaheim	Lassetter

MUSIC ARTS FOR OLDER ADULTS
MUSC/200

This course provides stimulating interaction for older adults through musical reminiscence, discussions, and listening to music from different time periods and genres. Older Adult students will participate in sing-alongs and rhythmic activities. Older adult students will learn to appreciate and understand different varieties of music.

CRN	DAYS	PLACE	INSTR
Starts week of 1/18/2021, ends week of 5/24/2021			
60446	Remote	Anaheim Crown Plaza	Park
60443	Remote	Anaheim Healthcare Center	Park
60460	Remote	Anaheim Healthcare Center	Pope
60447	Remote	Arbor Palms of Anaheim	Park
60442	Remote	Bradford Square	Park
60415	Remote	Brookdale-Garden Manor	Gilmore
60395	Remote	Cambridge Court	Behrbaum
60461	Remote	Cottage of Artesia Gardens	Pope
60396	Remote	Emerald Court	Behrbaum
60283	Remote	Fullerton Gardens	Gerrard
60286	Remote	Health Center of Orange County	Gerrard
60462	Remote	La Habra Conv Hospital	Proppe
60285	Remote	Orangegrove Rehab Hospital	Gerrard
60287	Remote	Park Anaheim Healthcare Center	Gerrard
60284	Remote	Park Regency Ret Res	Gerrard
60410	Remote	Park Vista at Morningside	Ediger
60399	Remote	Rowntree Gardens	Behrbaum
60433	Remote	Sunrise Asst Living La Palma	Lassetter
60400	Remote	The Pavilion at Sunny Hills	Behrbaum
60288	Remote	The Pavilion at Sunny Hills	Gerrard
60414	Remote	The Pavilion at Sunny Hills	Gilmore
60445	Remote	The Pavilion at Sunny Hills	Park
60463	Remote	Valley View Gardens	Proppe
60409	Remote	Whitten Heights	Ediger
60459	Remote	Whittier Hills Healthcare Center	Pope
60444	Remote	Windsor Gardens of Anaheim	Park
Dates: Jan 25-May 24			
60397	Remote	Bradford Square	Behrbaum
60424	Remote	New Horizon	Lassetter
60413	Remote	St. Elizabeth Healthcare	Gilmore
60425	Remote	Sunrise of Seal Beach	Lassetter
60426	Remote	Valley View Gardens	Lassetter
60398	Remote	Whitten Heights	Behrbaum

More Information at **www.noce.edu**

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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.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60515	Remote	Zoom/ Zoom	Matikinyidze
	Live class held online meeting on Wednesday (1/20/21-5/26/21) from 9:00a-10:50a		
60528	Remote	Zoom/ Zoom	Yu
	Live class held online meeting on Wednesday (1/20/21-5/26/21) from 12:30 pm - 2:20 pm		
60529	Remote	Zoom/ Zoom	Yu
	Live class held online meeting on Fridays (1/22/21-5/28/21) from 12:30p-2:20p		
60527	Remote	Zoom/ Zoom	Yu
	Live class held online meeting on Fridays (1/22/21-5/28/21) from 3:00p-4:50p		

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.

Dates: Jan 19-Mar 18			
60407	Remote	Zoom/ Zoom	Belknap
	Live class held online meeting on Tuesdays and Thursdays from (1/19/21-3/18/21) from 9:00a - 10:50a		

Dates: Jan 25-Mar 24			
CRN	DAYS	PLACE	INSTR
60405	Remote	Zoom/ Zoom	Belknap
	Live class held online meeting on Mondays and and Wednesdays from (1/25/21-3/24/21) from 3:30p-5:20p		

Dates: Mar 23-May 27			
60408	Remote	Zoom/ Zoom	Belknap
	Live class held online meeting on Tuesdays and Thursdays from (3/23/21 - 5/27/21) from 9:00a - 10:50a		

Dates: Apr 5-May 26			
60406	Remote	Zoom/ Zoom	Belknap
	live class held online meeting Mondays and Wednesdays from (4/5/21-5/26/21) from 3:30p -5:30p		

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.

Dates: Jan 19-May 28

CRN	DAYS	PLACE	INSTR
60652	Remote	Cypress Sr Citizen Center	Salgado
60647	Remote	Orangegrove Rehab Hospital	Salgado
60468	Remote	Whittier Hills Healthcare Center	Ruiz

HISTORY OF COMEDY AND HUMOR FOR OLDER ADULTS
HLTH/161

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

Starts week of 1/18/2021, ends week of 5/24/2021

CRN	DAYS	PLACE	INSTR
60271	Remote	Alamitos West Health Care Center	Fischer
60269	Remote	Cottage of Artesia Gardens	Fischer
60270	Remote	Park Regency Care Center	Fischer
60401	Remote	Park Vista at Morningside	Belknap

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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.

CRN	DAYS	PLACE	INSTR
Starts week of 1/18/2021, ends week of 5/24/2021			
60537	Remote	Cypress Sunrise Village Apt.'s	Zepeda
60536	Remote	Cypress Sunrise Village Apt.'s	Zepeda
60524	Remote	Emerald Isle Senior Apartments	Yu
60525	Remote	Emerald Isle Senior Apartments	Yu
60304	Remote	Orangegrove Rehab Hospital	Kim
60531	Remote	Sunrise Asst Liv Fullerton	Zepeda
60532	Remote	Zoom/ Zoom	Zepeda
60533	Remote	Zoom/ Zoom	Zepeda
60490	Remote	Zoom/ Zoom	Layne
	Live class held online meeting on Tuesdays (1/19/21-5/25/21) from 10:30a-12:20p		
60512	Remote	Zoom/ Zoom	Matikinyidze
	Live class held online meeting on Tuesdays (1/19/21-5/25/21) from 10:00a -11:50a		
60489	Remote	Zoom/ Zoom	Layne
	live class held online meeting on Wednesdays (1/20/21-5/26/21) from 2:00p -3:50p		
60488	Remote	Zoom/ Zoom	Layne
	Live class held online meeting on Wednesdays (1/20/21- 5/26/21) from 10:00a -11:50a		
60513	Remote	Zoom/ Zoom	Matikinyidze
	Live class held online meeting on Thursdays (1/21/21 - 5/27/21) from 9:30a - 11:20a		
60485	Remote	Zoom/ Zoom	Krie
	Live class held online meeting on Thursdays (1/21/21-5/27/21) from 10:00a -11:50a		
60486	Remote	Zoom/ Zoom	Layne
	Live class held online meeting on Thursdays (1/21/21- 5/27/21) from 10:30 am-12:20 pm		
60487	Remote	Zoom/ Zoom	Layne
	Live class held online meeting on Thursdays (1/21/21-5/27/21) from 1:00p - 2:50p		
60484	Remote	Zoom/ Zoom	Krie
	Live class held online meeting on Friday (1/22/21/-5/28/21) from 10:00a - 11:50a		
60495	Remote	Zoom/ Zoom	Layne
	Live class held online meeting on Mondays (1/25/21-5/24/21) from 10:00a - 11:50a		
60514	Remote	Zoom/ Zoom	Matikinyidze
	Live class held online meeting on Mondays (1/25/21-5/24/21) from 9:30a -11:20a		
60523	Remote	Zoom/ Zoom	Yu
	Live class held online, meeting on Mondays (1/25/21-5/24/21) from 1:00 p - 2:50 p		
60526	Remote	Zoom/ Zoom	Yu
	Live class held online meeting on Mondays (1/25/21-5/24/21) from 10:30a - 12:20p		
Dates: Jan 25-May 24			
60303	Remote	Sun Mar Nursing Center	Kim

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 1/18/2021, ends week of 5/24/2021			
60449	Remote	Alamitos West Health Care Center	Penn
60335	Remote	Anaheim Crown Plaza	Feinstein
60336	Remote	Anaheim Crown Plaza	Feinstein
60455	Remote	Anaheim Terrace Care Center	Penn
60469	Remote	Brea Memory Care Community	Smith
60516	Remote	Brookdale Anaheim	Matikinyidze
60517	Remote	Brookdale Anaheim	Matikinyidze
60235	Remote	Buena Park Nurs Ctr	Adams
60471	Remote	Coventry Court Health Center	Smith
60519	Remote	Fullerton Gardens	Matikinyidze
60530	Remote	Gordon Lane Care Center	Yu
60172	Remote	Harbor Villa Care Center	Adams
60535	Remote	La Habra Conv Hospital	Zepeda
60450	Remote	Park Anaheim Healthcare Center	Penn
60454	Remote	Park Anaheim Healthcare Center	Penn
60473	Remote	Park Regency Care Center	Smith
60337	Remote	Park Vista Assisted Living	Feinstein
60470	Remote	Park Vista Assisted Living	Smith
60451	Remote	Rowntree Gardens	Penn
60453	Remote	Rowntree Gardens	Penn
60518	Remote	Senior Living Community	Matikinyidze
60452	Remote	St. Elizabeth Healthcare	Penn
60234	Remote	The Pavilion at Sunny Hills	Adams
60448	Remote	Whitten Heights	Penn
60472	Remote	Windsor Gardens of Anaheim	Smith
60534	Remote	Windsor Gardens of Anaheim	Zepeda
Dates: Jan 25-May 24			
60238	Remote	The Pavilion at Sunny Hills	Adams

NOCE NETWORKS
Connect with us! See inside back cover for details!

Every Day Counts at NOCE

Attending every class meeting is important for all NOCE students.

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

See you in class!

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: Jan 19-Mar 19			
60692	Remote	Zoom/ Zoom	Swallows
	Live session TBD per instructor's communication		
60693	Remote	Zoom/ Zoom	Quintanilla
	Live session TBD per instructor's communication		
Dates: Mar 22-May 28			
60695	Remote	Zoom/ Zoom	Quintanilla
	Live session TBD per instructor's communication		
60694	Remote	Zoom/ Zoom	Quintanilla
	Live session TBD per instructor's communication		

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: Jan 19-Mar 19			
60696	Remote	Zoom/ Zoom	Brown
	Live session TBD per instructor's communication		
60697	Remote	Zoom/ Zoom	Quintanilla
	Live session TBD per instructor's communication		
60698	Remote	Zoom/ Zoom	Quintanilla
	Live session TBD per instructor's communication		
Dates: Mar 22-May 28			
60701	Remote	Zoom/ Zoom	Quintanilla
	Live session TBD per instructor's communication		
60699	Remote	Zoom/ Zoom	Brown
	Live session TBD per instructor's communication		
60700	Remote	Zoom/ Zoom	Quintanilla
	Live session TBD per instructor's communication		

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
Dates: Jan 19-Mar 19			
60702	Remote	Zoom/ Zoom	Swallows
	Live session TBD per instructor's communication		
60703	Remote	Zoom/ Zoom	Brown
	Live session TBD per instructor's communication		
60704	Remote	Zoom/ Zoom	Quintanilla
	Live session TBD per instructor's communication		
Dates: Jan 19-Mar 22			
60705	Remote	Zoom/ Zoom	Swallows
	Live session TBD per instructor's communication		
Dates: Mar 22-May 28			
60709	Remote	Zoom/ Zoom	Quintanilla
	Live session TBD per instructor's communication		
60707	Remote	Zoom/ Zoom	Swallows
	Live session TBD per instructor's communication		
60708	Remote	Zoom/ Zoom	Brown
	Live session TBD per instructor's communication		
Dates: Mar 29-May 28			
60706	Remote	Zoom/ Zoom	Swallows
	Live session TBD per instructor's communication		

All Parenting Classes for the 2021 Spring 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: Jan 19-Mar 19			
60673	Remote	Zoom/ Zoom	Alquiza
	Live session TBD per instructor's communication.		
60674	Remote	Zoom/ Zoom	Brown
	Live session TBD per instructor's communication.		
Dates: Jan 19-Mar 26			
60675	Remote	Zoom/ Zoom	Alquiza
	Live session TBD per instructor's communication		
Dates: Mar 22-May 28; nc Apr 2			
60680	Remote	Zoom/Zoom	Brown
	Live session TBD per instructor's communication		
60679	Remote	Zoom/ Zoom	Alquiza
	Live session TBD per instructor's communication		
Dates: Mar 29-May 28			
60676	Remote	Zoom/ Zoom	Alquiza
	Live session TBD per instructor's communication		

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: Jan 19-Mar 19			
60684	Remote	Zoom/ Zoom	Alquiza
	Live session TBD per instructor's communication		
60685	Remote	Zoom/ Zoom	Brown
	Live session TBD per instructor's communication		
Dates: Jan 19-Mar 22			
60686	Remote	Zoom/ Zoom	Alquiza
	Live session TBD per instructor's communication		
Dates: Mar 22-May 28			
60691	Remote	Zoom	Brown
	Live session TBD per instructor's communication		
60690	Remote	Zoom/ Zoom	Alquiza
	Live session TBD per instructor's communication		

LOVE AND LOGIC®

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 Love & Logic® classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909, or visit our website at noce.edu/loveandlogic.

Stress-Free Strategies for Creating Self-Controlled, Self-Regulated, HAPPY Kids. Learn how to:
- Establish healthy boundaries and avoid destructive power struggles
- Understand the unique needs of each child
- Create strategies for reaching discouraged and resistant learners
- Teach your kids essential life skills
- Develop and maintain a cooperative parent-teacher team
- Put an end to exhaustive whining and arguing
- Handle misbehavior in public
- End bedtime battles
- Teach your kids to behave without raising your voice or repeating yourself
- Raise kids who are respectful and responsible
- And much more!

PARENTING WITH LOVE AND LOGIC®
PARN/265

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

CRN	DAYS	PLACE	INSTR
Starts week of 2/8/2021, ends week of 3/15/2021			
60156	Remote	Zoom/ Zoom	Sherard
	Live class held online, meeting on Tuesdays (2/9/21-3/16/21) from 9a - 9:50a		
60158	Remote	Zoom/ Zoom	Sherard
	Live class held online, meeting on Wednesdays (2/10/21-3/14/21) from 7p - 7:50p		
Starts week of 3/22/2021, ends week of 5/3/2021			
60157	Remote	Zoom/ Zoom	Sherard
	Live class held online, meeting on Tuesdays(3/23/21 - 5/4/21) from 9a - 9:50a		
60159	Remote	Zoom/ Zoom	Sherard
	Live class held online, meeting on Wednesdays (3/24/21-5/05/21) from 7p - 7:50p		

LOVE AND LOGIC: SUPPORTING YOUTH WITH SPECIAL NEEDS™
PARN/268

NEW!

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

CRN	DAYS	PLACE	INSTR
Dates: Mar 25-Apr 22			
60162	Remote	Zoom/ Zoom	Sherard
	Live class held online, meeting on Thursdays (3/25/21 - 4/22/21) from 9:00a - 9:50a		
Dates: Apr 29-May 20			
60163	Remote	Zoom/ Zoom	Sherard
	Live class held online, meeting on Thursdays (4/29/21 - 5/20/21) from 9:00a - 9:50a		

LOVE AND LOGIC: ADULTS SUPPORTING YOUTH WITH CHALLENGING PASTS™
PARN/269

NEW!

This course assists parents and caregivers in understanding how trauma and hurtful events affect a child's brain. Students will learn the importance of bonding and relationships and how to address the root causes of a child's behavior through practicing empathy, establishing boundaries, and building healthy relationships.

CRN	DAYS	PLACE	INSTR
Dates: Feb 11-Mar 18			
60160	Remote	Zoom/ Zoom	Sherard
	Live class held online, meeting on Thursdays (2/11/21 - 3/18/21) from 7:00p - 7:50p		
Dates: Mar 25-May 6; nc Apr 1			
60161	Remote	Zoom/ Zoom	Sherard
	Live class held online, meeting on Thursdays (3/25/21 - 5/06/21) from 7:00p - 7:50p		

COMMUNITY SERVICES & KIDS' COLLEGE

SPRING 2021
JANUARY - MAY

Quick and easy registration, NOW ONLINE!
VISIT US AT NOCE.EDU/GROW

- Simple and quick online registration
- Fast digital payment and refunds
- Create family accounts
- Class preview videos
- E-mail reminders and updates

Academic Classes | Arts & Crafts | Business & Professional Development | Cooking & Baking | Fitness & Sports | High School Test Prep | Music & Drama
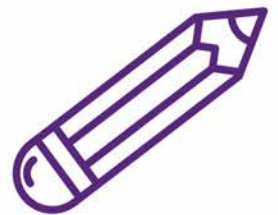
Community Services/Kids' College & Teen Program

FOUR EASY STEPS TO ENROLL

Registration for all Community Services as well as Kids' College & Teen Program classes has 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

LANGUAGE SKILLS
- 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

**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**

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**

COMMUNITY SERVICES ONLINE CLASSES

Most Online Courses $115!

NOCE
NORTH ORANGE
CONTINUING EDUCATION

Enroll today from anywhere at anytime!

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

FOR MORE INFORMATION, CALL 714.808.4909

ONLINE COURSES

Register here:
www.ed2go.com/noce

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

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

Popular Courses:

- A to Z Grant Writing
- Accounting Fundamentals
- Creating WordPress Website
- Certificate in Gerontology
- Digital Marketing Suite
- Event Planning
- Growing Plants for Fun and Profit
- Introduction to Google Analytics
- Introduction to Photoshop CC
- Introduction to PHP and SQL
- Introduction to QuickBooks
- Mastering your Digital SLR Camera
- Medical Terminology: A Word Association Approach
- Real Estate Investing
- Speed Spanish
- Start Your Own Small Business
- Using Social Media in Business
- Writing Essentials

CAREER TRAINING PROGRAMS

Register here:
careertraining.ed2go.com/easyed

- One-on-One Instructor Assistance
- 24-Hour Access
- All materials and books included

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

Popular Programs:

- **Art and Design**
  - Graphic Design
  - Web Design
- **Business**
  - Accounting & Finance
  - Small Business
- **Computer**
  - Applications
  - Programming
- **Health and Fitness**
  - CPC Medical Billing and Coding
  - Fitness Business Management
- **Hospitality**
  - Catering Professional
  - Certified Wedding Planner
- **Information Technology**
  - Cloud Computing
  - Networking & Security
- **Language**
  - Professional Translator

MANY MORE COURSES & PROGRAMS AVAILABLE — SEE OUR WEBSITE

www.ed2go.com/noce

careertraining.ed2go.com/easyed

GENERAL INFORMATION

NOCE 2021 Spring Semester SYMBOL KEY

AN = Anaheim Campus
CRN = Course Reference Number
NC = No Class
Online = Online Learning
Remote = Online Learning
Zoom = 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 2021 Spring 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.

INFORMATION CHANGE
A student may submit a request to update their legal or chosen name as well as sex in compliance with AP 5041 as outlined in brief below.

LEGAL NAME/LEGAL SEX: A request to update or change a student's legal name or legal sex in our records must be submitted to Admissions & Records with acceptable supporting documentation. Official government government-issued documents such as birth certificates, passports, social security cards, immigration documents, and identification cards or permits. In the state of California, legal sex includes "female," "male," and "nonbinary".

CHOSEN NAME/GENDER IDENTITY: The name that a student wishes to be known or identified by which is different from their legal name; can be used on unofficial documents and records, as defined below, in place of the student's legal name. The chosen name appears on the instructor rosters, can be added in Canvas, and other student systems. Please be advised, the legal name will remain on documents such as academic records, financial records, human resources records, and the like.

GENDER AND GENDER IDENTITY: A student's internal sense of being masculine, feminine, nonbinary, genderqueer, agender, etc. A student's gender may be the same as their legal sex (cisgender) or different from their legal sex (transgender), and their gender may change over time. Please see AP 5041 for a complete listing of definitions and further information, Students, please fill out the Information Change Form online and submit to A&R as instructed.

PARKING
A parking permit is **NOT** required to park in marked spaces for on-campus classes in 2021 Spring 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. Home Economics
8. Older Adults
9. Short-Term Vocational
10. 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, registration privileges, 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 (NOCCCCD) that, unless specifically exempted by statue, 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 statues, 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.
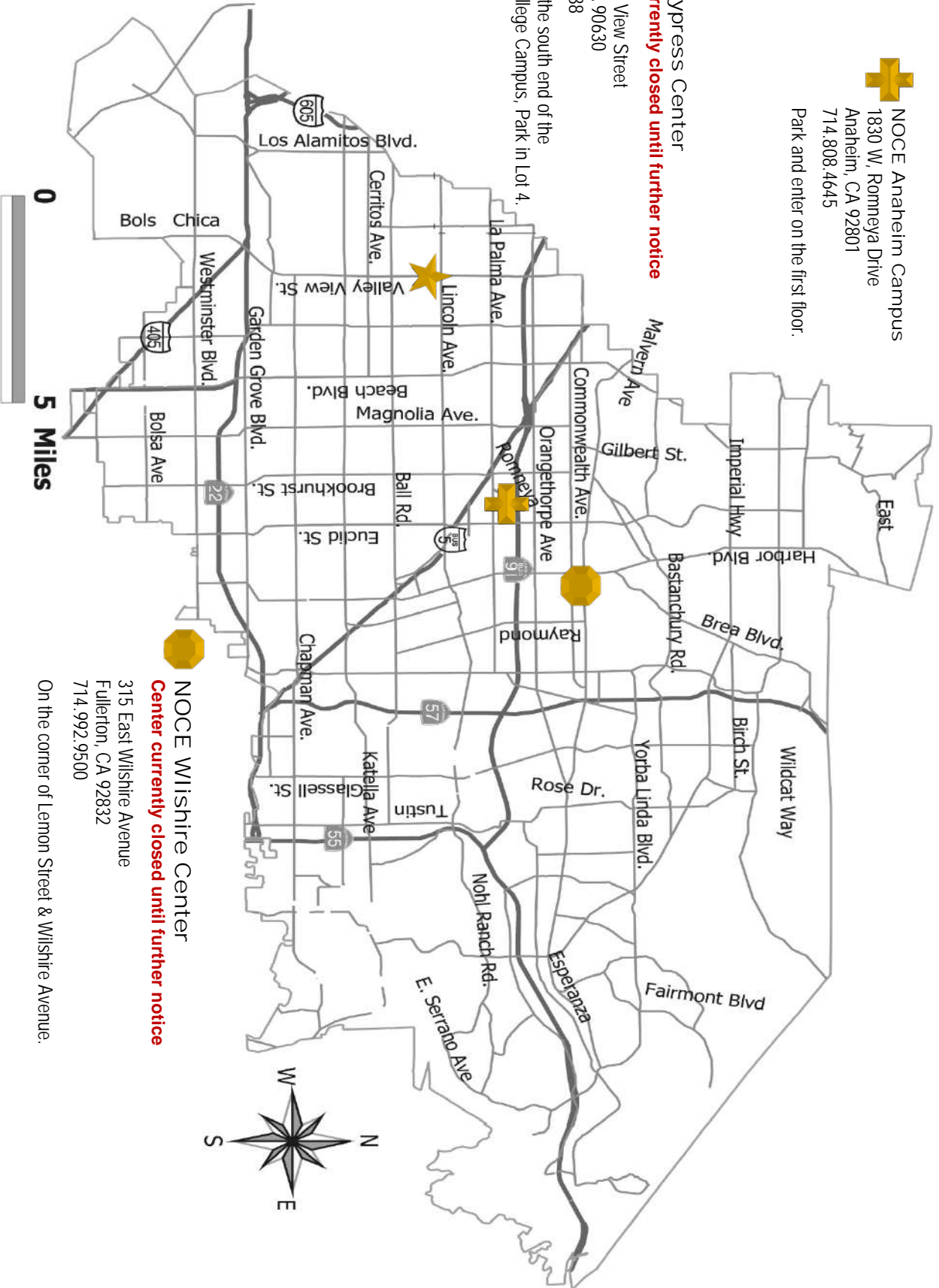
CLASS INDEX

NOCE Anaheim Campus
1830 W. Romneya Drive
Anaheim, CA 92801
714.808.4645

Park and enter on the first floor.

NOCE Cypress Center
Center currently closed until further notice
9200 Valley View Street
Cypress CA 90630
714.484.7038

Located on the south end of the
Cypress College Campus, Park in Lot 4.

NOCE Wilshire Center
Center currently closed until further notice
315 East Wilshire Avenue
Fullerton, CA 92832
714.992.9500

On the corner of Lemon Street & Wilshire Avenue.

0   5 Miles

Los Alamitos Blvd.
Bols   Chica
Cerritos Ave.
La Palma Ave.
Valley View St.
Lincoln Ave.
Westminster Blvd.
Garden Grove Blvd.
Beach Blvd.
Magnolia Ave.
Bolsa Ave.
Brookhurst St.
Ball Rd.
Euclid St.
Chapman Ave.
Glassell St.
Katella Ave.
Tustin
Nohl Ranch Rd.
E. Serrano Ave.
Malvern Ave
Commonwealth Ave.
Romneya
Orangethorpe Ave.
Gilbert St.
Raymond
Bastanchury Rd.
Brea Blvd.
Yorba Linda Blvd.
Rose Dr.
Esperanza
Imperial Hwy
Harbor Blvd
Birch St.
Wildcat Way
Fairmont Blvd
East

Every Day Counts at NOCE!

Attending every class meeting is important for all NOCE students.

Consistent attendance means…

- achieving your goals
- ensuring you class runs for the entire term

Funding for all programs is dependent on attendance. Attend every class to learn that new skill, complete your diploma, or prepare for transitioning to college.

See you in class!

www.noce.edu

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starhelp@noce.edu
Schedule: www.noce.edu/schedule

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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

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YOU can do it! *We can help!*

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FOOD
DISTRIBUTION

SCHOLARSHIPS
AND AID

TECHNICAL
SUPPORT

COUNSELING

DISABILITY
SUPPORT
SERVICES

*Although most NOCE classes are tuition-free, additional fees may apply. For details, visit www.noce.edu/schedule.