NOCE
NORTH ORANGE CONTINUING EDUCATION
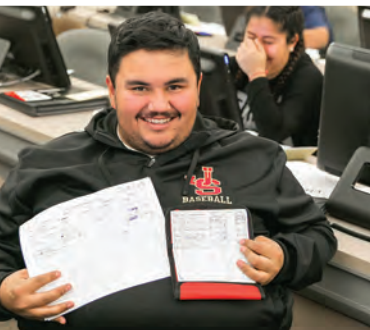
2021
SUMMER SESSION
June - August
Noncredit and Community Services

Join us for
ONLINE LEARNING*
in the
2021 SUMMER SESSION

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

NOCE 2021 SUMMER SESSION

- **April 19, 2021**: Class schedule posted at **www.noce.edu/schedule**
- **May 4, 2021**: Registration begins online at **www.noce.edu/registration**
- **June 7, 2021**: 2021 Summer Session begins; See individual courses for specific start dates

www.noce.edu
714.808.4679

Welcome to
North Orange Continuing Education
2021 Summer Session

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:

starhelp@noce.edu
714.808.4679

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

TABLE OF CONTENTS

Join Us This Summer!!!
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. APPLY FOR AN NOCE STUDENT ID

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

2. REGISTER FOR CLASSES

See pages 2-6 for registration details including dates, times, and locations.
For additional help or questions call Starhelp at 714.808.4679 or e-mail starhelp@noce.edu

3. PURCHASE BOOKS (if applicable)

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

SEMESTER DATES & HOLIDAYS TO REMEMBER

2021 SUMMER TERM
June 7, 2021 — August 13, 2021

ONLINE REGISTRATION BEGINS:
- May 4, 2021

CYPRESS COLLEGE/FULLERTON COLLEGE SUMMER SEMESTER
- June 7 — August 13, 2021

HOLIDAYS—NOCE CENTERS CLOSED
- Independence Day Holiday: July 4 – 5, 2021

2021 FALL TERM
August 16, 2021 — December 17, 2021

ONLINE REGISTRATION
- July 27, 2021

CYPRESS COLLEGE/FULLERTON COLLEGE FALL SEMESTER
- August 23, 2021 – December 11, 2021

HOLIDAYS—NOCE CLOSED

- Labor Day Holiday: September 4 – 6, 2021
- Veterans' Day Holiday: November 11, 2021
- Thanksgiving Holiday: November 25 – 28, 2021
- Winter Holiday: December 24, 2021— January 1, 2022

READY TO REGISTER?
GET STARTED WITH THIS CHECKLIST

ONLINE REGISTRATION FOR ALL NOCE CLASSES - TUESDAY, MAY 4, 2021

- Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Tuesday, May 4, 2021.

All designated Career Technical Education (CTE) classes (pages 26 - 39) 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 MyGateway ID) and Password combination is working.

2. If you are unable to log in to your myGateway account due to an incorrect password or disabled account, and you provided a valid e-mail address at the time you applied for an NOCE 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 or starhelp@noce.edu 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 e-mail: 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, numbers AND a character.**

- **CHANGE Password:** If you used your date of birth to log in, myGateway may require that you change your password.
- **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, May 4, 2021 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 Summer Session.

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 PAGE 42

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

Registration Information for Community Service Program: SEE PAGE 59

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 SUMMER 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 known 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, returning, and current 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 Summer Session.
- Defining a course of study
- Development of student educational plan
- Academic counseling and referrals
- Review program completion requirements:
  "Grad Check" for high school diploma and some career technical education (CTE) certificates
- Transition to college

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

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

Click here for video on NOCE Counseling Service

HOW CAN I MAKE AN APPOINTMENT?

Students can call 714.808.4682 or e-mail 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/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 Support**
- ► **NOCE Zoom Backgrounds**
- ► **Resources for Undocumented Students**
- ► **Safety and Crisis Services**
- ► **Scholarships and Book/School Supply Award**
- ► **Student Laptop Loan Program**
- ► **Technical Support and WiFi-Internet**

www.noce.edu/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 Starthelp at 714.808.4679. 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.
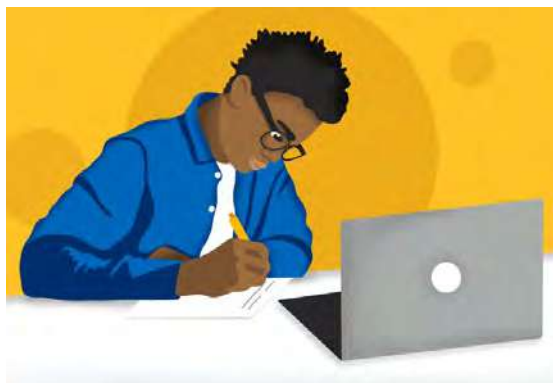
- Do you have the technology you need for online learning?
- Have you ever taken an online course?
- Do you need financial support?
- Are you taking care of your health and wellness?
- Do you know how to use Canvas?
- Do you know how to access online support services?
- How do you communicate with your 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 additional resources and support are available?

Visit **https://cvc.edu/keeplearning/** for answers!

SUMMER DRIVE-UP WI-FI

► **NOCE ANAHEIM CAMPUS**

⇒ is offering "Drive-Up Wi-Fi" 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 (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 Wi-Fi 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 Wi-Fi" 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 Summer session); 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 Wi-Fi" to all enrolled students, including NOCE students, in Parking Lot #4.

⇒ Fullerton College students are welcomed to access free Wi-Fi 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 Wi-Fi 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 Wi-Fi 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.

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

NOCE BUSINESS AND COMPUTER SKILLS LAB

IN-PERSON
BUSINESS/COMPUTER SKILLS LAB
(MUST Register in Advance or By Appointment Only)

The NOCE Business and Computer Skills Lab is now offering in-person sessions. All students must reserve their spot in advance. The lab is available for students who need access to a computer and software programs to complete course-related activities. In addition, the lab is staffed by an instructor who can provide in-person support with technology and computer questions related to Canvas, MyGateway, MS Office applications, and to complete course-related activities and/or independently practice computer skills.

On Campus Guidelines:

- Student must bring and wear a face covering at all times per CDC guidelines.
- Maintain social distancing by adhering to maximum occupancy signage, one-way directional signs and by sitting in designated student stations.
- Upon arrival, complete COVID-19 Screening Form before entering the building.
- Intake will include a temperature check.
- Additional guidelines will be provided to students after making an appointment.

Additional Information:

- Students must register for the CCTR 100 course at least 48 hours in advance using the Microsoft Bookings Appointment system.
- Student **MUST** bring a picture ID and student ID (or student ID #) with them to the in-person lab sessions
- Lab is open Tuesday – Thursdays.
- Appointments are required to come on campus and access the Business and Computer Skills Lab.
- Appointments are only available for 10:30 a.m., 1:00 p.m., or 5:30 p.m. arrival.
- Students can stay in the lab up to a maximum of
  ⇒ two (2) hours at the 10:30 a.m. time or
  ⇒ three (3) hours for the 1:00 p.m. or 5:30 pm times.

NOCE
NORTH ORANGE
CONTINUING EDUCATION

NOW OPEN

BUSINESS/ COMPUTER SKILLS LAB

Appointment Required

Register online through Microsoft Bookings.
Click here on
Student Appointment
or go to: noce.edu/cte/appointments
To RSVP

Any Questions?
Contact the CTE Office
714.808.4915
careers@noce.edu

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:

- Career Exploration
- Resume and Cover Letter Building
- Job Searching
- LinkedIn
- Interview Preparation
- Online Job Applications
- Soft Skills Workshops

June 7 — July 15, 2021*

Online Center Hours: Monday - Thursday: 10 a.m. – 6 p.m.

Closed Holidays see page 2 for list of dates

To Schedule an Appointment:
Call: 714.808.4717   or   e-mail: careerhelp@noce.edu

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

Workshop Titles and Descriptions

- **Canvas 101**
  Learn how to login to Canvas and how to reset your password.

- **Cover Letter Basics**
  What is a cover letter? Get the tips and tools for writing a professional cover letter.

- **How to Fill Out a Job Application**
  Learn how to successfully complete an online job application.

- **How to Interview via Zoom or Skype**
  Learn the tips for a great Zoom or Skype interview.

- **Introduction to the Career Resource Center**
  Learn about services and resources that will help you prepare for the workplace.

- **New CTE Student Welcome Workshop**
  Learn about available NOCE resources that will help you succeed in your courses.

- **Online Classroom Skills for Success**
  Learn study tips for online class success and how to access the student portal, MyGateway.

- **Resume Building Basics**
  Learn how to build a resume and what the difference is between a summary and an objective.

- **Rock Your Interview**
  Learn what to expect, how to prepare, and what the interviewer expects from you in a job interview.

- **Social Diversity Awareness**
  Learn the benefits of embracing acceptance in the workplace.

- **The Benefits of LinkedIn**
  Receive an overview of LinkedIn and LinkedIn Learning, and what recruiters are looking for in job seekers.

- **Zoom 100**
  Learn about Zoom conferencing and the various ways to join a meeting.

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

For More Information, Contact NOCE Career Resource Center

| E-mail: 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
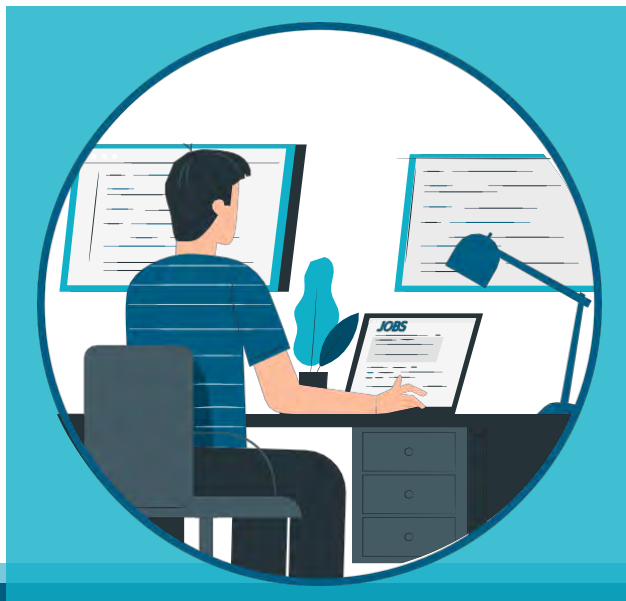
Benefits of Using
NOCECareerConnect:

- ♦ 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: careerhelp@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

714.808.4668 ♦ hrivera@noce.edu

Hours: M-F 8 a.m.—5 p.m.

Grads To Be Program will:

The Grads to Be Program is focused on supporting Undocumented, AB540, and DACA students by providing resources and services geared towards enhancing and supporting their academic journey and personal well-being. The program fosters a supportive and inclusive campus community, which is essential to the growth of all students, regardless of their status.

Grads To Be Program
Estudiantes indocumentados, Capacitados y Educados

Localizado en Anaheim Campus

North Orange Continuing Education
1830 West Romneya Drive,
Anaheim, CA 92801

714.808.4668 ♦ hrivera@noce.edu

Hours: M-F 8 a.m.—5 p.m.

El Programa de Grads To Be hará lo siguiente:

El Programa Grads to Be se centra en apoyar a los estudiantes indocumentados, AB540 y DACA proporcionando recursos y servicios orientados a mejorar y apoyar su trayectoria académica y bienestar personal. El programa fomenta una comunidad de apoyo e inclusividad, que es esencial para el crecimiento de todos los estudiantes, independientemente de su estatus.

JOIN NOCE UNITED STUDENT CLUB!

GRADS TO BE PROGRAM

NORTH ORANGE CONTINUING EDUCATION

AS A CLUB WE WILL:

♦ Empower students, regardless of their citizenship, to follow their academic goals and believe that they are important.

♦ Support each other by sharing information and resources at NOCE and the community that can assist in our goal to become self-sufficient.

♦ When resources are not available, we shall unite and advocate for ourselves.

NOCE
NORTH ORANGE
CONTINUING EDUCATION

For more information or to join, contact:

Hilda Rivera at hrivera@noce.edu or 714.808.4668

Marcela Mendoza at mmendoza@noce.edu or 714.808.4636

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 6/7/2021, ends week of 7/12/2021;
F → nc Jul 5

CRN	DAYS	PLACE	INSTR
50507	W/9a-12p Remote	AN/510 Zoom	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		
50630	**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
  ⇒ Emeritus (Classes for Older Adults)
  ⇒ English as a Second Language
  ⇒ High School Diploma/GED/HiSET Preparation
  ⇒ 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

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.

♦ **High School Diploma Program**

♦ **College Preparation**

♦ **GED/HiSET Preparation**

♦ **Learning Centers**

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
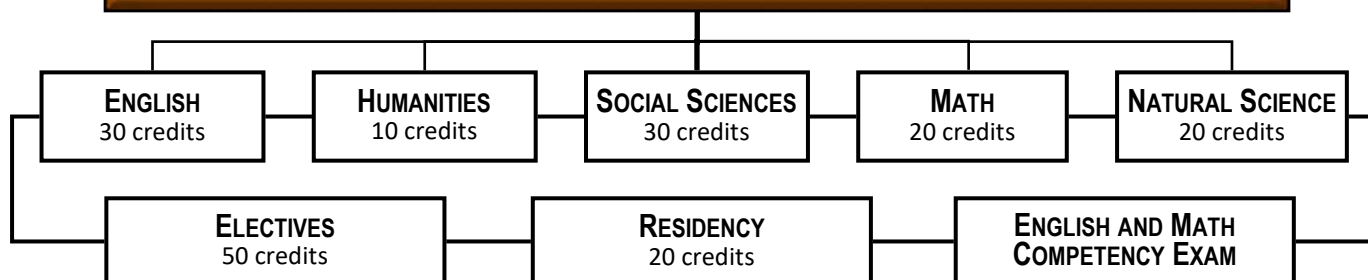
Next Steps

Click Here for Video on NOCE HS Diploma Program

TRANSITION TO COLLEGE	WORKFORCE	CAREER TECHNICAL EDUCATION

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 **HS English subjects (English 1, 2** and **3 – full or partial credits),** e-mail: HSEnglish@noce.edu.
In-person sessions, Mon. or Wed. 9 a.m. – 12 p.m. and 5 p.m. – 8 p.m. at the Anaheim Campus, Room 139. Blocked lab sessions are open to high school diploma students only. Space is limited. Attendance on the first day of class is required. Check with your instructor on the drop policy.

- For **HS General Math** or **HS Algebra** subjects **(full or partial credits),** e-mail: HSMath@noce.edu.
In-person sessions, Thur. or Fri. 9 a.m. – 12 p.m. at the Anaheim Campus, Room 139. Blocked lab sessions are open to high school diploma students only. Space is limited. Attendance on the first day of class is required. Check with your instructor on the drop policy

- For **HS Biology**, **HS English 3** (Literature Component only), **HS Government**, **HS Literature**, or **HS World History** Call 714.808.4582 or e-mail: AnaheimHighSchoolLab@noce.edu

- For **HS Economics**, **HS U.S. History 1**, or **HS U.S. History 2** Call 714.484.7438 or e-mail: CypressHighSchoolLab@noce.edu

- For **HS Health Science** Call 714.992.9538 or e-mail: 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 e-mail: AnaheimHighSchoolLab@noce.edu.

Limited appointments are available due to social distancing requirements.

Subjects include:
- Reading
- Writing
- Math
- Language

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

Due to COVID-19, a few NOCE classes will be offered in-person while most will be conducted online for 2021 Summer Session. For information, updates and resources, please visit: 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 before 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 https://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 Summer Session classes.
- Assessment is a test to determine your current reading level. Students are required to register for a high school diploma assessment session. Please check with Student Support Services/Counseling on available test dates
   ⇒ Assessment will test reading comprehension.
   ⇒ Assessment is timed (two hours) and offered in English only.
   ⇒ For Assessment information and dates, call 714.808.4682 or e-mail 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
   * *Note: Students who have submitted their transcript to A&R will be contacted in approximately two weeks to schedule a counseling appointment.*
- Student must have an educational plan which will be developed during the counseling appointment to be able to start 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 714.808.4679

PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS (18+)

CINCO PASOS FACILES PARA INSCRIBIRSE

1. OBTENGA SU CERTIFICADO DE ESTUDIOS ANTERIORES

♦ Obtenga calificaciones 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. LLENE SU SOLICITUD PARA OBTENER SU NÚMERO DE ESTUDIANTE 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 estudiante.**

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 https://mg.nocccd.edu use su numero de estudiante (**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 verano 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 counseling@noce.edu

5. CONSEJERO

♦ Haga una cita para reunirse con un consejero por teléfono al 714.808.4682 o por correo electrónico a counseling@noce.edu
  * Nota: Los estudiantes que hayan enviado su expediente académico a A&R serán contactados en aproximadamente dos semanas para hacer una cita con su consejero.

♦ Estudiantes debe tener un plan educativo que se desarrollará durante la cita de consejería para poder comenzar 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 714.808.4679

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 will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the first week of the class during the summer session.

- **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 first week of the class during the summer session.

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: Jun 7-Jul 17

CRN	DAYS	PLACE	INSTR
41023	Remote	Online Classes/ Online	Stiemke

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: Jun 7-Jul 17

CRN	DAYS	PLACE	INSTR
41028	Remote	Online Classes/ Online	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: Jun 7-Jul 17

CRN	DAYS	PLACE	INSTR
41029	Remote	Online Class/Online	Lacuesta

GED/HiSET Preparation Instructional 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 instructional classes via myGateway (mg.nocccd.edu). **No student will be allowed to enroll in a class after the first week of the class during the summer session.**

Free online tutoring is also available in the NOCE Learning Centers (LC) outside of class hours: See page 25. Registration starts Online via myGateway on May 4, 2021.

For Program Attendance and Waitlist Requirements, please see page 23.
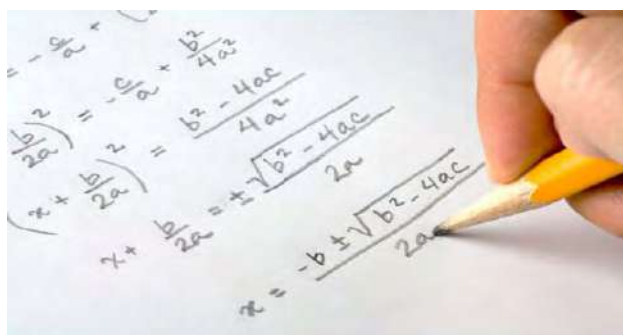
GED/HISET - MATHEMATICS
ABED/405

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

Dates: Jun 7-Jul 17

CRN	DAYS	PLACE	INSTR
41035	Remote	Online Classes/ Online	Tran
	Optional live classes held online on Mondays (6/7/21-7/12/21) from 9:30a-11a and Wednesdays (6/9/21-7/16/21) from 5:30p-7p.		

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.

Dates: Jun 7-Jul 17

CRN	DAYS	PLACE	INSTR
41036	Remote	Online Classes/ Online	Jeanpierre
	Optional live class held online on Tuesdays (6/8/21-7/13/21) from 9a-10a.		

NOCE NETWORKS

Connect with us! See inside back cover for details!

Open Entry Online Lab Setting

Unable to enroll in the GED/HiSET Prep Instructional classes? Join us in the Learning Center to prepare for GED/HiSET exams in an Open Lab setting. See below for details.

All NOCE 2021 Summer Session GED/HiSET Preparation Open 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. - 7 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 Open 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 Open Lab, call 714.992.9535. To register for the Wilshire GED/HiSET Open Lab, e-mail: WilshireLearningCenter@noce.edu. For information, updates and resources, please visit our webpage at: www.noce.edu/ged

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!

NOCE LEARNING CENTERS

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

All NOCE 2021 Summer Session Learning Center instruction and tutorial services will be conducted online. For information, updates and resources, please visit our webpage at: www.noce.edu/learningcenters

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 **24** for more details.

HOW TO REGISTER FOR LEARNING CENTER

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

- **Learning Center:**
  714.808.4583
  or AnaheimLearningCenter@noce.edu

- **Learning Center:**
  714.484.7000, opt 5, x48861
  or CypressLearningCenter@noce.edu

- **Learning Center:**
  714.992.9535
  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, 12 p.m. – 12: 30 p.m.
  Contact: CypressLearningCenter@NOCE.edu

IF INTERESTED:

- ♦ **Grammar Support** – Tuesday - Thursday, 8:30 a.m. – 10 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 should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.

FOR ONLINE: FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist** will be notified as soon as 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
  ⇒ Personal Care Aide
  ⇒ Quality Assurance Management for Medical Devices

- 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 SUMMER SESSION COURSES

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

 HELPFUL TIPS:
- 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 students wishing to complete a CTE Certificate Program should 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**
     should 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 **every** class meeting and/or actively participating each week in online classes is important to 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.

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.

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40028	Remote	Online Classes/ Online	Prey
	Students required to perform three synchronous assessment sessions with instructor via Zoom during the weeks of July 5 - July 16. Dates/Times to be arranged with instructor.		
40025	Remote	Online Classes/ Online	Casper

COMPUTER KEYBOARDING - MASTERY I
COMP/510

Prerequisite: The student must be able to key 35 net words per minute (nwpm) on a 5-minute timed writing or have completed COMP 685 Beginning Keyboarding with a pass grade. The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm.405 **Textbook Required.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40611	Remote	Online Classes/ Online	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). **Textbook Required.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40612	Remote	Online Classes/ Online	Casper

OFFICE ESSENTIALS
OTEC/100

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

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40106	Remote	Online Classes/ Online	Loayza

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. **Textbook Required.**

Dates: Jun 14-Jul 9

CRN	DAYS	PLACE	INSTR
40118	Remote	Online Classes/ Online	Loayza

BUSINESS MATH FOR OFFICE TECHNOLOGY
OTEC/110

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

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41066	Remote	Online Classes/ Online	Prey

COMPUTER CONCEPTS AND APPLICATIONS I
OTEC/210

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

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40098	Remote	Online Classes/ Online	Sedrak

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

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.

For updates on the Braille Transcribing Program, please check www.noce.edu for classes offered for Fall 2021 and Spring 2022

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 dmora@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.

Need Help Preparing for Online Learning?

Visit: https://cvc.edu/keeplearning

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.

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: June 8-Jul 15

CRN	DAYS	PLACE	INSTR
40156	TWTh/10a-4:30p TWTh/5p-9p	AN/304	Staff

To contact an instructor, please call 714.808.4712.
In-person by appointment only, call 714.808.4915, e-mail: careers@noce.edu, or refer to Page 11 for the Bookings Link to reserve your space today.

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

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

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

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41065	Remote	Online Classes/ Online	Teipe

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 | email: careerhelp@noce.edu

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40028	Remote	Online Classes/ Online	Prey
	Students required to perform three synchronous assessment sessions with instructor via Zoom during the weeks of July 5 - July 16. Dates/Times to be arranged with instructor.		
40025	Remote	Online Classes/ Online	Casper

COMPUTER KEYBOARDING - MASTERY I
COMP/510

Prerequisite: The student must be able to key 35 net words per minute (nwpm) on a 5-minute timed writing or have completed COMP 685 Beginning Keyboarding with a pass grade. The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. **Textbook Required.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40611	Remote	Online Classes/ Online	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). **Textbook Required.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40612	Remote	Online Classes/ Online	Casper

COMPUTER SOFTWARE

For 2021 Summer 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 29 for OTEC 210 course information.

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.

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40138	Remote	Online Classes/ Online	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.

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40146	Remote	Online Classes/ Online	Ahmed

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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40151	Remote	Online Classes/ Online	Sedrak

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.

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40154	Remote	Online Classes/ Online	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.

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40013	Remote	Online Classes/ Online	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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41032	Remote	Online Classes/ Online	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**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40015	Remote	Online Classes/ Online	Sueng
	Optional one-hour Q&A session every other week over the course for synchronous Zoom meetings. Zoom meetings not required to attend, offered for those students interested.		

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.

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.

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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40018	Remote	Online Classes/ Online	Sueng
	Optional one-hour Q&A session every other week over the course for synchronous Zoom meetings. Zoom meetings not required to attend, offered for those students interested.		

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.

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 Technology Classes

Please check back in Fall 2021 & Spring 2022 for Classes Offerings

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 Fall Semester.

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.

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.

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.

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41054	Remote	Online Classes/ Online	Bacon

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.

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.

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 714.808.4717 or e-mail: careerhelp@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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41042	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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40687	Remote	Online Classes/ Online	Baltazar

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

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

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

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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41044	Remote	Online Classes/ Online	Dunne

INTRODUCTION TO EMPLOYMENT LAW
BMGR/423

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

Dates: Jun 7-Jul 16

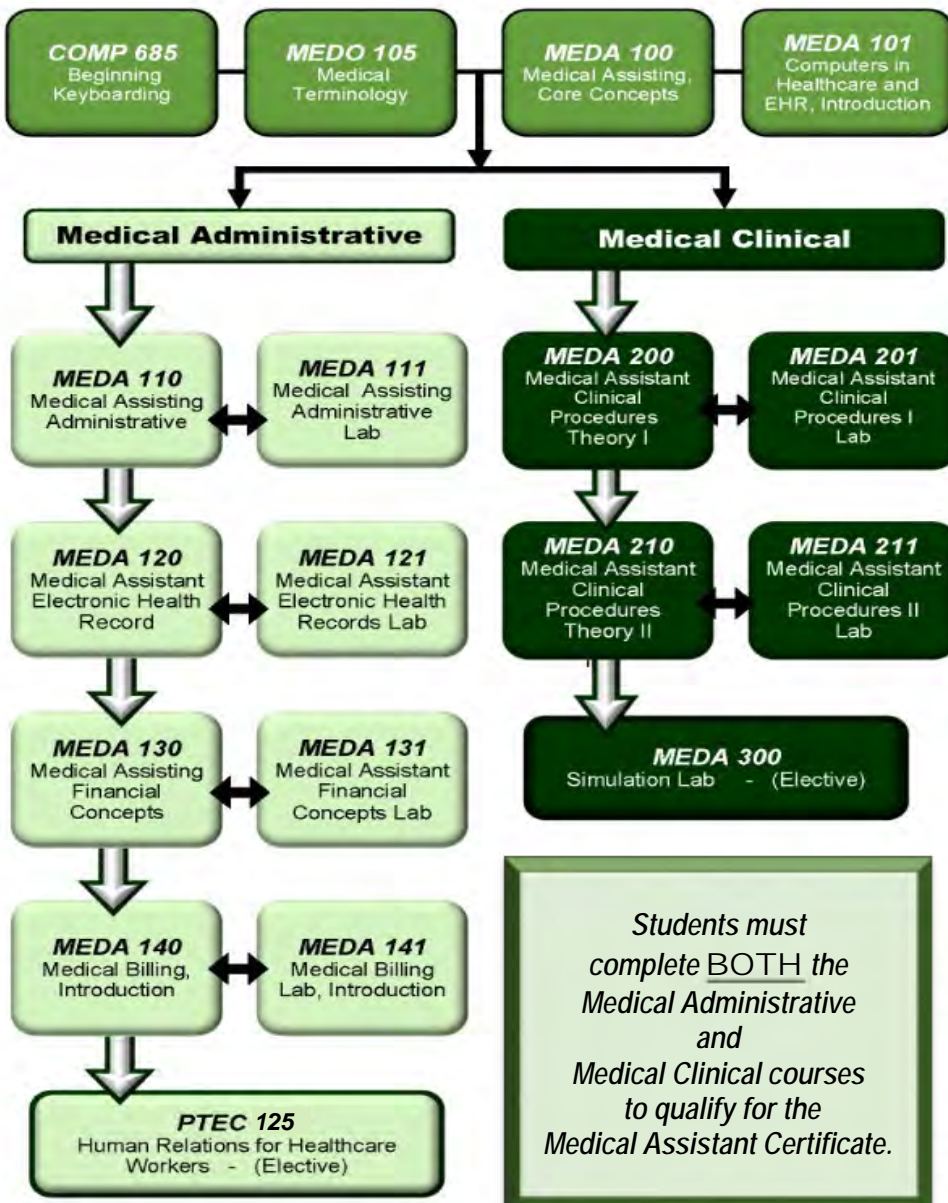| CRN	DAYS	PLACE	INSTR
41043	Remote	Online Classes/ Online	Berry

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 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.

Program Flowchart

- **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 125** 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.*

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

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.

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.

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41045	Remote	Online Classes/ Online	Tarango

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41052	Remote	Online Classes/ Online	Tarango

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41054	Remote	Online Classes/ Online	Bacon

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

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41055	Remote	Online Classes/ Online	Bacon

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

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41056	Remote	Online Classes/ Online	Bacon

MEDICAL ASSISTANT ELECTRONIC HEALTH RECORDS
MEDA/120

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology, and MEDA 101 Computers in Healthcare and EHR, Introduction or 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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41057	Remote	Online Classes/ Online	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

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 101 Computers in Healthcare and EHR, Introduction or 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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41058	Remote	Online Classes/ Online	Echolds

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 BILLING, INTRODUCTION
MEDA/140

Prerequisite: COMP 685 Computer Keyboarding - Beginning, and MEDA 101 Computers in Healthcare and EHR, Introduction or MEOC 210 Introduction of Computers for Health Care Workers, Co-requisite: MEDA 141 Medical Billing Lab, Introduction. An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41059	Remote	Online Classes/ Online	Echolds

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.

MEDICAL BILLING LAB, INTRODUCTION
MEDA/141

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

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41060	Remote	Online Classes/ Online	Echolds

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41061	Remote	Online Classes/ Online	Kane

MEDICAL ASSISTANT CLINICAL PROCEDURES
LAB I
MEDA/201

Prerequisite: MEDO 105 Medical Terminology, and MEDA 100 Medial Assistant, Core Concepts. Co-requisite: MEDA 200 Medical Assistant Clinical Procedures Theory I. This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: exam room procedures, medical asepsis, infection control, patient intake, vital signs, assisting with physical examination, specialty exams, electrocardiograph, public health education, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. **Textbook Required.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41062	T/9a-12p Hybrid	AN/510 Online Classes/ Online	Kane

Online 6/7-6/18, 6/28-7/2, 7/12-7/16
In-Person Tuesday, 6/22 9am-12pm Asynchronous remaining 5 hours.
In-Person Tuesday, 7/6 9am-12pm Asynchronous remaining 5 hours.

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41063	Remote	Online Classes/ Online	Uy

MEDICAL ASSISTANT CLINICAL PROCEDURES
LAB II
MEDA/211

Prerequisite: 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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41064	W/6p-9p Hybrid	AN/510 Online Classes/ Online	Uy

Online 6/7-6/11, 6/28-7/2, 712-7/16
In-Person Wed 6/16, 6pm-9pm Asynchronous remaining 5 hours.
In-Person Wed 6/23, 6pm-9pm Asynchronous remaining 5 hours.
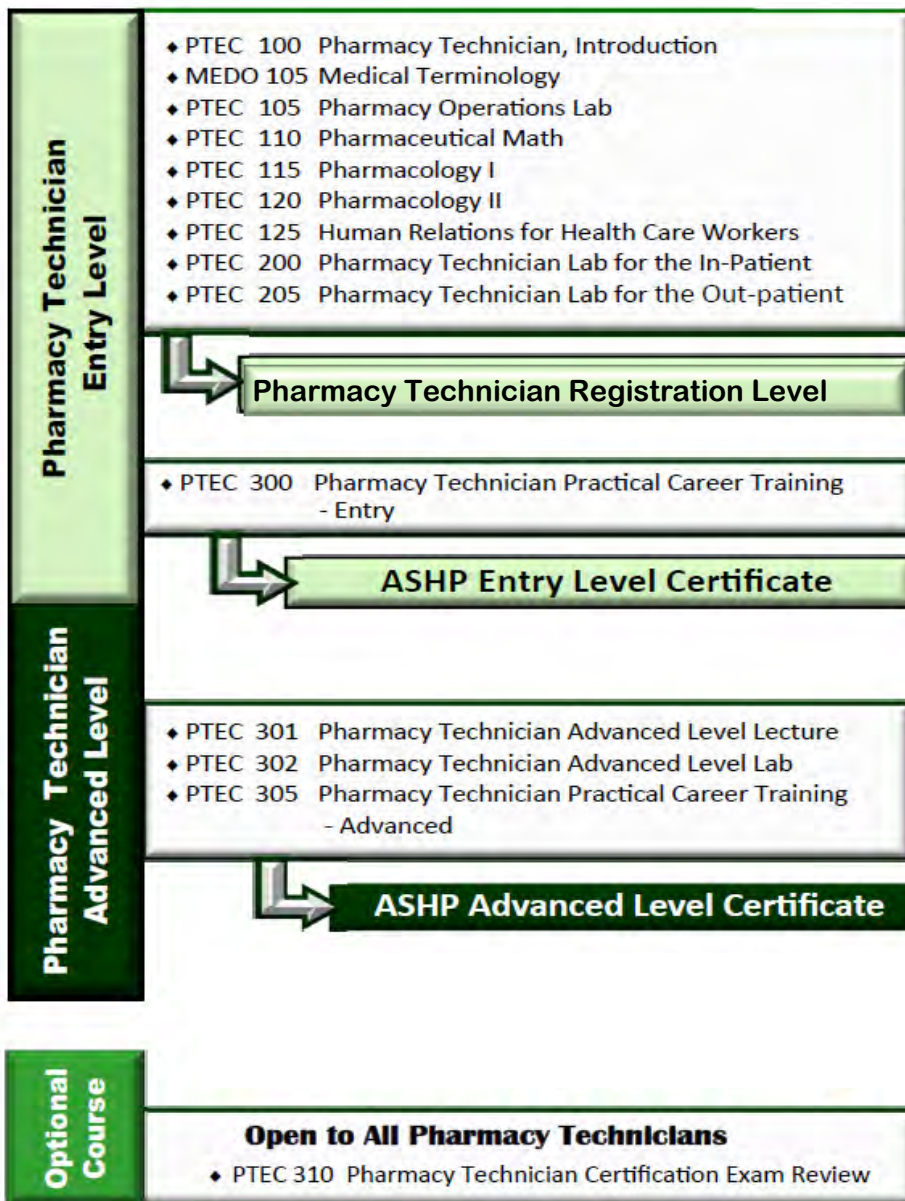In-Person Wed 7/7, 6pm-9pm Asynchronous remaining 5 hours.

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 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

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

PHARMACY TECHNICIA

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.

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.

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41045	Remote	Online Classes/ Online	Tarango

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41047	Remote	Online Classes/ Online	Dunne

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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41049	W/9a-11a Hybrid	AN/408 Online Classes/ Online	Shields
	6 hours Online Asynchronous, 2 hours In-Person each week In-Person Dates: 6/9, 6/16, 6/23, 6/30, 7/7, 7/14; W/9a-11a		
41048	Th/6p-8p Hybrid	AN/408 Online Classes/ Online	Shields
	6 hours Online Asynchronous, 2 hours In-Person each week In-Person Dates: 6/10, 6/17, 6/24, 7/1, 7/8, 7/15; Th/6p-8p		

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.**

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41046	Remote	Online Classes/ Online	Dunne

PERSONAL CARE AIDE

This program is to prepare students for an entry-level position as a Personal Care Aide. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a Personal Care Aide in a consumers' home or in a residential care setting.

**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 49.**

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.

Quality Assurance Management for Medical Devices Classes Returning in 2021-2022 School Year…

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 Summer Session.

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.

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.

COMPUTER TRACK

SOCIAL MEDIA AND ONLINE SAFETY
DSSS/353

NEW!

This course is designed to equip students with the knowledge to increase personal online safety while creating and maintaining social media accounts.

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41008	Remote	Zoom/ Zoom	Yago
	Online class meetings - Mondays, from 10:00 - 11:30 AM (6/7/21 - 7/16/21) Zoom link provided by instructor.		
41022	Remote	Zoom/ Zoom	Ferrier
	Online class meetings - Tuesdays, from 1:30 - 2:30 PM (6/7/21 - 7/16/21) Zoom link provided by the instructor		

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

CORE SKILLS TRACK

CRITICAL THINKING
DSSS/360

NEW!

Designed to assist students in acquiring or improving critical thinking skills necessary to support independence in a variety of activities, situations, and environments. Emphasis on problem solving and decision making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies.

Dates: Jun 7- Jul 16

CRN	DAYS	PLACE	INSTR
41016	Remote	Zoom/ Zoom	Sorooshian-Tafti
	Online class meetings - Tuesdays, from 12:30 - 1:30PM (6/7/21 - 7/16/21) Zoom Link provided by instructor		

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.

INTERPERSONAL SKILLS TRACK

SOCIAL OPPORTUNITIES
DSSS/377

NEW!

This course is intended to equip students with the tools needed to develop a healthy social life. Course content will include, meeting people and making friends, identifying low-cost activities, learning age-appropriate games to play with guests, practicing social manners, and planning a social event and carrying it out.

Dates: Jun 7- Jul 16

CRN	DAYS	PLACE	INSTR
41013	Remote	Zoom/ Zoom	Sorooshian-Tafti
	Online meeting held on Tuesdays from 9:00 – 10:00 AM (6/07/21 - 7/16/21). Zoom link provided by instructor.		
41019	Remote	Zoom/ Zoom	Tse
	Online class meetings - Thursdays, from 9:30 - 11:00 AM (6/7/21 - 7/16/21) Zoom link provided by instructor.		

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.

LIFE SKILLS TRACK

SUMMER COOKING
DSSS/380

NEW!

This course is designed to provide students with the knowledge and skills needed to cook simple, nutritious meals. The course will cover meal planning, grocery shopping basics, food preparation, and clean up.

Dates: Jun 7- Jul 16

CRN	DAYS	PLACE	INSTR
41018	Remote	Zoom/ Zoom	Tse
	Online class meeting - Tuesdays, from 9:30 - 11:00 AM (6/7/21 - 7/16/21) Zoom link provided by instructor		
41021	Remote	Zoom/ Zoom	Ferrier
	Online class meetings - Tuesdays, from 10:30 - 11:30 AM (6/7/21 - 7/16/21) Zoom link provided by instructor		

ACTOR'S WORKSHOP
DSSS/381

NEW!

This course is designed to expose students to basic acting techniques. Additionally, the acting, focused on everyday social dilemmas, will enhance the student's ability to interpret and then deal with these everyday life situations on a regular basis.

Dates: Jun 7- Jul 16

CRN	DAYS	PLACE	INSTR
41014	Remote	Zoom/ Zoom	Yago
	Online class meetings - Mondays & Wednesdays, from 12:00 - 1:30 PM (06/07/21 - 07/16/21) Zoom link provided by instructor.		

WISE PROGRAM

WISE - DAILY LIVING SKILLS
DSSS/310

NEW!

This course is designed for students interested in enhancing their skills related to daily living in personal care, safety, meal planning and preparation.

Dates: Jun 7- Jul 16

CRN	DAYS	PLACE	INSTR
41031	Remote	Zoom/ Zoom	Reeves Breen
	Online class meetings: M-F 9-9:30 am; T/W/F 10:30 am - 1:30 pm (6/7/21 - 7/16/21) Zoom link provided by instructor		
41026	Remote	Zoom/ Zoom	Brown Pietrzak
	Online class meetings: Mon. - Fri., from 10 - 11 am (6/7/21 - 7/16/21) Zoom link provided by instructor.		

DSS OFF-SITE CLASS LOCATION

CRN	Location
41091	My Day Counts
41072	My Day Counts

RECHARGE ♦ REGROUP ♦ RELAX

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

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

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

ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

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

714.808.4638

STEPS TO REGISTER

- Once you have your 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 maybe 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 a.m.—9 p.m., Monday-Friday, or e-mail **ESL4ALL@noce.edu**

ENGLISH AS A SECOND LANGUAGE CLASSES

- **ESL LEARNING CENTER**
- **ESL BEGINNING LITERACY**
- **ESL BEGINNING LOW**
- **SPECIALTY CLASSES**
- **CITIZENSHIP**
- **JOB SKILLS**

MOST ESL CLASSES ARE ONLINE FOR 2021 SUMMER SESSION

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 número de estudiante, 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 a.m. — 9 p.m., Lunes a Viernes, 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**

IN-PERSON CLASSES

Limited enrollment. Daily wellness checks, masks, and social distancing required.

ESL LEARNING CENTER

Need extra practice with English? Want help participating in your online class? At the in-person 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

ESL Learning Center schedule: NOCE.EDU/ESL

Make an appointment: 714.808.4638 or ESL4ALL@noce.edu

ESL LEARNING CENTER
ESLA/001

The ESL Learning Center offers an opportunity to practice English through various instructional media. Students learn through ESL software and/or receive individual and group tutoring to improve their speaking, listening, reading and writing skills. Special interest areas such as Vocational ESL and EL Civics are also part of the instruction.

Starts week of 6/7/2021, ends week of 7/12/2021

CRN	DAYS	PLACE	INSTR
40229	TTh/12p-1:50p	AN/121	Lynch
	In-person by appointment only. Call 714.808.4638 or e-mail ESL4ALL@noce.edu		

CORE CLASSES

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: Jun 7-Jul 16; nc Jul 5

CRN	DAYS	PLACE	INSTR
40980	MTWTh/1p-4:20p	AN/124	Lim
	Maximum enrollment 15 students.		

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: Jun 7-Jul 16; nc Jul 5

CRN	DAYS	PLACE	INSTR
40982	MTWTh/8a-11:20a	AN/106	Lynch
	Maximum enrollment 15 students.		
40983	MTWTh/6p-9:20p	AN/106	Robinson
	Maximum enrollment 15 students.		

NOCE NETWORKS

Connect with us! See inside back cover for details!

ONLINE CLASSES

ESL LEARNING CENTER

Need extra practice with English? Want help participating in your online class? At the online 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

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

ESL Learning Center schedule: NOCE.EDU/ESL
Questions 714.808.4638 or ESL4ALL@noce.edu

ESL LEARNING CENTER
ESLA/001

The ESL Learning Center offers an opportunity to practice English through various instructional media. Students learn through ESL software and/or receive individual and group tutoring to improve their speaking, listening, reading and writing skills. Special interest areas such as Vocational ESL and EL Civics are also part of the instruction.

Starts week of 6/7/2021, ends week of 7/12/2021

CRN	DAYS	PLACE
40223	Remote	Zoom/ Zoom
	Class hours per week varies by instructor. Zoom link from teacher or ESL website. Live support available as follows:	
	- Gray: MTWTh 1:30-4:30p	
	- Joyce: MW 1:30-4:30p; F 12:00-4:00p	
	- Cavazzi: TTh 1:30-4:30p	
	- Hong: F 8:00a-12p	
	- Kim: F 8:00a-12p	
	- Pederson: F 4:00-6:00p	
	- **Alvarez: MTWTh 5:00-9:00p**	

CORE CLASSES

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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41007	Remote	Zoom/ Zoom	Pico
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:00-10:30a (6/7-7/16/21). Zoom link from teacher.		
40951	Remote	Zoom/ Zoom	Choi
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:00-10:30am (6/7-7/16/21). Zoom link from teacher.		
40953	**Remote**	**Zoom/ Zoom**	**Lee**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:00-8:30p (6/7-7/16/21). 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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40860	Remote	ZOOM/Zoom	Howie
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:00-10:30a (6/7-7/16/21). Zoom link from teacher.		
40858	Remote	Zoom/ Zoom	Lorge
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-11:30a (6/7-7/16/21). Zoom link from teacher.		
40954	**Remote**	**Zoom/ Zoom**	**Murillo**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:00-8:30p (6/7-7/16/21). Zoom link from teacher.		

SPECIALTY CLASSES FOR BEGINNING STUDENTS

Questions? 714.808.4638 or ESL4ALL@noce.edu

COMPUTER SKILLS FOR ESL - BEGINNING
ESLA/801

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

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40046	Remote	ZOOM/Zoom	Carson
	Class is 6 hrs/wk. Live online class meetings MW 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40949	Remote	Zoom/ Zoom	Peterson
	Class is 6 hrs/wk. Live online class meetings TTh 6:30-8:30p (6/7-7/16/21). 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 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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40955	Remote	Zoom/ Zoom	Kopydlowska
	Class is 6 hrs/wk. Live online class meetings MW 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40956	Remote	Zoom/ Zoom	Lewis
	Class is 6 hres/wk. Live online class meetings TTh 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		
40957	Remote	Zoom/ Zoom	Hug
	Class is 6 hrs/wk. Live online class meetings MW 6:30-8:30p (6/7-7/16/21). Zoom link from teacher.		

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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40965	Remote	Zoom/ Zoom	Pham
	Class is 6 hrs/wk. Live online class meetings MW 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40966	Remote	Zoom/ Zoom	Dinh
	Class is 6 hrs/wk. Live online class meetings TTh 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		

Click here to see video about ESL Program

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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40974	Remote	Zoom/ Zoom	Kepler
	Class is 6 hrs/wk.Live online class meetings TTh 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		
40975	Remote	Zoom/ Zoom	Pham
	Class is 6 hrs/wk. Live online class meetings TTh 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40976	Remote	Zoom/ Zoom	Croteau
	Class is 6 hrs/wk. Live online class meetings MW 6:30-8:30p (6/7-7/16/21). Zoom link from teacher.		

ESL WORKFORCE READINESS SKILLS, BASIC
ESLA/1052

NEW!

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

Starts week of 6/7/2021, ends week of 7/12/2021

CRN	DAYS	PLACE	INSTR
40970	Remote	Zoom/ Zoom	Alvarez-Morales
	Class is 10 hrs/wk. Live online class meetings TThF 8:30-10:00a (6/7-7/16/21). Zoom link from teacher.		
40971	Remote	Zoom/ Zoom	Pabla
	Class is 10 hrs/wk. Live online class meetings MTWTh 6:30-8:00p (6/7-7/16/21). Zoom link from teacher.		

SPECIALTY CLASSES FOR INTERMEDIATE/ADVANCED STUDENTS

Questions? 714.808.4638 or ESL4ALL@noce.edu

COMPUTER SKILLS FOR ESL - ADVANCED
ESLA/815

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

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40950	Remote	Zoom/ Zoom	Carson
	Class is 6 hrs/wk. Live online class meetings TTh 8:00-10:00a (6/7/-7/16/21). Zoom link from teacher.		
40694	Remote	Zoom/ Zoom	Peterson
	Class is 6 hrs/wk. Live online class meetings MW 6:30-8:30p (6/7-7/16/21). 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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40960	Remote	Zoom/ Zoom	Stehly
	Class is 6 hrs/wk. Live online class meetings TTh 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		
40958	Remote	Zoom/ Zoom	Kahlon
	Class is 6 hrs/wk. Live online class meetings TTh 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40959	Remote	Zoom/ Zoom	Pederson
	Class is 6 hrs/wk. Live online class meetings MW 6:30-8:30p (6/7-7/16/21). 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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40967	Remote	Zoom/ Zoom	Filloy
	Class is 6 hrs/wk. Live online class meetings MW 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		
40968	Remote	Zoom/ Zoom	Kopydlowska
	Class is 6 hrs/wk. Live online class meetings TTh 10:30a-12:30p (6//7-7/16/21). Zoom link from teacher.		
40969	Remote	Zoom/ Zoom	Usary
	Class is 6 hrs/wk. Live online class meetings TTh 6:30-8:30p (6/7-7/16/21). 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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40977	Remote	Zoom/ Zoom	Kahlon
	Class is 6 hrs/wk. Live online class meetings MW 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40978	Remote	Zoom/ Zoom	Filloy
	Class is 6 hrs/wk. Live online class meetings TTh 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		
40979	Remote	Zoom/ Zoom	Pederson
	Class is 6 hrs/wk. Live online class meetings TTh 6:30-8:30p (6/7-7/16/21). 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. – 6 p.m.

ESL WORKFORCE READINESS SKILLS,
ADVANCED
ESLA/1056

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

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40972	Remote	Zoom/ Zoom	Cavazzi
	Class is 10 hrs/wk. Live online class meetings MTWTh 10:30a-12:00p (6/7-7/16/21). Zoom link from teacher.		
40973	Remote	Zoom/ Zoom	Stasiuk
	Class is 10 hrs/wk. Live online class meetings MTWTh 6:30-8:00p (6/7-7/16/21). 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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40313	Remote	Zoom/ Zoom	Kim
	Class is 10 hrs/wk. Live online class meetings MTWTh 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		
40948	Remote	Zoom/ Zoom	Hong
	Class is 10 hrs/wk. Live online class meetings MTWTh 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40984	Remote	Zoom/ Zoom	Khssassi
	Class is 10 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (6/7-7/16/21). Zoom link from teacher.		

ESL SPECIALTY CLASSES/ MULTILEVEL

Questions? 714.808.4638 or 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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40944	Remote	Zoom/ Zoom	Dinh
	Class is 6 hrs/wk. Live online class meetings MW 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		
40945	Remote	Zoom/ Zoom	Arellano
	Class is 6 hrs/wk. Live online class meetings TTh 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40946	Remote	Zoom/ Zoom	Kunimoto
	Class is 6 hrs/wk. Live online class meetings MW 6:30-8:30p (6/7-7/16/21). Zoom link from teacher.		
40947	Remote	Zoom/ Zoom	Billiter
	Class is 6 hrs/wk. Live online class meetings TTh 6:30-8:30p (6/7-7/16/21). Zoom link from teacher.		

Cada día cuenta en NOCE

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

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

¡NOS VEMOS EN CLASE!

ESL 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: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
40961	Remote	Zoom/ Zoom	Azarcon
	Class is 6 hrs/wk. Live online class meetings MW 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		
40962	Remote	Zoom/ Zoom	Kepler
	Class is 6 hrs/wk. Live online class meetings MW 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40894	Remote	Zoom/ Zoom	Azarcon
	Class is 6 hrs/wk. Live online class meetings TTh 8:00-10:00a (6/7-7/16/21). Zoom link from teacher.		
40963	Remote	Zoom/ Zoom	Joyce
	Class is 6 hrs/wk. Live online class meetings TTh 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40003	Remote	Zoom/ Zoom	Usary
	Class is 6 hrs/wk. Live online class meetings MW 6:30-8:30p (1/6-7/16-21). Zoom link from teacher.		
40964	Remote	Zoom/ Zoom	Croteau
	Class is 6 hrs/wk. Live online class meetings TTh 6:30-8:30p (6/7-7/16/21). 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 45. Laptop loans may also be available.

For more information:
714.808.4638 | ESL4ALL@noce.edu

OFF-SITE/COMMUNITY CLASSES

NOCE ESL Program classes taught at K-12 schools and community-based locations will be offered online during Summer 2021. Questions? Call 714.808.4638 or e-mail: ESL4ALL@noce.edu.

FAMILY LITERACY
ESLA/120

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

Dates: Jun 7-Jul 16

CRN	DAYS	PLACE	INSTR
41050	Remote	Access California Services/ Zoom	Olivos Munoz
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (6/7-7/16/21). Zoom link from teacher.		
40889	Remote	Albert Schweitzer Elementary/ Zoom	Takeda
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:30 am (6/7-7/16/21). Zoom link from teacher.		
40886	Remote	Pacific Drive Elementary/ Zoom	Koh
	Class is 14 hrs/wk. Live online class meetings MTWTh 10:30a-12:30p (6/7-7/16/21). Zoom link from teacher.		
40884	Remote	Ponderosa Park Family Resource/ Zoom	Sersea
	Class is 14 hr/wk. Live online class meetings MTWTh 6:30-8:30p (6/7-7/16/21). Zoom link from teacher.		
41051	Remote	Rio Vista Elementary School/ Zoom	Hasan
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (6/7-7/16/21). Zoom link from teacher.		
40885	Remote	St Boniface Church/ Zoom	Espinoza
	Class is 14 hrs/wk. Live online class meetings MTWTh 10:30a-12:30 pm (6/7-7/16/21). Zoom link from teacher.		
40891	Remote	Topaz Elementary/ Zoom	Jackson
	Class is 14 hrs/wk. Live online class meetings MTWTh 10:30a-12:30p (6/7-i7/16/21). Zoom link from teacher.		
40888	Remote	Washington Middle School/ Zoom	Witt
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (6/7-7/16/21). Zoom link from teacher.		

WORKFORCE PREPARATION

Personal Care Aide
Program for English Language Learners
(2021 Summer only; 28 hours/week)

This program welcomes ESL students only at INTERMEDIATE LOW LEVEL or above. 28 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 8-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 (12 maximum) will complete these courses together, with the same instructors, in one term. Students must commit to the full 8 weeks for 28 hours each week. Only one absence per PCA class allowed.

Earn Two State-Approved Certificates:

Personal Care Aide (CTE)
- Personal Care Aide I
- Personal Care Aide II
- Personal Care Aide III

ESL for Workforce Preparation, Advanced (ESL)
- ESL Workforce Readiness, Advanced
- ESL Workplace Advancement Skills, Advanced

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)

Dates and Times: Tuesday, April 20, 2021 / 7 – 8 p.m.
Friday, April 30, 2021 / 10 – 11 a.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):

- Mondays, June 7 – July 30, 2021
  12 p.m. – 2 p.m.
  ~ ~ ~ and ~ ~ ~
- Wednesday & Thursdays, July 19 – 30, 2021
  12 p.m. – 3 p.m.

In-Person Class Meetings

In-Person Class Meetings from 12 p.m. – 3 p.m. at Anaheim Campus, Room 611:

WEEK 1
- Wednesday, June 9, 2021
- Thursday, June 10, 2021

WEEK 2
- Wednesday, June 16, 2021
- Thursday, June 17, 2021

WEEK 3
- Wednesday, June 23, 2021
- Thursday, June 24, 2021

WEEK 4
- Wednesday, June 30, 2021
- Thursday, July 1, 2021

WEEK 5
- Wednesday, July 7, 2021
- Thursday, July 8, 2021

WEEK 6
- Wednesday, July 14, 2021
- Thursday, July 15, 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!

FOR EMERITUS & PARENTING STUDENTS REGISTRATION HOW-TO SESSIONS

Need a little help to get registered for Summer courses?

Attend a special Zoom meeting and learn how to use NOCE's website and other online systems.

Please attend one session:

- **May 4, 2021 at 7 p.m.**
  Zoom meeting Id: 913 1551 8603

- **May 5, 2021 at 9 a.m.***
  Zoom meeting ID: 984 6664 7977

* Spanish Translation Available

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 Summer 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

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: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40336	Remote	Morningside of Fullerton/ Online	Edwards

JOURNEY BACK INTO TIME FOR OLDER ADULTS
ENCO/501

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

Dates: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40494	Remote	W Anah Extended Care Hospital/ Online	Miller
40493	Remote	New Horizon/ Online	Miller

Due to the global pandemic, NOCE will be offering courses over the 2021 Summer 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.

Creative Arts

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
Dates: Jun 7-Jul 30			
40573	Remote	Alamitos West Health Care Center/ Online	Solis
40689	Remote	Alamitos West Health Care Center/Online	Harry
40582	Remote	Anaheim VIP Center/Online	Thakkar
40585	Remote	Brookdale-Garden Manor/ Online	Thakkar
40644	Remote	Buena Park Nurs Center/Online	Yoo
40420	Remote	Buena Vista Care Center/Online	Hyatt Solomina
40039	Remote	Chapman Care Center/ Online	Harry
40498	Remote	Crescendo Senior Living of Pl/ Online	Ngo
40041	Remote	Fullerton Gardens/ Online	Harry
40578	Remote	Gordon Lane Care Center/ Online	Thakkar
40038	Remote	Happy Brea Adult Day Health Care/ Online	Clary
		Recorded class not meeting on specific days and times.	
40642	Remote	Harbor Villa Care Center/ Online	Yoo
40495	Remote	Karlton Residential Care Center/Online	Ngo
40517	Remote	La Habra Community Serv-Sr Center/Online	Pope
40645	Remote	La Habra Conv Hospital/ Online	Yoo
40586	Remote	Leisure Court/ Online	Thakkar
40853	Remote	New Horizon/ Online	Ngo
40549	Remote	Orangegrove Rehab Hospital/ Online	Ngo
40496	Remote	Orangegrove Rehab Hospital/ Online	Ngo
40581	Remote	Park Anaheim Healthcare Center/Online	Thakkar
40500	Remote	Park Regency Ret Res/ Online	Ngo
40518	Remote	Rehab Institute So Ca/ Online	Pope
40577	Remote	Rowntree Gardens/ Online	Solis
40497	Remote	St Catherine/ Online	Ngo
40499	Remote	Sunrise Asst Liv Fullerton/ Online	Ngo
40421	Remote	Sunrise Asst Living La Palma/ Online	Hyatt Solomina
40643	Remote	Valley View Gardens/ Online	Yoo
40419	Remote	W Anaheim Extended Care Hospital/ Online	Hyatt Solomina
40579	Remote	Whittier Hills Healthcare Center/Online	Thakkar
40580	Remote	Windsor Gardens of Anaheim/ Online	Thakkar
Dates: Jun 7-Aug 13			
40516	W/9:30a-11:20a	Palm Retirement Center/ Remote	Pope
Dates: Jun 14-Jul 30			
40547	Remote	Health Center of Orange County/ Online	Trapani
40546	Remote	Whitten Heights/ Online	Trapani

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.

Dates: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40217	Remote	Brookdale Anaheim/ Online	Bowman
40214	Remote	Fullerton Community Center/ Online	Bowman
40209	Remote	Vintage of Stonehaven/ Online	Bowman
40212	Remote	Yorba Linda Senior Center/ Online	Bowman

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: Jun 14-Jul 30

CRN	DAYS	PLACE	INSTR
40588	Remote	Zoom/ Zoom	Trapani
	Class meets via Zoom on Tuesdays from 1:00p-2:50p (6/15/21-7/27/21)		
40587	Remote	Zoom/ Zoom	Trapani
	Class meets via Zoom on Tuesdays from 3:00p-4:50p (6/15/21-727/21)		
40589	Remote	Zoom/ Zoom	Trapani
	Class meets via Zoom on Thursdays from 8:30a-10:20a (6/17/21-7/29/21)		
40590	Remote	Zoom/ Zoom	Trapani
	Class meets via Zoom Thursdays from 10:30a-12:20p (6/17/21-7/29/21)		
40936	Remote	Zoom/ Zoom	Trapani
	Class meets via Zoom on Thursdays from 12:45p-2:35p (6/17/21-7/29/21)		
40935	Remote	Zoom/ Zoom	Trapani
	Class meets via Zoom on Thursdays from 2:45p-4:35p (6/17/21-7/29/21)		

QUILTING FOR OLDER ADULTS
CRAE/106

This course offers the essentials of quilting, for older adults students, which includes fabric selection, cutting, and sewing methods along with the history and vocabulary of the craft. Special techniques for older adults are covered such as patchwork, applique, hand and machine methods, and finishing techniques.

Dates: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40540	Remote	Zoom/ Zoom	Smith
	Live online class meets on Mondays from 8:30a-10:20a (6/7/21-7/26/21)		
40333	Remote	Online Classes/ Online	Cole
	Live online class meets on Tuesdays from 12:30p-2:20p (6/8/21-7/27/21)		
40332	Remote	Online Classes/ Online	Cole
	Live online class meets on Tuesdays from 2:30p-4:20p (6/8/21-7/27/21)		
40392	Remote	Zoom/ Zoom	Gruenke
	Live class meets via Zoom on Wednesdays from 12:00p-1:50p (6/9/21/-7/28/21).		
40541	Remote	Zoom/ Zoom	Smith
	Live online class meets on Fridays from 8:30a-10:20a (6/11/21-7/30/21).		
40542	Remote	Zoom/ Zoom	Smith
	Live online class meets on Fridays from 10:30a-12:20p (6/11-7/30/21)		
40393	Remote	Zoom/ Zoom	Gruenke
	Live class meets via Zoom on Wednesdays from 2:00p-3:50p (7/9/21-7/28/21)		

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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.

Dates: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40331	Remote	Emerald Isle Senior Apartments/ Online	Clary
		Online class meets on Tuesdays from 10:00a-11:50a (6/8/21-7/27/21)	
40932	Remote	Zoom/ Zoom	Hyatt Solomina
		Live class meets via Zoom on Tuesdays from 1:00p-2:50p (6/8/21-7/27/21)	
40424	Remote	Zoom/ Zoom	Hyatt Solomina
		Live class meets via Zoom on Wednesdays from 12:00p-1:50p (6/9/21-7/28/21)	
40426	Remote	Zoom/ Zoom	Hyatt Solomina
		Live class meets via zoom on Wednesdays from 2:00p-3:50p (6/9/21-7/28/21).	
40423	Remote	Zoom/ Zoom	Hyatt Solomina
		Live class meets via Zoom on Thursdays from 12:00p-1:50p (6/10/21-7/29/21)	
40425	Remote	Zoom/ Zoom	Hyatt Solomina
		Live class meets via Zoom on Thursdays from 2:00p-3:50p (6/10/21-7/29/21)	
40319	Remote	Online Classes/ Online	Clary
		Recorded class not meeting on specific days and times.	
40320	Remote	Online Classes/ Online	Clary
		Online class meets on Mondays from 10:00a-11:50a (6/7/21-7/26/21)	

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.

Dates: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40416	Remote	Anaheim Terrace Care Center/ Online	Henan
40364	Remote	Bradford Square/ Online	Gable
40378	Remote	Brookdale Anaheim/ Online	Gomes
40571	Remote	Brookdale Anaheim/ Online	Fischer
40991	Remote	Buena Park Nurs Center/ Online	Harris
40382	Remote	Buena Vista Care Center/ Online	Gomes
41000	Remote	Buena Vista Care Center/ Online	Hertogh
40990	Remote	Cambridge Court/ Online	Harris
40989	Remote	Chapman Care Center/ Online	Harris
40338	Remote	Cottage of Artesia Gardens/ Online	Fischer
40682	Remote	Coventry Court Health Center/ Online	Bloom
		Live class meets via Zoom on Fridays from 10:00a-11:50a (6/11/21-7/30/21)	
40690	Remote	Crescendo Senior Living of Pl/ Online	Edwards
40852	Remote	Crescendo Senior Living of Pl/ Online	Kim
40988	Remote	Cypress Senior Citizen Center/ Online	Heins
40341	Remote	Emerald Court/ Online	Fischer
40403	Remote	Fullerton Gardens/ Online	Johnson
40566	Remote	Fullerton Gardens/ Online	Edwards
40413	Remote	Gordon Lane Care Center/ Online	Henan
40359	Remote	Gordon Lane Care Center/ Online	Gable
40998	Remote	Gordon Lane Care Center/ Online	Hertogh
40850	Remote	Harbor Villa Care Center/ Online	Gable
40337	Remote	Karlton Residential Care Ctr/ Online	Kim
40999	Remote	Karlton Residential Care Ctr/ Online	Hertogh
40381	Remote	Katella Senior Living Community/ Online	Gomes
40342	Remote	Katella Senior Living Community/ Online	Fischer
40406	Remote	La Habra Conv Hospital/ Online	Johnson
40414	Remote	La Habra Conv Hospital/ Online	Henan
40993	Remote	La Palma Nurs Center/ Online	Harris
40153	Remote	Leisure Court/ Online	Belknap

CRN	DAYS	PLACE	INSTR
40490	Remote	Leisure Court/ Online	Miller
40491	Remote	Leisure Court/ Online	Miller
40430	Remote	Orangegrove Rehab Hospital/ Online	Kim
40377	Remote	Palm Retirement Center/ Online	Gomes
40383	Remote	Park Anaheim Healthcare Center/ Online	Gomes
40492	Remote	Park Anaheim Healthcare Center/ Online	Miller
40489	Remote	Park Anaheim Healthcare Center/ Online	Miller
40418	Remote	Park Regency Care Center/ Online	Henan
40354	Remote	Park Regency Ret Res/ Online	Gable
40376	Remote	Park Vista Assisted Living/ Online	Gomes
40417	Remote	Park Vista Assisted Living/ Online	Henan
40562	Remote	Park Vista Assisted Living/ Online	Edwards
40407	Remote	Park Vista Assisted Living/ Online	Johnson
40409	Remote	Park Vista at Morningside/ Online	Johnson
40360	Remote	Park Vista at Morningside/ Online	Gable
40560	Remote	Rehab Institute So Ca/ Online	Edwards
40488	Remote	Rowntree Gardens/ Online	Miller
40362	Remote	Serento Rosa Senior Living/ Online	Gable
40563	Remote	Serento Rosa Senior Living/ Online	Edwards
40408	Remote	St. Catherine/ Online	Johnson
40167	Remote	St. Elizabeth Healthcare/ Online	Gable
40994	Remote	St. Elizabeth Healthcare/ Online	Harris
40429	Remote	Sun Mar Nursing Center/ Online	Kim
40561	Remote	Sunrise Assisted Living at YL/ Online	Edwards
40996	Remote	Sunrise Asst Liv Fullerton/ Online	Hertogh
40379	Remote	Sunrise Asst Liv Fullerton/ Online	Gomes
40165	Remote	Sunrise Asst Living La Palma/ Online	Belknap
40340	Remote	Sunrise of Seal Beach/ Online	Fischer
40995	Remote	Terrace View Care Center/ Online	Harris
40412	Remote	The Pavilion at Sunny Hills/ Online	Henan
40564	Remote	The Pavilion at Sunny Hills/ Online	Edwards
40402	Remote	The Pavilion at Sunny Hills/ Online	Johnson
40361	Remote	The Pavilion at Sunny Hills/ Online	Gable
40363	Remote	The Pavilion at Sunny Hills/ Online	Gable
41001	Remote	The Pavilion at Sunny Hills/ Online	Hertogh
40158	Remote	Valley View Gardens/ Online	Belknap
40404	Remote	Valley View Gardens/ Online	Johnson
40405	Remote	West Anaheim Extended Care Hospital/ Online	Johnson
40992	Remote	Walnut Manor Rehab Care Center/ Online	Harris
40528	Remote	Walnut Manor Rehab Care Center/ Online	Gable
40997	Remote	Whittier Hills Healthcare Center/ Online	Hertogh
40380	Remote	Windsor Gardens of Anaheim/ Online	Gomes
40415	Remote	Windsor Gardens of Anaheim/ Online	Henan
41002	Remote	Online Classes/ Online	Bloom
41003	Remote	Online Classes/ Online	Bloom
40684	Remote	Zoom/ Zoom	Bloom

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: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40448	Remote	Zoom/ Zoom	Lassetter
		Live online class meets on Fridays 9:30a-11:20a from (6/11/21-7/30/21)	

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: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40449	Remote	Zoom/ Zoom	Lassetter
	Live online class meets on Wednesdays from 12:00p-01:50p (6/9/21-7/28/21)		

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.

Dates: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40503	Remote	Anaheim Crown Plaza/ Online	Park
40519	Remote	Anaheim Healthcare Center/ Online	Pope
40506	Remote	Anaheim Healthcare Center/ Online	Park
40633	Remote	Anaheim Terrace Care Center/ Online	Proppe
40084	Remote	Anaheim VIP Center/ Online	Baesler
40507	Remote	Arbor Palms of Anaheim/ Online	Park
40148	Remote	Bradford Square/ Online	Behrbaum
40505	Remote	Bradford Square/ Online	Park
40372	Remote	Brookdale-Garden Manor/ Online	Gilmore
40524	Remote	Buena Park Nurs Center/ Online	Baesler
40137	Remote	Cambridge Court/ Online	Behrbaum
40605	Remote	Chapman Care Center/ Online	Ediger
40522	Remote	Cottage of Artesia Gardens/ Online	Pope
40629	Remote	Coventry Court Health Center/ Online	Proppe
40476	Remote	Crescendo Senior Living of Pl/ Online	Park
40124	Remote	Emerald Court/ Online	Behrbaum
40095	Remote	Fullerton Gardens/ Online	Gilmore
40367	Remote	Fullerton Gardens/ Online	Gerrard
40366	Remote	Health Center of Orange County/ Online	Gerrard
40568	Remote	La Habra Conv Hospital/ Online	Proppe
40479	Remote	Leisure Court/ Online	Ediger
40446	Remote	New Horizon/ Online	Lassetter
40368	Remote	Orangegrove Rehab Hospital/ Online	Gerrard
40078	Remote	Park Anaheim Healthcare Center/ Online	Baesler
40369	Remote	Park Anaheim Healthcare Center/ Online	Gerrard
40371	Remote	Park Regency Ret Res/ Online	Gerrard
40704	Remote	Park Regency Ret Res/ Online	Gilmore
40074	Remote	Park Vista at Morningside/ Online	Baesler
40096	Remote	Park Vista at Morningside/ Online	Behrbaum
40335	Remote	Park Vista at Morningside/ Online	Ediger
40630	Remote	Rehab Institute So Ca/ Online	Baesler
40141	Remote	Rowntree Gardens/ Online	Behrbaum
40087	Remote	St. Elizabeth Healthcare/ Online	Baesler
40521	Remote	St. Elizabeth Healthcare/ Online	Ediger

CRN	DAYS	PLACE	INSTR
40525	Remote	St. Elizabeth Healthcare/ Online	Ediger
40373	Remote	St. Elizabeth Healthcare/ Online	Gilmore
40445	Remote	Sunrise Asst Living La Palma/ Online	Lassetter
40444	Remote	Sunrise of Seal Beach/ Online	Lassetter
40370	Remote	The Pavilion at Sunny Hills/ Online	Gerrard
40131	Remote	The Pavilion at Sunny Hills/ Online	Behrbaum
40504	Remote	The Pavilion at Sunny Hills/ Online	Park
40374	Remote	The Pavilion at Sunny Hills/ Online	Gilmore
40567	Remote	Valley View Gardens/ Online	Proppe
40447	Remote	Valley View Gardens/ Online	Lassetter
40081	Remote	W Anaheim Extended Care Hospital/ Online	Baesler
40627	Remote	W Anaheim Extended Care Hospital/ Online	Proppe
40120	Remote	Walnut Manor Rehab Care Center/ Online	Behrbaum
40375	Remote	Walnut Manor Rehab Care Center/ Online	Gilmore
40099	Remote	Whitten Heights/ Online	Gilmore
40128	Remote	Whitten Heights/ Online	Behrbaum
40334	Remote	Whitten Heights/ Online	Ediger
40091	Remote	Whittier Glen/ Online	Park
40108	Remote	Whittier Hills Healthcare Center/ Online	Gilmore
40477	Remote	Whittier Hills Healthcare Center/ Online	Park
40523	Remote	Whittier Hills Healthcare Center/ Online	Pope
40628	Remote	Whittier Hills Healthcare Center/ Online	Baesler
40502	Remote	Windsor Gardens of Anaheim/ Online	Park

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: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40648	Remote	Zoom/ Zoom	Yu
	Online class meets via Zoom on Wednesdays from 12:00p-2:20p (6/8/21-7/28/21)		
40480	Remote	Zoom/ Zoom	Matikinyidze
	Live class meets via Zoom on Wednesdays from 9:00a-10:50a (6/9/21-7/28/21)		
40468	Remote	Zoom/ Zoom	Mastin
	Class meets via Zoom on Thursday from 10:00a-11:50a (6/10/21-7/29/21)		

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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.

Dates: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40347	Remote	Alamitos West Health Care Center / Online	Fischer
40346	Remote	Cottage of Artesia Gardens/ Online	Fischer
40345	Remote	Park Regency Care Center / Online	Fischer
40328	Remote	Park Vista at Morningside/ Online	Belknap

STAYING MENTALLY SHARP FOR OLDER ADULTS
HLTH/167

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

CRN	DAYS	PLACE	INSTR
Dates: Jun 7-Jul 30			
40665	Remote	Capriana/ Online	Bloom
40663	Remote	Walnut Manor Rehab Care Center/ Online	Bloom
40666	Remote	Online Classes/ Online	Bloom
40664	Remote	Zoom/ Zoom	Belknap
	Live class via Zoom meets on Mondays from 3:30p-5:20p (6/7/21-7/26/21)		
41004	Remote	Zoom/ Zoom	Belknap
	Live class meets via Zoom on Wednesdays from 3:30p-5:20p (6/9/21-7/28/21)		
41006	Remote	Zoom/ Zoom	Belknap
	Live class meets via Zoom on Thursdays from 10:00a-11:50a (6/10/21-7/29/21)		
40683	Remote	Zoom/ Zoom	Bloom
	Live class via Zoom meets on Fridays from 12:00p-1:50p (6/11/21-7/30/21)		
Dates: Jun 7-Aug 13			
41005	Remote	Zoom/ Zoom	Belknap
	Live class meets via Zoom on Tuesdays from 10:00a-11:50a (6/8/21-7/27/21)		

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: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40677	Remote	Alamitos West Health Care Ctr/ Online	Viillarreal
40538	Remote	Coventry Court Health Center/ Online	Salgado
40606	Remote	Gordon Lane Care Center/ Online	Viillarreal
40678	Remote	La Palma Nurs Center / Online	Viillarreal
40686	Remote	New Horizon/ Online	Viillarreal
40537	Remote	Orangegrove Rehab Hospital/ Online	Salgado
40535	Remote	Serento Rosa Senior Living/ Online	Viillarreal
40607	Remote	The Pavilion at Sunny Hills/ Online	Viillarreal
40679	Remote	Whittier Hills Healthcare Center / Online	Viillarreal

NOCE NETWORKS

Connect with us! See inside back cover for details!

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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.

Dates: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40655	Remote	Buena Park Senior Center / Online	Zepeda
40657	Remote	Cypress Sunrise Village Apt.'s/ Online	Zepeda
40658	Remote	Cypress Sunrise Village Apt.'s/ Online	Zepeda
40652	Remote	Emerald Isle Senior Apartments/ Online	Yu
		Online class meets on Tuesdays from 12:30p-2:20p (6/8/21-7/27/21)	
40439	Remote	La Habra Community Serv-Sr Ctr/ Online	Krie
40438	Remote	La Habra Community Serv-Sr Ctr/ Online	Krie
40432	Remote	Orangegrove Rehab Hospital/ Online	Kim
40321	Remote	Serento Rosa Senior Living/ Online	Mastin
		Recorded class does not meet on specific days and times	
40656	Remote	Stanton Civic Center/ Online	Zepeda
40431	Remote	Sun Mar Nursing Center/ Online	Kim
40703	Remote	Sunrise Asst Liv Fullerton/ Online	Zepeda
40235	Remote	Online Classes/ Online	Carter-Rosenbloom
40253	Remote	Online Classes/ Online	Carter-Rosenbloom
40265	Remote	Online Classes/ Online	Carter-Rosenbloom
40637	Remote	Online Classes/ Online	Wotring
40641	Remote	Online Classes/ Online	Wotring
40474	Remote	Online Classes/ Online	Mastin
		Recorded class does not meet on specific days and times.	
40472	Remote	Online Classes/ Online	Mastin
		Recorded class does not meet on specific days and times	
40481	Remote	Zoom/ Zoom	Matikinyidze
		Online class via Zoom on Mondays from 9:30a-11:20a (6/7/21-7/26/21)	
40452	Remote	Zoom/ Zoom	Layne
		Live class via Zoom meets on Mondays from 10:00a-11:50a (6/7/21-7/26/21)	
40470	Remote	Zoom/ Zoom	Mastin
		Class meets via Zoom on Mondays from 10:00a-11:50a (6/7/21-7/26/21)	
40650	Remote	Zoom/ Zoom	Yu
		Class meets via Zoom on Mondays from 11:00a-12:50p (6/7/21/-7/26/21)	
40651	Remote	Zoom/ Zoom	Yu
		Class meets via Zoom on Mondays from 1:00p-2:50p (6/7/21-7/26/21)	
40640	Remote	Zoom/ Zoom	Wotring
		Class meets via Zoom on Tuesdays from 10:00a-11:50a (6/8/21-7/27/21)	
40473	Remote	Zoom/ Zoom	Mastin
		Class meets via Zoom on Tuesdays from 10:00a-11:50a (6/8/21-7/27/21)	
40639	Remote	Zoom/ Zoom	Wotring
		Class meets via Zoom on Tuesdays from 10:00a-11:50a (6/8/21-7/27/21)	

CRN	DAYS	PLACE	INSTR
40483	Remote	Zoom/ Zoom	Matikinyidze
		Online class meets via Zoom on Tuesdays from 10:00a-11:50a (6/8/21-7/27/21)	
40450	Remote	Zoom/ Zoom	Layne
		Live class via Zoom meets on Tuesdays from 10:30a-12:20p (6/8/21-7/27/21)	
40453	Remote	Zoom/ Zoom	Layne
		Live class via zoom meets on Wednesdays from 10:00a-11:50a (6/9/21-7/28/21)	
40469	Remote	Zoom/ Zoom	Mastin
		Class meets via Zoom on Wednesdays from 1:30p-3:20p (6/9/21-7/28/21)	
40343	Remote	Zoom/ Zoom	Layne
		Live class via Zoom meets on Wednesdays from 2:00p-3:50p (6/9/21-7/28/21)	
40482	Remote	Zoom/ Zoom	Matikinyidze
		Online class meets via Zoom on Thursdays from 9:30a-11:20a (6/10/21-7/29/21)	
40638	Remote	Zoom/ Zoom	Wotring
		Class meets via Zoom on Thursdays from 10:00a-11:50a (6/10/21-729/20)	
40451	Remote	Zoom/ Zoom	Layne
		Live class via Zoom meets on Thursdays from 10:30a-12:20p (6/10/21-7/29/21)	
40344	Remote	Zoom/ Zoom	Layne
		Live class via Zoom meets on Thursdays from 1:00p-2:50p (6/10/21-7/29/21)	
40471	Remote	Zoom/ Zoom	Mastin
		Class meets via Zoom on Fridays from 10:00a-11:50a (6/11/21-7/30/21)	
40649	Remote	Zoom/ Zoom	Yu
		Class meets via Zoom on Thursdays from 12:30p-2:20p (6/29/21-7/29/21)	

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.

Dates: Jun 7-Jul 30

CRN	DAYS	PLACE	INSTR
40511	Remote	Alamitos West Health Care Center/ Online	Penn
40515	Remote	Anaheim Terrace Care Center/ Online	Penn
40572	Remote	Brea Memory Care Community/ Online	Smith
40688	Remote	Brookdale Anaheim/ Online	Matikinyidze
40486	Remote	Brookdale Anaheim/ Online	Matikinyidze
40005	Remote	Buena Park Nurs Center/ Online	Adams
40545	Remote	Coventry Court Health Center/ Online	Smith
40485	Remote	Fullerton Gardens/ Online	Matikinyidze
40006	Remote	Harbor Villa Care Center/ Online	Adams
40662	Remote	La Habra Conv Hospital/ Online	Zepeda
40570	Remote	New Horizon/ Online	Smith
40514	Remote	Park Anaheim Healthcare Center/ Online	Penn
40510	Remote	Park Anaheim Healthcare Center/ Online	Penn
40543	Remote	Park Regency Care Center/ Online	Smith
40067	Remote	Park Vista Assisted Living/ Online	Smith
40544	Remote	Park Vista Assisted Living/ Online	Smith
40512	Remote	Rowntree Gardens/ Online	Penn
40487	Remote	Senior Living Community/ Online	Matikinyidze
40509	Remote	St. Elizabeth Healthcare/ Online	Penn
40051	Remote	Sunnycrest Senior Living/ Online	Smith
40513	Remote	Rowntree Gardens/ Online	Penn
40014	Remote	The Pavilion at Sunny Hills/ Online	Adams
40011	Remote	The Pavilion at Sunny Hills/ Online	Adams
40508	Remote	Whitten Heights/ Online	Penn
40661	Remote	Windsor Gardens of Anaheim/ Online	Zepeda
40530	Remote	Windsor Gardens of Anaheim/ Online	Smith

PARENTING

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

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

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

The student registering for class must be an adult. Those registered for Developmental Movement and Joyful Parenting classes must attend with children. A maximum of two (2) children per adult student are allowed.

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

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

Starts week of 6/7/2021, ends week of 8/2/2021

CRN	DAYS	PLACE	INSTR
40063	Remote	Zoom/ Zoom	Alquiza
	Online class meets on Tuesdays 9:00a - 11:00a (6/08/21 - 8/03/21)		
40043	Remote	Zoom/ Zoom	Brown
	Online class meets on Thursdays 9:00a - 11:00a (6/10/21 - 8/05/21)		
40055	Remote	Zoom/ Zoom	Alquiza
	Online class meets on Thursdays 9:00a - 11:00a (6/10/21 - 8/05/21)		

LOVE THESE CLASSES?

Consider enrolling in Effective Parenting (PARN 102) for an adult only class experience! See next page for more information.

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

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

Starts week of 6/7/2021, ends week of 8/2/2021

CRN	DAYS	PLACE	INSTR
40089	Remote	Zoom/ Zoom	Alquiza
	Online class meets on Tuesdays 11:00a - 1:00p (6/08/21 - 8/03/21)		
40085	Remote	Zoom/ Zoom	Brown
	Online class meets on Thursdays 11:00a - 1:00p (6/10/21 - 8/05/21)		
40090	Remote	Zoom/ Zoom	Alquiza
	Online class meets on Thursdays 11:00a - 1:00p (6/10/21 - 8/05/21)		

All Parenting Classes for the 2021 Summer Session will be held ONLINE ONLY.

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.

Dates: Jun 10-Aug 5

CRN	DAYS	PLACE	INSTR
40104	Remote	Zoom/ Zoom	Quintanilla
	Online class meets on Thursdays 8:00a - 10:00a (6/10/21 - 8/05/21)		

FOR PARENTING & EMERITUS STUDENTS REGISTRATION HOW-TO SESSIONS

Need a little help to get registered for Summer courses?

Attend a special Zoom meeting and learn how to use NOCE's website and other online systems.

Please attend one session:

- **May 4, 2021 at 7 p.m.**
  Zoom meeting Id: 913 1551 8603

- **May 5, 2021 at 9 a.m.***
  Zoom meeting ID: 984 6664 7977

* Spanish Translation Available

DEVELOPMENTAL MOVEMENT (AGES 2 - 3) PARN/261

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

Starts week of 6/7/2021, ends week of 8/2/2021

CRN	DAYS	PLACE	INSTR
40119	Remote	Zoom/ Zoom	Quintanilla
	Online class meets on Tuesdays 9:00a - 11:00a (6/08/21 - 8/03/21)		
40125	Remote	Zoom/ Zoom	Brown
	Online class meets on Wednesdays 8:00a - 10:00a (6/09/21 - 8/04/21)		
40134	Remote	Zoom/ Zoom	Quintanilla
	Online class meets on Fridays 8:00a - 10:00a (6/11/21 - 8/06/21)		

DEVELOPMENTAL MOVEMENT (AGES 3 - 4.5) PARN/262

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

Starts week of 6/7/2021, ends week of 8/2/2021

CRN	DAYS	PLACE	INSTR
40147	Remote	Zoom/ Zoom	Quintanilla
	Online class meets on Tuesdays 11:00a - 1:00p (6/08/21 - 8/03/21)		
40139	Remote	Zoom/ Zoom	Brown
	Online class meets on Wednesdays 10:00a - 12:00p (6/09/21 - 8/04/21)		

PARENTING FOR THE PARENT
(ADULT ONLY CLASSES)

EFFECTIVE PARENTING
PARN/102

Designed to lend support and provide some realistic parenting techniques that can be used in the parent's day-to-day life.

CRN	DAYS	PLACE	INSTR
Dates: Jun 9-Jul 7			
40901	Remote	Zoom/ Zoom	Carter
	Online class meets on Wednesdays 10:00a - 11:00a (6/09/21 - 7/07/21)		
Dates: Jul 6-Aug 3			
40899	Remote	Zoom/ Zoom	De La Mora
	Online class meets on Tuesdays 6:00p - 7:00p (7/06/21 - 8/03/21)		

New - Coming This Fall!

Building Trauma Informed Communities

Do you want to expand your knowledge so you can better support, encourage, and connect with the children in your care?

Announcing seven new short-term courses that will help you understand trauma and its role in the life of children.

To be offered Fall 2021 and/or Spring 2022 by NOCE's Parenting Program:
- Adverse Childhood Experience
- Attuned Connection for Foster, Kinship, and Adoptive Families
- Early Childhood and Infancy
- Family Dynamics
- Human Trafficking Awareness and Prevention
- Mental Health in Our Homes
- Understanding LGBTQ+ Youth

NOCE's Parenting Program offers courses to support adults who love and care for children from birth to adulthood.
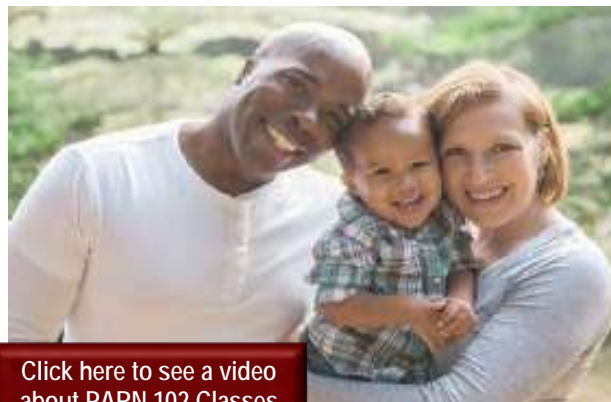
Click here to see a video about PARN 102 Classes

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 kids essential life skills
- Put an end to exhaustive whining and arguing
- Handle misbehavior in public
- End bedtime battles
- Teach 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
Dates: Jun 8-Jun 29			
41092	Remote	Zoom/ Zoom	De La Mora
	Online class meets on Tuesdays 10:00a - 11:00a (6/08/21 - 6/29/21)		
Dates: Jul 6-Jul 27			
41093	Remote	Zoom/ Zoom	De La Mora
	Online class meets on Tuesdays 10:00a - 11:00a (7/6/21 – 7/27/21)		
Student must enroll in both CRN's (41092 and 41093) to fully learn all of the strategies taught in the course			
Dates: Jun 10-Jul 1			
41009	Remote	Zoom/ Zoom	Carter
	Online class meets on Thursdays 6:00p - 7:00p (6/10/21 - 7/01/21)		
Dates: Jul 8-Jul 29			
41010	Remote	Zoom/ Zoom	Carter
	Online class meets on Thursdays 6:00p - 7:00p (7/08/21 - 7/29/21)		
Student must enroll in both CRN's (41009 and 41010) to fully learn all of the strategies taught in the course			

COMMUNITY SERVICES & KIDS' COLLEGE

SUMMER 2021
JUNE - AUGUST

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
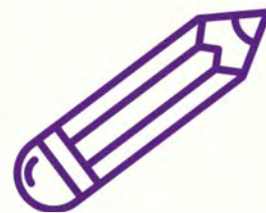
Community Services/Kids' College & Teen Program

FOUR EASY STEPS TO ENROLL

Registration for all Community Services as well as Kids' College and 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 NOCE Starhelp 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 e-mail 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 NOCE Starhelp 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 e-mail 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 AND 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 & Writing Enrichment

READING AND WRITING TUTORIALS
- Tutorial: Reading and Writing Review

SCIENCE
- Discovering Science Through Art Experiences
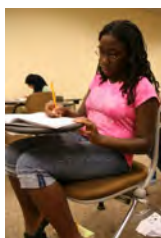
For assistance with registration,
please contact the NOCE Helpline at 714.808.4679 or starhelp@noce.edu.

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

GENERAL INFORMATION

NOCE 2021 Summer 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 Summer 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 Summer 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 (NOCCCD) 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.
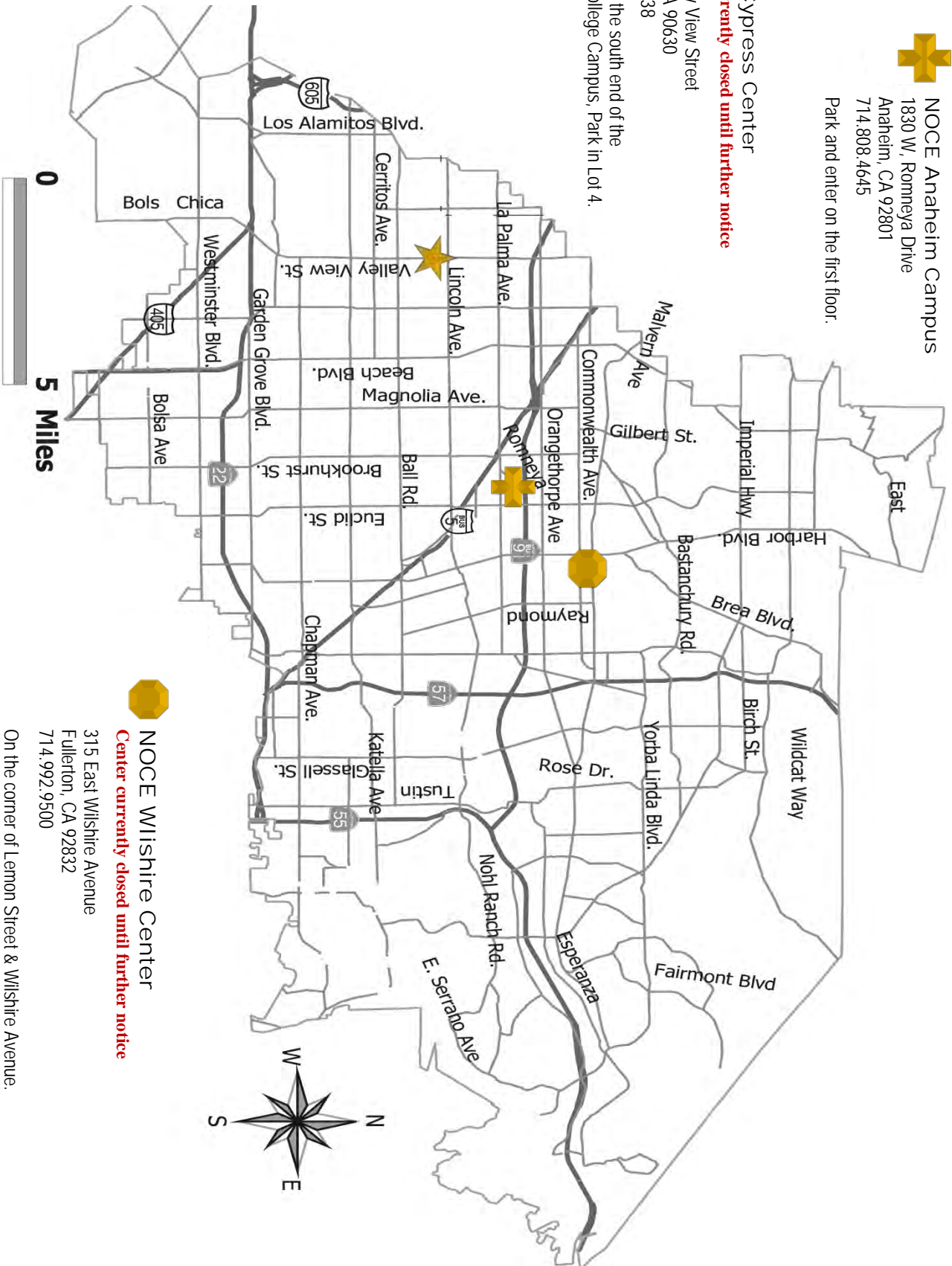
CLASS INDEX

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.

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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WATCH WITH US on YouTube
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@noce_edu

www.noce.edu

2021 NOCE DRIVE-THRU COMMENCEMENT CEREMONY

HONK HONK! Time to decorate your cars for a Drive-Thru Commencement Ceremony! Celebrate our 2021 graduates by participating in a socially distanced drive-thru ceremony!

Friday, May 28, 2021

NOCE Anaheim Campus
For more information, visit:
noce.edu/commencement

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- Invest in Wellness • Complete High School Diploma •
- Prepare for GED/HiSET Exams •

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714.808.4679
starhelp@noce.edu
Schedule: www.noce.edu/schedule

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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

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FREE WIFI

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.