



NOCE

NORTH ORANGE

CONTINUING EDUCATION

2020 WINTER TERM

Continuing Education Class Schedule
Noncredit and Community Services
January • February • March



Registration begins November 6, 2019.
See pages 2-6 for registration details

Most NOCE classes begin the week of January 6, 2020.
See Individual courses for specific start dates



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

www.noce.edu • 714.808.4679



Welcome to North Orange Continuing Education Valentina Purtell, Provost

We see it everywhere in January...new year, new you; new year's resolutions; and new chances, fresh starts! For those attending school, January is the midway point through the school year. This is an ideal time to look at those goals you set in September, evaluate if you are on track or need extra support, and re-dedicate yourself to achieving your dreams!

At NOCE, we can provide an environment to make your dreams come true!

- Need to look over your Student Educational Plan (SEP) - or perhaps START an SEP? Don't be shy! Our counselors will welcome you right where you are and help you to create a plan that's tailored for you, your goals, and your schedule.
- Perhaps you're moving along on your path but are struggling with one subject or topic. NOCE's Learning NOCE Centers are open day and night at the three main campuses, no prior registration needed.
- For those who would like to brush up on their math and writing skills, direct-instruction workshops are offered twice a week with friendly and knowledgeable faculty members that will help you turn your struggles into success. Visit the Anaheim Campus, Room 139 for more information or to sign up.
- If your goal is to find a job, we have the support you need. Visit the Anaheim Campus, Career Resource Center, Room 606, to get immediate assistance with job search and planning. See page 9 for more info.
- Perhaps the stress of work, school, or home is getting to you. Visit our ARISE Lab at each of our three NOCE Centers to recharge, regroup, relax, de-stress, get advice, and learn skills for success. See page 39 for more details.

At NOCE, we pride ourselves on being the pathway to opportunity for our community members. We look forward to seeing you in class.

NOCE MISSION STATEMENT

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

NOCE VISION STATEMENT

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

NOCE CORE VALUES

Integrity

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

Learning

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

Excellence

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

Diversity

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

Service

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

NOCE INSTITUTIONAL STUDENT LEARNING OUTCOMES

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

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

Have an Important Question?

Use These Helpful Numbers!

For questions regarding classes or registering for classes, call:

ADMISSIONS & REGISTRATION

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

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

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

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

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

Everyday Counts at NOCE



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

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

NEW TO NOCE?

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

1 APPLY FOR AN NOCE BANNER ID

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

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

2 REGISTER FOR CLASSES

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

3 PURCHASE A PARKING PERMIT AND BOOK(S)

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

Parking at the NOCE Cypress Center requires a virtual parking permit enforced by license plate recognition. You may register your vehicle online at www.noce.edu/parking-cypress and purchase a permit for the entire NOCE term or for one day. To purchase a permit online with a debit or credit card **ONLY** you will need your vehicle license plate number or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card **ONLY** at any Cypress College parking kiosk. Permits are also valid at the Anaheim Campus and Wilshire Center.

TERM DATES & HOLIDAYS TO REMEMBER



2020 WINTER TERM

January 6, 2020 — March 28, 2020

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

REGISTRATION OPTIONS

- **Wednesday, November 6, 2019** : Online Registration for ALL NOCE Classes
- **Thursday, November 7, 2019**: Walk-In Registration for ALL NOCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER

- January 27, 2020 — May 23, 2020

HOLIDAYS—NOCE CENTERS CLOSED

- Winter Holiday: December 23, 2019— January 1, 2020
- Martin Luther King, Jr. Holiday: January 18 — 20, 2020
- Presidents' Day Holiday: February 14 — 17, 2020

2020 Winter Administrative Office hours will be adjusted to the following:

December 9 – 14, 2019:

⇒ All NOCE Centers: M-Th/8a-5:30p; F/8a-4p; S/CLOSED

December 16, 2019 – Jan 1, 2020:

⇒ All NOCE Centers CLOSED

Starting January 2, 2020, NOCE will resume regular operating hours. See page 6 for details.



2020 SPRING TERM

March 30, 2020 — June 26, 2020

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

REGISTRATION OPTIONS

- **Wednesday, February 19, 2020** : Online Registration for ALL NOCE Classes
- **Thursday, February 20, 2020**: Walk-In Registration for ALL NOCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER

- January 27, 2020 — May 23, 2020

HOLIDAYS—NOCE CENTERS CLOSED

- Cesar Chavez Holiday: April 9, 2020
- Spring Holiday: April 10 — 12, 2020
- Memorial Day Holiday: May 23 — 25, 2020

For Spring Recess, the week of April 6 — April 12, 2020 administrative office hours will be adjusted to the following:

NOCE Anaheim, Cypress and Wilshire Centers:

- ⇒ Monday-Wednesday: 8a-5:30p
- ⇒ Thursday-Sunday: CLOSED

READY TO REGISTER?

Get started with this checklist

HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN REGISTERING ONLINE:

- What are your **MyGateway ID** and **Password** numbers?
- Do you know if you have a **HOLD**?
- Have you met your **PREREQUISITES**?
- Do you know your class **CRNs**?
- If 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 MyGateway ID (also known as Banner ID) and Password combination is working.
2. If you are unable to log in to your myGateway account due to an incorrect password or disabled account, and you provided a valid e-mail address at the time you applied for an NOCE BANNER ID number, click "FORGOT PASSWORD." Follow the prompts to reset your Password. If you have forgotten your MyGateway ID, click "FORGOT USERNAME" and follow the prompts to have your MyGateway ID e-mailed to you.
3. If your MyGateway ID and Password combination is still not working, call the ONLINE REGISTRATION HELPLINE at 714.808.4679 from 7:30 a.m. — 5 p.m. on Monday — Thursday and 7:30 a.m. — 4:30 p.m. on Friday or visit the Admissions and Registration Office at an NOCE Center location.
4. Holds **MUST BE** cleared prior to registration. You may have a hold on your account if you owe fees at either NOCE, Cypress College, or Fullerton College. Visit the Admissions and Registration Office at an NOCE Center location for assistance.
5. Prerequisites **MUST BE** cleared prior to registration. You can confirm prerequisites by:
 - ⇒ Checking your unofficial transcript on myGateway
 - ⇒ Checking with your NOCE Counselor

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

ONLINE REGISTRATION WORKSHOPS

Save Time, Save Gas, Don't Wait in Line!

LEARN THE ESSENTIALS TO REGISTERING ONLINE AT ONE OF OUR ONE-HOUR WORKSHOPS

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

- Wednesday, October 30, 2019 at 6 p.m.**
- Monday, November 4, 2019 at 6 p.m.**

Workshops are free. No reservation required.

Online Registration will open for all NOCE classes at 7:30 a.m.

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

Wednesday, November 7, 2019

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

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

REGISTRATION WORKSHEET

STEP 1 – Go to myGateway

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



STEP 2 – Log In

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

MyGateway ID:

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

- **CHANGE Password**: If you used your date of birth to log in, myGateway may require that you change your PIN.
- **Security Question/Answer**: myGateway may also ask you to enter a security question and answer in the event that you forget your password.
- **Disabled Password**: If your password is disabled due to multiple login attempts, contact the myGateway Help Line 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 or pay in person with cash or check. To pay by credit card, select **Credit Card Payment**, select the term, and follow the prompts. \$25 is charged to any students' account for returned check or non-sufficient funds.

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 INFORMATION

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

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

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

1. WEDNESDAY, NOVEMBER 6, 2019



CASH * CHECK

Online Registration for All NOCE Classes **

- ◆ Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Wednesday, November 6, 2019.
- ◆ Those designated Career Technical Education (CTE) classes** (pages 23—36) within NOCE CTE Programs must complete the **ONLINE ORIENTATION** prior to registering for CTE classes. See pages 20—21 for more information call 714.808.4915.
 - Administrative Professional**
 - Braille Transcribing**
 - Business Information Worker I**
 - Early Childhood Education**
 - Electrical Technology **
 - Funeral Service Assistant**
 - Management**
 - Medical Assistant**
 - Pharmacy Technician**
 - Quality Assurance Management for Devices**

*** Online Orientation Required*

2. THURSDAY, NOVEMBER 7, 2019



CASH * CHECK

Walk-In Registration for All NOCE Classes

Students can register at the Admissions and Registration Office at any of the three NOCE Centers beginning on Thursday, November 7, 2019.

BASIC ONLINE REGISTRATION INSTRUCTIONS

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

NEED ASSISTANCE WITH ONLINE REGISTRATION?

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

NOCE CENTERS REGISTRATION INFORMATION



ANAHEIM CAMPUS

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

OFFICE HOURS:

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



CYPRESS CENTER

9200 Valley View Street
Building 18, Room 100
(off Parking Lot 4)
Cypress, CA 90630
714.484.7038

OFFICE HOURS:

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



WILSHIRE CENTER

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

OFFICE HOURS:

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

**** Cypress Center will be open for registration the first two Saturdays of Kids' College classes. Please refer to Kids' College section in schedule for dates.**

**Registration Information for
English as a Second Language Program: SEE PAGES 40 - 41**

**Registration Information for
High School Diploma Program: SEE PAGES 16 - 19**

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.



DO YOU KNOW YOUR BANNER ID#?

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

NOCE CLASS SCHEDULE SYMBOL KEY

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

**Off-campus continuing education
location addresses are listed on pages 73-74
of this class schedule.**

COUNSELING AND STUDENT SERVICES

Counseling and Student Services

WHAT IS COUNSELING AND STUDENT SERVICES?

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

- Online orientation to NOCE
- Assessment for High School Diploma Program (HSDP) entry
- 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

HOW CAN I MAKE AN APPOINTMENT?

Students can call or visit one of the following Counseling and Student Services offices to make an appointment with a counselor. (NOCE Banner ID is required to make an appointment.)

Anaheim Campus

1830 W. Romneya Drive
Anaheim, CA 92801
2nd floor, Room 215
714.808.4682

Cypress Center

9200 Valley View Drive
Cypress, CA 90630
TE2-207, Room 207
714.484.7440

Wilshire Center

315 E. Wilshire Avenue
Fullerton, CA 92832
100 Building, Room 112
714.992.9565

Adult College & Career Transitions (ACCT) Program

IS COLLEGE YOUR NEXT STEP?

NOCE **Adult College and Career Transitions (ACCT) Program** provides group outings, special events, college program information and career exploration opportunities for NOCE students who are considering going to college. Check out the NOCE website for upcoming events.

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



NOCE students arriving to tour Cypress College

HOW TO READ THE CLASS SCHEDULE

CAMPUS LOCATIONS


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

DAYS OF THE WEEK CODES

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

How to Read the Class Schedule

NONCREDIT COURSES (NO FEES)

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

Subject Code/ → **MEDO/235** ← Prerequisite; Corequisite; and/or Advisory

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

Course Start Date → Starts week of 9/9/2019, ends week of 12/2/2019;
 nc Nov 11, Nov 28 ← nc = No Class

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

↑ Course Reference Number (CRN) ↑ Day(s) ↑ Campus / Room ↑ Instructor

Start - End Time Instructor

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

COMMUNITY SERVICE (FEE-BASED)

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

Subject Code/ → **FOTO/101**

Course Description {
 Strengthen your photographic skills. Become familiar with current equipment for digital cameras. Instruction includes composition, digital formats, lenses, f-stops and shutter speeds, electronic flash, and night photography. Discussion will include how Photoshop software impacts photography. Dave Rosenberger has taught photography for over 30 years. He has worked for Canon USA in both technical and sales capacities. He teaches photography with the North Orange County College District.

Course Start Date → Starts week of 9/9/2019, ends week of 12/9/2019

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

↑ Course Reference Number (CRN) ↑ Day(s) ↑ Campus / Room ↑ Instructor ↑ Fees

Start - End Time Instructor

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

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? Each month, NOCE will host a series of workshops focused on a 21st Century career readiness and workplace success skills.

Your Resource Center For:

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

Anaheim Campus, 6th Floor | Room 606

January 6 — March 27, 2020

**Center Hours: Monday - Thursday: 10 a.m. – 7 p.m.
Friday: 10 a.m. – 3 p.m.**

To Schedule an Appointment: careerhelp@noce.edu

**For Dates, Times and/or to RSVP for Workshops:
www.noce.edu/workshops**

Workshop Titles and Descriptions

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

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

For More Information, Contact NOCE Career Resource Center

E-mail: careerhelp@noce.edu | Phone: 714.808.4915 | Location: Anaheim, Room 606

Funded by The Strong Workforce Initiative | Se Habla Español

SCHOLARSHIP OPPORTUNITIES

Scholarship Opportunities

NOCE
NORTH ORANGE
CONTINUING EDUCATION



SCHOLARSHIP *Opportunities*

Apply for Scholarships:

January 24, 2020 through April 6, 2020

- All NOCE students are encouraged to apply for scholarships
- Students can apply for scholarships that fit their personal goals and match their qualifications
- Scholarship workshops available

For more information:

Visit: www.noce.edu/scholarships

E-mail: scholarships@noce.edu

Or call: 714.808.4621



SCHOLARSHIP *Workshops*

Need Help Applying for NOCE Scholarships?

Learn how to:

- Fill out scholarship applications for NOCE
- Write an essay and follow the prompts
- Understand scholarship criteria and eligibility
- Get hints and tips for submitting a quality application



Scholarship workshops will be held:

Anaheim Campus - Career Resource Center, Room 606

January 21, 2020 from 12 p.m. to 1 p.m.

February 20, 2020 from 5 p.m. to 6 p.m.

March 4, 2020 from 5 p.m. to 6 p.m.

Cypress Center - Building 18, Room 118

February 13, 2020 from 11 a.m. to 12 p.m.

Wilshire Center - Building 200, Room 203

February 27, 2020 from 12 p.m. to 1 p.m.

For more information:

E-mail: careerhelp@noce.edu

Call: 714.808.4621

Or visit:

NOCE Anaheim Campus
Career Resource Center
6th Floor - Room 606
1830 W. Romneya Drive,
Anaheim, CA 92801

NONCREDIT CLASSES

1

TUITION-FREE CLASSES AND SUPPORT

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

2

ACCREDITED BY WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

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

3

PATHWAYS TO OPPORTUNITY

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

EVERY DAY COUNTS AT NOCE!



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

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

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

See You in Class!

BASIC SKILLS

COLLEGE PREP

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

- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist.
- Students on the waitlist should attend the first class.
- Regular attendance is expected of every student. After the fourth (4th) absence, you may be dropped.

**Classes will be offered in
NOCE Spring 2020
(March 30 – June 26, 2020)**

College Prep - English

**COLLEGE PREP ENGLISH READING AND WRITING
ABED/150**

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

College Prep - 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.

**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.

**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 is 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

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

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

**COLLEGE PREP PRE-STATISTICS
ABED/124**

Advisory: Knowledge of basic math skills, and be able to successfully complete operations on integers, fractions, mixed numbers and decimals. An introduction to statistics. This noncredit course is a review of basic math skills and an introduction to statistics. Topics include: pre-algebra, expressions and formulas, linear equations, formulas, data collection, data summary and organization, factorials, multiplication principle, analyzing algebraic forms to understand statistical measures, permutations, and combinations, probabilities, discrete probability distributions, graphical and numerical descriptive statistics for quantitative and categorical data, constructing sampling distribution, scatter diagrams, correlations, reading and understanding statistical application problems.

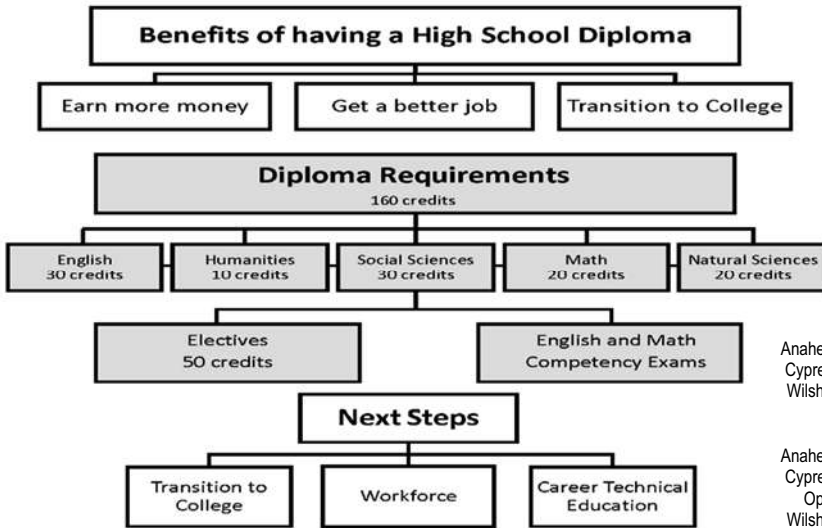
HIGH SCHOOL DIPLOMA PROGRAM

HIGH SCHOOL DIPLOMA PROGRAM

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

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

- ◆ FREE Tutorial Services
- ◆ FREE Textbooks
- ◆ Set Your Own Hours



High School Lab
 Anaheim: 714.808.4582
 Cypress: 714.484.7438
 Wilshire: 714.992.9575

Learning Center
 Anaheim: 714.808.4583
 Cypress: 714.484.7000
 Option 4, Ext. 48861
 Wilshire: 714.992.9535

Basic Skills

Want to Go to College?



ENROLL IN THE
SHORT-TERM COURSE:

Transitioning to College

All NOCE students with a goal of transitioning to Cypress College are encouraged to register for this **FREE** course.

Check the upcoming class schedules for course information.



Cypress College | Fullerton College
 North Orange Continuing Education

The North Orange Promise Program offers one-year tuition-free for qualifying NOCE students at Cypress College or Fullerton College.

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

For more information, contact:
Belinda Sanchez, Anaheim Pledge Coordinator
 at 714.484.7000, option 4, ext.48876

REGISTER FOR HIGH SCHOOL DIPLOMA PROGRAM

Anaheim Campus.....714.808.4645
 Cypress Center.....714.484.7038
 Wilshire (Fullerton) Center.....714.992.9500

GED/HiSET PREPARATION PROGRAM

ANAHEIM GED/HiSET PREPARATION PROGRAM

Traditional Classroom Setting

This is a traditional classroom instruction for GED/HiSET readiness taught as a cohort. Receive direct instruction in math/science and English/social sciences to prepare for high school equivalency. GED/HiSET direct-instruction classes are offered only at the Anaheim Campus.

Free tutoring is also available in the Anaheim Campus Learning Center (LC) outside class hours.

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

Registration starts Online: November 6, 2019; Walk-in: November 7, 2019

GED/HiSET - MATHEMATICS ABE/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: Jan 6-Mar 25; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
21811	MW/8:30a-12:20p	AN/136	Staff
21813	MW/5p-8:50p	AN/136	Fallahinezhad

GED/HiSET - LANGUAGE ARTS AND WRITING ABE/425

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

Dates: Jan 7-Mar 26

CRN	DAYS	PLACE	INSTR
21814	TTh/8:30a-12:20p	AN/136	Maynard
21815	TTh/5p-8:50p	AN/136	Maynard

Program Attendance and Waitlist Requirements

- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist.
- Students on the waitlist should attend the first class.
- Regular attendance is expected of every student. After the fourth (4th) absence, you may be dropped.
- Students will be admitted to GED Preparation Program as spots become available.

WILSHIRE GED/HiSET PREPARATION PROGRAM

Open Lab Setting - Set Your Own Hours

GED/HiSET PREPARATION LAB & HOURS

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

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

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

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

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

For more information and tips to help you decide if the GED/HiSET is your best option, go to noce.edu/ged.

1. Go to the Wilshire Center Admissions and Registration Office (Bldg 300) and obtain an NOCE Student ID/Access Card.
2. Attend the Wilshire Learning Center GED/HiSET Preparation Lab to prepare for the GED/HiSET exam.

NOCE LEARNING CENTERS

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

ABOUT THE LEARNING CENTERS

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

LEARNING CENTER LOCATIONS & HOURS*

Set your own schedule during these hours:

- **Anaheim Campus**
(Rooms 138, 140, & 142)
M-Th: 8:30 a.m. — 8 p.m.
 - **Cypress Center**
(TE2, Room 209)
M-Th: 8:30 a.m. — 2:45 p.m.
 - **Cypress College Math Co-Lab***
(TE2, Room 211)
M-Th: 8:30 a.m. — 4 p.m.
W-Th: 5 p.m. — 9 p.m.
F: 8:30 a.m. — 3 p.m.
- * For Cypress College students referred to Math 10 and 15 only.*
- **Wilshire Center**
(Bldg 100, Room 105)
M-Th: 8:30 a.m. — 2:45 p.m.
M/W: 5 p.m. — 8 p.m.

NOCE/Cypress College Math Co-Lab

- ◆ Complete basic college math and pre-algebra in 1-2 terms at the **NOCE/Cypress College Math Co-Lab** and get the foundation needed to succeed in higher levels of math.
- ◆ **Open to college students only.**
- ◆ Complete elementary algebra at your own pace in a lab setting.
- ◆ Location: Cypress College, **NOCE Cypress Center, TE2—Room 211 (Bldg. 12)**



Daytime:

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

Evening:

Wed-Thur: 5 p.m.— 9 p.m.

Contact Information: 714.484.7079 or mathcolab@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.

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FIVE EASY STEPS TO ENROLL

1 OBTAIN TRANSCRIPTS

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

2 APPLY ONLINE OR IN-PERSON

- ⇒ New students apply to the school at www.noce.edu/apply.
- ⇒ Or visit any NOCE Admissions and Registration Office:
 - ⇒ Anaheim Campus: 1830 W. Romneya Drive, Anaheim, 2nd Floor
 - ⇒ NOCE Cypress Center: 9200 Valley View Street, Cypress, Bldg 18
 - ⇒ NOCE Wilshire Center: 315 E. Wilshire Avenue, Fullerton, Bldg 300

3 COMPLETE ONLINE ORIENTATION

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

4 REGISTER & ATTEND ASSESSMENT

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

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

5 COUNSELING

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

HIGH SCHOOL DIPLOMA PROGRAM LOCATIONS & HOURS*

**Days/hours subject to change.*

Anaheim Campus: 1st Floor, Rm 139

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

Cypress Center: TE2, Rm 205

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

Wilshire Center: Bldg 100, Rm 118

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

FOR MORE INFORMATION:
Call the High School Diploma Program Information Line at 714.808.4683.

Students can also visit www.noce.edu and click *Programs* and then click *High School Diploma / GED-HiSET Preparation* for more details.

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

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FIVE EASY STEPS TO ENROLL

1 OBTAIN OFFICIALLY-SEALED TRANSCRIPTS

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

2 APPLY FOR AN NOCE BANNER ID

Apply online at www.noce.edu/apply or visit any NOCE Admissions and Registration Office. You will need a Banner ID number before you can complete steps 3 and 4.

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

3 COMPLETE THE HIGH SCHOOL DIPLOMA PROGRAM ONLINE ORIENTATION

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

- Visit **myGateway** at <http://mg.nocccd.edu>. Use your **myGateway (Banner ID)** and **Password** to log in.
- On the left side of the screen, click on the **NOCE** tab.
- In the **NOCE Orientations** box, select **NOCE General Orientation**.
- Follow the directions and complete all sections of the **NOCE General Orientation** and **pass a series of short quizzes**.
- NOTE: If you do not pass the online orientation and try to register, you will receive an error message, "cohort restriction," and you will not be able to register for an assessment session. You can take the online orientation several times to successfully complete and pass.

NEED HELP?

- Watch the **REGISTRATION TUTORIAL VIDEO** at www.noce.edu/returning-students to guide you through the walk-in registration process.
- Use the **REGISTRATION WORKSHEET** on page 4 to guide you through the online registration process.
- If you need additional assistance, contact the **NOCE Helpline: 714.808.4679** or starhelp@noce.edu.
- Helpline hours are Monday through Thursday 7 a.m.—5 p.m. and Friday 7 a.m.—4:30 p.m.

4 REGISTER FOR A HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

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

Students are tested in English reading comprehension. Students must register for and complete the required two-hour assessment to enroll in the High School Diploma Program. **You may take the assessment at any NOCE Center. However, you must choose and commit to **ONE** site to complete your high school diploma studies.**

Refer to the chart on **page 19** for assessment session **course reference numbers (CRNs)** and note the **registration period** dates and times. The **registration period** will close early if the session fills before the close date and time.

- Go to **myGateway** at <http://mg.nocccd.edu> and log in by entering your **myGatewayID (Banner)** and **Password**.
- Next, go to the **Registration Tools** box and select **Add or Drop Classes**.
- Select the term: **NOCE Continuing Education Winter 2020** and then click **Submit**.
- Complete the short survey and click **Submit**.
- On the **Registration** page, scroll down to the **Add Classes Worksheet** section. In the first box under the CRNs section, **enter the 5-digit CRN** for the assessment session you wish to attend (**listed in the chart on page 19**).
- Next, click **Confirm Your Choices**
- Now, click **Complete Registration**.
- Go to the upper left corner of the screen and click to return to the **Main Menu**.
- Select **Student Records**, then **Print Schedule/Bill**. **Print Schedule/Bill** and select the term you want to view and then click **Submit a Term**. Click **View Schedule/Bill**, then **right click your mouse anywhere on the page** and select **Print**.
- Bring this printed copy of the Schedule/Bill to the assessment session as proof of your registration. Also bring your officially-sealed transcripts and myGateway (Banner) ID number.

5 COUNSELING

- Make an appointment to meet with a counselor.
- After meeting with a counselor, you may start your studies in the NOCE High School Diploma Program.

ATTENTION NOCE CYPRESS CENTER STUDENTS:

If you are planning to park at the NOCE Cypress Center on your assessment date, you **MUST** register your vehicle with the Cypress College virtual parking permit system. Visit www.noce.edu/parking-cypress and click on **Event Pass**. Under **Select Event**, you must choose **High School Testing** to receive a **FREE** guest permit. This guest permit will **ONLY** be valid on the specified event date.

PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS (18+)

CINCO PASOS FACILES PARA INSCRIBIRSE

1 OBTENGA SU CERTIFICADO DE ESTUDIOS ANTERIORES

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

2 APLIQUE EN LINEA O EN PERSONA

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

3 COMPLETE LA ORIENTACION EN LINEA

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

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

4 INSCRIBASE Y ASISTA A LA SESION DE EVALUACION

24 horas después de que usted haya completado la Orientación del paso 3, podrá inscribirse para la Sesión de Evaluación, a la cual tendrá que asistir personalmente. Esta evaluación se ofrece en inglés solamente. Los estudiantes serán evaluados en lectura y comprensión en inglés. Deben inscribirse para una sesión de evaluación obligatoria de dos horas para registrarse en el Programa de Escuela Secundaria Para Adultos. **Usted puede tomar la Sesión de Evaluación en cualquiera de los Centros de NOCE. Sin embargo, usted tiene que escoger y comprometerse a UN solo centro para completar su Programa de Escuela Secundaria Para Adultos.** Mire el cuadro en la siguiente página para el número de referencia (CRN) para la sesión de evaluación y fíjese en las fechas y horas del período de inscripciones. El tiempo de inscripciones se cerrará antes si la sesión se llena antes de la fecha indicada.

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

5 CONSEJERO

- Haga una cita con el Consejero.
- Después de la cita con el Consejero, empezará el Programa de Escuela Secundaria Para Adultos.

PERMISO DE ESTACIONAMIENTO:

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

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

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

Campus de Anaheim: Salón 139

Dirección: 1830 West Romneya Drive
Anaheim, California 92801

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

• Lunes – Jueves:
5 p.m. – 9 p.m.

Campus NOCE Cypress: CYP TE2-205

Dirección: 9200 Valley View Street
Cypress, California 90630

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

• Lunes – Jueves:
5 p.m. – 9 p.m.

Campus NOCE Wilshire: Salón 118

Dirección: 315 E. Wilshire Avenue
Fullerton, California 92832

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

- ◆ Please select any assessment location, date, and time that fits your schedule.
- ◆ You will need to select one NOCE center where you wish to complete your High School Diploma Program. You will be able to choose from either Anaheim, Cypress, or Wilshire Center.
- ◆ Please attend the assessment session that you originally registered for via myGateway.
- ◆ Please arrive 10-15 minutes prior to your assessment session start time; this time will allow you to find parking, pay for a one-day parking permit (*if needed*), and complete the check in process prior to the assessment.
- ◆ All assessment dates and times are subject to cancellation or change.

January 2020

Please select **'NOCE Continuing Ed Winter 2020'** term when registering via myGateway.

Assessment Location	Registration Period	Dates	CRN	Assessment Time	
Anaheim, 7th Floor	Room 714	Jan 1 – Jan 28	Every Monday	21726	10 a.m. or 6 p.m.
			Every Wednesday	21727	10 a.m. or 6 p.m.
			Every Thursday	21883	10 a.m.
Cypress, Bldg. 18	Room 118	Jan 1 – Jan 22	Tues, Jan 7 or 21	21733	10 a.m.
			Thurs, Jan 9 or 23	21734	6 p.m.
Wilshire, Bldg. 200	Room 203	Jan 3 – Jan 15	Tues, Jan 14	21740	10 a.m.
			Thurs, Jan 16	21741	6 p.m.

February 2020

Please select **'NOCE Continuing Ed Winter 2020'** term when registering via myGateway.

Assessment Location	Registration Period	Dates	CRN	Assessment Time	
Anaheim, 7th Floor	Room 714	Jan 27 – Feb 26	Every Monday	21729	10 a.m. or 6 p.m.
			Every Wednesday	21730	10 a.m. or 6 p.m.
			Every Thursday	21884	10 a.m.
Cypress, Bldg. 18	Room 118	Jan 27 – Feb 19	Tues, Feb 4 or 18	21735	10 a.m.
			Thurs, Feb 6 or 20	21736	6 p.m.
Wilshire, Bldg. 200	Room 203	Feb 1 – Feb 12	Tues, Feb 11	21744	10 a.m.
			Thurs, Feb 13	21745	6 p.m.

March 2020

Please select **'NOCE Continuing Ed Winter 2020'** term when registering via myGateway.

Assessment Location	Registration Period	Dates	CRN	Assessment Time	
Anaheim, 7th Floor	Room 714	Feb 24 – Mar 30	Every Monday	21731	10 a.m. or 6 p.m.
			Every Wednesday	21732	10 a.m. or 6 p.m.
			Every Thursday	81885	10 a.m.
Cypress, Bldg. 18	Room 118	Mar 1– Mar 18	Tues, Mar 3 or 17	21737	10 a.m.
			Thurs, Mar 5 or 19	21739	6 p.m.
Wilshire, Bldg. 200	Room 203	Mar 1– Mar 11	Tues, Mar 10	21746	10 a.m.
			Thurs, Mar 12	21747	6 p.m.

Each Registration Period opens at 7:30 a.m. on start date and closes at 8 p.m. on end date.

ASSESSMENT LOCATIONS:

Anaheim Campus: 1830 West Romney Drive, Anaheim, CA 92801 (7th Floor)

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

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

For parking information at Anaheim or Wilshire, visit <http://noce.edu/parking>

For Cypress Center parking, see page 17

DON'T FORGET TO BRING:

- 1) Officially-SEALED Transcripts
- 2) BANNER ID Number
- 3) Schedule/Bill

CAREER TECHNICAL EDUCATION PROGRAM

FOUR EASY STEPS TO ENROLL

NEW STUDENTS:
Complete Steps 1—4

1 APPLY ONLINE OR IN-PERSON

- ⇒ **New students** apply to the school at www.noce.edu/apply
- ⇒ Or visit the Admissions and Registration Office at any NOCE Center.

2 ORIENTATION

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

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

3 REGISTRATION

Online registration will open at 7:30 a.m. for the 2020 Winter Term:

- ⇒ All CTE Certificate Program Classes:
 - **Wednesday, November 6, 2019 (Online)**
 - **Thursday, November 7, 2019 (Walk-in)**

4 COUNSELING

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

RETURNING STUDENTS:
Complete Steps 3 and 4

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

CAREER TECHNICAL EDUCATION PROGRAM

FOUR EASY STEPS TO ENROLL

1

APPLY FOR A NOCE BANNER ID

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

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

2

COMPLETE A REQUIRED ORIENTATION

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

A. Visit **myGateway** at <http://mg.nocccd.edu>. Use your **Banner ID** and **PIN** to log-in.

B. In 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: **NOCE CTE Pharmacy Technician**, or **NOCE General Orientation** for all other programs.

D. Follow the directions and complete all sections of your selected certificate program's **Online Orientation** and **pass a series of short quizzes**. NOTE: If you do not pass the Online Orientation and try to register, you will receive an error message, "cohort restriction," and you will not be able to register. You can take the Online Orientation several times to successfully complete and pass.

E. **24 hours after** you successfully pass the **Online Orientation, you will be eligible to register** for classes in the certificate program. 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.

3

REGISTER ONLINE FOR 2020 WINTER TERM COURSES

2020 Winter Term **Online Registration** opens on these dates at 7:30 a.m.:

All CTE Programs:

- Wednesday, November 6, 2019 (Online)
- Thursday, November 7, 2019 (Walk-in)

See page 4 of this printed class schedule for more information on how to register online using myGateway.

HELPFUL TIPS:

- Spaces are limited and available on a first-come, first-served basis. Registration opens at 7:30 a.m. on Wednesday, November 6, 2019.
- **FIRST TIME REGISTERING ONLINE?** See page 3 of this class schedule for details about Online Registration Workshops and see page 4 for a helpful worksheet.

4

COUNSELING

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

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

EVERY DAY COUNTS AT NOCE!



Attending every class meeting is important for all NOCE students.

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

See you in class!

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

CAREER TECHNICAL EDUCATION PROGRAM



WHAT IS CANVAS?

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

TO ACCESS CANVAS:

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

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

Tip: If you are experiencing Canvas log-in issues, contact the Career Technical Education (CTE) Office at 714.808.4915. For help with using Canvas (e.g. uploading and downloading assignments, navigation pages) visit the Business/Computer Skills Lab in room 304 at the Anaheim Campus.

WHAT IS I-BEST?

Integrated Basic Education and Skills Training (I-BEST) classes are intended for students who want to benefit from receiving additional support in the classroom. Through I-BEST classes, basic skills instruction is integrated within the career technical education course. This allows students to develop the required skills to be successful in the classroom as well as move through school and into the workforce at a faster pace.

Why Enroll?

- I-BEST courses use a team-teaching approach to help ensure student success.
- The course and curriculum are the same as the non I-BEST courses, but with double the support.
- Improve reading, writing, and communication skills needed for your career field.
- I-BEST is designed to help students complete a certificate program faster.

What I-BEST Offerings are Available?

The following are I-BEST courses being offered in **2020 Winter Term**

- BMGR 410 Elements of Supervision (CRN 20070)
- BMGR 417 Effective Business Presentations (CRN 20196)
- BMGR 430 Marketing Principles (CRN 20198)
- ECE 140 Early Childhood Development (CRN 20114)
- ECE 170 Introduction to Curriculum for Early Childhood Education (CRN 20094)
- MEDO 235 Medical Assisting: Back Office Procedures I (CRN 20093)
- MEDO 240 Medical Assisting: Back Office Procedures II (CRN 20108)
- MEDO 260 Introduction to Medical Assisting (CRN 20081)
- MEOC 130 Introduction to Pharmacy Technician (CRN 20072)
- OTEC 100 Office Essentials (CRN 20213)
- OTEC 105 Microsoft Outlook Fundamentals (CRN 20210)
- OTEC 210 Computer Concepts and Applications I (CRN 20208)
- OTEC 211 Computer Concepts and Applications II (CRN 21774)

Here is what CTE I-BEST students are saying:

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

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

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

For more information, please call the CTE Program Office at 714.808.4915 or email careers@noce.edu.

CAREER TECHNICAL EDUCATION PROGRAM

Available Programs:

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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the 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 term.
- **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.

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 below, 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/OFFICE TECHNOLOGY CERTIFICATES



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

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

NOCE NETWORKS



Connect with us! See inside back cover for details.

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.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the 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 term.
- **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.

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 Office Technology 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

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.

**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: Feb 7-Mar 27

*Dates: Jan 6-Feb 24

CRN	DAYS	PLACE	INSTR
21777	F/9a-11:50a	AN/403	Prey
20213*	M/12:30p-3:45p	AN/302	Loayza
21776*	M/6:30p-9:20p	AN/405	Sedrak

CRN 20213 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

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

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

Dates: Jan 7-Mar 24

CRN	DAYS	PLACE	INSTR
21779	T/6:30p-8:20p	AN/405	Teipe

**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.

Dates: Jan 10-Jan 31

*Dates: Mar 2-Mar 23

CRN	DAYS	PLACE	INSTR
20212	F/9a-11:50a	AN/403	Prey
20210*	M/12:30p-3:20p	AN/302	Loayza
20211*	M/6:30p-9:20p	AN/405	Sedrak

CRN 20210 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

**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.

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20208	M/9a-12:20p	AN/302	Loayza
20209	W/6:30p-9:20p	AN/405	Sedrak

CRN 20208 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

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

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

Dates: Jan 6-Mar 25; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
21774	MW/12p-2:20p	AN/313	Teipe

CRN 41051 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

BRaille TRANSCRIBING



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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the 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 term.
- **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 more information about Braille Transcribing, Certificate Program please call the Disability Support Service (DSS) Office at 714.484.7057 or e-mail disabilitysupport@noce.edu

BRaille TRANSCRIBING: READING AND WRITING CONTRACTIONS ENCO/537

This class is geared for sighted and visually impaired persons to learn the art of transcribing print into braille at the intermediate level.

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
21846	W/6p-8:50p	AN/118	Dawirs

COMPUTERS



NOCE offers a variety of noncredit computer classes to help students develop computer skills and/or earn certificates. **Students MAY TAKE any of the computer classes individually or as part of a certificate program.**

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

PROGRAM REQUIREMENTS

- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the 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 term.
- **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 more information about Computer classes please call the Career Technical Education (CTE) Program Office at 714.808.4915, visit our website at careers.noce.edu or e-mail careers@noce.edu

NOCE NETWORKS



Connect with us! See inside back cover for details.

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

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

Dates: Jan 6-Mar 26

CRN	DAYS	PLACE	INSTR
21607	MTWTH/8am-7p	AN/304	Staff

**BEGINNING KEYBOARDING
COMP/685**

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20066	T/9a-11:50a	AN/302	Prey
21698	Th/9a-11:50a	AN/302	Prey
20128	W/12p-2:50p	AN/405	Kretschmar
20067	T/6:30p-9:20p	AN/302	Casper

**INTRODUCTION TO WINDOWS
OPERATING SYSTEMS
MS/104**

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20058	Th/9a-11:50a	AN/312	Ahmed
20069	W/6:30p-9:20p	AN/312	Moreno-Herrera



**MS 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.

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
21781	T/9a-11:50a	AN/312	Ahmed
20089	M/12p-3:20p	AN/405	Kretschmar
20148	W/6:30p-9:20p	AN/313	Loayza

**KEYBOARDING MASTERY I
COMP/510**

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

Dates: Jan 23-Mar 26

CRN	DAYS	PLACE	INSTR
21704	Th/6:30p-9:20p	AN/312	Casper

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.

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

Online Registration Helpline: **714.808.4679**

Helpline Hours: Monday -Thursday: 7 a.m. – 5 p.m.

Friday, 7 a.m. – 4:30 p.m.

**INTRODUCTION TO COMPUTERS
COMP/100**

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

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
20056	W/9a-11:50a	AN/405	Kretschmar

**INTRODUCTION TO WORD
MS/144**

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

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
20098	W/9a-11:50a	AN/302	Grane

**INTRODUCTION TO EXCEL
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: Jan 7-Mar 24

CRN	DAYS	PLACE	INSTR
20065	T/9a-11:50a	AN/313	Garmon
20157	T/6:30p-9:20p	AN/403	DeBiase

**MS EXCEL - POWER-USER SKILLS
MS/165**

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20155	T/12p-2:50p	AN/302	Garmon
21784	Th/6:30p-9:20p	AN/302	DeBiase

**INTRODUCTION TO ACCESS
MS/106**

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

Dates: Jan 10-Mar 27

CRN	DAYS	PLACE	INSTR
20207	F/9a-11:50a	AN/312	Ahmed

**INTRODUCTION TO PUBLISHER
MS/143**

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

Dates: Jan 6-Mar 23

CRN	DAYS	PLACE	INSTR
21782	M/9a-12:20p	AN/312	Ahmed

**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: Jan 9-Mar 26

CRN	DAYS	PLACE	INSTR
21780	Th/6:30p-9:20p	AN/405	Teipe

**WRITTEN COMMUNICATIONS FOR
BUSINESS
BMGR/415**

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

Dates: Jan 7-Feb 11

*Dates: Feb 18-Mar 24

CRN	DAYS	PLACE	INSTR
21768	T/8:30a-11:20a	AN/301	Dunne
20071*	T/6:30p-9:20p	WIL/202	Baltazar

**EARLY CHILDHOOD EDUCATION
CERTIFICATE PROGRAM**



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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the 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 term.
- **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.

Visit careers.noce.edu for more information on:

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

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

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.**

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20201	M/9a-12:20p	AN/108	Sueng
20094	W/6:30p-9:20p	AN/112	Hill-West

CRN 20094 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

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: Jan 6-Mar 23

CRN	DAYS	PLACE	INSTR
20114	M/9a-12:20p	AN/112	Hill-West

CRN 20114 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

Have You Checked Your Class Start Date and Location?

NOCE classes begin at various times throughout the term; be sure to note the specific dates and location of your particular class.

ECE PROGRAM PRINCIPLES AND PRACTICE ECE/108

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

Dates: Jan 6-Mar 18

CRN	DAYS	PLACE	INSTR
20087	MW/6:30p-9:20p	AN/104	Sueng

FAMILY COMMUNITY RELATIONSHIPS ECE/136

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

Dates: Jan 7-Mar 24

CRN	DAYS	PLACE	INSTR
20086	T/6:30p-9:20p	AN/104	Sueng

CHILD HEALTH AND SAFETY ECE/100

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

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
20099	W/9a-11:50a	AN/112	Sueng



ECE PROGRAM: CREATIVE EXPERIENCES ECE/132

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

Dates: Jan 7-Mar 24

CRN	DAYS	PLACE	INSTR
20088	T/6:30p-9:20p	AN/112	Pagalidis

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.



HEARTSAVER PEDIATRIC FIRST AID MEDO/305

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

Dates: Feb 7-Feb 7

CRN	DAYS	PLACE	INSTR	FEE
20103	F/8a-3:30p	AN/108	Staff	\$80

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.

This program will offer whole general electrician curriculum as established by the Department of Industrial Relations – Division of Labor Standards Enforcement. A student who earns the Certificate of Completion for Electrical Technology, will be allowed to register to take the General Electrician's Certification Exam. The California Contractor's License requirements recognize the courses as partial fulfillment of the experience requirements.

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.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the 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 term.
- **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.

Visit careers.noce.edu for more information on:

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

**ELECTRICAL TRADES MATHEMATICS I
ELET/175**

A study of mathematics used in the electrical and construction trades including topics such as arithmetic, fractions, decimals, percents, graphing, measurement, and an introduction to algebra. **Textbook Required.**

Dates: Jan 9-Mar 26

CRN	DAYS	PLACE	INSTR
21799	Th/6p-9:50p	AN/611	Hauck

**ELECTRICAL TRADES MATHEMATICS II
ELET/176**

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

Dates: Jan 7-Mar 24

CRN	DAYS	PLACE	INSTR
21800	T/6p-9:50p	AN/116	Hauck

**ELECTRICAL FUNDAMENTALS I -
RESIDENTIAL
ELET/205**

Prerequisite: ELET 175 Electrical Trades Mathematics I. Co-requisite: Must be taken concurrently with ELET 210 Electrical Laboratory Practices I. This course introduces the student to the elements of basic direct current circuits and residential type construction with an emphasis on wiring principles and basic residential design. The student will perform a "hands on" design of a basic residential blueprint with all components in strict accordance with the requirements of the National Electrical Code.

Dates: Jan 6-Mar 23

CRN	DAYS	PLACE	INSTR
21801	M/6p-9:50p	AN/504	Famolaro

**ELECTRICAL LABORATORY
PRACTICES I
ELET/210**

Co-requisite: Must be taken concurrently with ELET 205 - Electrical Fundamentals I - Residential. This course covers laboratory work associated with the fundamentals of DC electricity, electromagnetism, series, parallel and combination circuits, wiring practices, and hand tools.

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
21802	W/6p-8:50p	AN/504	Famolaro

NOCE NETWORKS

Connect with us! See inside back cover for details.

**WIRING FUNDAMENTALS:
COMMERCIAL
ELET/160**

Prerequisite: ELET 145 *Electricity Fundamentals*. Course provides an overview of the National Electrical Code (NEC) and its application to commercial wiring. Topics include commercial wiring, conduit systems, conductor types and applications, over-current protection, polyphase distribution, system and equipment grounding, and voltage-drop equations and lighting sources in accordance with the NEC. Textbook Required

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
20111	W/6:30p-9:20p	AN/402A	Faessel

Students who have not taken ELET 145, may submit a Course Substitution/Waiver form to the CTE Office on the 5th floor for consideration of a one-time waiver for ELET 145, if they have related work experience and/or education. All submissions must include proof such as a resume, letter from employer, school records, etc.

**FUNERAL SERVICE
ASSISTANT CERTIFICATE**

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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
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- **GRADES:** All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

PROGRAM REMINDERS:

- **GRADING POLICY:** These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the **General Information** section in the back of this schedule for further information.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan.

Visit careers.noce.edu for more information on:

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

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

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

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20109	Th/9a-12:50p	AN/405	Tarango
20118	T/6p-9:50p	AN/312	Kane

**COMMUNICATION SKILLS FOR THE
FUNERAL ASSISTANT
FSRV/110**

Prerequisite: FSRV 100 *Introduction to Funeral Service Practice*. This class will prepare the student to provide support to client families in grief, bereavement, and mourning, and communicate effectively with the public. Topics include an exploration of cultural differences in grief and funeralization practices, as well as the diversity of religious beliefs impacting disposition options. **Textbook Required.**

Dates: Jan 6-Mar 18

CRN	DAYS	PLACE	INSTR
20115	MW/6:30p-9:20p	AN/607	Wright

**FUNERAL SERVICE PRACTICES AND
PROCEDURES I
FSRV/125**

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

Dates: Jan 7-Mar 26

CRN	DAYS	PLACE	INSTR
20116	TTh/6:30p-8:50p	AN/607	Wright

MANAGEMENT CERTIFICATE PROGRAM

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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
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- **GRADES:** All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

PROGRAM REMINDERS:

- **GRADING POLICY:** These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the **General Information** section in the back of this schedule for further information.
- **COUNSELING:** Meet with a counselor to develop your individualized Student Educational Plan.

Visit careers.noce.edu for more information on:

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

ELEMENTS OF SUPERVISION BMGR/410

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

Dates: Jan 9-Feb 13

CRN	DAYS	PLACE	INSTR
20070	Th/8:30a-11:20a	Walter Knott	Baltazar

CRN 20213 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

MANAGEMENT SKILLS I BMGR/412

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

Dates: Jan 9-Feb 13

CRN	DAYS	PLACE	INSTR
20319	Th/6:30p-9:20p	WIL/202	Baltazar

Need Assistance or Guidance? Call the Counseling Office

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

Anaheim Campus: 714.808.4682

Cypress Center: 714.484.7440

Wilshire Center: 714.992.9565

MANAGEMENT SKILLS II BMGR/610

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

Dates: Feb 20-Mar 26

CRN	DAYS	PLACE	INSTR
20320	Th/6:30p-9:20p	WIL/202	Baltazar

WRITTEN COMMUNICATIONS FOR BUSINESS BMGR/415

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

Dates: Jan 7-Feb 11

*Dates: Feb 18-Mar 24

CRN	DAYS	PLACE	INSTR
21768	T/8:30a-11:20a	AN/301	Dunne
20071*	T/6:30p-9:20p	WIL/202	Baltazar

SUCCESSFUL NEGOTIATIONS BMGR/421

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

Dates: Jan 7-Feb 11

CRN	DAYS	PLACE	INSTR
20197	T/9:30a-12:20p	Walter Knott	Berry

NOCE NETWORKS



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**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 operation of these laws from the perspectives of both the employer and employee.

Dates: Jan 15-Feb 18

CRN	DAYS	PLACE	INSTR
21769	W/6:30p-9:20p	WIL/202	Berry



**MARKETING PRINCIPLES
BMGR/430**

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

Dates: Feb 20-Mar 26

CRN	DAYS	PLACE	INSTR
20198	Th/8:30a-11:20a	Walter Knott	Baltazar

CRN 20198 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.



**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: Feb 18-Mar 24

CRN	DAYS	PLACE	INSTR
20196	T/8:30a-11:20a	Walter Knott	Dunne

CRN 20196 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

**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.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
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- **All Medical Assistant Certificate students are required to purchase and wear blue scrubs for all classes.**

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.

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

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

INTRODUCTION TO MEDICAL ASSISTING MEDO/260

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20081	M/9a-12:50p	AN/611	Oo
20200	Th/6p-9:50p	AN/108	Murray
20092	W/6p-9:50p	AN/108	Kane

CRN 20081 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

MEDICAL TERMINOLOGY MEOC/104

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20110	T/9a-12:50p	AN/611	Tarango
20082	M/5:45p-9:50p	AN/106	Wiley
20117	T/6p-9:50p	AN/611	Smith

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noce.edu/textbooks
 For store choice: "Anaheim Campus Store"
 and then select the term.

INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS MEOC/210

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20109	Th/9a-12:50p	AN/405	Tarango
20118	T/6p-9:50p	AN/312	Kane

MEDICAL ASSISTING: FRONT OFFICE MEDO/115

Prerequisite: MEDO 260 *Introduction of Medical Assisting and COMP 685 Beginning Keyboarding.* This course introduces students to medical office procedures in preparation for entry-level positions in the front office or reception area of a medical facility. These include medical data entry. Students review reception techniques, patient records and insurance forms. Keyboarding experience advised. Textbook Required

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20083	W/12:30p-3:20p	AN/403	Oo
20158	Th/6:30p-9:20p	AN/403	Echolds

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

Prerequisite: COMP 100 *Introduction to Computers or MS 104 Introduction to Windows Operating System and keyboard competency of 30 wpm.* An overview of outpatient medical insurance billing in preparing students for entry-level positions. Students review theory and practice data entry for private, Blue Cross/BlueShield, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. CPT and ICD-9 coding covered. Medical billing software utilized in computer lab. Keyboarding experience advised. Textbook Required

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20084	TTh/12:30p-3:20p	AN/403	Echolds
20090	MW/6:30p-9:35p	AN/403	Bacon

Students may also meet the computer requirement by passing MEOC 210: Introduction to Computers for Healthcare Workers. Please visit the CTE Office on the 5th floor to submit a Course Substitution Request Form

MEDICAL ASSISTING: BACK OFFICE PROCEDURES I MEDO/235

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20093	TTh/12:30p-3:35p	AN/510	Oo
20152	MW/6:30p-9:50p	AN/510	Uy

CRN 20093 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

MEDICAL ASSISTING: BACK OFFICE PROCEDURES II MEDO/240

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20108	TTh/9a-12:05p	AN/510	Oo
20153	MW/9a-12:20p	AN/510	Kane
20147	T/6:30p-9:50p Th/7p-9:50p	AN/510	Bacon

CRN 20108 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

PHARMACY TECHNICIAN CERTIFICATE PROGRAM



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.**

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.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the 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 term.
- **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.

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

INTRODUCTION TO PHARMACY TECHNICIAN MEOC/130

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

Dates: Jan 6-Mar 18

CRN	DAYS	PLACE	INSTR
20072	MW/6:30p-9:20p	AN/611	Dunne

CRN 20072 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 22 for more information.

MEDICAL TERMINOLOGY MEOC/104

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20110	T/9a-12:50p	AN/611	Tarango
20082	M/5:45p-9:50p	AN/106	Wiley
20117	T/6p-9:50p	AN/611	Smith



PHARMACOLOGY I MEOC/121

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

Dates: Jan 7-Feb 13

CRN	DAYS	PLACE	INSTR
20074	TTh/6:30p-9:20p	AN/106	Shields

PHARMACOLOGY II MEOC/122

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

Dates: Feb 18-Mar 26

CRN	DAYS	PLACE	INSTR
20075	TTh/6:30p-9:20p	AN/106	Shields

**PHARMACEUTICAL MATHEMATICS
MEOC/140**

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

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
20076	W/6:30p-9:20p	AN/106	Shields

Need Help with Math?

Support is available at the

Anaheim Campus Learning Center, Room 138,
including help with coursework and math.

Visit Anaheim Campus Learning Center for details.

**PHARMACY OPERATIONS LAB
MEDO/230**

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

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
20078	W/9a-11:50a	AN/408	Dunne

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

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

Dates: Jan 6-Mar 23

CRN	DAYS	PLACE	INSTR
20077	M/6:30p-9:50p	AN/108	Shields

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

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
20097	M/9a-12:50p	AN/408	Shields
20079	Th/6p-9:50p	AN/408	Dunne

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

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

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
20080	W/6p-9:50p	AN/408	Pham



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

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

Dates: Jan 7-Mar 24

CRN	DAYS	PLACE	INSTR
20100	T/6:30p-8:20p	AN/108	Dunne

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

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

Dates: Jan 7-Mar 24

CRN	DAYS	PLACE	INSTR
20101	T/6:30p-8:20p	AN/108	Dunne

QUALITY ASSURANCE MANAGEMENT CERTIFICATE FOR MEDICAL DEVICES

Students who complete the certificate will be prepared to obtain an entry-level position in quality assurance within the medical device industry. Topics covered include regulatory agencies and laws pertaining to the medical device industry; introduction to the medical device industry and trends in the field; document control and database management; quality assurance concepts for medical device manufacturing; technical writing; the quality audit process; and employability skills. Upon successful program completion, students will have the skills required of positions in the medical device industry such as quality assurance specialist, quality compliance specialist, and quality systems auditor. This certificate will also benefit incumbent workers seeking promotional opportunities within the industry.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the 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 term.
- **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.

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 Quality Assurance Management for Medical Devices Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915, visit our website at careers.noce.edu or e-mail careers@noce.edu



INTRODUCTION TO MEDICAL DEVICE QUALITY ASSURANCE BMGR/645

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

Dates: Jan 6-Mar 23

CRN	DAYS	PLACE	INSTR
20195	M/6:30p-9:50p	AN/610	Vu

STUDENT SUCCESS SPOTLIGHT: Mohammed Jamal



Mohammed Jamal was a physician in his home country of Syria and also practiced medicine in Saudi Arabia. He was highly credentialed

and well known in nutritional medicine. But, as a father of three, Mohammed had to make a very difficult decision. He decided to leave his practice and country and move both he and his family to the United States. He longed to provide better opportunities for his children where they would not have to experience war. After enrolling at NOCE, Mohammed first started taking English as a second language classes and quickly transitioned into the Career Technical Education's Medical Assistant Certificate Program. According to his instructor **Jennifer Oo**, "Mohammed is very positive and works extremely hard to improve both his English and medical skills on a daily basis." His goal is to one day practice medicine in the United States. Congratulations, Mohammed!

DISABILITY SUPPORT SERVICES



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

DSS Certificates

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

DSS Programs

- **ARISE Lab** – Academics, Relationships, Independence, Self-Advocacy, and Emotional Health
- **C2C** – College to Career
- **IVES** – Independent Vocational Educational Support Program
- **Mobility Skills Training** or **JARC** - Job Access and Return Commute
- **NOCRC** – North Orange County Regional Consortium's, DSS Work Group
- **WISE** – Work Independence Self Advocacy Education
- **Workability III** – Job skills training

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

COMMUNITY RESOURCES

DSPS/129

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

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Feb 14

CRN	DAYS	PLACE	INSTR
21822	T/9a-2:50p	CYP18/118	Cunningham
20234	F/9a-2:50p	WIL/201	Stanojkovic

INTRODUCTION TO BASIC WORD PROCESSING

DSPS/412

Designed for individuals with disabilities, this course teaches the basic introduction to word processing.

Dates: Jan 6-Mar 25; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
20226	MW/12:30p-2:50p	CYPTE2/200	Van Gelder

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



For more information, contact Disability Support Services at 714.484.7057.

INTERMEDIATE ELECTRONIC MAIL

DSPS/422

Designed for individuals with disabilities, this course provides training in the use of the Internet and operation of e-mail accounts.

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
20238	TTTh/9a-11:20a	AN/308	Staff
20245	MW/9a-11:20a	WIL/110	Breen
20225	TTTh/12:30p-2:50p	CYPTE2/200	Van Gelder

LIVING MORE INDEPENDENTLY:

APARTMENT LIVING

DSPS/332

Students with disabilities will explore moving into their first apartment and responsibilities of maintaining a home. Topics will include identifying needed furnishings and supplies, basic house cleaning, and safe use and storage of cleaning products. Students will also be required to practice house cleaning tasks.

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
20221	MW/9a-11:20a	CYPTE2/223	Cunningham
21829	MW/9a-11:20a	AN/118	Paul
20249	TTTh/12:30p-2:50p	WIL/TBD	Garza

**RELATIONSHIPS: BUILDING AND MAINTAINING HEALTHY RELATIONSHIPS
DSPS/472**

This course is designed to give students with disabilities an overview of appropriate interactions for building and maintaining healthy friendships and romantic relationships, using a variety of basic skills.

Dates: Jan 6-Mar 25; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
21826	MW/9a-11:20a	WIL/201	Ferrier

**HUMAN SEXUALITY: SEXUAL EXPRESSION, REPRODUCTION, AND BIRTH CONTROL
DSPS/482**

This course is designed to give students with disabilities an overview of the basic human sexuality concepts of sexual expression, reproduction, birth control, and sexual health, in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills.

Dates: Jan 6-Mar 25; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
21830	MW/12:30p-2:50p	AN/610	Ferrier

**PHOTOSHOP ELEMENTS: INTRODUCTION FOR STUDENTS WITH DISABILITIES
DSPS/537**

Designed for individuals with developmental or learning disabilities wanting to increase their basic knowledge of Photoshop Elements.

Dates: Jan 6-Mar 29; nc Feb 14

CRN	DAYS	PLACE	INSTR
20219	F/9a-2:50p	CYPTE2/200	Van Gelder

**INDEPENDENT LIVING SKILLS: MONEY SKILLS
DSPS/562**

This class is designed to teach adults with developmental and intellectual disabilities how to count money and pay bills safely and correctly.

Dates: Jan 6-Mar 27; nc Jan 20, Feb 14, Feb 17

CRN	DAYS	PLACE	INSTR
21872	MTWThF/9a-2:20p	WIL/207	Reeves Breen

**BASIC READING COMPREHENSION & WRITING FOR STUDENTS WITH DISABILITIES
DSPS/382**

This course is the second in a series of three courses designed for adult students with disabilities to increase their reading comprehension and writing skills.

Dates: Jan 7-Mar 26

CRN	DAYS	PLACE	INSTR
20241	TTh/9a-11:20a	WIL/201	Ferrier
20214	TTh/9a-11:20a	CYPTE2/223	Sorooshian-Tafti

**WORKPLACE TRAINING: EXCEPTIONAL EMPLOYEE FOR STUDENTS WITH DISABILITIES
DSPS/329**

This is a lecture and lab course designed to provide students who have disabilities with hands-on training in basic janitorial tasks that may be expected of them in entry-level employment. Lecture topics include on-the-job behavior and attitude for potential pay raise and/or promotion.

Dates: Jan 7-Mar 26

CRN	DAYS	PLACE	INSTR
21828	TTh/12:30p-2:50p	WIL/201	Stanojkovic

**SMART SHOPPING AND SAVING MONEY IN THE COMMUNITY
DSPS/432**

A course designed for students with developmental or learning disabilities to learn how to save money by shopping smartly. Students will learn how to use comparison techniques, unit pricing, coupons, and online deals to find the best bargain.

Dates: Jan 6-Mar 25; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
20224	MW/12:30p-2:50p	CYP18/107	Garza

**BASIC COOKING: INTERMEDIATE SKILLS FOR STUDENTS WITH DISABILITIES
DSPS/452**

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

Dates: Jan 7-Mar 26

CRN	DAYS	PLACE	INSTR
20244	TTh/9a-11:20a	WIL/207	Stanojkovic
20215	TTh/9a-11:20a	CYP18/107	Tse

**SOCIAL SKILLS: CONFLICT MANAGEMENT AND RESOLUTION BASICS
DSPS/462**

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

Dates: Jan 6-Mar 25; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
20220	MW/9a-11:20a	CYP18/107	Pietrzak
20304	MW/12:30p-2:50p	AN/308	Paul
20242	MW/12:30p-2:50p	WIL/201	Tse

**INTERVIEWING & PROFESSIONAL COMMUNICATION
DSPS/494**

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

Dates: Jan 7-Mar 26

CRN	DAYS	PLACE	INSTR
20236	TTh/9a-11:20a	AN/118	Garza

NOCE NETWORKS



Connect with us! See inside back cover for details.

INTERPERSONAL RELATIONSHIPS FOR STUDENTS WITH DISABILITIES DSPS/522

This course provides students with developmental disabilities with the knowledge and skills to have safe and healthy interpersonal relationships. Topics in the course include personal values, making choices, dating and sexual relationships.

Dates: Jan 6-Mar 25; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
21821	MW/12:30p-2:50p	CYPTE2/223	Cunningham

ADVOCATING FOR LIFE AND VOCATIONAL GOALS DSPS/362

This course provides students with disabilities with knowledge, skills and resources to make decisions and communicate needs for determining their own life and vocational path. Students will learn about disabilities and adaptive skills to mitigate personal disabilities. Students will learn and practice effective communication techniques.

Dates: Jan 7-Mar 26

CRN	DAYS	PLACE	INSTR
20223	TTh/9a-11:20a	CYPTE2/200	Van Gelder
20230	TTh/12:30p-2:50p	AN/118	Calsita

PAYING BILLS DSPS/275

A quick paced course designed to provide students with disabilities with basic money management skills including use of an ATM and bill paying.

Dates: Jan 6-Mar 25; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
20217	MW/9a-11:20a	CYPTE2/200	Van Gelder
20237	MW/9a-11:20a	AN/610	Tse
21827	MW/12:30p-2:50p	WIL/110	Yago



LANDING A JOB DSPS/280

This course is designed to introduce students with disabilities to filling-out and submitting both written and online job applications. This course will also introduce students to effective job interview preparation, technique and attire.

Dates: Jan 7-Mar 26

CRN	DAYS	PLACE	INSTR
21831	TTh/12:30p-2:50p	AN/610	Yago
20227	TTh/12:30p-2:50p	CYPTE2/223	Sorooshian-Tafti

INDEPENDENT LIVING SKILLS: SAFETY SKILLS DSPS/572

This class is designed to teach adults with developmental and intellectual disabilities to improve their personal safety at home.

Dates: Jan 6-Mar 27; nc Jan 20, Feb 14, Feb 17

CRN	DAYS	PLACE	INSTR
21823	MTWThF/9a-2:20p	CYP18/103	Brown Pietrzak

DSS Off-Site Class Locations

CRN	LOCATION
21871	Westview
21847	WATRC
21844	Braille
21845	Braille
21849	My Day Counts

Having academic difficulties? Meet with a Learning Disability Specialist.

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

Call Disability Support Services at 714.484.7057 to schedule an appointment.

ARISE LAB

Academics ♦ Relationships
Independence
Self-Advocacy ♦ Emotional Health



**No Appointment Needed!
Walk-ins Always Welcomed!**

- De-stress
- Get advice
- Learn to relax
- Learn to organize
- Be ready for class
- Join our social groups

For more information, please contact the ARISE Lab at **714.808.4931** or arise@noce.edu

Anaheim Campus

ARISE Lab, Room 404
Monday - Friday
8 am - 4 pm

Cypress Center

NOCE Building 18, Rm 200
Please call or e-mail for availability.

Wilshire Center

Building-200, Room 203
Please call or e-mail for availability.

ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

- All students are required to take a placement test upon entering ESL Program courses; placement test results are valid for six months after the students' last class attendance.
- ESL Program classes fill up each term — be first to register!
- You may be placed onto a waiting list until space is available.
- Student orientation is **MANDATORY** for **ALL STUDENTS**.

714.808.4638

Parking: If you are driving, you will need to purchase a one-day (\$3.00) parking permit.

STEPS TO REGISTER

STEP 1: APPLY FOR AN NOCE STUDENT ACCESS CARD

Students must have a Banner ID number before they can take the ESL placement test. Students can apply for their Banner ID number at the Admissions and Registration office prior to the day of the ESL placement test. The application process for your Banner ID number could take 30 – 45 minutes to complete, so students should refer to Admissions and Registration office hours and plan accordingly.

STEP 2: SELECT ANY CAMPUS AND TEST TIME:

- Please arrive 15 minutes before the test as all testing will begin promptly at the scheduled time.
- Registration process takes approximately two hours.
- Latecomers will NOT be admitted to the assessment session.
- Students arriving late will be directed to another session date and time.

SPACE IS LIMITED.

LOCATION:	<u>ANAHEIM CAMPUS</u> <u>ROOM 709 (7TH FLOOR)</u> 1830 W. ROMNEYA DRIVE ANAHEIM, CA 92801	<u>CYPRESS CENTER</u> <u>TE2, ROOM 203 (BLDG 12)</u> 9200 VALLEY VIEW STREET CYPRESS, CA 90630	<u>WILSHIRE CENTER</u> <u>BLDG 200, ROOM 202</u> 315 E. WILSHIRE AVENUE FULLERTON, CA 92832
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DATES FOR WINTER 2020:	Thursday, January 2 Tuesday, January 14 Tuesday, February 11 Tuesday, February 25 Tuesday, March 10 Tuesday, March 24	Tuesday, January 7 Tuesday, January 14 Tuesday, February 18 Tuesday, February 25 Tuesday, March 3 Tuesday, March 10	Tuesday, January 7 Tuesday, January 14 Tuesday, January 21 Tuesday, February 18 Tuesday, February 25 Tuesday, March 3 Tuesday, March 10
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HOURS:	9 a.m. ♦ 11 a.m. 1 p.m. ♦ 5 p.m. ♦ 7 p.m.	8:30 a.m. ♦ 10:30 a.m. 5 p.m. ♦ 7 p.m.	8:30 a.m. ♦ 10:30 a.m. 5 p.m. ♦ 7 p.m.
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ENGLISH AS A SECOND LANGUAGE CLASSES

SIX LEVELS OF ENGLISH INSTRUCTION:

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

CAMPUS SCHEDULES:

Anaheim Campus and NOCE Cypress Center

8 a.m. to 11:20 a.m.
6 p.m. to 9:20 p.m.

NOCE Wilshire Center

8:30 a.m. to 11:50 a.m.
6 p.m. to 9:20 p.m.

ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

- Se requiere que todos los estudiantes tomen el examen de ubicación para entrar a las clases de ESL. El resultado del examen es válido por seis meses a partir del último día que asistió a clase.
- Las clases de ESL se llenan cada trimestre. ¡Sea el primero en registrarse!
- Puede ser colocado en una lista de espera hasta que haya espacio disponible.
- La orientación del estudiante es **OBLIGATORIA para TODOS LOS ESTUDIANTES.**

714.808.4638 Hablamos español

ESTACIONAMIENTO:

Si usted está manejando necesita tener un permiso de estacionamiento por un día (\$3.00)

PASOS PARA INSCRIBIRSE

Paso 1: APLIQUE PARA UNA TARJETA DE ACCESO ESTUDIANTIL

Los estudiantes deben tener un Banner ID (número de identificación de Banner) **antes** de poder tomar la prueba de colocación de ESL. Pueden solicitar el Banner ID en la oficina de Admisión y Registro antes del día de la prueba de colocación de ESL. El proceso de solicitud para su Banner ID podría tardar entre 30 a 45 minutos en completar. Los estudiantes deben consultar las horas de la oficina de Admisión y Registro y planear acordermente.

Paso 2: SELECCIONE CUALQUIER NOCE CENTER Y LA HORA A LA QUE DESEA ASISTIR:

- Por favor llegue 15 minutos antes del examen ya que todas las pruebas comenzarán puntualmente a la hora programada.
- El proceso de registración toma aproximadamente dos horas.
- Los que lleguen tarde NO serán admitidos en la sesión de evaluación.
- Los estudiantes que lleguen tarde serán referidos a otra fecha y hora.
- **ESPACIO LIMITADO.**

LUGAR:	ANAHEIM CAMPUS SALON 709 (7TH FLOOR)	CYPRESS CENTER TE2 SALON 203 (BLDG 12)	WILSHIRE CENTER BLDG 200, SALON 202
	1830 W. ROMNEYA DRIVE ANAHEIM, CA 92801	9200 VALLEY VIEW STREET CYPRESS, CA 90630	315 E. WILSHIRE AVENUE FULLERTON, CA 92832
FECHAS PARA INVIERNO 2019:	Jueves, Enero 2 Martes, Enero 14 Martes, Febrero 11 Martes, Febrero 25 Martes, Marzo 10 Martes, Marzo 24	Martes, Enero 7 Martes, Enero 14 Martes, Febrero 18 Martes, Febrero 25 Martes, Marzo 3 Martes, Marzo 10	Martes, Enero 7 Martes, Enero 14 Martes, Enero 21 Martes, Febrero 18 Martes, Febrero 25 Martes, Marzo 3 Martes, Marzo 10
HORAS:	9 a.m. ♦ 11 a.m. 1 p.m. ♦ 5 p.m. ♦ 7 p.m.	8:30 a.m. ♦ 10:30 a.m. 5 p.m. ♦ 7 p.m.	8:30 a.m. ♦ 10:30 a.m. 5 p.m. ♦ 7 p.m.



Cada día cuenta en NOCE

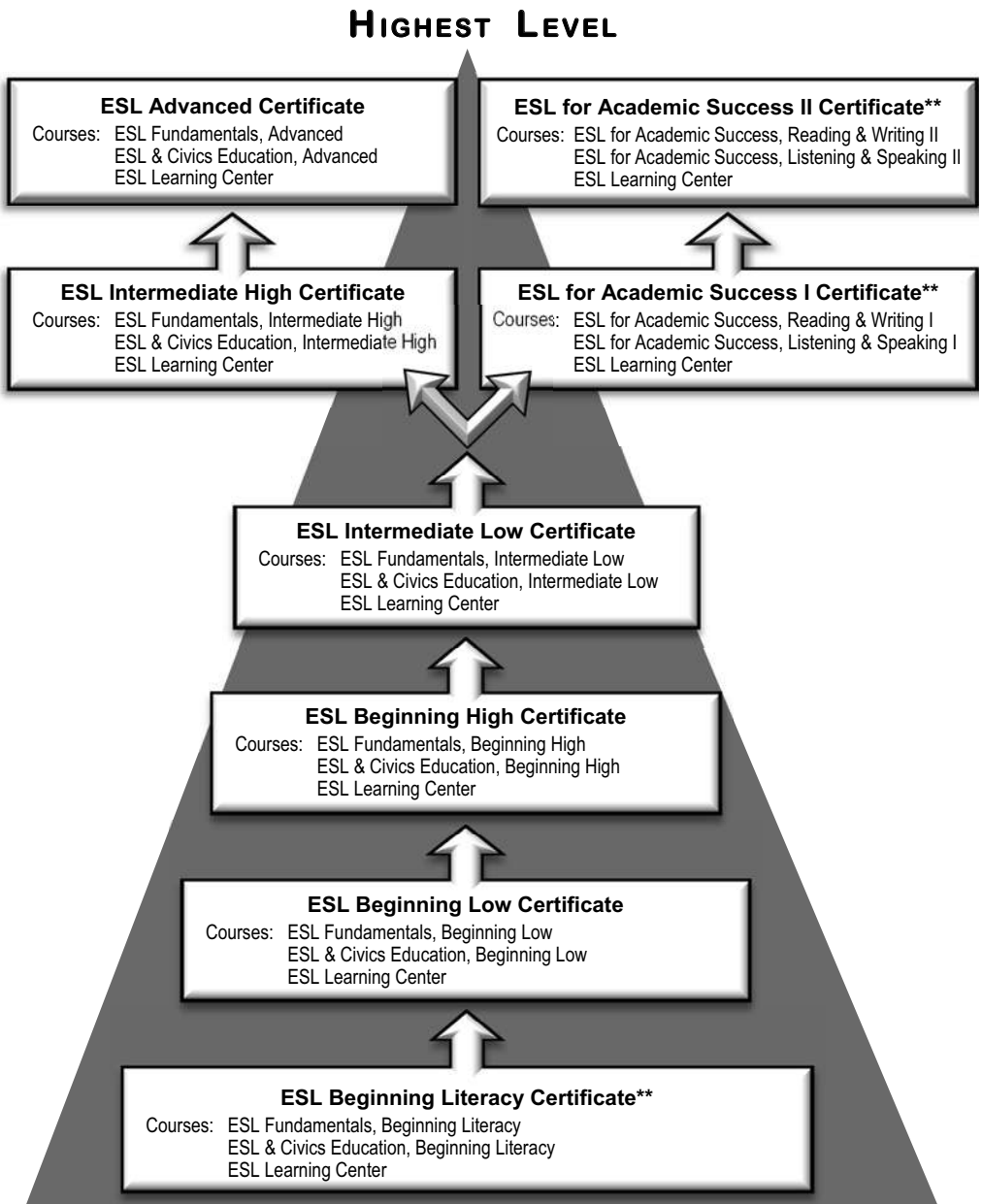
Asistir a cada reunión de clase es importante para todos los estudiantes de NOCE.

Su asistencia está directamente relacionada en cómo NOCE recibe los fondos para ofrecer sus clases. Su constante asistencia también le ayudará a alcanzar sus metas.

¡NOS VEMOS EN CLASE!

ESL CERTIFICATE PROGRAM

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. Each certificate consists of three courses; when the students complete all three courses successfully, they will earn a certificate for that level. Once the students complete a level, they can move to the next level in the sequence. The ESL Program also offers ESL for Academic Success certificates designed for students at higher levels who wish to transfer to a college or university and continue their education. These classes focus on strengthening English skills for success in an academic setting.



***Pending State Approval*

ESL Learning Center

The ESL Learning Center offers opportunities to practice English through various instructional media. ESL Program students can:

- Practice English through learning software/interactive online programs.
- Join teacher-directed workshops on various topics such as an e-mail account, MS Word, and PowerPoint.
- Work on their conversation skills, grammar skills, reading comprehension, and other skills.

ESL faculty are available to assist students with homework, individual, and group tutoring during instructional hours listed.

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 ESL Civics are also part of the instruction.

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Jan 20, Feb 14, Feb 17

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21111	MW/10:30a-2:30p	AN/121
	MW/4p-5p	AN/119
	TTh/10:30a-2p	AN/121
	F/8a-12p	AN/121

CYPRESS CENTER		
21110	MW/11:30a-2:30p	CC/TBA
	TTh/11:30a-2p	
21724	MTWTh/10:30a-11:30a	WKC/16

WILSHIRE CENTER		
21164	MW/7:30a-12p	WIL/214
	TTh/8:30a-1:30p	

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.

Citizenship

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.

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Feb 14

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
20013	TTh/11:30a-1:50p	AN/410
20002	TTh/6p-8:20p	AN/118
CYPRESS CENTER		
20012	F/9a-11:50a	CYPTE2/201

ESL Academic Success



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

Prerequisite: ESLA 500 ESL Intermediate High or ESLA 1060 ESL for Academic Success: Reading and Writing I. Acquire reading, writing, note-taking, test-taking, critical thinking, and computer skills necessary for academic success in college, high school, GED, or career technical education programs. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For advanced level ESL students.

Dates: Jan 6-Mar 26; nc Jan 20, Feb 17

CRN	DAYS	PLACE
21719	MTWTh/8a-10:20a	AN/116
21887	MTWTh/1:30p-3:50p	AN/119



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

NEW!

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

Dates: Jan 6-Mar 26; nc Jan 20, Feb 17

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21721	MTWTh/10:30a-12:50p	AN/119
CYPRESS CENTER		
21723	MTWTh/8a-10:20a	WKC/16
WILSHIRE CENTER		
21889	MTWTh/8a-10:50a	WIL/203

ESL Specialty Classes

**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.

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Jan 20, Feb 14, Feb 17

CRN	DAYS	PLACE
20003	MW/11:30a-12:50p	AN/106
21888	TTh/9a-10:20a	AN/119
20020	F/8a-10:50a	AN/106
20043	F/6p-8:50p	AN/104
21720	F/6p-8:50p	AN/112

CYPRESS CENTER

20007	F/11a-1:50p	CYPTE2/219
20273	MW/11:30a-12:50p	CYPTE2/219
20019	MW/11:30a-12:50p	CYPTE2/221

WILSHIRE CENTER

20041	F/8a-10:50a	WIL/203
20004	MW/12p-1:20p	WIL/203

**WRITING/READING
ESLA/810**

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

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Feb 14

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
20009	TTh/11:30a-12:50p	AN/106
20044	F/6p-8:50p	AN/106

CYPRESS CENTER

20010	F/8a-10:50a	CYPTE2/219
20039	TTh/11:30a-12:50p	CYPTE2/219

**INTERMEDIATE GRAMMAR REVIEW
ESLA/813**

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

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Jan 20, Feb 14, Feb 17

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
20042	F/11a-1:50p	AN/106
21722	MW/11:30a-12:50p	AN/110

CYPRESS CENTER

20040	TTh/11:30a-12:50p	CYPTE2/217
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WILSHIRE CENTER

20022	TTh/12p-1:20p	WIL/217
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**COMPUTER SKILLS FOR ESL -
BEGINNING
ESLA/801**

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

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Feb 14

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
20005	F/8a-10:50a	AN/313
CYPRESS CENTER		
20016	F/8a-10:50a	CYPTE2/221
WILSHIRE CENTER		
20309	F/8a-10:50a	WIL/214

**CalWORKs Programs at
Cypress College & Fullerton College**

Serving NOCE, Cypress & Fullerton College Students

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

CYPRESS COLLEGE CALWORKS

Cypress College, CC Complex, Room 201 ♦ 714.484.7237

FULLERTON COLLEGE CALWORKS

315 N. Pomona, Fullerton ♦ 714.992.7101

**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.

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Feb 14

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
20023	F/11:00a-1:50a	AN/313
WILSHIRE CENTER		
21725	F/8:30a-11:30a	WIL/214

NOCE NETWORKS



Connect with us! See inside back cover for details.

ESL Off-Site Classes

FAMILY LITERACY ESLA/120

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

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Jan 20, Feb 14, Feb 17

CRN	DAYS	PLACE	INSTR
ANAHEIM HIGH SCHOOL DISTRICT			
21728	MTWTh/6p-8:50p	Ball Junior High	
ANAHEIM SCHOOL DISTR MULTI TRI			
20025	MTWTh/5p-7:50p	Thomas Edison Elementary	
BUENA PARK SCHOOL DISTRICT			
20324	MTWTh/8:30a-11:20a	Whitaker Elementary	
20026	MTWTh/6p-8:50p	Whitaker Elementary	
FULLERTON SCHOOL DISTRICT			
20028	MTWTh/8:30a-11:20a	Pacific Drive Elementary	
21825	MTWTh/8:15a-11:05a	Richman Elementary	
LA HABRA SCHOOL DISTRICT			
20031	MTWTh/6p-8:50p	Washington Middle School	
MAGNOLIA SCHOOL DISTRICT			
20032	MTWTh/8:30a-11:20a	Albert Schweitzer Elementary	
20298	MTWTh/7:45a-10:35a	M L Maxwell Elementary	
PLACENTIA/YORBA LINDA SCHOOL DISTRICT			
20033	MTWTh/8:30a-11:20a	Melrose Elementary School	
20034	MTWTh/8:30a-11:20a	Ruby Drive Elementary School	
20035	MTWTh/8:30a-11:20a	Rio Vista Elementary School	
20036	MTWTh/8:30a-11:20a	Topaz Elementary	
20037	MTWTh/6p-8:50p	Ruby Drive Elementary School	

Have You Checked Your Class Start Date and Location?

NOCE classes begin at various times throughout the term; be sure to note the specific dates and location of your particular class.

ESL MULTILEVEL ESLA/110

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

Dates: Jan 6-Mar 26

CRN	DAYS	PLACE
20015	MTWTh/8:20a-11:55a	Access California Services
21742	MTWTh/8:30a-10:50a	Brea Comm Ctr
20017	MTWTh/8:30a-10:50a	Brea Comm Ctr
20001	MTWTh/8a-10:50a	First Christian Church Anaheim
20008	MTWTh/9a-11:20a	Ponderosa Park Family Resource
20011	MTWTh/8a-10:50a	St Boniface Church

Programa de CalWORKs de los Colegios de Cypress y Fullerton

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

PARA MÁS INFORMACION LLAMEN:

Colegio de Cypress: 714.484.7237

Colegio de Fullerton: 714.992.7101



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: Jan 6-Mar 26

CRN	DAYS	PLACE
21743	MTWTh/8a-10:50a	Higher Ground Youth Family Service

Cada día cuenta en NOCE



Asistir a cada reunión de clase es importante para todos los estudiantes de NOCE.

Su asistencia está directamente relacionada en cómo NOCE recibe los fondos para ofrecer sus clases. Su constante asistencia también le ayudará a alcanzar sus metas.

¡NOS VEMOS EN CLASE!

MATURE DRIVER CLASSES

EMERITUS PROGRAM



For more information about the Mature Driver classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909 or visit our website at noce.edu/emmeritus

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

Anaheim Senior Center
250 East Center St., Anaheim - 714.765.4510
January 11, February 1, and March 7, 2020

Brea Senior Center
500 South Sievers Ave., Brea - 714.990.7750
February 12 & 13, 2020

Buena Park Senior Center
8150 Knott Ave., Buena Park - 714.236.3870
January 27 & 28, February 24 & 25, and March 23 & 24, 2020

Cypress Senior Center
9031 Grindlay St., Cypress - 714.229.2005
January 8 & 9, and March 4 & 5, 2020

Fullerton Senior Center
340 W Commonwealth Ave., Fullerton - 714.738.6353
January 15 & 16, 2020

La Habra Senior Center
101 W. La Habra Blvd., La Habra - 562.905.9748
January 18, February 8, and March 21, 2020

Yorba Linda Senior Center
4501 Casa Loma Dr., Yorba Linda - 714.961.7181
January 22 & 23, February 19 & 20, and March 18 & 19, 2020

NOCE NETWORKS



Connect with us! See inside back cover for details.

For more information about the Emeritus Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909 or visit our website at noce.edu/emmeritus

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

Communication

CREATIVE WRITING FOR SENIORS ABE/240

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
21237	T/1p-2:50p	Cypress Sr Citizen Ctr	French
21236	W/1p-2:50p	West Anaheim Sr Prog	French
21238	T/6:30p-8:20p	Morningside of Fullerton	Edwards
21671	W/4:30p-6:20p	Buena Park Senior Ctr	McFall

Boost your computer skills!

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



See page 25 for more information.

JOURNEY BACK INTO TIME FOR OLDER ADULTS ENCO/501

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

Starts week of 1/6/2020, ends week of 3/23/2020; nc Jan 20, Feb 14, Feb 17

CRN	DAYS	PLACE	INSTR
21103	M/1p-2:50p	Morningside of Fullerton	Small
21551	M/2p-3:50p	W Anah Extended Care Hospital	Miller
21104	T/1p-2:50p	La Habra Villa	Small
21105	W/2:30p-4:20p	Brookdale Anaheim	Small
21322	Th/2:30p-4:20p	Katella Sr Living Community	Fischer
21692	F/1p-2:50p	New Horizon	Miller

**SENIOR TOPICS FOR OLDER ADULTS
EDEN/100**

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 3/23/2020; nc Jan 20, Feb 14, Feb 17			
21123	W/9:30a-11:20a	Brookdale Anaheim	Jenkins Orr
21556	M/9:30a-11:20a	Brookdale Anaheim	Lange-Goldstein
21029	F/2:30p-4:20p	Brookdale Anaheim	Gomes
21267	M/9:30a-11:20a	Brookdale-Yorba Linda	Powell
21137	F/9:45a-11:35a	Brookdale-Yorba Linda	Gable
21468	F/10:30a-12:20p	Buena Park Senior Ctr	Lange-Goldstein
21280	T/1:30p-3:20p	Cambridge Court	Harris
21450	Th/12p-1:50p	Cottage of Artesia Gardens	Fischer
21448	T/3p-4:50p	Coventry Court Health Center	Reutzel
21287	M/9:30a-11:20a	Crescendo Senior Living of Pl	Reutzel
21660	T/12:30p-2:20p	Crescendo Senior Living of Pl	Reutzel
21324	T/9a-10:50a	Cypress Sr Citizen Ctr	Heins
21296	W/8:45a-10:35a	Emerald Court	Fischer
21661	W/1:30p-3:20p	Fullerton Community Center	Lange-Goldstein
21329	F/10a-11:50a	Karnton Residential Care Ctr	Hertogh
21619	M/1:30p-3:20p	Karnton Residential Care Ctr	Reutzel
21471	W/2:30p-4:20p	Katella Sr Living Community	Fischer
21129	T/3p-4:50p	Katella Sr Living Community	Gomes
21676	W/9:30a-11:20a	Yorba Linda Sr Ctr	Lange-Goldstein
21302	W/10a-11:50a	La Habra Villa	Edwards
21030	F/1p-2:50p	La Habra Villa	Gable
21268	T/12:30p-2:20p	New Horizon	Jenkins Orr
21644	F/2:30p-4:20p	Orangegrove Rehab Hospital	Kim
21266	M/1p-2:50p	Park Regency Ret Res	Gable
21293	F/9:30a-11:20a	Park Vista Assisted Living	Powell
21320	W/1p-2:50p	Park Vista Assisted Living	Henan
21301	T/1:30p-3:20p	Park Vista Assisted Living	Dunnam
21342	Th/2p-3:50p	Park Vista Assisted Living	Gomes
21606	Th/4p-5:50p	Park Vista Assisted Living	Johnson
21271	T/9:30a-11:20a	Sunrise Assisted Living at YL	Powell
21583	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Gomes
21332	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
21298	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
21107	Th/1:30p-3:20p	Whitten Heights	Jenkins Orr

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.

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Jan 18, Jan 20, Feb 15, Feb 17

CRN	DAYS	PLACE	INSTR
21621	M/9a-10:50a	Windsor Gardens of Fullerton	Ngo
21451	W/9:30a-11:20a	Rehab Institute So Ca	Solis
21475	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Ngo
21235	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
21562	T/9:30a-11:20a	Whitten Heights	Trapani
21628	M/9:30a-11:20a	Health Center of Orange County	Trapani
21662	Th/10a-11:50a	Brookdale-Garden Manor	Thakkar
21560	Th/1p-2:50p	Anaheim VIP Ctr	Trapani
21577	M/1p-2:50p	Anaheim VIP Ctr	Thakkar
21640	M/1:30p-3:20p	Orangegrove Rehab Hospital	Trapani
21548	T/2p-3:50p	Park Regency Ret Res	Ngo
21678	M/2p-3:50p	Crescendo Senior Living of Pl	Ngo
21649	W/2:30p-4:20p	Orangegrove Rehab Hospital	Ngo

**INTERGENERATIONAL: CREATIVE
ARTS EXCHANGE FOR OLDER
ADULTS
CRAE/310**

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

Dates: Jan 7-Mar 24

CRN	DAYS	PLACE	INSTR
21603	T/3p-4:50p	Park Vista at Morningside	Martin

**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.

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 2/10/2020			
21701	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
21699	T/12:30p-4:20p	Cypress Sr Citizen Ctr	Trapani
Starts week of 2/17/2020, ends week of 3/23/2020			
21702	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
21700	T/12:30p-4:20p	Cypress Sr Citizen Ctr	Trapani

**PAINTING FOR OLDER ADULTS
CRAE/105**

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 2/10/2020; nc Jan 20			
21289	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
21024	M/9a-12:50p	Buena Park Senior Ctr	Bacon
21279	W/12p-3:50p	Buena Park Senior Ctr	Hyatt Solomina
21131	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
*Starts week of 2/17/2020, ends week of 3/23/2020; nc Feb 17			
21609	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
21608	M/9a-12:50p	Buena Park Senior Ctr	Bacon
21610	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21748	W/12p-3:50p	Buena Park Senior Ctr	Hyatt Solomina
Starts week of 1/6/2020, ends week of 3/23/2020			
21066	W/9a-10:50a	Yorba Linda Sr Ctr	Bacon
21025	T/9a-10:50a	Cypress Sr Citizen Ctr	Bacon
21288	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
21323	T/2p-3:50p	Alamitos West Health Care Ctr	Hyatt Solomina

**CHINA PAINTING FOR OLDER ADULTS
CRAE/103**

Older adults will learn the fundamentals of china painting as presented to older adult students through demonstration and individual instruction. The older adult students will learn techniques such as brush strokes, blending, shading, grounding, and masking. Final class projects are heirloom quality artworks that may be displayed in a community art exhibit exhibit.

Dates: Jan 7-Mar 24

CRN	DAYS	PLACE	INSTR
21265	T/11:30a-1:20p	Buena Park Senior Ctr	Bacon

Have You Checked Your Class Start Date?

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

**NEEDLECRAFTS, KNITTING, CROCHET
FOR OLDER ADULTS
CRAE/104**

Older adult students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepoint, and cross-stitched hand-made items. A wide variety of items are created, by older adult students, including decorations for the home and clothing for babies, children and adults.

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
21027	Th/9a-10:50a	Fullerton Community Center	Bowman
21004	W/10a-11:50a	Vintage of Stonehaven	Bowman
21285	Th/1p-2:50p	Yorba Linda Sr Ctr	Bowman

**SENIOR CHORUS
MUSC/303**

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

Dates: Jan 10-Mar 27

CRN	DAYS	PLACE	INSTR
21026	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Lassetter



**QUILTING FOR OLDER ADULTS
CRAE/106**

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

Starts week of 1/6/2020, ends week of 3/23/2020

CRN	DAYS	PLACE	INSTR
21339	F/9a-10:50a	Yorba Linda Sr Ctr	Smith
21028	M/10a-11:50a	Cypress Sr Citizen Ctr	Smith



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

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

Dates: Jan 8-Mar 25

CRN	DAYS	PLACE	INSTR
21023	W/12p-1:50p	Sr Citizens Ctr Anaheim	Lassetter

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 3/23/2020; nc Jan 18, Jan 20, Feb 14-Feb 15, Feb 17			
21065	M/9a-10:50a	Bradford Square	Behrbaum
21269	S/9:30a-11:20a	Whitten Heights	Ediger
21550	Th/9:30a-11:20a	New Horizon	Lassetter
21579	W/9:30a-11:20a	Sunrise Asst Liv Fullerton	Pope
21127	Th/9:30a-11:20a	Whitten Heights	Baker
21247	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
21135	T/9:30a-11:20a	Harvest Retirement	Martin
21166	W/9:30a-11:20a	New Horizon	Martin
21294	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
21555	Th/10a-11:50a	Rehab Institute So Ca	Ward
21244	W/12:30p-2:20p	Cambridge Court	Behrbaum
21248	M/12:30p-2:20p	Whitten Heights	Behrbaum
21582	M/12:30p-2:20p	Windsong Sr Activity Ctr	Pope
21241	Th/1p-2:50p	Bradford Square	Park
21480	F/1p-2:50p	Park Regency Ret Res	Gerrard
21115	Th/1p-2:50p	Emerald Court	Behrbaum
21561	W/1p-2:50p	Whitten Heights	Pope
21290	Th/1p-2:50p	Whittier Glen	Baker
21133	W/1:30p-3:20p	Brookdale-Yorba Linda	Martin
21646	T/12:30p-2:20p	Yorba Linda Sr Ctr	Nunez
21624	F/2p-3:50p	Alamitos West Health Care Ctr	Wade
Dates: Jan 20-Mar 29			
21031	Th/1p-2:50p	La Habra Villa	Pope

Body & Mind**HELP YOURSELF TO HEALTH FOR OLDER ADULTS
HLTH/163**

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

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Feb 14

CRN	DAYS	PLACE	INSTR
21760	W/9a-10:50a	Stanton Civic Center	Matikinyidze
21179	F/9:30a-11:20a	Cypress Sr Citizen Center	Celis
21182	Th/12:30p-2:20p	Sr Citizens Center Anaheim	Mastin
21184	W/12:30p-2:20p	Fullerton Community Center	Yu
21185	F/12:30p-2:20p	Fullerton Community Center	Yu
21297	F/1p-2:50p	Anaheim Crown Plaza	Feinstein
21181	F/3p-4:50p	Cypress Sr Citizen Center	Yu

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 2/17/2020, ends week of 3/23/2020; nc Feb 17			
20122	TTh/9a-10:50a	Fullerton Community Ctr	Belknap
20120	MW/3:30p-5:20p	Buena Park Senior Ctr	Belknap
*Starts week of 1/6/2020, ends week of 2/10/2020; nc Jan 20			
20256	MF/9a-10:50a	Capriana	Underwood
20125*	MW/12p-1:50p	YSC	Underwood
20121*	TTh/9a-10:50a	Fullerton Community Ctr	Belknap
20119	MW/3:30p-5:20p	Buena Park Senior Ctr	Belknap
Starts week of 2/24/2020, ends week of 3/23/2020			
20126	MW/12p-1:50p	YSC	Underwood
21818	MF/9a-10:50a	Capriana	Underwood

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

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

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR
21032	M/1:30p-3:20p	Park Vista Assisted Living	Wyckhouse
21292	T/1:30p-3:20p	Brookdale-Yorba Linda	Rose
21622	M/2:30p-4:20p	Brookdale-Yorba Linda	Rose
21675	F/2:00p-3:50p	Whittier Hills Healthcare	Villareal

Have You Checked Your Class Start Date?

NOCE classes begin at various times throughout the term; be sure to note the specific dates of your particular class.

**HISTORY OF COMEDY AND HUMOR FOR OLDER ADULTS
HLTH/161**

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

Starts week of 1/6/2020, ends week of 3/23/2020;
nc Jan 20, Feb 14, Feb 17

CRN	DAYS	PLACE	INSTR
21062	M/12:30p-2:20p	Katella Sr Living Community	Linen
21063	F/2:30p-4:20p	Park Regency Care Ctr	Linen
21061	M/5:30p-7:20p	Bradford Square	Linen



**BEGINNING DRAMA FOR OLDER ADULTS
CRAE/315**

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

Dates: Jan 8-Mar 25
*Dates: Jan 20-Mar 29

CRN	DAYS	PLACE	INSTR
21165	W/10a-11:50a	Fullerton Community Center	Gable
21330*	T/11a-12:50p	Fullerton Community Center	Galindo

**HEALTH AND WELLNESS FOR OLDER ADULTS
HLTH/200**

Learn the benefits of adopting behaviors associated with healthy and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence.

Starts week of 1/6/2020, ends week of 3/23/2020; nc Jan 20, Feb 14, Feb 17

CRN	DAYS	PLACE	INSTR
21334	M/9a-10:50a	Yorba Linda Sr Ctr	Linen
21611	Th/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
21219	T/9a-10:50a	Fullerton Community Center	Carter-Rosenbloom
21218	M/9a-10:50a	Fullerton Community Center	Wotring
21589	W/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
21228	W/9a-10:50a	Yorba Linda Sr Ctr	Underwood
21210	W/9:30a-11:20a	Buena Park Senior Ctr	Knox
21211	Th/9:30a-11:20a	Buena Park Senior Ctr	Celis
21212	F/9:30a-11:20a	Buena Park Senior Ctr	Knox
21666	M/9:30a-11:20a	Windsong Sr Activity Ctr	Truong
21215	W/9:30a-11:20a	Cypress Sr Citizen Ctr	Mastin
21231	F/9:30a-11:20a	Yorba Linda Sr Ctr	Wotring
21209	T/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21651	M/9:30a-11:20a	Buena Park Senior Ctr	Matikinyidze
21207	M/9:30a-11:20a	Buena Park Senior Ctr	Knox
21206	Th/9:30a-11:20a	Brea Senior Ctr	Matikinyidze
21476	F/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21225	Th/9:30a-11:20a	Sr Citizens Ctr Anaheim	Knox

21281	T/9:30a-11:20a	Stanton Civic Center	Zepeda
21223	T/9:30a-11:20a	Los Alamitos Senior Center	Knox
21216	Th/9:45a-11:35a	Cypress Sr Citizen Ctr	Mastin
21327	M/9:50a-11:40a	Anhm Independencia Fam Reso Ct	Alcala
21270	Th/9:50a-11:40a	Anhm Independencia Fam Reso Ct	Alcala
21205	M/10a-11:50a	Brea Senior Ctr	Layne
21222	F/10a-11:50a	La Habra Community Serv-Sr Ctr	De Jong
21466	W/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen
21221	T/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen
21226	W/10a-11:50a	West Anaheim Sr Prog	Layne
21234	T/10a-11:50a	Sr Citizens Ctr Anaheim	Wotring
21240	M/10a-11:50a	La Habra Community Serv-Sr Ctr	Mastin
21246	T/10a-11:50a	Brea Senior Ctr	Matikinyidze
21272	Th/10a-11:50a	Buena Park Senior Ctr	Carter-Rosenbloom
21220	Th/10a-11:50a	Fullerton Community Center	Wotring
21227	T/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21213	M/10:30a-12:20p	Cypress Sr Citizen Ctr	Yu
21230	Th/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21557	Th/12p-1:50p	Fullerton Community Center	Sellens
21328	Th/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
21667	T/12:30p-2:20p	Windsong Sr Activity Ctr	Truong
21668	W/12:30p-2:20p	Windsong Sr Activity Ctr	Truong
21224	T/12:30p-2:20p	Sr Citizens Ctr Anaheim	Wotring
21198	T/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
21467	M/12:50p-2:40p	Brookdale-Yorba Linda	Alcala
21214	M/1p-2:50p	Cypress Sr Citizen Ctr	Mastin
21217	Th/1p-2:50p	Cypress Sr Citizen Ctr	Layne
21283	T/1p-2:50p	Buena Park Senior Ctr	Carter-Rosenbloom
21416	F/1p-2:50p	Rehab Institute So Ca	Mastin
21547	W/1p-2:50p	Buena Park Senior Ctr	Zepeda
21208	M/1p-2:50p	Buena Park Senior Ctr	Yu
21641	T/1:30p-3:20p	Orangegrove Rehab Hospital	Kim
21229	W/2p-3:50p	Yorba Linda Sr Ctr	Layne
21571	T/2p-3:50p	W Anah Extended Care Hospital	Wilmington
21689	M/3:15p-5:05p	Sun Mar Nursing Center	Kim

NOCE NETWORKS



Connect with us! See inside back cover for details.

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 3/23/2020; nc Jan 18, Jan 20, Feb 14-Feb 15, Feb 17			
21573	F/8:30a-10:20a	Rowntree Gardens	Penn
21677	T/1:00p-2:50p	Anaheim Crown Plaza	Feinstein
21759	M/9a-10:50a	Gordon Lane Care Center	Matikinyidze
21566	M/9a-10:50a	La Habra Conv Hospital	Zepeda
21202	M/9:30a-11:20a	Park Vista Assisted Living	Smith
21199	T/9:30a-11:20a	La Habra Villa	Smith
21336	Th/9:30a-11:20a	Coventry Court Health Center	Smith
21710	F/9:30a-11:20a	Senior Living Community	Matikinyidze
21578	Th/9:30a-11:20a	Alamitos West Health Care Ctr	Penn
21420	Th/9:30a-11:20a	Windsor Gardens of Fullerton	Linen
21419	F/9:30a-11:20a	Park Regency Ret Res	Linen
21335	W/9:30a-11:20a	Park Regency Care Ctr	Smith
21307	F/9:30a-11:20a	Harbor Villa Care Center	Adams
21306	M/9:30a-11:20a	The Pavilion at Sunny Hills	Adams
21201	T/9:40a-11:30a	Park Regency Ret Res	Randeria
21462	Th/10a-11:50a	Anaheim VIP Ctr	Underwood
21262	T/10a-11:50a	Park Vista Assisted Living	Alcala
21314	T/10a-11:50a	Anaheim VIP Ctr	Underwood
21203	Th/10:30a-12:20p	Park Vista Assisted Living	Feinstein
21612	F/10:50a-12:40p	Park Anaheim Healthcare Ctr	Penn
21277	Th/12:50p-2:40p	Brookdale Anaheim	Alcala
21308	W/12:50p-2:40p	Sunnycrest Senior Living	Alcala
21204	T/12:50p-2:40p	Sunnycrest Senior Living	Alcala
21318	T/1p-2:50p	Anaheim Crown Plaza	Feinstein
21309	T/1p-2:50p	Brookdale Anaheim	Matikinyidze
21305	F/1p-2:50p	The Pavilion at Sunny Hills	Adams
21470	F/1:30p-3:20p	Buena Vista Care Ctr	Linen
21461	W/1:30p-3:20p	Buena Park Nurs Ctr	Adams
21447	T/1:30p-3:20p	La Habra Villa	Smith
21600	W/1:30p-3:20p	Rowntree Gardens	Penn
21585	F/1:30p-3:20p	Whitten Heights	Penn
21200	W/1p-2:50p	New Horizon	Randeria
21455	F/2p-3:50p	Windsor Gardens of Anaheim	Zepeda

21575	Th/3p-4:50p	Park Anaheim Healthcare Ctr	Penn
21326	T/3:15p-5:05p	Gordon Lane Care Center	Yu
21463	M/3:15p-5:05p	Anaheim Crest Nurs Ctr	Truong
21458	S/3:30p-5:20p	Park Vista Assisted Living	Alcala
21319	T/3:40p-5:20p	The Pavilion at Sunny Hills	Truong
Dates: Jan 18-Mar 28; nc Jan 18			
21648	S/9:30a-11:20a	St. Elizabeth Healthcare	Penn

Senior Classes

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

21412	Anaheim Crest Nursing Center	(714) 827-2440
21121	Anaheim Healthcare Center	(714) 816-0540
21113	Cottage of Artesia Gardens	(714) 670-1111
21002	Anaheim Terrace Care Center	(714) 821-7310
21167	Anaheim VIP Center	(714) 220-2114
21001	Alamitos West Health Care Center	(562) 596-5561
21284	Buena Park Nursing Center	(714) 828-8222
21007	Buena Vista Care Center	(714) 535-7264
20256	Capriana	(714) 985-5448
21117	Coventry Court Health Center	(714) 636-2800
21311	Windsor Gardens of Fullerton	(714) 871-6020
21307	Harbor Villa Care Center	(714) 635-8131
21014	The Pavilion at Sunny Hills	(714) 992-5701
21008	Fullerton Gardens	(714) 441-2636
21009	Gordon Lane Care Center	(714) 879-7301
21116	Happy Brea Adult Day Health Care	(714) 990-0333
21329	Karlon Residential Care Center	(714) 236-1170
21012	Leisure Court	(714) 772-1353
21125	La Habra Conv Hospital	(562) 691-0781
21010	La Palma Nursing Center	(714) 772-7480
21013	Park Anaheim Healthcare Center	(714) 827-5880
21016	Park Regency Care Center	(562) 691-8810
21017	Park Vista at Morningside	(714) 256-1000
21058	Rehab Institute So Ca	(714) 680-6060
21178	Palm Retirement Center	(714) 870-8122
21710	Senior Living Community	(714) 577-9281
21021	St. Elizabeth Healthcare	(714) 871-9202
21689	Sun Mar Nursing Center	(714) 776-1720
21018	Terrace View Care Center	(714) 870-0060
21114	West Anaheim Extended Care Hospital	(714) 821-1993
21020	Windsor Gardens of Anaheim	(714) 826-8950
21006	Whittier Hills Healthcare Center	(562) 947-7817
21019	Walnut Manor Care Center	(714) 776-7150
21582	Windsong Sr Activity Center	(714) 956-4190

PARENTING

For more information about the Parenting classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909 or visit us on the web at: noce.edu/parenting

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

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

DEVELOPMENTAL MOVEMENT (AGES 1 - 2) PARN/260

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 3/9/2020			
20139	W/9a-9:50a	CYP18/117	Quintanilla
21713	Th/9a-9:50a	CYP18/117	Swallows
21708	T/9a-9:50a	WIL/204	Swallows
20141	W/9a-9:50a	WIL/204	Brown
Dates: Jan 10-Mar 20; nc Feb 14			
20144	F/9a-9:50a	WIL/204	Quintanilla



DEVELOPMENTAL MOVEMENT (AGES 2 - 3) PARN/261

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 3/9/2020			
20140	W/10a-10:50a	CYP18/117	Quintanilla
21714	Th/10a-10:50a	CYP18/117	Swallows
20142	W/10a-10:50a	WIL/204	Brown
21711	T/10a-10:50a	WIL/204	Swallows
Dates: Jan 10-Mar 20; nc Feb 14			
20145	F/10a-10:50a	WIL/204	Quintanilla

DEVELOPMENTAL MOVEMENT (AGES 3 - 4.5) PARN/262

Parents and children are introduced to developmental movement, and music for three to four and a half year-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.

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 3/9/2020			
20138	W/11a-11:50a	CYP18/117	Quintanilla
21715	Th/11a-11:50a	CYP18/117	Swallows
20143	W/11a-11:50a	WIL/204	Brown
21712	T/11a-11:50a	WIL/204	Swallows
Dates: Jan 10-Mar 20; nc Feb 14			
20146	F/11a-11:50a	WIL/204	Quintanilla

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 3/9/2020			
20053	T/9a-10:50a	AN/134	Stearns
21834	W/9a-10:50a	AN/134	Stearns
20052	Th/9a-10:50a	AN/134	Stearns
20133	T/9a-10:50a	CYP18/117	Alquiza
20102	Th/9a-10:50a	WIL/204	Brown
Dates: Jan 6-Mar 23; nc Jan 20, Feb 17			
20129	M/9a-10:50a	AN/134	Alquiza
21716	M/9a-10:50a	CYP18/117	Staff
20105	M/9a-10:50a	WIL/204	Brown
Dates: Jan 10-Mar 20; nc Feb 14			
20131	F/9a-10:50a	AN/134	Brown
20107	F/9a-10:50a	CYP18/117	Alquiza

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/6/2020, ends week of 3/9/2020			
20060	Th/11a-12:50p	AN/134	Stearns
20061	T/11a-12:50p	AN/134	Stearns
21833	W/11a-12:50p	AN/134	Stearns
20106	T/11a-12:50p	CYP18/117	Alquiza
20062	Th/11a-12:50p	WIL/204	Brown
Dates: Jan 6-Mar 23; nc Jan 20, Feb 17			
20130	M/11a-12:50p	AN/134	Alquiza
21717	M/11a-12:50p	CYP18/117	Staff
20104	M/11a-12:50p	WIL/204	Brown
Dates: Jan 10-Mar 20; nc Feb 14			
20132	F/11a-12:50p	AN/134	Brown
20134	F/11a-12:50p	CYP18/117	Alquiza



FREE Love & Logic® classes facilitated by NOCE

Learn how to:

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

All classes have open enrollment; register in class at any time.

- Love & Logic® classes are facilitated throughout North Orange County.
- For a list of class times and locations, please visit us at noce.edu/loveandlogic
- For more information call 714.808.4909.

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
Starts week of 1/13/2020, ends week of 2/17/2020		
21877	T/8a-11a	Oxford Academy
20311	Th/6p-9p	Placentia Unified School
20262	W/6p-9p	Kraemer Elementary
Starts week of 2/17/2020, ends week of 3/23/2020		
20293	F/8:30a-11:30a	Ruby Drive Elementary School
21876	Th/6p-9p	AN/151
Dates: Jan 10-Feb 21; nc Feb 14		
20266	F/8:30a-11:30a	Rio Vista Elementary School
Dates: Jan 7-Feb 11		
20261	T/9a-12p	Placentia Pro D Office
Dates: Feb 10-Mar 23; nc Feb 17		
21875*	M/9a-12p	AN/151

LOVE AND LOGIC PARENTING CHILDREN WITH SPECIAL NEEDS® AEBG/110

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

CRN	DAYS	PLACE
Dates: Feb 5-Mar 18		
20258	W/3p-6p	Rio Vista Elementary School
Dates: Feb 18-Mar 17		
20297	T/9a-12p	Placentia Pro D Office
Dates: Feb 20-Mar 26		
21879	Th/3:45p-6:45p	Placentia Unified School
Starts week of 2/24/2020, ends week of 3/23/2020		
20296	W/6p-9p	Kraemer Elementary
20263	Th/6p-9p	Placentia Unified School
Dates: Feb 25-Mar 17		
21878	T/8a-11a	Oxford Academy

9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® - MODULE 7 AEBG/107

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

CRN	DAYS	PLACE
Dates: Jan 9-Jan 9		
20163	Th/3:45p-6:45p	Placentia Unified School

9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® - MODULE 8 AEBG/108

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

CRN	DAYS	PLACE
Dates: Jan 8-Jan 8		
20253	W/3p-6p	Rio Vista Elementary School
Dates: Jan 23-Jan 23		
20251	Th/3:45p-6:45p	Placentia Unified School

9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® - MODULE 9 AEBG/109

This workshop is the ninth of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on guiding students to own and solve their problems.

CRN	DAYS	PLACE	INSTR
Dates: Jan 22-Jan 22			
20254	W/3p-6p	Rio Vista	
Dates: Feb 6-Feb 6			
20252	Th/3:45p-6:45p	Placentia Unified School	

COMMUNITY SERVICES CLASSES

1

FEE-BASED CLASSES

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

2

VARIETY OF CLASSES TO REACH GOALS

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



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- ◆ Introduction to QuickBooks
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 - Fitness Business Management
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 - Catering Professional
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 - Professional Translator

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**BUSINESS & PROFESSIONAL
DEVELOPMENT**

For more information about the Business & Professional Development classes, please call the Lifeskills Education Advancement Program (LEAP) 714.808.4909 or visit our website at noce.edu/leap.

Bartending



**BARTENDING WORKSHOPS
HOSM/101**

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

CRN	DAYS	PLACE	INSTR	FEE
Dates: Jan 9-Feb 6				
21688	Th/12p-4:20p	CYPTE2/210	Mc Grane	\$220
Dates: Jan 11-Feb 15; nc Jan 18, Feb 15				
21472	S/8:30a-12:50p	CYPTE2/210	Salisbury	\$220
Dates: Feb 13-Mar 12				
21423	Th/12p-4:20p	CYPTE2/210	Mc Grane	\$220
Dates: Feb 22-Mar 21				
21687	S/8:30a-12:50p	CYPTE2/210	Salisbury	\$220

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

Online Registration Helpline: **714.808.4679**
Helpline Hours: Monday -Thursday: 7 a.m. – 5 p.m.
Friday, 7 a.m. – 4:30 p.m.

Notary

**NOTARY PUBLIC SEMINAR
BMGR/670**

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

Dates: Jan 13-14

CRN	DAYS	PLACE	INSTR	FEE
21427	MT/6p-9:50p	AN/105	Reed	\$80

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

The exam will be offered
January 15, 2020 from 3:30 p.m. – 6 p.m.
Anaheim Campus, Rooms 105/107
Exam fee: \$40

For more information, including requirements and what to bring to the test, will be given out at Notary Public Seminar.

**NOTARY LOAN SIGNING
CERTIFICATION
BMGR/680**

Become a certified notary loan signing agent. This course covers proper notarization of real estate documents and loan packages. It emphasizes the ethical and administrative role of the notary and the notary's sense of duty associated with being a loan document signing agent. Marketing and customer service are also covered.

Dates: Jan 16

CRN	DAYS	PLACE	INSTR	FEE
21428	Th/6p-9:50p	AN/105	Reed	\$60

Machine Shorthand

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

Advisory: Completion of BUSN 490 Machine Shorthand Speed Building 1. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 160 words per minute (wpm) through 200 wpm for five minutes with 98% accuracy. This class meets the State of California licensing requirements.

Dates: Jan 6-Mar 26; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR	FEE
21680	MTWTh/9a-9:50a	CC/BUS	Steinman	\$165

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

Advisory: Completion of BUSN 492 Machine Shorthand Speed Building 2. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 180 wpm to 200 wpm for ten minutes with 98 percent accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

Dates: Jan 6-Mar 26; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR	FEE
21681	MTWTh/10a-11a	CC/BUS	Steinman	\$165

NOCE NETWORKS



Connect with us! See inside back cover for details.

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

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

Dates: Jan 6-Mar 18; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR	FEE
21682	MW/12:30p-2p	CC/BUS-306	Steinman	\$135

Project Management

**FUNDAMENTALS OF PROJECT
MANAGEMENT
BUSN/440**

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

Dates: Jan 7-Jan 21

CRN	DAYS	PLACE	INSTR	FEE
21854	TTh/6:30p-9:20p	AN/120	Paradiso	\$120

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

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

Dates: Jan 23-Feb 6

CRN	DAYS	PLACE	INSTR	FEE
21855	TTh/6:30p-9:20p	AN/120	Paradiso	\$120

**PROJECT COST MANAGEMENT
BUSN/450**

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

Dates: Feb 11-Feb 25

CRN	DAYS	PLACE	INSTR	FEE
21856	TTh/6:30p-9:20p	AN/120	Paradiso	\$120

**TEAM BUILDING FOR PROJECT
MANAGERS
BUSN/455**

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

Dates: Feb 27-Mar 12

CRN	DAYS	PLACE	INSTR	FEE
21857	TTh/6:30p-9:20p	AN/120	Gandhi	

**MICROSOFT PROJECT
PROFESSIONAL - INTRODUCTION
COMP/814**

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

Dates: Mar 17-Mar 26

CRN	DAYS	PLACE	INSTR	FEE
21881	TTh/6p-9:50p	AN/301	Gandhi	\$120

Communication

**NOVEL WRITING AND MEMOIRS
CNED/250**

A practical, hands-on course to help writers polish their manuscripts and learn skills necessary for publishing both novels and memoirs. Student manuscripts will be critiqued in detail. Students will receive lessons in plot, common mistakes, characterization, beginnings - plus query letters and synopses.

Dates: Jan 8-Mar 11

CRN	DAYS	PLACE	INSTR	FEE
21852	W/6:30p-9:20p	AN/116	Wills	\$85



**VOICE-OVERS...NOW IS YOUR TIME!
EDEN/605**

This course will show individuals how they can begin to use their speaking voice for commercials, films, videos, and more.

Dates: Feb 12

CRN	DAYS	PLACE	INSTR	FEE
21657	W/6p-8p	AN/120	Renshaw	\$35

FINE & APPLIED ARTS

Drawing & Painting

**ESSENTIALS OF PAINTING
ARTC/170**

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

Dates: Jan 7-Mar 10

CRN	DAYS	PLACE	INSTR	FEE
21554	T/6p-9p	AN/402B	Prieto	\$105

**PAINTING WITH PASTELS
ARTC/225**

This class teaches students to paint with pastels and charcoal. Content includes instruction regarding color, value and pastel techniques. Compositions are student-selected, composed, and created with instruction. Beginning to advanced students are welcomed.

Dates: Jan 9-Mar 12

CRN	DAYS	PLACE	INSTR	FEE
21625	Th/6p-7:50p	AN/402B	Prieto	\$95

**FASHION DESIGN: T-SHIRT
MAKEOVER
CC/430**

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

Dates: Jan 9-Mar 12

CRN	DAYS	PLACE	INSTR	FEE
21543	Th/6p-7:50p	CYPTE2/204	Martinez	\$80

Fashion Design

**SEWING TECHNIQUES FOR
BEGINNERS
CC/205**

Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use and making clothing alterations will be covered.

Dates: Jan 8-Mar 11

CRN	DAYS	PLACE	INSTR	FEE
21429	W/6p-7:50p	CYPTE2/204	Staff	\$80

**BASIC SEWING TECHNIQUES FOR
BEGINNERS
CC/206**

Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use, hand stitching and making clothing alterations will be covered.

Dates: Jan 6-Mar 23; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR	FEE
21430	M/6:30p-8:20p	AN/402B	Martinez	\$80

**SEW WHAT YOU WISH
CC/215**

Using the newest sewing machine methods create garments or accessory items that fit your unique style. Projects include personal computer fashion analysis, alterations, sewing plaids and knits.

Dates: Jan 8-Mar 11

CRN	DAYS	PLACE	INSTR	FEE
21693	W/10:30a-12:20p	SCE/TE2-204	Eggan	\$80

**FASHION DESIGN: SEWING LAB
CC/410**

A sewing lab to allow completion of unfinished projects. Learn to use sewing notions and machine accessories to expedite completion of project. Garment fitting and alteration included.

Dates: Jan 8-Mar 11

CRN	DAYS	PLACE	INSTR	FEE
21457	W/6:30p-8:20p	AN/402B	Martinez	\$80

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

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

Dates: Jan 10-Mar 20; nc Feb 14

CRN	DAYS	PLACE	INSTR	FEE
21544	F/9a-10:50a	AN/402B	Martinez	\$80

**SEW TAILORED PROJECTS THAT ARE
RUNWAY WORTHY
CC/245**

Enhance your image by creating garments that are sewn professionally and fit precisely. A personal computer fashion analysis, techniques for sewing faux fur, using specialty machines, proper interfacings, pressing and alterations will result in finished designer outfits at significant savings. May include men's tailoring.

Dates: Jan 7-Mar 10

CRN	DAYS	PLACE	INSTR	FEE
21679	T/6p-8p	CYPTE2/204	Eggan	\$80

Music

**GUITAR FOR ADULTS - WORKSHOP
MUSC/370**

Learn guitar in a friendly group environment. If you are a beginner, or already know how to play some things, this is the class for you! Learn to play the chords, strumming and picking techniques of your favorite classic songs. Bring your guitar and a medium or heavy pick to class.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21437	S/9a-9:50a	CYPTE2/201	Austin	\$65

Photography

**BASIC PHOTOGRAPHY:
THE MECHANICS OF DIGITAL
PHOTOGRAPHY
FOTO/101**

Strengthen your photographic skills. Become familiar with current equipment for digital cameras. Instruction includes composition, digital formats, lenses, f-stops and shutter speeds, electronic flash, and night photography. Discussion will include how Photoshop software impacts photography. Dave Rosenberger has taught photography for over 30 years. He has worked for Canon USA in both technical and sales capacities.

Dates: Jan 8-Mar 11

CRN	DAYS	PLACE	INSTR	FEE
21422	W/6:30p-9:20p	WIL/201	Rosenberger	\$100

NOCE NETWORKS



Connect with us! See inside back cover for details.



PHOTOGRAPHY: INTERMEDIATE FOTO/102

Sharpen your photographic skills. Become familiar with current day equipment and express your creative talents. Covers portrait photography, special effects, night-time digital photography. Field trip with instruction included.

Dates: Jan 9-Mar 12

CRN	DAYS	PLACE	INSTR	FEE
21421	Th/6:30p-9:20p	AN/402A	Rosenberger	\$100

LANGUAGE ARTS

For more information about the Language Arts classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909 or visit us at noce.edu/leap.

Foreign Language

SPANISH - CONVERSATION I LANG/190

Beginning level class introduces students to the culture and customs of Latin America and covers beginning level speaking skills.

Dates: Jan 13-Mar 23; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR	FEE
21434	M/7p-9:15p	WIL/201	Chavez	\$87

SPANISH - CONVERSATION II LANG/200

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

Dates: Jan 9-Mar 12

CRN	DAYS	PLACE	INSTR	FEE
21537	Th/7p-8:50p	WIL/201	Chavez	\$95

Sign Language

SIGN LANGUAGE - SEE LEVEL 1 SIGN/001

This course gives an overview of the Signing Exact English (SEE) model of sign language. Students will explore the philosophy and rationale of the sign system while developing both expressive and receptive delivery skills. It is designed to introduce students to a 700-word working vocabulary and to prepare them to continue on to Sign Language - SEE Level 2/3.

Dates: Jan 7-Mar 10

CRN	DAYS	PLACE	INSTR	FEE
21425	T/6:30p-9:20p	CYP18/104	Zawolkow	\$87

PHYSICAL FITNESS

For more information about the Physical Fitness classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909 or visit us at noce.edu/leap

Adult Martial Arts

SELF DEFENSE FOR WOMEN FITN/110

Learn to defend yourself and react to various situations. Include a review of anatomy (vital points).

Dates: Jan 8-Mar 11

CRN	DAYS	PLACE	INSTR	FEE
21652	W/6p-6:50p	CYP18/118	Kalar	\$75

KENPO KARATE (BEGINNING/INTERMEDIATE) FITN/442

This course will include basic self-defense techniques, kicking, striking, blocking and fighting stances. For repeating students more advanced skills are presented. Class provides an aerobic workout and pilates exercise program.

Dates: Jan 7-Mar 3

*Dates: Jan 9-Mar 12

CRN	DAYS	PLACE	INSTR	FEE
21436	T/6p-7:20p	WIL/204	Leonard	\$75
21683	Th/7p-7:50p	CYP18/118	Leonard	\$50



KENPO KARATE (ADVANCED) FITN/446

Course provides advanced impact training, heavy aerobic workout and advanced pilates exercise program. Advanced level self-defense skills, techniques and theory presented. Three trimesters of intermediate level class recommended before enrolling in the advanced class.

Dates: Jan 7-Mar 10

CRN	DAYS	PLACE	INSTR	FEE
21424	T/7:30p-9p	WIL/204	Leonard	\$75

JUDO, JUJITSU AND SELF-DEFENSE (BEGINNING/INTERMEDIATE) FITN/450

Self-defense class for beginners teaches coordination and quick reflexes; build stamina, speed and strength. Includes all phases of judo and karate throws and free sparring. Learn to protect yourself.

Dates: Jan 6-Mar 18; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR	FEE
21655	MW/6:30p-7:20p	WIL/204	Gallegos	\$75

**KUNG FU SAN SOO
(BEGINNING, INTERMEDIATE &
ADVANCED)
FITN/105**

Introduction to the marital art of San Soo (Tsoi-Li-Hoi-Fut) Kung Fu. Covers defensive techniques and principles of leverage, throws, kicks, holds and more.

CRN	DAYS	PLACE	INSTR	FEE
Dates: Feb 22-Mar 21				
21658	S/2p-2:50p	CYP18/118	Kalar	\$45
Starts week of 1/6/2020, ends week of 2/3/2020; nc Jan 18				
21653	S/2p-2:50p	CYP18/118	Kalar	\$45
21654	W/7p-7:50p	CYP18/118	Kalar	\$45
Dates: Feb 12-Mar 11				
21686	W/7p-7:50p	CYP18/118	Kalar	\$45

**BALLET - ADULT BEGINNING
DAN/200**

This class is designed with the adult beginning dancer in mind. Class will focus on barre, center and across the floor work found in a traditional ballet class. Proper use of ballet vocabulary and technique is emphasized. Ballet slippers are required.

Dates: Jan 11-Mar 21; nc Jan 18, Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21454	S/9a-10:20a	CC/GYM 2-125	Knighton	\$80



Dance



**BALLROOM DANCING - SMOOTH
STYLE: FOX TROT, WALTZ, TANGO
DAN/145**

Learn the basic steps and variations of these smooth, elegant ballroom dances. Join the class for a fun evening of dancing.

Dates: Jan 6-Mar 23; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR	FEE
21452	M/7:30p-8:20p	AN/134	Knighton	\$75

**TAP DANCE FOR ADULTS
DAN/195**

Students will learn the unique American dance form of Tap. This is a beginner level tap dance class that introduces students to basic tap steps and vocabulary during rhythmic exercises. Emphasis is placed on footwork and rhythmic movement during floor choreography and short routines. Tap shoes required.

Dates: Jan 8-Mar 11

CRN	DAYS	PLACE	INSTR	FEE
21431	W/6:30p-7:50p	AN/134	Knighton	\$90

Fitness

**EAST COAST SWING DANCE
DAN/180**

Students will learn various Swing dance styles such as: Jitterbug, East Coast Triple Step, Charleston, Lindy, and Balboa. The course will focus on learning the steps, body mechanics, and partnering skills to get you Swingin' with style!

Dates: Jan 10-Mar 20; nc Feb 14

CRN	DAYS	PLACE	INSTR	FEE
21435	F/8p-8:50p	AN/134	Knighton	\$75

**SALSA DANCE
DAN/104**

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

Dates: Jan 10-Mar 20; nc Feb 14

CRN	DAYS	PLACE	INSTR	FEE
21453	F/7p-7:50p	AN/134	Knighton	\$75



**YOGA FOR RELAXATION
FITN/465**

This course is designed for all levels of yoga students. The class will focus on flexibility, breathing and gentle stretching. This class encourages a non-competitive, restorative setting. Students should bring a sticky mat and a towel. Class will end with a quiet meditative period.

Dates: Jan 6-Mar 23; nc Jan 20, Feb 17

CRN	DAYS	PLACE	INSTR	FEE
21426	M/6p-7:20p	AN/134	Lin	\$70

Kids' College and Teen Program



www.noce.edu/kids

For more information about the Kids' College & Teen Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909 or visit us at noce.edu/leap.

Welcome to the Kids' College and Teen Program! Most classes are held at our three NOCE Centers: Anaheim Campus, Cypress Center at Cypress College, and Wilshire Center across the street from Fullerton College. Occasionally classes are offered at other locations and those are identified in the location information for the class. Class enrollment is limited and is on a first come, first served basis. Classes may be cancelled due to low enrollment. Classes may be added after the schedule is printed, for the most-up-to-date listing visit www.noce.edu/schedule and check the Kids' College Schedule. Some classes require supplies; please check with the office for specific supply lists.

Parents are responsible for their own children. Each child should be accompanied by an adult to the first class to verify classroom location and future drop off and pick up points.

Parents/legal guardians please be prepared to show identification when registering your child or requesting information regarding your child. This will ensure the safety of your child and complies with the Family Educational Right and Privacy Act (FERPA). Please complete an emergency form for each child registering for the Kids' College and Teen Program so our records are up to date.

Winter classes will begin on Saturday, January 25, 2020. Please check individual classes for the actual start date. All NOCE offices will be closed and there will be no classes held on January 18-20, 2020, and February 14-17, 2020.

Register for classes online starting Wednesday, November 6, 2019; walk-in registration begins November 7, 2019.

Arts and Crafts



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

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21481	S/9:30a-10:20a	CYPTE2/204	Gagne	\$77

DRAWING & SKETCHING (AGES 8+) KIDS/903A

Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills and the application of colors using colored pencils and watercolors will be used.

Dates: Jan 23-Feb 27

CRN	DAYS	PLACE	INSTR	FEE
21635	Th/5p-6p	WIL/201	Gagne	\$77

Have You Checked Your Class Start Date and Location?

NOCE classes begin at various times throughout the term; be sure to note the specific dates and location of your particular class.

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

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21482	S/8:30a-9:20a	CYPTE2/204	Gagne	\$77

WONDERFUL WATERCOLORS (AGES 8+) KIDS/408

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21503	S/1p-1:50p	CYPTE2/204	Gagne	\$77

ANIME DRAWING (AGES 8+) KIDS/1012

Learn how to draw unique anime fantasy characters and settings. Also learn how to pose and costume the characters. Fantasy characters will be created using colored pencils, markers and watercolors.

Dates: Jan 27-Mar 9; nc Feb 17

CRN	DAYS	PLACE	INSTR	FEE
21633	M/3:30p-5p	CYPTE2/204	Gagne	\$110

ART TECHNIQUES FOR KIDS! KIDS/960

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21501	S/11a-11:50a	CYPTE2/217	Gagne	\$77

CRN	DAYS	PLACE	INSTR	FEE
21502	S/12p-12:50p	CYPTE2/217	Gagne	\$77

Martial Arts

MARTIAL ARTS/PARENT & ME - INTRODUCTION (AGES 4-7) KIDS/2015

Children will be introduced to basic martial arts skills and exercises with an emphasis on class discussion and participation. This practice improves basic coordination, balance and confidence. Martial Arts is a process that develops self-discipline, respect for others and builds character. Watch your child grow while learning skills that last a lifetime. Parents are encouraged to participate in certain elements during class.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21499	S/9a-9:50a	CYP18/118	Firestone	\$77

JUDO/JUJITSU FOR KIDS (AGES 6-13) KIDS/654

This program is designed for children, with a focus on improving coordination, quick reflexes, stamina, speed, strength and sportsmanship. The three main categories of Judo are taught, which include throwing techniques, striking techniques, and grappling techniques on the mat. Techniques for free practice are used, and children may participate in competition.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21500	MW/5:30p-6:20p	WIL/204	Firestone	\$90

KUNG FU FOR KIDS (AGES 7-17) KIDS/655

Children learn ancient Chinese self-defense techniques and forms through detailed step-by-step instruction. While working together, kids develop confidence, self-discipline and teamwork. The practice of Kung Fu forms improves balance, memory and self-control. Join us and learn one of the oldest traditional martial arts in existence today.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21659	W/5p-5:50p	CC/GYM 2-125	Kalar	\$77

NOCE NETWORKS



Connect with us! See inside back cover for details.

Computers

An Acceptable Use Policy Form is required. Parents may pick up a form at registration. Some classes may require a free Yahoo user account; the instructor will supply the information.

It is required that students bring a USB Flash Drive - minimum 256 MB to all Kids' College & Teen Program computer classes.

COMMON CORE: PREPARATION FOR COMPUTER KEYBOARDING (GRADES 2 & 3) KIDS/2400

This course prepares students for the requirements of the Common Core standards. Beginning in 2015, students must be able to type multiple paragraph practical paragraphs as part of the Common Core implementation.

Dates: Jan 25-Mar 7

CRN	DAYS	PLACE	INSTR	FEE
21631	S/12p-12:50p	CYPTE2/209	Payne	\$77

Cooking

BAKING BASICS! KIDS/1510

Have fun learning the basics of baking. Register for a single class or the entire series. Students will learn about and use basic kitchen tools. Safety, cleanliness and working with others will be emphasized. Bring an apron to class and a towel for clean-up and a container for leftovers. Check if there are additional supplies required each week.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
AGES 8-11				
21850	S/10a-11:20a	CYP18/104	Whittenberg	\$105
AGES 12+				
21851	S/12:30p-2:30p	CYP18/104	Whittenberg	\$120

KIDS FUN COOKING KIDS/830

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-10				
21538	S/9a-9:50a	CYP18/104	Whittenberg	\$87
AGES 11-16				
21539	S/11:30a-12:20a	CYP18/104	Whittenberg	\$87

Dance

DANCE FOR KIDS - INTRODUCTION (AGES 3-4) KIDS/500

Come and learn the fundamentals of movement and dance. This class incorporates many styles of dance using a fun approach to learning through repetition, games and props. Students will develop self-confidence in a creative environment.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21483	S/10a-10:50a	CYP18/118	Casullo Burnes	\$77

**YOUTH BALLET
(AGE 3-4)
KIDS/510**

This is a beginning class that incorporates basic ballet technique with fun motor skill exercises that focus on rhythm and strength building. Parents not allowed in the dance studio during class. The children will perform a dance learned throughout the session on the last day of class, during the fall, winter and spring sessions only.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21529	S/11a-11:50a	CC/GYM 2-125	Weidman	\$77

**YOUTH BALLET
(AGES 5-7)
KIDS/510A**

Beginning class that teaches basic ballet technique and coordination skills in a fun environment. There will be a performance on the last day of class during the fall, winter, and spring sessions only. Parents are not allowed in the dance studio during class.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21530	S/12p-12:50p	CC/GYM 2-125	Weidman	\$77

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

This is a beginning class that introduces the young dancer to the structure of a true classical ballet class. The students will do barre, center and across the floor work to help develop strength, coordination and balance. There will be a performance on the last day of class during the fall, winter, and spring sessions only. Parents are not allowed in the dance studio during class.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21531	S/1p-1:50p	CC/GYM 2-125	Weidman	\$77

**JAZZ HIP-HOP DANCE
KIDS/516**

Jazz dance techniques with a hip-hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
AGES 5-6				
21484	S/11a-11:50a	CYP18/118	Casullo Burnes	\$77
AGES 7+				
21485	S/12p-12:50p	CYP18/118	Casullo Burnes	\$77

Foreign Language

**ROCK 'N LEARN SPANISH
(AGES 5-7)
KIDS/108A**

This course is a fun way to learn beginning Spanish. Students with little or no previous Spanish will experience the thrill of learning a second language. Children will learn pronunciation, greetings, colors and other basic concepts through songs, games, dances and other activities.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21504	S/9a-9:50a	CYPTE2/217	Islas	\$77

**A TOUCH OF SPANISH
(AGES 8-12)
KIDS/108B**

This class offers an introductory program that makes Spanish acquisition a natural, personalized, enjoyable and rewarding experience. Students will learn to read and write basic Spanish and will be introduced to speaking first level Spanish.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21505	S/10a-10:50a	CYPTE2/217	Islas	\$77

Gymnastics

**TINY TOTS TUMBLING
(AGES 18M - 3YRS)
KIDS/1330**

This class will introduce your child to stretching, locomotor and basic gymnastic skills in a fun and safe environment. Parent/guardian participation required to assist the child through age appropriate progressive gymnastic instruction each week.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21495	S/10a-10:50a	CC/GYM 2-123	Feltus	\$77

**MOMS, POPS & TOTS TUMBLING
(AGES 3-5)
KIDS/580**

Moms and Dads - bring your child to class! Through basic gymnastic skills, your child will improve coordination and developmental skills. You need to be there to assist your child at all times. Come dressed to stretch, jump and run. You'll both have a great time (boys and girls).

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21494	S/9a-9:50a	CC/GYM 2-123	Feltus	\$77

**GYMNASTICS - BEGINNING I
KIDS/575**

Introduces basic gymnastic tumbling skills, safety and stretching. Bridges, tripods and, a variety of rolls and jumps will be some of the skills taught for boys and girls. Pick up instruction sheet at registration!

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
AGES 5.5-7				
21496	S/11a-11:50a	CC/GYM 2-123	Feltus	\$77
AGES 8+				
21497	S/12p-12:50p	CC/GYM 2-123	Feltus	\$77

**GYMNASTICS - BEGINNING II
(AGES 8+)
KIDS/577**

For continuing gymnasts; more advanced stretching and tumbling skills, including headstands, handstands, bridge kick-overs, cartwheels and tumbling combinations will be taught. Boys and girls are welcome. Must have instructor Permission.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21498	S/1p-1:50p	CC/GYM 2-123	Feltus	\$77

Math

COMMON CORE: 4TH GRADE - MATH KIDS/2704

In grade 4, instructional time will be focused on three critical areas: (1) developing understanding and fluency with multi-digit multiplication, and developing understanding of dividing to find quotients involving multi-digit dividends; (2) developing an understanding of fraction equivalence, addition and subtraction of fractions with like denominators, and multiplication of fractions by whole numbers; (3) understanding that geometric figures can be analyzed and classified based on their properties, such as having parallel sides, perpendicular sides, particular angle measures, and symmetry.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21491	S/2p-2:50p	CYPTE2/215	Emperado	\$77

COMMON CORE: 5TH GRADE - MATH KIDS/2705

In grade 5, instructional time should focus on three critical areas: (1) developing fluency with addition and subtraction of fractions, and developing understanding of the multiplication of fractions and of division of fractions in limited cases (unit fractions divided by whole numbers and whole numbers divided by unit fractions); (2) extending division to two-digit divisors, integrating decimal fractions into the place value system and developing understanding of operations with decimals to hundredths, and developing fluency with whole number and decimal operations; and (3) developing understanding of volume.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21492	S/11a-11:50a	CYPTE2/215	Emperado	\$77

COMMON CORE: 6TH GRADE - MATH KIDS/2706

In grade 6, instructional time should focus on four critical areas: (1) connecting ratio and rate to whole number multiplication and division, and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing understanding of statistical thinking.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21493	S/12p-12:50p	CYPTE2/215	Emperado	\$77

PRE-ALGEBRA CONCEPTS (GRADES 6) KIDS/202

Increase your skills in pre-algebra and acquaint yourself with calculating activities. Also, fractions, decimals, integers and solving equations.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21490	S/9a-9:50a	CYPTE2/215	Emperado	\$77

ALGEBRA (GRADES 7+) KIDS/217

Learn how to solve equations, multiplying polynomials, work word problems, graph functions, solve inequalities without stress.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21508	S/12p-1:20p	CYPTE2/221	Huynh	\$105

Math Tutorials

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

Geometry-Part I includes basic concepts such as points, lines, planes, and angles. A significant part of the course deals with logic and reasoning, which is an important foundation in constructing proofs. Students will also learn about congruent triangles, quadrilaterals, and inequalities. This class is 5-weeks and limited to 8 students.

Dates: Jan 25-Feb 29; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21613	S/10a-10:50a	CYPTE2/215	Emperado	\$77

TUTORIAL: TRIGONOMETRY (GRADES 9+) KIDS/1145

The course is to introduce and study the properties of trigonometric functions. Students will learn the fundamental laws that govern relationships between sides and angles of triangles, various techniques in taking measurements of triangles, graphing trigonometric functions, and using identities in preparation for Calculus. This class is 5-weeks and limited to 8 students.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21614	S/1p-1:50p	CYPTE2/215	Emperado	\$77

Math High School Test Preparation

MATH TEST PREPARATION - PSAT/NMSQT KIDS/2650

This course prepares students for the math portion of the PSAT/NMSQT test given during their 10th grade year. PSAT/NMSQT is used as practice for the SAT college acceptance test and is also the qualifying test for National Merit Scholarships.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21506	S/8a-9:50a	CYPTE2/211	Huynh	\$125

MATH TEST PREPARATION - SAT/ACT PREP KIDS/1300

This course is designed for students taking the SAT (Scholastic Aptitude Test) for College Admission purposes. The focus in this course includes review with Numbers/Operations and Algebra/Functions, Geometry, Data Analysis, Statistics, and Probability.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21507	S/10a-11:50a	CYPTE2/221	Huynh	\$125

Music and Drama

For all music classes, students are required to bring their own musical instrument to class.

MUSICAL THEATRE (AGES 7+) KIDS/315

Enjoy this introduction to the exciting world of musical theatre! Participants will learn choreography and vocals to a musical theatre song. Family and friends are invited to a performance on the last day of class.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21486	S/1p-1:50p	CYP18/118	Casullo Burnes	\$77

VOCAL FOR KIDS KIDS/325

This class is designed to help children develop good ear-training to sing in groups or solos. It will help build confidence as well as strengthen their individual style.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21518	S/9a-9:50a	CYP18/107	Mattoon	\$77

AGES 7-10

21518	S/9a-9:50a	CYP18/107	Mattoon	\$77
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AGES 11+

21519	S/10a-10:50a	CYP18/107	Mattoon	\$77
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GUITAR FOR KIDS – BEGINNING KIDS/370

Learn to play the guitar in a fun way! Play simple chords, read chord bar charts, and strumming patterns. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. Parents, please accompany children to class.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21443	S/10a-10:50a	CYPTE2/201	Austin	\$77

AGES 6-8

21443	S/10a-10:50a	CYPTE2/201	Austin	\$77
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AGES 9+

21444	S/11a-11:50a	CYPTE2/201	Austin	\$77
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CELLO - BEGINNER I (AGES 7+) KIDS/375

Learn to play the cello! Develop good technique, musicality, and have fun at the same time. Develop self-confidence, good listening and motor skills, memory, and concentration. Prior playing experience is not required. Teacher will assist with instrument rental. Class is limited to 6 students.

Dates: Jan 23-Feb 27

CRN	DAYS	PLACE	INSTR	FEE
21489	Th/6p-7p	AN/112	DeFazio	\$120

Violin - Suzuki Method

Rental information for violins will be available in class. A new parent orientation will be held the first-class meeting that covers how to create a successful practice environment at home and in the classroom.

VIOLIN I (AGES 4+) KIDS/351

Learn the violin using the successful Suzuki method. Develop your child's concentration, motor skills, memory powers and self-confidence. Students learn to play easily and musically. Class is limited to 6 students. Beginners: Pick up handout at registration. NOTE: Parents are required to stay in the class with their child!

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21487	S/11a-11:45a	CYP18/107	Chan	\$110

VIOLIN II & III (AGES 4+) KIDS/2450

Prerequisite: Completion of KIDS 351 Violin I. Advisory: Experience in Pre-K. This course continues to build violin skills for Violin I students. Students will continue to build finger strength, fingering agility, placement and coordination of note delivery and playing songs that are appropriate for these levels of skill.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21488	S/11:45a-12:30p	CYP18/107	Chan	\$110

VIOLIN III (AGES 4+) KIDS/355

Prerequisite: Must have completed KIDS 351 Violin I and KIDS 352 Violin II or have instructor's approval. Develop technique for playing primary level songs.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21636	S/12:30p-1:15p	CYP18/107	Chan	\$110

Personal Enrichment

PUBLIC SPEAKING FOR CHILDREN (AGES 8-12) KIDS/1515

Learn the skills to confidently present a book report or a speech in front of class. Gain the skills to plan, write and give a book report or a planned speech. Learn tips to combat stage fright, project your voice, and be comfortable in front of a group.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21511	S/11a-11:50a	CYP18/103	Kuruppu	\$77

Reading and Writing

**BASIC READING SKILLS
(AGES 4-5)
KIDS/1335**

This class focuses on developing your child's ability to rhyme and blend sounds in words to become better readers and spellers. We will use "phonemic awareness" techniques that allow children to practice manipulating sounds in words thru fun songs and activities. A student assessment and parent packet will be given. Each term has different activities.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21523	S/9a-9:50a	CYPTE2/223	Ortega	\$77

**SPELLING AND WRITING
ENRICHMENT
(AGES 6-8)
KIDS/1185**

If your child has a foundation in basic phonics, then this is the class for him. This class will take students to the next level of spelling words and better writing habits. Students will learn to read and spell words through various spelling patterns. This class will develop skills in writing correct sentences and paragraphs.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21514	S/9a-9:50a	CYP18/117	Larsen	\$77

**FUN WITH PHONICS
(GRADES 1-2)
KIDS/115**

For children just learning to read or having difficulty reading. Sounds are taught in a fun but learning atmosphere through stories and writing.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21512	S/12:30p-1:20p	CYP18/103	Kuruppu	\$77

**CREATIVE WRITING
(GRADES 1-2)
KIDS/139**

Students will use their imaginations to write short stories. Emphasis is on the creative expression of ideas.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21509	S/9a-9:50a	CYP18/103	Kuruppu	\$77

**CREATIVE WRITING
(GRADES 3-6)
KIDS/138**

Students will engage in creative writing games and exercises for inspiring the "write" side of their brains. Great emphasis will be placed on creativity, grammar, punctuation, and vocabulary skills, hosted in a fun and relaxed learning environment.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21510	S/10a-10:50a	CYP18/103	Kuruppu	\$77

**COMMON CORE: ONLINE READING
AND WRITING PREP
(GRADES 3-4)
KIDS/2403**

This course prepares students for the Common Core English Language Assessment. Reading comprehension and writing can be challenging, especially with the tasks being transitioned to an online format. Students learn to read and write more effectively using computer skills needed to be ready for the 2015 implementation of Common Core Testing in California.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21632	S/11a-11:50a	CYPTE2/209	Payne	\$77

**READING & COMPREHENSION
(GRADES 3-4)
KIDS/117A**

Students will enhance their reading comprehension, learn to read more effectively, and improve interpretation and vocabulary skills.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21524	S/10a-10:50a	CYPTE2/223	Ortega	\$77

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

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21526	S/10a-10:50a	CYPTE2/209	Payne	\$77

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

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21525	S/9a-9:50a	CYPTE2/209	Payne	\$77

**TUTORIAL: READING AND
WRITING REVIEW
KIDS/148**

Students will enrich reading and writing skills by practicing language arts through writing, capitalization, using proper punctuation, spelling, correcting sentences, reading, and more through the use of ability leveled study packets. Each term uses different work. Limited to 8 students.

Dates: Jan 25-Feb 29; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
GRADES 1-2				
21515	S/10a-10:50a	CYP18/117	Larsen	\$77
GRADES 3-4				
21516	S/11p-11:50p	CYP18/117	Larsen	\$77

Science

DISCOVERING SCIENCE THROUGH ART EXPERIENCES (AGES 4-10) KIDS/2075

This class can awaken the imagination, challenge the mind and amaze the artist and scientist within each child. Build upon natural curiosity as children discover science concepts through art experiments. Themes investigated include: water and air, light and sight, motion and energy, and reaction and matter. Each term explores different elements of the above themes. No supplies needed.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21517	S/12:30p-1:20p	CYP18/117	Larsen	\$77

Sports and Fitness

BASKETBALL CLINIC KIDS 601

Learn the fundamentals of basketball through instruction and practice. Includes these basic skills: footwork, passing, dribbling, shooting and running. Kids can improve their knowledge of the game and coordination.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
21439	S/8a-8:50a	CC/GYM 1-101	Bouldin	\$55
AGES 7-9				
21440	S/9a-9:50a	CC/GYM 1-101	Bouldin	\$55
AGES 10+				
21441	S/10a-11a	CC/GYM 1-101	Bouldin	\$55



PEE WEE BASEBALL KIDS/607A

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-5				
21527	S/11a-11:50a	CC /Soccer-West	Staff	\$77
AGES 6+				
21528	S/12p-12:50p	CC /Soccer-West	Staff	\$77

NOCE NETWORKS



Connect with us! See inside back cover for details.

PEE WEE SOCCER KIDS/611

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
21534	S/9a-9:50a	CC /Soccer-West	Zapata	\$77
GRADES 1-3				
21535	S/10a-10:50a	CC /Soccer-West	Zapata	\$77
GRADES 4-6				
21536	S/11a-11:50a	CC /Soccer-West	Zapata	\$77

TENNIS FOR KIDS – BEGINNING KIDS/626

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

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-9				
21520	S/9a-9:50a	CC/Tennis Court -10	Ya	\$77
AGES 10+				
21522	S/10a-10:50a	CC/Tennis Court -10	Ya	\$77

TENNIS FOR KIDS - ADVANCED BEGINNING KIDS/627

Permission needed from Instructor! This course will be a higher-level tennis class for those with a greater proficiency level. Students will participate in drills and instruction for tournament match play. Students will also be introduced to singles and doubles strategies. Bring racquet and one can of new tennis balls. Makeup classes in case of rain.

Dates: Jan 25-Mar 7; nc Feb 15

CRN	DAYS	PLACE	INSTR	FEE
21521	S/11a-11:50a	CC/Tennis Court -10	Ya	\$77

Classes listed below are being offered at the Fullerton College Pool

WATER POLO FOR KIDS - BEGINNING (AGES 9-14) KIDS/669

This class is designed to provide basic instruction in the Olympic sport of Water Polo to students ages 9-14. Boys and girls will learn passing, dribbling, shooting, alternating frog kick, rules of the sport and aspects of team play. Class sessions will be in the pool. Practice games will occur after skills are learned. Must wear a suit and have some basic swimming skills. Goggles are encouraged. For additional information please read chapters found at <http://fcwaterpolo.fullcoll.edu>

Dates: Jan 10-Mar 20; nc Feb 14

CRN	DAYS	PLACE	INSTR	FEE
21445	F/5:30p-6:50p	FC/Pool	Nguyen	\$110

GENERAL INFORMATION

NOCE SCHEDULE SYMBOL KEY

AN = Anaheim Campus

CC = Cypress College

FC = Fullerton College

CRN = Course Registration Number

NC = No class will be held on that date

CYP18 = Cypress College Campus,
NOCE 100 Bldg.CYPTE2 = Cypress College Campus,
NOCE/TE2 200 Bldg.

WIL = Wilshire Campus (Fullerton)

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.

Non-tuition classes: Students must attend the first day of class or lose their spot to a petitioning student.

AUDITING CLASSES: If a student has received a passing grade in a Pharmacy Technician Certificate Program or Medical Assistant Certificate Program course and wishes to repeat the course, the student should submit an Audit Request Form to the CTE Director. For more information about auditing a Pharmacy Technician or Medical Assistant course, please contact 714.808.4673. There is a \$15 fee charged for auditing a course. Fees charged for auditing a course are subject to change. Auditing other NOCE courses is not permitted.

CLASS ATTENDANCE/CANCELLATIONS:

Students are expected to attend all classes. If attendance drops, classes may be cancelled. Non-tuition classes may be discontinued during the term if attendance drops. Tuition classes will continue according to schedule once they have started.

WEEKEND POLICY: It is NOCE's practice that classes do not normally meet on a weekend following a Friday District holiday or preceding a Monday District holiday. If it is necessary for a class to be held on a holiday weekend, this would be an exception to the rule.

IN-CLASS REGISTRATION: Students must attend the first meeting where in-class registration takes place or they may lose their seat to someone else. A minimum number of students must attend the first-class meeting. In-class registration is on a first come, first served basis.

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

CAMPUS BOOKSTORES:

- Anaheim 714.808.4675;
- Cypress 714.484.7336;
- Wilshire (Fullerton) 714.992.7557

REGISTRATION LOCATIONS: No matter where the class is held, students can register at any NOCE Center:

- Anaheim Campus, Second Floor
- NOCE Cypress Center, Bldg 18, off Parking Lot 4
- NOCE Wilshire Center, Bldg 300

Registration is also available online at www.noce.edu.

MINOR STUDENTS: NOCE classes are open to those 18 years or older who have been admitted to NOCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the campus Dean at the site where the class is offered prior to obtaining the required permission letter from the school that the minor student is attending. If permission to enroll is granted, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College and Teen Program classes as indicated in the course schedule.

NAME CHANGE: Students are encouraged to visit one of the NOCE Centers to change their name in the student database. Students must provide a picture ID when requesting a name change.

PARKING

A parking permit is required to park in marked spaces at all three NOCE Centers; however, a purchased parking permit does not guarantee a parking space. If you do not have a permit, you will be ticketed. An NOCE parking permit applies to any space that is marked for students or any unmarked space. Parking permits are refundable prior to the first-class meeting only and must be returned to receive a refund. Please do not back into the parking space or you will be ticketed.

Parking at the NOCE Cypress Center requires a virtual parking permit enforced by license plate recognition. You may register your vehicle online at: noce.edu/parking-cypress and purchase a permit for the entire NOCE term or for one day. To purchase a permit online with a debit or credit card **ONLY** you will need your vehicle license plate number or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card **ONLY** at any Cypress College parking kiosk. Permits are also valid at the Anaheim Campus and Wilshire Center.

PARKING FEES: Parking is by permit only. Vehicle permits: \$40; motorcycle permits: \$20; both available at each NOCE Center's Admission and Registration Office. Daily permits available for \$3 in parking areas.

- Parking permits for Anaheim and Wilshire are half-year permits that are available from January 1 - June 30 OR July 1 - December 31 (not six months from purchase date).

- For Cypress, the parking permit dates are January 1 - June 30, July 1 - August 31, and September 1 - December 31.

BUS PASSES: The Orange County Transportation Authority (OCTA) provides bus service to each of our three NOCE Centers. OCTA bus passes are available at any NOCE Center's Admission and Registration Office. 30-day regular passes are available to all students; 30-day reduced fare passes are available for seniors 60 years and older, and for disabled students with valid ID. Passes are sold year-round. For more information, call 714.636.7433.

FEES

APPORTIONMENT CLASSES: These classes appear as free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if the attendance falls below the level needed to cover the costs of the class. There are 10 recognized areas in Title 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. DSPS (Substantial Disabilities)
6. Parenting
7. Older Adults
8. Short-Term Vocational

COMMUNITY SERVICES CLASS FEES: Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls low during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

PAYING FOR CLASSES: Full payment is required at the time of registration. Cash, checks, money orders, and credit cards (MasterCard and VISA) are accepted. \$25 will be charged to any students' account where a check is returned for non-sufficient funds.

HOLDS: NOCE will withhold transcripts, registration privileges, or any combination hereof from any student or former student who has failed to pay all outstanding fees (from current or previous terms) or for other administrative reasons.

REFUNDS: To receive a refund, a Refund Petition Form must be submitted at least two (2) full business days before the first-class meeting. A \$10 processing fee will be deducted from all refunds one time, per term, per student except for classes cancelled by NOCE. Refunds will be processed two weeks after the term begins. No refunds on books. Refund checks to students enrolled in the Kids' College & Teen Program will be made to the name of the student of record as required by State Education Code regulations. The only other criteria considered for refunds are circumstances in which the course differs from the way it was described in the class schedule, such as incorrect start date, time, or wrong location.

You may request a credit valid for six months toward any fee-based course. Requests for credits must be submitted prior to the second-class meeting of the course being dropped.

RECORDS & IDENTIFICATION CARDS

STUDENT RECORDS: California Administrative Code, Title V, and District policy states that students can review their student records any time. All student records are located at the NOCE Wilshire Center. Transcript requests are accepted in person or by mail. The Transcript Request Form may be printed through the NOCE website at www.noce.edu/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 have identified the following as public (directory) information:

- Degrees and awards received by students, including honors, scholarships, athletic awards, and Dean's List recognition;
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation for athletic team members;
- Dates of attendance.

Students who wish to restrict this information must submit a written request to the Registrar's Office at the NOCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each trimester a student is in attendance. For more information, call 714.992.9502.

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

CATALOG RIGHTS POLICY: NOCE issues a new catalog each academic year beginning in the fall term and, if needed, subsequent addendums for the winter, spring, and summer terms. The information published in the catalog or catalog addendum is in effect for the academic year beginning with the fall term and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights, established when a student first takes classes at NOCE, protect the student from being held responsible for additional program requirements that may be added to a later catalog.

GENERAL INFORMATION

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous four consecutive terms, including summer, resulting in an academic record symbol of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

For example:

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

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained.

The lab enrollment in CCTR/100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights either. This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

GRADING POLICY: Students enrolled in apportionment courses are awarded an evaluative symbol at the conclusion of each course. The grade issued will become part of the student's permanent academic history and will appear on their NOCE transcript.

Grading for CTE, DSS, ESL, and LEAP Courses:

- P - Pass (no grade points)
- N - No Pass (no grade points)
- SP - Satisfactory Progress (no grade points)

Students enrolled in a Career Development and College Preparation (CDCP) course are advised that they will be issued a grade that will appear on their NOCE transcript and permanent academic history. If a student does not wish to be graded, they must drop the course prior to the eighth hour of instruction. While an instructor may drop a student for excessive absences, **it is the student's responsibility to officially withdraw from a class**. If a student withdraws after the eighth hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course after the start of the final quarter of the course.

Grade Appeal Policy: NOCE recognizes 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 the student during the next term but no later than one year. assigned. Grade appeal requests should be initiated by grade is prejudicially, capriciously, or arbitrarily limited to the situations in which students believe the right to formally appeal the final grade earned. Appeals are determining grades that are assigned to students and that Board Policy 4231. All grade appeal requests should be directed to noce.edu/records. For additional information, you may refer to the NOCE Registrar at 714.992.9502 following the award of the original grade.

OPEN ENROLLMENT: It is the policy of the North Orange County Community College District (NOCCCD) that, unless specifically exempted by statute, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or North Orange Continuing Education and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title V of the California Administrative Code, commencing with Section 51820.

ACADEMIC HONESTY: Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

1. Students shall not plagiarize, which is defined as:
 - a. stealing or passing off as one's own ideas or words of another, or
 - b. using a creative production without crediting the source.
 - c. The following cases constitute plagiarism:
 - paraphrasing published material without acknowledging the source;
 - making significant use of an idea or a particular arrangement of ideas, e.g. outlines;
 - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement; or
 - submitting under one's own name term papers or other reports which have been prepared by others.
2. Students shall not cheat, which is defined as:
 - a. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
 - b. misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously submitted papers should inform students in the course syllabus,
4. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

- a. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
- b. Assign zero points on all or a particular paper, project, or exam.
- c. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the school. Such a report will be accompanied by supporting evidence and documentation.

See Student Conduct Policy for additional information.

SEXUAL HARASSMENT, DRUG-FREE AND ALCOHOL-FREE: For a copy of these policies, please refer to the NOCCCD website at www.nocccd.edu

NON-DISCRIMINATION STATEMENT: The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more foregoing characteristics, or based on association with a person or group with one or more of these actual perceived characteristics in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504/Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 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 from any campus phone. To reach Campus Safety or Security, call the following numbers by NOCE Center: Anaheim 714.808.4911; Cypress: 714.484.7387; Wilshire (Fullerton): 714.992.7777.

VICTIMS OF SEXUAL ASSAULT: Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the following Campus Safety and/or Security offices:

- **Anaheim Campus 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 (DSS): NOCE provides support services to enable persons with disabilities to participate in classes and programs. Support may include tutors, interpreter service, note takers, or other assistance. In addition, special classes are offered for those who are not yet ready to benefit from general continuing education offerings. See the Disability Support Services section in this schedule for class listings or call 714.484.7057.

WE'RE LOOKING FOR NEW INSTRUCTORS! DO YOU WANT TO TEACH FOR NORTH ORANGE CONTINUING EDUCATION? We are looking for new instructors for the following programs: Emeritus, Classes, Kids' College, ESL, Computer Classes, Career Technical Education, and Basic Skills.

You must meet the minimum qualifications set by the California Community College Chancellor's Office. For more information call 714.484.7038. If qualified, please send resume to:

Dr. Karen Bautista, Dean of Instruction,
 NOCE Cypress Center
 9200 Valley View
 Cypress, California 90630

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

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

STUDENT CONDUCT POLICY

Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 7034, 76036 of the State Education Code.

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.

STUDENT CONDUCT POLICY – OFF-CAMPUS CONTINUING EDUCATION LOCATIONS

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.

OFF-CAMPUS CONTINUING EDUCATION LOCATIONS

Register in Class!

Do not call location unless noted.

Access California Services	631 S Brookhurst St Suite 107	Anaheim
Alamitos West Health Care Center	3902 W Katella Ave	Los Alamitos
Albert Schweitzer Elem	229 S Dale Ave	Anaheim
Anaheim Care Cottages	9622 Katella Ave	Anaheim
Anaheim Crest Nursing Center	3067 W Orange Ave	Anaheim
Anaheim Crown Plaza Center	641 S Beach Blvd	Anaheim
Anaheim Healthcare Center	501 S Beach Blvd	Anaheim
Anaheim Sr Center	250 E Center Street	Anaheim
Anaheim Terrace Care Center	141 S Knott Ave	Anaheim
Anaheim VIP Center	1158 N Knollwood Cir	Anaheim
Anhm Independencia Fam Reso Ct	10841 Garza St	Anaheim
Arbor Palms of Anaheim	3411 W. Ball Road	Anaheim
Ball Junior High	1500 W. Ball Rd.	Anaheim
Bradford Square	1180 N Bradford Ave	Placentia

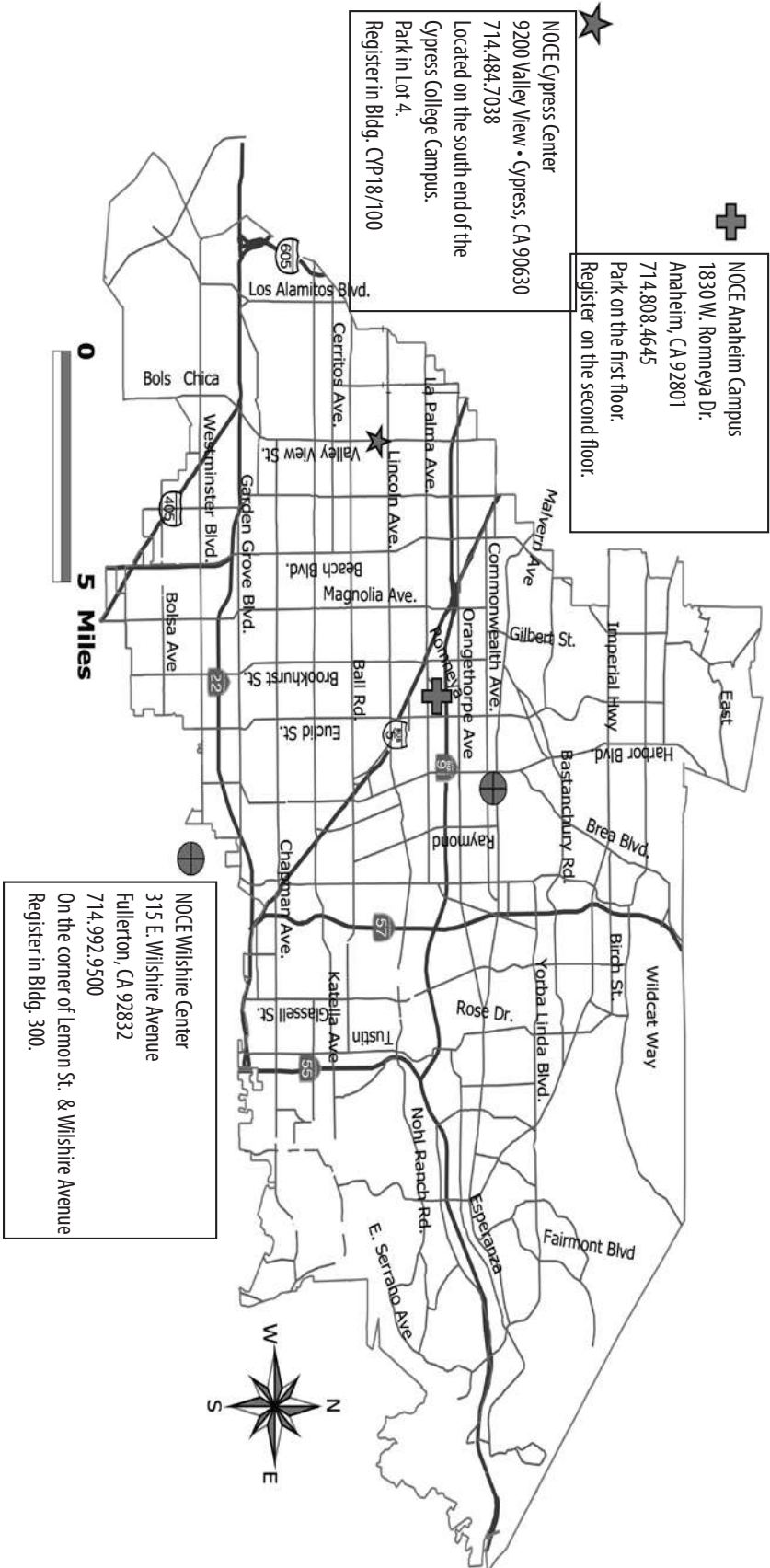
Brea Comm Center	695 Madison Way	Brea
Brea Sr Center	500 Sievers Ave	Brea
Brookdale Anaheim	200 N Dale Ave	Anaheim
Brookdale-Garden Manor	10200 Chapman Ave	Garden Grove
Brookdale-Yorba Linda	17803 Imperial Hwy	Yorba Linda
Buena Park Nursing Center	8520 S Western Ave	Buena Park
Buena Park Sr Center	8150 Knott Ave	Buena Park
Buena Vista Care Center	1440 S Euclid Street	Anaheim
Cambridge Court	1621 E Commonwealth Ave	Fullerton
Capriana	460 S. La Floresta Dr	Brea
Cottage of Artesia Gardens	6041 Kingman Ave	Buena Park
Coventry Court Health Center	2040 S Euclid Street	Anaheim
Crescendo Sr Living of Pl	351 E. Palm Dr.	Placentia
Cypress Sr Citizen Center	9031 Grindlay St	Cypress
Cypress Sunrise Village Apt.'s	9151 Grindlay Street	Cypress
El Camino Real High School	1351 E. Orangethorpe Ave	Placentia
Emerald Court	1731 Medical Center Dr	Anaheim
Emerald Isle Sr Apartments	661 N Rose Dr	Placentia
Esther L Walter Elem	10802 Rustic Ln	Anaheim
First Christian Church Anaheim	520 W South St	Anaheim
Fullerton Community Center	340 W. Commonwealth Ave	Fullerton
Fullerton Gardens	1510 E Commonwealth Ave	Fullerton
Gordon Lane Care Center	1821 E Chapman Ave	Fullerton
Happy Brea Adult Day Hth Care	596 Apollo St.	Brea
Harbor Villa Care Center	861 S Harbor Blvd	Anaheim
Harvest Retirement Health Center of OC	9011 Knott Ave 9021 Knott Avenue	Buena Park Buena Park
Higher Ground Youth Family Svc	1535 E Broadway	Anaheim
Karlton Residential Care Center	3615 W Ball Rd	Anaheim
Katella Sr Living Community	3952 W Katella Ave	Los Alamitos
La Habra Community Serv-Sr Center	101 W La Habra Blvd	La Habra
La Habra Conv Hospital	1233 W La Habra Blvd	La Habra
La Habra Villa	1100 E Whittier Blvd	La Habra
La Palma Nursing Center	1130 W La Palma Ave	Anaheim
Leisure Court	1135 Leisure Ct	Anaheim
Los Alamitos Sr Center	10911 Oak Street	Los Alamitos
M L Maxwell Elem	2613 W Orange Ave	Anaheim
Melrose Elem	974 S. Melrose St	Placentia
Morningside of Fullerton	800 Morningside Dr	Fullerton
New Horizon	8541 W Cerritos Ave	Stanton
Orangegrove Rehab Hospital	12332 Garden Grove Blvd.	Garden Grove
Pacific Drive Elem	1501 W Valencia Dr	Fullerton

Palm Retirement Center	312 N Roosevelt Ave	Fullerton
Park Anaheim Healthcare Center	3435 W Ball Rd	Anaheim
Park Regency Care Center	1770 W La Habra Blvd	La Habra
Park Regency Ret Res	1750 W La Habra Blvd	La Habra
Park Vista Assisted Living	2527 Brea Blvd	Fullerton
Park Vista, Morningside	2525 Brea Blvd	Fullerton
Ponderosa Park Family Resource	2100 S Haster St	Anaheim
Rehab Institute So Ca	130 Laguna Rd	Fullerton
Richman Elem	700 S. Richman Ave	Fullerton
Rio Vista Elem	310 N Rio Vista St	Anaheim
Rowntree Gardens	12151 Dale Ave	Stanton
Ruby Dr Elem	601 Ruby Dr	Placentia
Senior Living Community	16850 Bastanchury Rd	Yorba Linda
Sr Citizens Center Anaheim	250 E Center St	Anaheim
St Boniface Church	120 N Janss St	Anaheim
St. Elizabeth Healthcare	2800 N Harbor Blvd	Fullerton
Stanton Civic Center	7800 Katella Ave	Stanton
Sun Mar Nursing Center	1720 W Orange Ave	Anaheim
Sunnycrest Sr Living	1925 Sunnycrest Dr	Fullerton
Sunrise Assisted Living, YL	4792 Lakeview Ave	Yorba Linda
Sunrise Asst Liv Fullerton	2226 North Euclid Avenue	Fullerton
Sunrise Asst Living La Palma	5321 La Palma Ave	La Palma
Terrace View Care Center	201 E Bastanchury Rd	Fullerton
The Pavilion, Sunny Hills	2222 N Harbor Blvd	Fullerton
Thomas Edison Elem	1526 E Romneya Dr	Anaheim
Topaz Elem	3232 Topaz Ln	Fullerton
Valley View Gardens	11848 Valley View St	Garden Grove
Vintage of Stonehaven	5303 Stonehaven Dr	Yorba Linda
W Anaheim Extended Care Hospital	645 S Beach Blvd	Anaheim
Walnut Manor Care Center	891 S Walnut St	Anaheim
Walter Knott Education Center	7300 La Palma Ave	Buena Park
Washington Middle Sch	716 E. La Harbor Blvd	La Habra
West Anaheim Sr Prog	2271 W Crescent Ave	Anaheim
West Anaheim Therapeutic Res	645 South Beach Blvd	Anaheim
Whitaker Elem	8401 Montana Ave	Buena Park
Whitten Heights	200 W Whittier Blvd	La Habra
Whittier Glen	10615 Jordan Rd	Whittier
Whittier Hills Healthcare Center	10426 Bogardus Ave	Whittier
Wilshire Community Church	212 E. Wilshire Ave.	Fullerton
Windsong Sr Activity Center	1701 S Euclid St	Anaheim
Windsor Gardens of Anaheim	3415 W Ball Rd	Anaheim
Windsor Gardens of Fullerton	245 E Wilshire Ave	Fullerton
Yorba Linda Sr Center	4501 Casa Loma Ave	Yorba Linda

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