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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**? Look on the Fullerton College Bookstore page: <https://bookstore.fullcoll.edu/course-search>. For store, choose: "Anaheim Campus Store" and then select 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.

Every Day Counts at NOCE

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



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

NEW TO NOCE?

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

1 APPLY FOR AN NOCE BANNER ID

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

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

2 REGISTER FOR CLASSES

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

3 PURCHASE A PARKING PERMIT AND BOOK(S)

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

Parking at the NOCE Cypress Center requires a virtual parking permit enforced by license plate recognition. You may register your vehicle online at <https://cypress.lprpermit.com/Internal/UserRegistration.aspx?u=SCE> and purchase a permit for the entire NOCE term or for one day. To purchase a permit online with a debit or credit card **ONLY** you will need your vehicle license plate number or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card **ONLY** at any Cypress College parking kiosk. Permits are also valid at the Anaheim Campus and Wilshire Center.

TERM DATES & HOLIDAYS TO REMEMBER



2019 WINTER TERM

January 7, 2019 — March 30, 2019

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

REGISTRATION OPTIONS

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

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER

- January 28, 2019 — May 25, 2019

HOLIDAYS—NOCE CENTERS CLOSED

- Winter Holiday: December 24 — January 1, 2019
- Martin Luther King, Jr. Holiday: January 19 — 21, 2019
- Presidents' Day Holiday: February 15 — 18, 2019

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

December 3 – 12, 2018:

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

December 17, 2018 – Jan 1, 2019:

- ⇒ All NOCE Centers CLOSED
- Starting January 2, 2019, NOCE will resume regular operating hours. See page 6 for details.



2019 SPRING TERM

April 1, 2019 — June 29, 2019

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

REGISTRATION OPTIONS

- **Wednesday, February 27, 2019:** Medical Assistant Certificate Program Online Registration ONLY
- **Tuesday, March 5, 2019:** Online Registration for Career Technical Education Classes ONLY
- **Wednesday, March 6, 2019:** Online Registration for ALL NOCE Classes
- **Thursday, March 7, 2019:** Walk-In Registration for ALL NOCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER

- January 28, 2019 — May 25, 2019

HOLIDAYS—NOCE CENTERS CLOSED

- Cesar Chavez Holiday: April 18, 2019
- Spring Holiday: April 19 — 21, 2019
- Memorial Day Holiday: May 25 — 27, 2019

For Spring Recess, the week of April 15—April 21, 2019 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 a.m. — 5 p.m. on Monday — Thursday and 7 a.m. — 4:30 p.m. on Friday or visit the Admissions and Registration Office at an NOCE Center location.
- 4.** Holds **MUST BE** cleared prior to registration. You may have a hold on your account if you owe fees at either NOCE, Cypress College, or Fullerton College. Visit the Admissions and Registration Office at an NOCE Center location for assistance.
- 5.** Prerequisites **MUST BE** cleared prior to registration. You can confirm prerequisites by:
 - ⇒ Checking your unofficial transcript on myGateway
 - ⇒ Checking with your NOCE Counselor

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

ONLINE REGISTRATION WORKSHOPS

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

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

Location: NOCE Anaheim Campus

2nd Floor — Admissions and Registration Office
1830 W. Romneya Drive, Anaheim

- Monday, November 26, 2018 at 6 p.m.**
- Wednesday, November 28, 2018 at 6 p.m.**

Workshops are free. No reservation required.

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

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

Wednesday, December 5, 2018: for Medical Assistant classes
Tuesday, December 11, 2018: for CTE classes
Wednesday, December 12, 2018: for all NOCE classes

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

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

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 www.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										
CRN (Course Reference No.)					Title	Days	Times	Location		

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 do not want to print out a receipt



ONLINE REGISTRATION INFORMATION

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

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

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

1. WEDNESDAY, DECEMBER 5, 2018



Online Registration for Medical Assistant Certificate Program Classes ONLY

Students can register online for the Medical Assistant Certificate Program courses at 7:30 a.m. on Wednesday, December 5, 2018.*

Students must complete the **ONLINE ORIENTATION prior to registration; **ASSESSMENT** required to enroll in some classes. See pages 19 - 21 for more information or call 714.808.4915 with questions.*

2. TUESDAY, DECEMBER 11, 2018



Online Registration for Career Technical Education (CTE) Program Classes ONLY

Students can register online for courses in the following eligible programs beginning at 7:30 a.m. on Tuesday, December 11, 2018 (those designated with a clock in this schedule): Administrative Assistant, Computers, Early Childhood Education*, Electrical Trainee*, Funeral Service Assistant*, Management*, Pharmacy Technician*, Physical Therapy Aide*, and Quality Assurance Management for Devices**

Students must complete the **ONLINE ORIENTATION prior to registering for these CTE programs; **ASSESSMENT** required to enroll in some classes. See pages 19 - 21 for more information or call 714.808.4915 with questions.*

3. WEDNESDAY, DECEMBER 12, 2018



Online Registration for All NOCE Classes

Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Wednesday, December 12, 2018.



BASIC ONLINE REGISTRATION INSTRUCTIONS

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

NEED ASSISTANCE WITH ONLINE REGISTRATION?

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



WALK-IN REGISTRATION INFORMATION

4. THURSDAY, DECEMBER 13, 2018



Walk-In Registration for All NOCE Classes

Students can register at the Admissions and Registration Office at any of the three NOCE Centers beginning on Thursday, December 13, 2018. *

*NOCE Centers will be closed for Winter break from December 17, 2018 – January 1, 2019



ANAHEIM CAMPUS

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

OFFICE HOURS:

M-Th: 8 a.m. — 7:30 p.m.
Fri: 8 a.m. — 4 p.m.
Sat: Closed

CYPRESS CENTER

9200 Valley View Street
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. — 7:30 p.m.
Fri: 8 a.m. — 4 p.m.
Sat: 8 a.m. — 2 p.m.

** 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 39-40

Registration Information for High School Diploma Program: SEE PAGES 12-17

Looking for **TEXTBOOK INFORMATION?**

Look on the Fullerton College Bookstore page: <https://bookstore.fullcoll.edu/course-search>. 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



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 mq.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 FC

Off-campus continuing education location addresses are listed on page 76 of this class schedule.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

STUDENT SUCCESS & SUPPORT PROGRAM

Counseling and Educational Planning

WHAT IS SSSP?

The North Orange Continuing Education's (NOCE) Student Success and Support Program (SSSP), formerly known as Matriculation, is responsible for the orientation, assessment, counseling, and development of student educational plans for NOCE students. SSSP can assist students with the following services:

1. Define a course of study
2. Develop student educational plans
3. Provide academic counseling and referrals
4. Assist with transition to college

SSSP helps students make informed choices about the following:

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

HOW CAN I MAKE AN APPOINTMENT?

Students can call or visit one of the following NOCE SSSP offices to make an appointment with a counselor.

Anaheim Campus

1830 W. Romneya Drive
Anaheim, CA 92801

2nd floor, Room 215
714.808.4682

Cypress Center

9200 Valley View Drive
Cypress, CA 90630

Room TE2-207
714.484.7440

Wilshire Center

315 E. Wilshire Avenue
Fullerton, CA 92832

100 Building, Room 112
714.992.9565

Adult College & Career Transitions (ACCT) Program

IS COLLEGE YOUR NEXT STEP?

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

Save the Date!

Thursday, January 10, 2019

EOPS College Prep Conference at Fullerton College. If you want to attend this half-day student conference, contact Linda Langgle at 714.808.4677 or LLanggle@noce.edu



NOCE Students Touring Fullerton College

HOW TO READ THE CLASS SCHEDULE

CAMPUS LOCATIONS

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

DAYS OF THE WEEK CODES

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

NONCREDIT COURSES (No FEES)

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

Subject Code/ → **MEDO/235** ← 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 1/8/2018, ends week of 4/2/2018; nc Jan 15, Feb 19, Mar 26-Mar 29 ← nc = No Class

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

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

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

COMMUNITY SERVICE (FEE-BASED)

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

Subject Code/ → **FOTO/101**

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

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

CRN	DAYS	PLACE	INSTR	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) ↑ Start - End Time ↑ Campus / Room ↑ Instructor ↑ Fees

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

FASTRACK



Free Parking!



Services available for
Career Technical Education,
English as a Second Language, and
High School Diploma students.

What is NOCE FasTrack?

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

FasTrack

What to expect at FasTrack:

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

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

HS students only:
Bring sealed, official transcripts

Thursday, February 28, 2019

**Come in anytime starting at 2 p.m. and ending at 8 p.m.
Anaheim Campus: 1830 W. Romney Drive, Anaheim CA 92801**

NOCE DSS Programs



TRANSITION NIGHT 2019

The Opportunities Are Endless!

WEDNESDAY, MARCH 20th

6pm – 8:30 pm

➤ Vendors

Over 50 Vendors
From Orange & LA County

➤ Fashion Show

Dress for Success

➤ Workshops

NOCE DSS Programs
ARISE Lab
Student Panel
Career & Technical Education Programs

Where:
Cypress College
CCCPLX 3rd & 4th Floors
(Building 6)
9200 Valley View St.
Cypress, CA 90630

Free Parking
In
Lot 1 & 9



Hosted By:
NOCE Disability Support Services
For more information: **714-484-7057**

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!



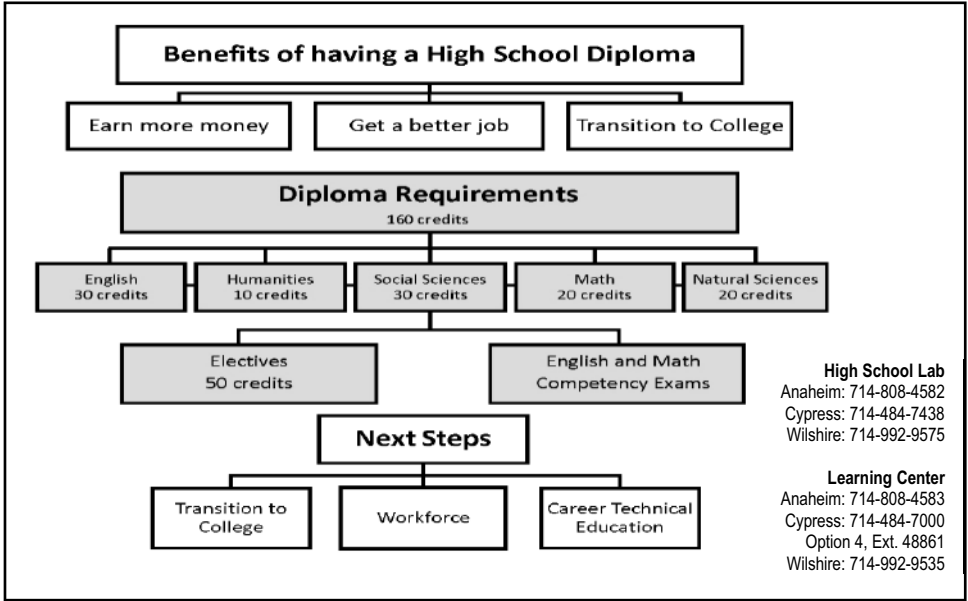
Attending **every** class meeting is important for all NOCE students.

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 - BASIC MATH

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.

**IMPROVING INDIVIDUAL SKILLS LAB
ABE/120**

Starts week of 1/7/2019, ends week of 3/25/2019;
 nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
61001	MW/8:30a-11:20a	CYPTE2-201	Staff
61004	TTh/8:30a-11:20a	CYPTE2-201	Staff
61002	MW/1p-3:50p	CYPTE2-201	Staff
61005	TTh/1p-3:50p	CYPTE2-201	Staff
61003	MW/5:30p-8:20p	CYPTE2-201	Staff
61006	TTh/5:30p-8:20p	CYPTE2-201	Lacuesta

Dates to Remember:

- Dec 12, 2018 First day to register online
- Dec 13, 2018 First day to register in-person
- Jan 4, 2019 Last day to register online
- Jan 10, 2019 Last day to register in-person
- Jan 13, 2019 Last day to drop without penalty
- Mar 5, 2019 Last day to drop with a "W"

**TRANSITIONING TO COLLEGE
IHSS/300**

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

Dates: Jan 28-Feb 19; nc Feb 18

*Dates: Feb 6-Feb 27; nc Feb 18

CRN	DAYS	PLACE	INSTR
51057*	MW/3p-5:20p MW/3p-5:20p	CYPTE2-200 CYP18/118	Stackhouse Boehler
60001	M/2p-4:50p MT/3p-4:50p	WIL/TBA	Cagley Cohn

FREE
 Tutoring
 and
 Support
 Services
 are
 available
 in the
 Learning
 Centers.



Please stop by for assistance.

NEED A HIGH SCHOOL DIPLOMA?

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



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

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

Exciting News!

GED Test Preparation classes are coming soon to the Anaheim Campus.

Please check our future schedule for details

Join the Community Connections Student Club!**Club Objectives:**

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

Club Meeting Times:

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

Contact Jennifer Carey, Club Advisor, at JCarey@noce.edu for more information.

Want to Go to College?**ENROLL IN THE SHORT-TERM COURSE: *Transitioning to College***

All NOCE students with a goal of transitioning to Cypress College or Fullerton College are encouraged to register for this **FREE** course offered during NOCE's fall & winter terms **ONLY**.

Check our fall and winter class schedules for course information.

**ELECTIVE HIGH SCHOOL DIPLOMA COURSES**

Contact your instructor for details about High School Literacy Skills I (IHSS 190) and High School Literacy Skills II (IHSS 191)

Free Workshops
Employment Skills Series
Every Wednesday 9:30 a.m.-10:30 a.m.
Anaheim Campus & Wilshire Center
Learning Center, Room 105

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FIVE EASY STEPS TO ENROLL

1 OBTAIN TRANSCRIPTS

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

2 APPLY ONLINE OR IN-PERSON

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

3 COMPLETE ONLINE ORIENTATION

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

4 REGISTER & ATTEND ASSESSMENT

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

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

5 COUNSELING

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

HIGH SCHOOL DIPLOMA PROGRAM LOCATIONS & HOURS*

**Days/hours subject to change.*

Anaheim Campus: 1st Floor, Rm 139

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

Cypress Center: TE2, Rm 205

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

Wilshire Center: Bldg 100, Rm 118

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

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

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

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

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FOUR EASY STEPS TO ENROLL

1 OBTAIN OFFICALLY-SEALED TRANSCRIPTS

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

2 APPLY FOR AN NOCE BANNER ID

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

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

3 COMPLETE THE HIGH SCHOOL DIPLOMA PROGRAM ONLINE ORIENTATION

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

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

NEED HELP?

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

4 REGISTER FOR A HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

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

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

Refer to the chart on **page 17** for assessment session **course reference numbers (CRNs)** and note the **registration period** dates and times. The **registration period** will close early if the session fills before the close date and time.

- Go to **myGateway** at mg.nocccd.edu and log in by entering your **myGatewayID** and **Password**.
- Next, go to the **Registration Tools** box and select **Add or Drop Classes**.
- Select the term: **NOCE Continuing Education Winter 2019** 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 17**).
- 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 BANNER ID number.**

ATTENTION NOCE CYPRESS CENTER STUDENTS:

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

PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS (18+)

CUATRO PASOS FACILES PARA INSCRIBIRSE

1 OBTenga SU CERTIFICADO DE ESTUDIOS ANTERIORES

Obtenga todas sus calificaciones oficiales de todas las escuelas secundarias a las que ha asistido anteriormente / 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

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

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

4 INSCRIBASE Y ASISTA A LA SESION DE EVALUACION

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

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

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

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

PERMISO DE ESTACIONAMIENTO:

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

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

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

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

January 2019

Please select '**NOCE Continuing Ed Winter 2019**' term when registering via myGateway.

Assessment Location		Registration Period	Assessment Date	CRN	Assessment Time
Anaheim, 7th Floor	Room 714	Jan 1 — Jan 31	Every Tuesday	61070	10 a.m., 2 p.m., or 6 p.m.
			Every Thursday	61071	2 p.m. or 6 p.m.
Cypress, Bldg. 18	Room 118	Dec 3 — Jan 6	Mon, Jan 7	61093	10 a.m.
			Thurs, Jan 10	61094	6 p.m.
Wilshire, Bldg. 200	Room 202	Jan 18 — Jan 27	Mon, Jan 28	61099	10 a.m.
	Room 203		Thurs, Jan 31	61100	6 p.m.

February 2019

Please select '**NOCE Continuing Ed Winter 2019**' term when registering via myGateway.

Assessment Location		Registration Period	Assessment Date	CRN	Assessment Time
Anaheim, 7th Floor	Room 714	Jan 28 — Feb 28	Every Tuesday	61089	10 a.m., 2 p.m., or 6 p.m.
			Every Thursday	61090	2 p.m. or 6 p.m.
Cypress, Bldg. 18	Room 118	Jan 25 — Feb 3	Mon, Feb 4	61095	10 a.m.
			Thurs, Feb 7	61096	6 p.m.
Wilshire, Bldg. 200	Room 202	Feb 15 — Feb 24	Mon, Feb 25	61101	10 a.m.
	Room 203		Thurs, Feb 28	61102	6 p.m.

March 2019

Please select '**NOCE Continuing Ed Winter 2019**' term when registering via myGateway.

Assessment Location		Registration Period	Assessment Date	CRN	Assessment Time
Anaheim, 7th Floor	Room 714	Feb 26 — March 28	Every Tuesday	61091	10 a.m., 2 p.m., or 6 p.m.
			Every Thursday	61092	2 p.m. or 6 p.m.
Cypress, Bldg. 18	Room 118	Feb 22 — March 3	Mon, Mar 4	61097	10 a.m.
			Thurs, Mar 7	61098	6 p.m.
Wilshire, Bldg. 200	Room 202	March 15 — March 24	Mon, Mar 25	61103	10 a.m.
	Room 203		Thurs, Mar 28	61104	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, visit <http://noce.edu/admissions-registration/parking-and-transportation>
For Cypress Center parking, see page 15.

DON'T FORGET TO BRING:

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

GED/HISET PREPARATION PROGRAM

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

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

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

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

GED/HISET PREPARATION LAB & HOURS*

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

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

**Days/hours subject to change.*

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

NOCE LEARNING CENTERS

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

ABOUT THE LEARNING CENTERS

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

LEARNING CENTER LOCATIONS & HOURS*

Set your own schedule during these hours:

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



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

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

Mon-Thur: 8:30 a.m.— 4 p.m. Fri: 8:30 a.m.— 3 p.m.
Wed-Thur: 5 p.m.— 9 p.m.

Contact Information: 714.484.7079 or mathcolab@noce.edu

CAREER TECHNICAL EDUCATION PROGRAM

FIVE EASY STEPS TO ENROLL

NEW STUDENTS:
Complete Steps 1—5

1 APPLY ONLINE OR IN-PERSON

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

2 ORIENTATION

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

- ◆ Administrative Assistant
- ◆ Early Childhood Education
- ◆ Electrical Trainee
- ◆ Funeral Service Assistant
- ◆ Management
- ◆ Medical Assistant
- ◆ Office Technician
- ◆ Pharmacy Technician
- ◆ Quality Assurance Management

3 ASSESSMENT

Assessment is a test to determine your current proficiency in a particular subject. Students must complete an assessment to enroll in the following:

- ◆ Administrative AssistantBUSN/320, BUSN/340
- ◆ Early Childhood Education ECE/140
- ◆ Electrical Trainee.....ELET/140
- ◆ Funeral Service Assistant..... FSRV/100
- ◆ Management Program..... BMGR 410
- ◆ Medical Assistant.....MEDO/260
- ◆ Pharmacy TechnicianMEOC/130
- ◆ Quality Assurance Management BMGR/645

4 REGISTRATION

CTE online registration will open at 7:30 a.m. on the following dates for the 2019 Winter Term:

- ⇒ Medical Assistant Certificate Program: Wednesday, December 5, 2018
- ⇒ All other CTE Certificate Program Classes: Tuesday, December 11, 2018

5 COUNSELING

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

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

Career Tech Ed

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

CAREER TECHNICAL EDUCATION PROGRAM

FIVE 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.

- Visit **myGateway** at mg.nocccd.edu. Use your **BANNER ID** and **PIN** to log-in.
- In the left side of the screen, click on the **NOCE (SCE)** tab.
- Click the **NOCE Orientations** box, select the NOCE Online Orientation for the certificate program you want to enroll: **NOCE CTE Pharmacy Technician**, or **NOCE General Orientation**.
- Follow the directions and complete all sections of your selected certificate program's **Online Orientation** and **pass a series of short quizzes**. NOTE: If you do not pass the Online Orientation and try to register, you will receive an error message, "cohort restriction," and you will not be able to register. You can take the Online Orientation several times to successfully complete and pass.
- 24 hours after** you successfully pass the **Online Orientation, you will be eligible to register** for classes in the certificate program. The Online Orientations are unique to each NOCE Certificate Program. You must take and pass the Online Orientation for the certificate program in which you wish to enroll.
- Although you have successfully passed the Online Orientation, **some classes also require completing an Assessment (step 3) and you will also still need to register for classes (step 4).**

3

COMPLETE A REQUIRED
ASSESSMENT

Students are assessed in reading and mathematics. Students enrolled in the Administrative Assistant, Early Childhood Education, Electrical Trainee, Funeral Service Assistant, Management, Medical Assistant, Pharmacy Technician, and/or Quality Assurance Management for Medical Devices Certificate Programs **must complete an assessment to register for certain CTE classes.** See the next page for dates and times to take the assessment.

4

REGISTER ONLINE FOR
2019 WINTER TERM COURSES

2019 Winter Term **Online Registration** opens on these dates at 7:30 a.m.:

- Medical Assistant Certificate Program:**
Wednesday, December 5, 2018
- All other CTE Programs:**
Tuesday, December 11, 2018

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

HELPFUL TIPS:

- Spaces are limited and available on a first-come, first-served basis. Registration opens at 7:30 a.m. on both December 5, and December 11, 2018.
- FIRST TIME REGISTERING ONLINE?** See page 3 of this class schedule for details about Online Registration Workshops and see page 4 for a helpful worksheet.

5

COUNSELING

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

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

For more information, call the Career Technical Education Program Office at 714.808.4915. To make an appointment with a counselor, call the Student Success and Support Program Office at 714.808.4682.

EVERY DAY COUNTS AT NOCE!



Attending every class meeting is important for all NOCE students.

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

See you in class!

CAREER TECHNICAL EDUCATION PROGRAM

STEP 3: COMPLETE A REQUIRED ASSESSMENT

The following **Career Technical Education (CTE)** classes will have to complete an **On-Line Orientation** and in person **Assessment Session** before registering/enrolling for a class.

Please plan to be at the Assessment Center for 1½ to 2 hours.

Assessments are required before registering/enrolling for the following classes:

- Administrative Assistant Certificate Program..... BUSN/320, BUSN/340
- Early Childhood Education Certificate Program..... ECE/140
- Electrical Trainee Certificate Program ELET/140
- Funeral Service Assistant Certificate Program FSRV/100
- Management Program BMGR/410
- Medical Assistant Certificate Program..... MEDO/260
- Pharmacy Technician Certificate Program MEOC/130
- Quality Assurance Management Certificate Program BMGR/645

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

All Assessments are located on the Anaheim Campus

1830 West Romneya Drive, Anaheim, California 92801

714.808.4915

7th Floor Room 714	Monday	Wednesday	Friday
November	2 p.m. 6 p.m.	10 a.m. 2 p.m.	10 a.m.
December	2 p.m. 6 p.m.	10 a.m. 2 p.m.	10 a.m.
January	2 p.m. 6 p.m.	10 a.m. 2 p.m.	10 a.m.

Career Tech Ed

CTE Assessment Sign-Up is MANDATORY

<https://tinyurl.com/ctewinter2019>

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

The Assessment Center will be closed on all major holiday's and the following dates:

- ◆ Thursday, November 1, 2018
- ◆ Monday, November 5, 2018
- ◆ Wednesday, November 7, 2018
- ◆ Monday, November 12, 2018
- ◆ Wednesday, November 14, 2018
- ◆ Monday, November 19 through Friday, November 23, 2018
- ◆ Thursday, December 19, 2018 through Tuesday, January 1, 2019
- ◆ Friday, January 4, 2019
- ◆ Monday, January 21, 2019

- Classes fill up quickly and they are on a first come, first serve basis. The later you complete the On-Line Orientation and Assessment Session, the less probability you will have to enroll for classes.
- **DON'T BE LATE!** Please arrive 10-15 minutes before the test as all testing will begin promptly at the scheduled time. Latecomers will NOT be admitted to the Assessment Session. Students arriving late will be directed to another session date and time.
- You **MUST BRING** the following items with you for your assessment testing:
 - ▶ Photo ID
 - ▶ Access Card



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018

CAREER TECHNICAL EDUCATION PROGRAM

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

- Administrative Assistant Certificate Program
- Braille Transcribing
- Early Childhood Education Certificate Program
- Electrical Trainee Certificate Program
- Fundamental Computer Concepts and Skills Certificate Program
- Funeral Service Assistant Certificate Program
- Graphic Design and Web Skill Certificate Program
- Management Certificate Program
- Medical Assistant Certificate Program
- Medical Assistant: Front Office Certificate Program
- Office Application Essentials Certificate Program
- Pharmacy Technician Certificate Program
- Quality Assurance Management Certificate for Medical Devices

Program Attendance and Grading Requirements

- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the wait list. **Students on the wait list should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the term.
- All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade student in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

GRADING POLICY: These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the **GENERAL INFORMATION** section in the back of this schedule for further information.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See pg 5 for details.

Every Day Counts at NOCE



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

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

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

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

The Administrative Assistant Certificate Program prepares students for a career as a secretary or an administrative assistant. Training includes keyboarding and speed building, current Windows operating system, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet, Microsoft Outlook, customer service, communication and problem solving, telephone techniques, business mathematics, proofreading and spelling, filing, and job-hunting skills.

Administrative Assistant Certificate Requirements

- For program requirements, please refer to the **NOCE Catalog** at www.noce.edu/catalog
- **Additional program requirements include:**
 - 1) CCTR/100: Business/Computer Skills Lab (120 hours; averaging a minimum of five hours per week during the fall, winter, and spring terms).
 - 2) Students must meet the keyboarding requirement of passing a five-minute, 35 wpm with no more than five errors, keyboarding exam. As of the 2017 Winter Term, the keyboarding exam is now given as part of BUSN 341: Computer Applications for the Administrative Assistant II. All students who started the program in the 2016 Fall Term or later must now pass the keyboarding exam as part of their course requirements for BUSN 341 and are no longer able to challenge the keyboarding exam in the Business/Computer Skills Lab.
 - 3) Complete all program requirements within one year and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within one year and/or not maintaining catalog rights will be required to repeat any classes that are not within the one-year time frame and/or take any further program requirements.

Registration

Students must begin with either BUSN/320: Office Skills I or BUSN/340: Computer Applications for the Administrative Assistant I. Students may also take both classes concurrently.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

COMPUTER APPLICATIONS FOR THE ADMINISTRATIVE ASSISTANT II BUSN/341



Prerequisite: BUSN 340 Computer Applications for the Administrative Assistant I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Windows and Internet. **Textbook Required.**

Dates: Jan 8-Mar 28

CRN	DAYS	PLACE	INSTR
60019	TTh/9a-10:50a	AN/405	Prey

**OFFICE SKILLS II
BUSN/321**



Prerequisite: BUSN 320 Office Skill I Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on telephone procedures, filing and managing records, processing business documents, sending and receiving mail, and managing office activities. **Textbook Required.**

Dates: Jan 8-Mar 28

CRN	DAYS	PLACE	INSTR
60037	TTh/11a-11:50a	AN/405	Prey

BRAILLE TRANSCRIBING

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

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.

Braille Transcribing Certificate Requirements

- For program requirements, please refer to the **NOCE Catalog** at www.noce.edu/catalog
- This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into braille.
- The three courses required include:
 - 1) Braille Transcribing: Basic Rules
 - 2) Braille Transcribing: Reading and Writing Contractions
 - 3) Braille Transcribing: Advanced Symbols and Formatting Manuscripts



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

**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 9-Mar 27

CRN	DAYS	PLACE	INSTR
61142	W/6p-8:50p	AN/118	Dawirs

NOCE NETWORKS



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018

COMPUTERS

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

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

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

Regular attendance is expected of every student in all computer classes. Students on the wait list should attend the first session. No students will be allowed to enroll in a class after the second week of the term.

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

GRADING POLICY: Some NOCE Computer courses are considered Career Development and College Preparation by NOCE. Students will receive a grade of Pass, No Pass, or Withdrawal. All grades awarded will appear on the student transcript or permanent student record. Please refer to the GENERAL INFORMATION section in the back of this schedule for further information.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.



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



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

Dates: Jan 7-Mar 29; nc Jan 21, Feb 15-18

*Dates: Jan 12-Mar 23; nc Jan 19, Feb 16

CRN	DAYS	PLACE	INSTR
51041	MW/8a-8:30p TTh/8a-7p F/8a-12p	AN/304	Staff
51061*	S/8a-12:50p	WIL/214	Moreno-Herrera

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 1/7/2019, ends week of 3/25/2019

CRN	DAYS	PLACE	INSTR
60036	W/12p-2:50p	AN/405	Kretschmar
60111	Th/6:30p-9:20p	AN/302	Casper
60035	T/6:30p-9:20p	AN/302	Casper

INTRODUCTION TO COMPUTERS COMP/100



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

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
60015	W/9a-11:50a	AN/405	Kretschmar
60014	M/3:30p-6:20p	AN/312	Kretschmar

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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
60016	Th/9a-11:50a	AN/312	Ahmed
60038	M/6:30p-9:50p	AN/302	Sedrak



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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
60061	M/12p-3:20p	AN/312	Kretschmar
60142	Th/6:30p-9:20p	AN/312	Moreno-Herrera

Get ahead with a COMPUTER CERTIFICATE!



Completing five to seven computer courses can earn you a certificate in one of the following programs:

FUNDAMENTAL COMPUTER CONCEPTS & SKILLS

Learn how to perform data entry, word processing, research utilizing the Internet, and basic computer operation suitable for working in a business environment.

Job Outlook: Entry-Level Clerk or General Office Position

OFFICE APPLICATIONS ESSENTIALS

Learn how to perform basic word processing, spreadsheet, database, and other essential business software applications.

Job Outlook: Administrative Support Position

GRAPHIC DESIGN AND WEB SKILL

Learn how to perform editing a simple website, creating and optimizing digital images, and cataloging and retrieving digital files.

Job Outlook: Entry-Level Graphic Design/Web Development Position

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



INTRODUCTION TO WORD MS/144



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 9-Mar 27

CRN	DAYS	PLACE	INSTR
60075	W/9a-11:50a	AN/313	Ahmed

INTRODUCTION TO EXCEL MS/105



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

Starts week of 1/7/2019, ends week of 3/25/2019

CRN	DAYS	PLACE	INSTR
60168	T/9a-11:50a	AN/302	Garmon
60030	W/6:30p-9:20p	AN/308	Sedrak

MS EXCEL - POWER-USER SKILLS MS/165



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

Dates: Jan 8-Mar 26

CRN	DAYS	PLACE	INSTR
60164	T/12p-2:50p	AN/312	Garmon

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 28

CRN	DAYS	PLACE	INSTR
61069	Th/6:30p-9:20p	AN/308	Sedrak

DIGITAL SCRAPBOOKING COMP/675



Advisory: Knowledge of Windows and Photoshop or Photoshop Elements. Scrapbooking is a 2.5 billion dollar industry in the United States. Computerized graphic design is dramatically transforming the industry. Digital scrapbooking skills are important for anyone working in the graphic design field. Learn the design essentials of professional digital scrapbooks, hardware and software requirements, and the creation of graphic elements.

Dates: Jan 9-Mar 27

CRN	DAYS	PLACE	INSTR
60163	W/1:30p-4:20p	AN/312	Loayza



DIGITAL PHOTO ALBUMS FOR BEGINNERS COMP/121



Advisory: MS 104 Introduction to Windows Operating Systems and COMP 105 Discover the Internet. Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos email photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book. Textbook may be required.

Dates: Jan 8-Mar 26

CRN	DAYS	PLACE	INSTR
60029	T/8p-9:50p	AN/312	Alvarado

DIGITAL PHOTO RESTORATION AND PORTRAIT MAKEOVERS COMP/705



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

Dates: Jan 9-Mar 27

CRN	DAYS	PLACE	INSTR
61067	W/6p-7:50p	AN/302	Alvarado

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.

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 today

ADOBE PHOTOSHOP ELEMENTS COMP/119



Utilize photo editing software to enhance graphic design capabilities. This class introduces tools used by professional designers in an easy to use, powerful, digital- image editing program. Textbook may be required. **Textbook may be required.**

Dates: Jan 8-Mar 26

CRN	DAYS	PLACE	INSTR
60028	T/6p-7:50p	AN/312	Alvarado

ADOBE PHOTOSHOP ELEMENTS TOOLS FOR INTERMEDIATE USERS COMP/700



Advisory: Knowledge of Windows and Adobe Photoshop Elements For intermediate- or advanced-level photographers or scrapbookers. Covers tools and techniques for creating text with character, custom shapes and layer styles to add pizzazz, using and creating brushes for embellishments, adding blend modes and filters to give dimension, and automating pages using templates. **Textbook may be required.**

Dates: Jan 9-Mar 27

CRN	DAYS	PLACE	INSTR
61068	W/8p-9:50p	AN/302	Alvarado



EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM

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

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

Early Childhood Education Certificate Requirements

- For program requirements, please refer to the NOCE Catalog at www.noce.edu/catalog
- Additional program requirements include:
 - A current Pediatric First Aid/CPR card through an EMSA approved trainer or completion of MEDO/305 Heartsaver Pediatric First Aid or American Red Cross: Adult and Pediatric First Aid/CPR/AED.
 - Complete all program requirements within seven years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within seven years and/or not maintaining catalog rights will be required to repeat any classes that are not within the seven year time frame and/or take any further program requirements.

Registration

Students should begin with ECE/140: Early Childhood Development and/or ECE 136: Family Community Relationships.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

EARLY CHILDHOOD DEVELOPMENT ECE/140



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

Dates: Jan 7-Mar 25; nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
60091	M/9a-12:20p	AN/112	Hill-West

CRN 60091 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

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 1/7/2019, ends week of 3/25/2019; nc Feb 15

CRN	DAYS	PLACE	INSTR
61049	F/9a-11:50a	AN/112	Sueng
60066	W/6:30p-9:20p	AN/112	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 8-Mar 26

CRN	DAYS	PLACE	INSTR
60058	T/6:30p-9:20p	AN/112	Hill-West

CRN 60058 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

Looking for **TEXTBOOK INFORMATION?**
 Look on the Fullerton College Bookstore page:
<https://bookstore.fullcoll.edu/course-search>
 For store choose: "Anaheim Campus Store"
 and then select the term.

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 8-Mar 14

CRN	DAYS	PLACE	INSTR
60059	TTTh/6:30p-9:20p	AN/106	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 9-Mar 27

CRN	DAYS	PLACE	INSTR
60076	W/9a-11:50a	AN/112	Sueng

NOCE NETWORKS



**PROGRAM CREATIVE
EXPERIENCE
ECE/132**



Student awareness and application of materials appropriate for preschool art activities.

Dates: Jan 8-Mar 26

CRN	DAYS	PLACE	INSTR
60060	T/6:30p-9:20p	AN/108	Pagalidis

**Tips for Success on Your
Career Pathway Journey!**

- Attend** all of your classes **every day!** (All CTE courses and programs have attendance requirements. Please refer to your course syllabus and instructor for requirements.)
- Come to class on time and stay for the whole class!**
- Actively participate** in the classroom! (Including engaging in classroom discussions and asking questions.)
- Complete** all assignments, tests, and reading **by the due dates!** ("I know you've heard it a thousand times before. But it's true – hard work pays off. If you want to be good, you have to practice, practice, practice. If you don't love something, then don't do it." –Ray Bradbury)
- Create a Student Educational Plan (SEP)!** (Meet with a counselor *by the end of your first term* to create your SEP. This will help you map out your educational goals.)
- Take advantage of all available student services** as soon and as often as needed!
- Attend NOCE and CTE workshops!**

**INFANT-TODDLER CARE
ECE/175**



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

Dates: Jan 8-Mar 14

CRN	DAYS	PLACE	INSTR
60156	TTh/9a-11:50a	AN/112	Hill-West

**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 22-Feb 22

CRN	DAYS	PLACE	INSTR	FEE
60080	F/8a-3:30p	AN/108	Staff	\$80

**ELECTRICAL TRAINEE
CERTIFICATE PROGRAM**

For more information about the Electrical Trainee Certificate Program please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail careers@noce.edu

This program will prepare students to work in an entry-level position in the construction industry assisting with the electrical installation and repair of electrical wiring in buildings. Students will receive an overview of the construction industry with a focus on the career path of an electrical trainee. Topics include safety, construction math, tools and materials handling, electrical theory, code requirements and application for residential, commercial and industrial wiring, prints and specifications.

Electrical Trainee Certificate Requirements

- For program requirements, please refer to the NOCE Catalog at www.noce.edu/catalog
- **Additional program requirements include:**
 - 1) Complete all program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.
 - 2) Students must complete at least 36 hours in the **NOCE Learning Center (ABE 105)** in order to satisfy the required elective units. Hours completed in the NOCE Computer Lab do not count towards this requirement.

Registration

Students should begin with ELET/140: Introduction to Electrical Trainee.



= Classes that are eligible for CTE Online Registration on, Tuesday, December 11, 2018. See page 5 for details.

**ELECTRICITY
FUNDAMENTALS
ELET/145**



Prerequisite: ELET 140 Introduction to Electrical Trainee. Course covers basic electrical concepts, including electrical measurements, basic electrical theory, and an understanding of how common electrical components work. Course provides a basis for understanding electrical safety concepts. **Textbook Required.**

Dates: Jan 8-Mar 26

CRN	DAYS	PLACE	INSTR
60069	T/6p-9:50p	AN/402A	Famolaro

NOCE NETWORKS



Connect with us! See inside back cover for details.



ELECTRICAL TRAINEE CERTIFICATE PROGRAM – FUNERAL SERVICE ASSISTANT CERTIFICATE PROGRAM

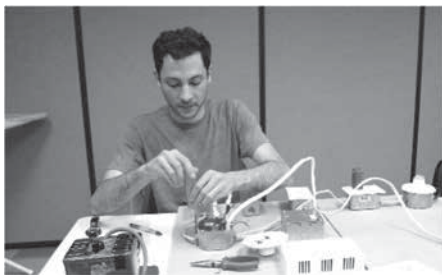
WIRING FUNDAMENTALS: COMMERCIAL ELET/160



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 9-Mar 27

CRN	DAYS	PLACE	INSTR
60088	W/6:30p-9:20p	AN/402A	Faessel



ELECTRICAL TRADES MATHEMATICS I ELET/175



NEW!

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 10-Mar 28

CRN	DAYS	PLACE	INSTR
61202	Th/6p-9:50p	AN/611	Hauck

What is I-BEST?

The Integrated Basic Education Skills Training (I-BEST) classes help students move through school and into the workforce at a faster pace. Students receive the help they need while studying in the career field of their choice; in other words, they learn by doing.

- I-BEST courses use a team-teaching approach to help ensure student success.
- The course and curriculum are the same as the non-I-BEST course, but with double the support.
- CTE I-BEST offerings are now available in the Administrative Assistant, Early Childhood Education, Medical Assisting, and Pharmacy Technician Certificate Programs.

Here's what CTE I-BEST students are saying:

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

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

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

For more information, please call the CTE Program Office at 714.808.4915 or e-mail careers@NOCE.edu.

FUNERAL SERVICE ASSISTANT CERTIFICATE PROGRAM



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

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

Funeral Service Assistant Certificate Requirements

- For program requirements, please refer to the NOCE Catalog at www.noce.edu/catalog
- **Additional program requirements include:** Complete all program requirements within two years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within two years and/or not maintaining catalog rights will be required to repeat any classes that are not within the two-year time frame and/or take any further program requirements.

Registration

Students must begin with FSRV 100: Introduction to Funeral Service Practice. It is highly recommended that students also be concurrently enrolled in MEOC 210: Introduction to Computers for Healthcare Workers.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

**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 7-Mar 27; nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
60092	MW/6:30p-8:50p	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 8-Mar 28

CRN	DAYS	PLACE	INSTR
60093	TTh/6:30p-8:50p	AN/607	Wright

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



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

Starts week of 1/7/2019, ends week of 3/25/2019

CRN	DAYS	PLACE	INSTR
60086	Th/9a-12:50p	AN/403	Tarango
60158	T/1p-4:50p	AN/405	Bacon

**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
CERTIFICATE PROGRAM**

For more information about the Management Certificate Program, please call the Career Technical Education (CTE) Office at 714.808.4915 or email careers@noce.edu

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

Management Certificate Requirements

- For program requirements, please refer to the NOCE Catalog at www.sce.edu/catalog
- **Additional program requirements include:** Complete all of the program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

**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 10-Feb 14

CRN	DAYS	PLACE	INSTR
60039	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: Feb 21-Mar 28

CRN	DAYS	PLACE	INSTR
60040	Th/6:30p-9:20p	WIL/202	Baltazar

**FINANCE FOR THE
NON-FINANCIAL MANAGER
BMGR/431**



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

Dates: Feb 19-Mar 26

CRN	DAYS	PLACE	INSTR
61047	T/6:30p-9:20p	WIL/202	Baltazar





SUCCESSFUL NEGOTIATIONS
BMGR/421



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

Dates: Jan 9-Feb 13

CRN	DAYS	PLACE	INSTR
61045	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 case studies. The student will learn to apply marketing skills in the development of a marketing plan.

Dates: Jan 7-Feb 11; nc Jan 21

CRN	DAYS	PLACE	INSTR
61046	M/6:30p-9:20p	WIL/202	Baltazar



EFFECTIVE BUSINESS PRESENTATIONS
BMGR/417



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

Dates: Jan 8-Feb 12

CRN	DAYS	PLACE	INSTR
61044	T/6:30p-9:20p	WIL/202	Berry

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.

MEDICAL ASSISTANT CERTIFICATE PROGRAM



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

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

Medical Assistant Certificate Requirements

- For program requirements, please refer to the **NOCE CATALOG** at www.noce.edu/catalog
- **Additional program requirements include:**
 - 1) Meet the keyboarding requirement: Pass COMP/685: Beginning Keyboarding OR pass a three-minute, 30 net words per minute keyboarding challenge exam.
 - 2) Students wishing to enroll in MEOC 112 may also meet the prerequisite by passing MEOC 210, Introduction to Computers for Health Care Workers. (*Visit the CTE Office on the 5th floor to complete and submit a course substitution form.*)
 - 3) Complete all program requirements within five years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within five years and/or not maintaining catalog rights will be required to repeat any classes that are not within the five-year time frame and/or take any further program requirements.

Registration:

Students should begin with MEDO/260: Introduction to Medical Assisting and/or MEOC/104: Medical Terminology.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

**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. **Textbook Required.**

Starts week of 1/7/2019, ends week of 3/25/2019; nc Feb 15

CRN	DAYS	PLACE	INSTR
60094	F/9a-12:50p	AN/611	Oo
60053	Th/1p-4:50p	AN/611	Tarango
61062	W/6p-9:50p	AN/611	Wiley
60087	T/6p-9:50p	AN/610	Smith

Medical Terminology Classes Online

Registration is on Tuesday, December 11, 2018.

See page 5 for details.

**INTRODUCTION TO MEDICAL
ASSISTING
MEDO/260**

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

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
61048	Th/9a-12:50p	AN/611	Kane
60052	M/1p-5:05p	AN/611	Oo
60064	Th/6p-9:50p	AN/112	Murray

Online Registration for Medical Assistant Certificate Program Classes is on Wednesday, December 5, 2018. See page 5 for details.

CRN 60052 is part of NOCE's I-Best Pilot Project See page 28 for details.

**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 1/7/2019, ends week of 3/25/2019

CRN	DAYS	PLACE	INSTR
60086	Th/9a-12:50p	AN/403	Tarango
60158	T/1p-4:50p	AN/405	Bacon
60095	W/6p-9:50p	AN/405	Kane

Medical Terminology Classes Online

Registration is on Tuesday, December 11, 2018.

See page 5 for details.

**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 1/7/2019, ends week of 3/25/2019

CRN	DAYS	PLACE	INSTR
60054	T/9a-11:50a	AN/403	Echolds
60169	W/7p-9:50p	AN/403	Bacon

Online Registration for Medical Assistant Certificate Program Classes is on Wednesday, December 5, 2018. See page 5 for details.

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

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

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
60055	MW/2p-4:50p	AN/403	Echolds
60062	TTh/7p-9:50p	AN/403	Bacon

Online Registration for Medical Assistant Certificate Program Classes is on Wednesday, December 5, 2018. See page 5 for details.

**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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
60056	MW/9a-12:20p	AN/510	Oo
60065	MW/1:30p-4:35p	AN/510	Uy
60159	TTh/6:30p-9:35p	AN/510	Wiley

Online Registration for Medical Assistant Certificate Program Classes is on Wednesday, December 5, 2018. See page 5 for details.

CRN 60056 is part of NOCE's I-Best Pilot Project See page 28 for details.



MEDICAL ASSISTING: BACK OFFICE PROCEDURES II MEDO/240

Prerequisite: MEDO 235 Medical Assisting: Back Office Procedures 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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

CRN	DAYS	PLACE	INSTR
60085	TTTh/9a-12:20p	AN/510	Oo
60137	TTTh/1p-4:05p	AN/510	Kane
60160	MW/6:30p-9:35p	AN/510	Uy

Online Registration for Medical Assistant Certificate Program Classes is on Wednesday, December 5, 2018. See page 5 for details.
CRN 60085 is part of NOCE's I-Best Pilot Project See page 28 for details.

OFFICE ESSENTIALS OTEC/100

NEW!



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: Jan 10-Mar 28

CRN	DAYS	PLACE	INSTR
61082	Th/7:30p-9:20p	AN/405	Teipe



OFFICE TECHNICIAN CERTIFICATES

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

The Office Technician Certificates 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.

Office Technician Certificates

~~~~ PENDING STATE APPROVAL ~~~~

- ◆ **Administrative Professional**
  - COMP 685 Beginning Keyboarding
  - OTEC 210 Computer Concepts and Applications I
  - OTEC 100 Office Essentials
  - OTEC 211 Computer Concepts and Applications II
  - OTEC 105 Microsoft Outlook Fundamentals
  - BMGR 415 Written Communications
- ◆ **Business Information Worker I**
  - COMP 685 Beginning Keyboarding
  - OTEC 210 Computer Concepts and Applications I
  - OTEC 100 Office Essentials
  - COMP 510 Keyboarding Mastery I
  - OTEC 211 Computer Concepts and Applications II
  - OTEC 105 Microsoft Outlook Fundamentals
  - COMP 511 Keyboarding Mastery II
  - OTEC 212 Computer Concepts and Applications III
  - BMGR 415 Written Communications
  - OTEC 105 Office Integrated Projects



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

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



**NEW!**

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

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS          | PLACE  | INSTR  |
|-------|---------------|--------|--------|
| 61077 | M/9a-12:20p   | AN/405 | Loayza |
| 61078 | T/6:30p-9:20p | AN/405 | Teipe  |

CRN 61077 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

**MICROSOFT OUTLOOK FUNDAMENTALS OTEC/105**



**NEW!**

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

Dates: Jan 7-Feb 11; nc Jan 21

\*Dates: Feb 18-Mar 25; nc Feb 18

†Dates: Jan 10-Mar 28

| CRN    | DAYS           | PLACE  | INSTR  |
|--------|----------------|--------|--------|
| 61079  | M/1:30p-3:40p  | AN/405 | Loayza |
| 61080* | M/1:30p-3:40p  | AN/405 | Loayza |
| 61081† | Th/6:30p-7:20p | AN/405 | Teipe  |

CRN 61079 and 61080 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.





## PHARMACY TECHNICIAN CERTIFICATE PROGRAM

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

This program prepares students for an entry-level position as a pharmacy technician at a community or institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements, therefore, upon successful completion the student will be eligible to apply for registration with the State of California. The program is accredited by the American Society of Health-System Pharmacists (ASHP). All Pharmacy Technician Certificate Program students are required to purchase and wear a lab coat for all classes.

### Pharmacy Technician Certificate Requirements

- For program requirements, please refer to the NOCE Catalog at [www.noce.edu/catalog](http://www.noce.edu/catalog)
- Additional program requirements include:
  - Meet the keyboarding requirement: Pass COMP/685: Beginning Keyboarding OR pass a three-minute, 30 net words per minute keyboarding challenge exam.
  - Complete all program requirements within five years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within five years and/or not maintaining catalog rights will be required to repeat any classes that are not within the five year time frame and/or take any further program requirements.

### Registration

Students must begin with MEOC/130: Introduction to Pharmacy Technician and MEOC/104: Medical Terminology.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

### INTRODUCTION TO PHARMACY TECHNICIAN MEOC/130



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

Dates: Jan 7-Mar 20; nc Jan 21, Feb 18

\*Dates: Jan 8-Mar 28

| CRN    | DAYS            | PLACE  | INSTR   |
|--------|-----------------|--------|---------|
| 60041  | MW/9a-11:50a    | AN/611 | Dunne   |
| 60042* | TTh/6:30p-9:20p | AN/104 | Shields |

CRN 60041 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 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. **Textbook Required.**

Starts week of 1/7/2019, ends week of 3/25/2019; nc Feb 15

| CRN   | DAYS        | PLACE  | INSTR   |
|-------|-------------|--------|---------|
| 60094 | F/9a-12:50p | AN/611 | Oo      |
| 60053 | Th/1p-4:50p | AN/611 | Tarango |
| 61062 | W/6p-9:50p  | AN/611 | Wiley   |
| 60087 | T/6p-9:50p  | AN/610 | Smith   |

### 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 1/7/2019, ends week of 3/25/2019

| CRN   | DAYS         | PLACE  | INSTR   |
|-------|--------------|--------|---------|
| 60086 | Th/9a-12:50p | AN/403 | Tarango |
| 60158 | T/1p-4:50p   | AN/405 | Bacon   |
| 60095 | W/6p-9:50p   | AN/405 | Kane    |

### MEDICAL ASSISTANT & PHARMACY TECHNICIAN STUDENTS:

## *Need Help with Math?*

*Support is available at the Anaheim Campus Learning Center, including help with coursework and math.*

**Visit the Anaheim Campus Learning Center for details.**

### 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. **Textbook Required.**

Dates: Jan 8-Feb 14

| CRN   | DAYS         | PLACE  | INSTR   |
|-------|--------------|--------|---------|
| 60044 | MW/9a-11:50a | AN/607 | Shields |

Looking for **TEXTBOOK INFORMATION?** Look on the Fullerton College Bookstore page: <https://bookstore.fullcoll.edu/course-search>. For store, choose: "Anaheim Campus Store" and then select the term.



**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 19-Mar 28

| CRN   | DAYS         | PLACE  | INSTR   |
|-------|--------------|--------|---------|
| 60045 | MW 9a-11:50a | AN/607 | 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 26

| CRN   | DAYS          | PLACE  | INSTR |
|-------|---------------|--------|-------|
| 60046 | T/6:30p-9:20p | AN/408 | Pham  |



**PHARMACY OPERATIONS  
LAB  
MEDO/230**



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

Dates: Jan 10-Mar 28

| CRN   | DAYS           | PLACE  | INSTR |
|-------|----------------|--------|-------|
| 60049 | Th/6:30p-9:20p | AN/408 | Dunne |

CRN 60049 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

**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 11-Mar 29; nc Feb 15

| CRN   | DAYS        | PLACE  | INSTR |
|-------|-------------|--------|-------|
| 60047 | F/9a-11:50a | AN/104 | Dunne |

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



*Prerequisite:* MEOC 121 Pharmacology I and MEOC 122 Pharmacology II and MEDO 230 Pharmacy Operations and 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 in-patient pharmacy and begin working with minimal additional training. **Textbook Required.**

Dates: Jan 9-Mar 27

| CRN   | DAYS        | PLACE  | INSTR |
|-------|-------------|--------|-------|
| 60051 | W/9a-12:50p | AN/408 | Pham  |



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



*Prerequisite:* MEOC 121 Pharmacology I and MEOC 122 Pharmacology II and MEDO 230 Pharmacy Operations and 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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS          | PLACE  | INSTR   |
|-------|---------------|--------|---------|
| 60072 | T/9a-12:50p   | AN/408 | Dunne   |
| 60050 | M/5:30p-9:50p | AN/408 | Shields |

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



*Prerequisite:* MEOC 135 Human Relations for Health Care Workers; MEDO 220 Out-Patient Lab: Pharmacy Technician; 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 9-Mar 27

| CRN   | DAYS       | PLACE  | INSTR |
|-------|------------|--------|-------|
| 60077 | W/6p-7:50p | AN/108 | Dunne |

# PHARMACY TECHNICIAN CERTIFICATE PROGRAM – QUALITY ASSURANCE MANAGEMENT FOR MEDICAL DEVICES CERTIFICATE PROGRAM



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



*Prerequisite:* MEOC 135 Human Relations for Health Care Workers; MEDO 220 Out-Patient Lab: Pharmacy Technician; 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 9-Mar 27

| CRN   | DAYS       | PLACE  | INSTR |
|-------|------------|--------|-------|
| 60078 | W/6p-7:50p | AN/108 | Dunne |

### 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.

## QUALITY ASSURANCE MANAGEMENT FOR MEDICAL DEVICES CERTIFICATE PROGRAM

For more information about the Quality Assurance Management for Medical Devices Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or e-mail [careers@noce.edu](mailto:careers@noce.edu)

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

### Quality Assurance Management for Medical Devices Certificate Requirements

- For program requirements, please refer to the NOCE Catalog at [www.noce.edu/catalog](http://www.noce.edu/catalog)
- **Additional program requirements include:**
  - 1) Complete all program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

## 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 7-Mar 25; nc Jan 21, Feb 18

| CRN   | DAYS          | PLACE  | INSTR |
|-------|---------------|--------|-------|
| 61043 | M/6:30p-9:50p | AN/610 | Vu    |

## REGULATORY AFFAIRS FOR MEDICAL DEVICES BMGR/648



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

Dates: Jan 10-Mar 28

| CRN   | DAYS           | PLACE  | INSTR |
|-------|----------------|--------|-------|
| 60148 | Th/6:30p-9:20p | AN/610 | Goyal |

## Every Day Counts at NOCE



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

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



DISABILITY SUPPORT SERVICES



For more information about Disability Support Services (DSS), please call 714.484.7057.

DSS services (interpreter services, adaptive equipment, etc.) are available for students with verified disabilities enrolled in general NOCE classes. Students are encouraged to make arrangements for support services at least four weeks prior to the start of class. DSS special classes provide students with the opportunity to enhance skills necessary for them to transition into living and working more independently in the community. Many of our special classes begin in the fall term and run through the spring term. Please note that regardless of when the class begins, students are able to add at any time if space permits. Students are expected to follow the Student Code of Conduct and maintain good attendance in their classes. Excessive absences may result in a student being dropped from a DSS special class. Please contact the DSS Office at 714.484.7057 to enroll in our special classes or to obtain support services.

**INTRODUCTION TO BASIC WORD PROCESSING  
DSPS/412**

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

Dates: Jan 8-Mar 28

| CRN   | DAYS             | PLACE      | INSTR      |
|-------|------------------|------------|------------|
| 61113 | TTh/12:30p-2:50p | CYPTE2-200 | Van Gelder |

**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.

Dates: Jan 7-Mar 27; nc Jan 21, Feb 18

\*Dates: Feb 29-Feb 29

| CRN    | DAYS              | PLACE      | INSTR      |
|--------|-------------------|------------|------------|
| 61137  | MW/9a-11:20a      | WIL/214    | Breen      |
| 61112  | MW/12:30p-2:50p   | CYPTE2-200 | Van Gelder |
| 61130* | T/Th 12:30p-2:50p | AN/308     | Barrett    |

**COMMUNITY RESOURCES  
DSPS/129**

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

Dates: Jan 11-Mar 29; nc Feb 15

| CRN   | DAYS       | PLACE  | INSTR       |
|-------|------------|--------|-------------|
| 61126 | F/9a-2:50p | AN/610 | Stanojkovic |

**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.

Dates: Jan 8-Mar 28

| CRN   | DAYS             | PLACE      | INSTR      |
|-------|------------------|------------|------------|
| 61108 | TTh/9a-11:20a    | CYPTE2/223 | Cunningham |
| 61141 | TTh/12:30p-2:50p | WIL/202    | Dulac      |

**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 7-Mar 27; nc Jan 21, Feb 18

| CRN   | DAYS         | PLACE  | INSTR |
|-------|--------------|--------|-------|
| 61117 | MW/9a-11:20a | AN/118 | Aire  |

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



For more information, contact

**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 7-Mar 27; nc Jan 21, Feb 18

| CRN   | DAYS            | PLACE   | INSTR   |
|-------|-----------------|---------|---------|
| 61138 | MW/12:30p-2:50p | WIL/201 | Ferrier |

**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.

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS          | PLACE     | INSTR            |
|-------|---------------|-----------|------------------|
| 61119 | TTh/9a-11:20a | AN/610    | Barrett          |
| 61083 | MW/9a-11:20a  | CYP18/107 | Sorooshian-Tafti |
| 61133 | MW/9a-11:20a  | WIL/201   | Ferrier          |

**INDEPENDENT LIVING SKILLS:  
PRE-VOCATIONAL SKILLS PRACTICE  
DSPS/552** **NEW!**

This course is designed for adults with developmental disabilities and intellectual disabilities who want to learn basic vocational skills. Students will practice different vocational work skills in various settings.

Dates: Jan 7-Mar 29; nc Jan 21, Feb 15, Feb 18

| CRN   | DAYS            | PLACE     | INSTR          |
|-------|-----------------|-----------|----------------|
| 61109 | MTWThF/9a-2:20p | CYP18/103 | Brown Pietrzak |
| 61135 | MTWThF/9a-2:20p | WIL/207   | Reeves Breen   |

**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 11-Mar 29; nc Feb 15

| CRN   | DAYS       | PLACE      | INSTR      |
|-------|------------|------------|------------|
| 61106 | F/9a-2:50p | CYPTE2-200 | Van Gelder |

**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.

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS            | PLACE      | INSTR      |
|-------|-----------------|------------|------------|
| 61088 | MW/9a-11:20a    | CYPTE2-200 | Van Gelder |
| 61129 | MW/12:30p-2:50p | AN/308     | Alire      |

**EDUCATIONAL SUPPORT AND  
EMPLOYMENT PREP LAB  
DSPS/531**

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

Dates: Jan 8-Mar 29; nc Feb 15

| CRN   | DAYS            | PLACE  | INSTR  |
|-------|-----------------|--------|--------|
| 61123 | TTThF/9a-11:20a | AN/303 | Larsen |

**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.

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS              | PLACE      | INSTR      |
|-------|-------------------|------------|------------|
| 61105 | TTTh/9a-11:20a    | CYPTE2-200 | Van Gelder |
| 61140 | MW/12:30p-2:50p   | WIL/202    | Hefferan   |
| 61128 | TTTh/12:30p-2:50p | AN/118     | Anderson   |

**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 8-Mar 28

| CRN   | DAYS              | PLACE     | INSTR        |
|-------|-------------------|-----------|--------------|
| 61131 | TTTh/12:30p-2:50p | AN/610    | Larsen       |
| 61111 | TTTh/12:30p-2:50p | CYP18/107 | Uriarte-Feld |

**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.

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS       | PLACE     | INSTR       |
|-------|------------|-----------|-------------|
| 61124 | M/9a-2:50p | AN/610    | Stanojkovic |
| 61087 | W/9a-2:50p | CYP18/118 | Cunningham  |

**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 8-Mar 28

| CRN   | DAYS           | PLACE     | INSTR        |
|-------|----------------|-----------|--------------|
| 61084 | TTTh/9a-11:20a | CYP18/107 | Uriarte-Feld |
| 61136 | TTTh/9a-11:20a | WIL/207   | Stanojkovic  |

**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.

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS           | PLACE      | INSTR    |
|-------|----------------|------------|----------|
| 61134 | TTTh/9a-11:20a | WIL/201    | Ferrier  |
| 61107 | MW/9a-11:20a   | CYPTE2/223 | Pietrzak |

**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 8-Mar 28

| CRN   | DAYS              | PLACE      | INSTR      |
|-------|-------------------|------------|------------|
| 61115 | TTTh/12:30p-2:50p | CYPTE2/223 | Cunningham |

**NOCE NETWORKS**



**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.

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS              | PLACE     | INSTR       |
|-------|-------------------|-----------|-------------|
| 61118 | TTTh/9a-11:20a    | AN/118    | Anderson    |
| 61139 | TTTh/12:30p-2:50p | WIL/201   | Stanojkovic |
| 61110 | MW/12:30p-2:50p   | CYP18/107 | Dulac       |

**LANDING A JOB FOR STUDENTS WITH DISABILITIES  
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.

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS            | PLACE      | INSTR            |
|-------|-----------------|------------|------------------|
| 61125 | W/9a-2:50p      | AN/610     | Stanojkovic      |
| 61114 | MW/12:30p-2:50p | CYPTE2/223 | Sorooshian-Tafti |

**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](mailto:arise@noce.edu)

**Anaheim Campus**

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

**Cypress Center**

NOCE Building 18, Rm 115  
*Please call or e-mail for availability.*

**Wilshire Center**

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

**DSS Off-Site Class Locations**

| CRN   | LOCATION |
|-------|----------|
| 61151 | Braille  |
| 61152 | Braille  |
| 61150 | WATRC    |
| 61127 | Westview |
| 61192 | Mydayct  |

**STUDENT SUCCESS SPOTLIGHT:  
Matthew Morse**



**Matthew Morse** began attending DSS classes in the 2013 Fall Term and has made excellent progress. Matthew always comes to class prepared; he participates in classroom discussion and completes his assignments in a timely manner. Matthew is well-liked by all of his peers and teachers, always sharing a smile and his witty sense of humor with others. He enjoys helping other students in need or talking to any student looking for a friend. Matthew recently obtained a full-time position working for LAX as a ramp agent. He studied hard to pass the TSA requirements. Although he works the graveyard shift, he still arrives to the NOCE Cypress Center every day on time, with a great attitude, and ready to learn. A model student, Matthew's classmates look to him as a leader. His teachers know that he will continue to accomplish great things in life. Congratulations!

# ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

- All students are required to take a placement test upon entering ESL courses; placement test results are valid for six months after the students' last class attendance.
- ESL 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** at any campus registration office.  
Registration office times vary at each campus  
Students **MUST** have their Access Card in order to register for ESL classes.
- ➔ **STEP 2: SELECT 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 2 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.

### **ANAHEIM CAMPUS** **ROOM 709**

1830 W. Romneya Drive  
Anaheim, CA 92801

### **CYPRESS CENTER** **ROOM TE2-203 BUILDING 12**

9200 Valley View Street  
Cypress, CA 90630

### **WILSHIRE CENTER** **ROOM 110**

315 E. Wilshire Avenue  
Fullerton, CA 92832

Wednesday, January 2, 2019  
Tuesday, January 15, 2019  
Tuesday, January 29, 2019  
Tuesday, February 12, 2019  
Tuesday, February 26, 2019  
Tuesday, March 12, 2019  
9 a.m., 11 a.m., 1 p.m.,  
5:00 p.m. or 7:00 p.m.

Wednesday, January 2, 2019  
Tuesday, January 8, 2019  
Tuesday, January 15, 2019  
Tuesday, February 5, 2019  
Tuesday, February 26, 2019  
Tuesday, March 5, 2019  
Tuesday, March 12, 2019  
8:30 a.m., 10:30 a.m.,  
5:00 p.m. or 7:00 p.m.

Wednesday, January 2, 2019  
Tuesday, January 8, 2019  
Tuesday, January 15, 2019  
Tuesday, January 22, 2019  
Tuesday, January 29, 2019  
Tuesday, February 19, 2019  
Tuesday, February 26, 2019  
8:30 a.m., 10:30 a.m.,  
5:00 p.m. or 7:00 p.m.

## ENGLISH AS A SECOND LANGUAGE CLASSES

### SIX LEVELS OF ENGLISH INSTRUCTION:

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

### CLASS SCHEDULES:

#### Anaheim Campus and Cypress Center

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

#### Wilshire Center

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

# PROGRAMA DE INGLÉS COMO SEGUNDO IDIOMA

## INFORMACION DE INSCRIPCION

- 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. ¡Sé el primero en registrarte!
- Puedes ser colocado en una lista de espera hasta que haya espacio disponible.
- La orientación del estudiante es OBLIGATORIA para TODOS LOS ESTUDIANTES.

### PASOS PARA INSCRIBIRSE

**PASO 1: APLIQUE PARA UNA TARJETA DE ACCESO ESTUDIANTIL DE NOCE** en la oficina de inscripción de cualquier escuela (Las horas de oficina varían en cada escuela). Estudiantes TIENEN que tener su tarjeta de acceso estudiantil para inscribirse en las clases de ESL.

**PASO 2: SELECCIONE CUALQUIER ESCUELA Y LA HORA A LA QUE DESEA ASISTIR:** Por favor llegue 15 minutos antes del examen ya que todas las pruebas comenzaran puntualmente a la hora programada. El proceso de registración toma aproximadamente 2 horas. Los que lleguen tarde NO serán admitidos en la sesión de evaluación. Los

#### **ANAHEIM CAMPUS** **SALON 709**

1830 W. Romneya Drive  
Anaheim, CA 92801

#### **CYPRESS CENTER** **SALON TE2-203 EDIFICIO 12**

9200 Valley View Street  
Cypress, CA 90630

#### **WILSHIRE CENTER** **SALON 110**

315 E. Wilshire Avenue  
Fullerton, CA 92832

miércoles, Enero 2, 2019  
martes, Enero 15, 2019  
martes, Enero 29, 2019  
martes, Febrero 12, 2019  
martes, Febrero 26, 2019  
martes, Marzo 12, 2019

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

miércoles, Enero 2, 2019  
martes, Enero 8, 2019  
martes, Enero 15, 2019  
martes, Febrero 5, 2019  
martes, Febrero 26, 2019  
martes, Marzo 5, 2019  
martes, Marzo 12, 2019

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

miércoles, Enero 2, 2019  
martes, Enero 8, 2019  
martes, Enero 15, 2019  
martes, Enero 22, 2019  
martes, Enero 29, 2019  
martes, Febrero 19, 2019  
martes, Febrero 26, 2019

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

## ENGLISH AS A SECOND LANGUAGE PROGRAM

### LEARNING CENTERS (ESLA/001)

#### ESL LEARNING CENTER ESLA/001

Dates: January 7 - April 6; no Feb 15, 18

| CRN                       | DAYS                         | PLACE                     |
|---------------------------|------------------------------|---------------------------|
| <b>ANAHEIM CAMPUS</b>     |                              |                           |
| 21182                     | MTWThF/8a-2p<br>MTWThF/4p-9p | AN/121                    |
| <b>SCE CYPRESS CENTER</b> |                              |                           |
| 21175                     | MTWTh/8a-9p<br>F/8a-4p       | CYPTE2-203<br>Building 12 |
| <b>WILSHIRE CENTER</b>    |                              |                           |
| 21287                     | MTWTh/7:30a-9p<br>F/8a-12p   | WIL/110                   |

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

- Practice English through English learning software/ interactive online programs.
- Join teacher-directed workshops on various topics such as an Email Account, MS Word and PowerPoint.
- Work on their Conversation Skills, Grammar Skills, Reading Comprehension and other skills.

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



## ENGLISH AS A SECOND LANGUAGE

For more information about the English as a Second Language (ESL) Classes, please call the ESL Program Office at 714.808.4638.

### ESL Fundamentals & Civics



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

**NEW!**

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

Dates: Jan 7-Mar 28; nc Jan 21, Feb 18

| CRN | DAYS | PLACE |
|-----|------|-------|
|-----|------|-------|

##### ANAHEIM CAMPUS

|       |                 |        |
|-------|-----------------|--------|
| 61011 | MTWTh/8a-11:20a | AN/505 |
| 61013 | MTWTh/6p-9:20p  | AN/602 |
| 61012 | MTWTh/6p-9:20p  | AN/126 |

##### CYPRESS CENTER

|       |                 |            |
|-------|-----------------|------------|
| 61025 | MTWTh/8a-11:20a | CC/BUS-119 |
| 61026 | MTWTh/6p-9:20p  | CYPTE2-208 |

##### WILSHIRE CENTER

|       |                    |         |
|-------|--------------------|---------|
| 61033 | MTWTh/8:30a-11:50a | WIL/218 |
| 61034 | MTWTh/6p-9:20p     | WIL/218 |

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

**NEW!**

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

Dates: Jan 7-Mar 28; nc Jan 21, Feb 18

| CRN | DAYS | PLACE |
|-----|------|-------|
|-----|------|-------|

##### ANAHEIM CAMPUS

|       |                 |        |
|-------|-----------------|--------|
| 61016 | MTWTh/8a-11:20a | AN/124 |
| 61014 | MTWTh/8a-11:20a | AN/114 |
| 61015 | MTWTh/8a-11:20a | AN/130 |
| 61018 | MTWTh/6p-9:20p  | AN/114 |
| 61019 | MTWTh/6p-9:20p  | AN/110 |
| 61017 | MTWTh/6p-9:20p  | AN/124 |

##### CYPRESS CENTER

|       |                 |            |
|-------|-----------------|------------|
| 61027 | MTWTh/8a-11:20a | CYPTE2-221 |
| 61028 | MTWTh/6p-9:20p  | CYPTE2-221 |

##### WILSHIRE CENTER

|       |                    |         |
|-------|--------------------|---------|
| 61035 | MTWTh/8:30a-11:50a | WIL/217 |
| 61036 | MTWTh/6p-9:20p     | WIL/217 |

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

**NEW!**

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

Dates: Jan 7-Mar 28; nc Jan 21, Feb 18

\*Dates: Jan 7-Apr 3; nc Jan 21, Feb 18

| CRN | DAYS | PLACE |
|-----|------|-------|
|-----|------|-------|

##### ANAHEIM CAMPUS

|       |                 |        |
|-------|-----------------|--------|
| 61021 | MTWTh/8a-11:20a | AN/TBA |
| 61020 | MTWTh/8a-11:20a | AN/117 |
| 61196 | MTWTh/8a-11:20a | AN/119 |
| 61024 | MTWTh/8a-11:20a | AN/128 |
| 61022 | MTWTh/6p-9:20p  | AN/132 |
| 61177 | MTWTh/6p-9:20p  | AN/117 |

##### CYPRESS CENTER

|       |                 |            |
|-------|-----------------|------------|
| 61029 | MTWTh/8a-11:20a | CC/BUS-120 |
| 61030 | MTWTh/8a-11:20a | CYPTE2-215 |
| 61032 | MTWTh/6p-9:20p  | CYPTE2-215 |
| 61031 | MTWTh/6p-9:20p  | CYPTE2-210 |

##### WILSHIRE CENTER

|       |                    |         |
|-------|--------------------|---------|
| 61037 | MTWTh/8:30a-11:50a | WIL/219 |
| 61038 | MTWTh/6p-9:20p     | WIL/219 |



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

**NEW!**

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

Dates: Jan 7-Mar 28; nc Jan 21, Feb 18

| CRN | DAYS | PLACE |
|-----|------|-------|
|-----|------|-------|

##### ANAHEIM CAMPUS

|       |                 |        |
|-------|-----------------|--------|
| 61204 | MTWTh/8a-11:20a | AN/110 |
| 61208 | MTWTh/6p-9:20p  | AN/119 |
| 61207 | MTWTh/6p-9:20p  | AN/505 |
| 61205 | MTWTh/8a-11:20a | AN/TBA |

##### CYPRESS CENTER

|       |                 |            |
|-------|-----------------|------------|
| 61210 | MTWTh/8a-11:20a | CC/BUS-118 |
| 61209 | MTWTh/8a-11:20a | CYPTE2-219 |
| 61211 | MTWTh/6p-9:20p  | CYPTE2-219 |

##### WILSHIRE CAMPUS

|       |                    |         |
|-------|--------------------|---------|
| 61213 | MTWTh/6p-9:20p     | WIL/215 |
| 61212 | MTWTh/8:30a-11:50a | WIL/215 |
| 61214 | MTWTh/6p-9:20p     | WIL/TBA |

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

**NEW!**

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

Jan 7-Mar 28; nc Jan 21, Feb 18

| CRN                    | DAYS               | PLACE       |
|------------------------|--------------------|-------------|
| <b>ANAHEIM CAMPUS</b>  |                    |             |
| 61216                  | MTWTh/8a-11:20a    | AN/104      |
| 61217                  | MTWTh/8:30a-11:50a | AN/128      |
| 61218                  | MTWTh/6p-9:20p     | AN/404      |
| <b>CYPRESS CENTER</b>  |                    |             |
| 61220                  | MTWTh/6p-9:20p     | SCE/TE2-217 |
| 61219                  | MTWTh/8a-11:20a    | SCE/TE2-217 |
| <b>WILSHIRE CAMPUS</b> |                    |             |
| 61222                  | MTWTh/6p-9:20p     | WIL/216     |
| 61221                  | MTWTh/8:30a-11:50a | WIL/216     |

**ESL Academic Success**

**LISTENING /SPEAKING FOR ACADEMIC SUCCESS  
ESLA/1040**

Learn how to listen to and take lecture notes; participate in classroom discussions; give presentations; and take exams in college, career technical education, high school, and GED programs. Acquire technological skills necessary for academic success. Experience campus life through field trips to local colleges. For Intermediate High thru Advanced level students.

Dates: Jan 7-Mar 30; nc Jan 21, Feb 18

| CRN                    | DAYS               | PLACE      |
|------------------------|--------------------|------------|
| <b>CYPRESS CENTER</b>  |                    |            |
| 61194                  | MTWTh/8a-10:20a    | CYPTE2-201 |
| <b>WILSHIRE CENTER</b> |                    |            |
| 61193                  | MTWTh/8:30a-10:50a | WIL/203    |

**CalWORKs Programs at  
Cypress College & Fullerton College**  
*Serving NOCE, Cypress & Fullerton College Students*

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

**CYPRESS COLLEGE CALWORKs**  
Cypress College CC Complex, Room 201 \* 714.484.7237

**FULLERTON COLLEGE CALWORKs**  
315 N. Pomona, Fullerton \* 714.992.7101

**ESL Citizenship Preparation**



**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 1/7/2019, ends week of 3/25/2019  
nc Feb 15

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

**ESL Specialty Classes**



**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 7-Mar 30; nc Jan 21, Feb 18

| CRN                    | DAYS        | PLACE   |
|------------------------|-------------|---------|
| <b>WILSHIRE CENTER</b> |             |         |
| 61176                  | S/9a-11:50a | WIL/TBA |
| 61175                  | S/9a-11:50a | WIL/215 |

**NOCE NETWORKS**



**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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 15, Feb 18

**ANAHEIM CAMPUS**

| CRN   | DAYS             | PLACE  |
|-------|------------------|--------|
| 31083 | F/8a-10:50a      | AN/602 |
| 21172 | MW/11:30a-12:50p | AN/106 |
| 51208 | F/6p-8:50p       | AN/104 |
| 21753 | T/6p-8:50p       | AN/104 |

**CYPRESS CENTER**

|       |                                    |            |
|-------|------------------------------------|------------|
| 21371 | F/11a-1:50p                        | CYPTE2-219 |
| 21769 | M/11:30a-12:50p<br>W/11:30a-12:50p | CYPTE2-208 |
| 61187 | M/11:30a-12:50p<br>W/11:30a-12:50p | CYPTE2-219 |
| 51210 | M/6:30p-9:20p                      | CYPTE2-201 |

**WILSHIRE CENTER**

| CRN   | DAYS          | PLACE   |
|-------|---------------|---------|
| 51204 | F/8a-11a      | WIL/203 |
| 21175 | TTh/12p-1:20p | WIL/203 |
| 51193 | T/6p-8:50p    | WIL/TBA |



**COMPUTER SKILLS FOR ESL  
(ADVANCED)  
ESLA/815**

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

Dates: Jan 11-Mar 29; nc Feb 15

| CRN   | DAYS        | PLACE  |
|-------|-------------|--------|
| 51138 | F/11a-1:50p | AN/301 |

**COMPUTER SKILLS FOR ESL  
(BEGINNING)  
ESLA/801**

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

Dates: Jan 11-Mar 29; nc Feb 15

| CRN                   | DAYS        | PLACE      |
|-----------------------|-------------|------------|
| <b>ANAHEIM CAMPUS</b> |             |            |
| 21362                 | F/8a-10:50a | AN/301     |
| <b>CYPRESS CENTER</b> |             |            |
| 21622                 | F/8a-10:50a | CYPTE2-221 |

Looking for **TEXTBOOK INFORMATION**?  
Look on the Fullerton College Bookstore page:  
<https://bookstore.fullcoll.edu/course-search>  
For store, choose: "Anaheim Campus Store"  
and then select the term.



**Programa de CalWORKs de los  
Colegios de Cypress y Fullerton**

*Asistiendo los Estudiantes de NOCE,  
Cypress y Fullerton*

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

**PARA MÁS INFORMACION LLAME:**  
Colegio de Fullerton: 714.992.7101  
Colegio de Cypress: 714.484.7237

**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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 15, Feb 18

| CRN                   | DAYS              | PLACE      |
|-----------------------|-------------------|------------|
| <b>ANAHEIM CAMPUS</b> |                   |            |
| 21375                 | TTh/11:30a-12:50p | AN/128     |
| 51209                 | F/6p-8:50p        | AN/124     |
| <b>CYPRESS CENTER</b> |                   |            |
| 21422                 | F/8a-10:50a       | CYPTE2-219 |
| 51187                 | 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.

Dates: Jan 7-Mar 30; nc Feb 15

| CRN                    | DAYS               | PLACE      |
|------------------------|--------------------|------------|
| <b>ANAHEIM CAMPUS</b>  |                    |            |
| 51207                  | F/11a-1:50p        | AN/124     |
| 21369                  | W/ 6p-8:50p        | AN/136     |
| <b>CYPRESS CENTER</b>  |                    |            |
| 51188                  | TTTh/11:30a-12:50p | CYPTE2-217 |
| <b>WILSHIRE CENTER</b> |                    |            |
| 51117                  | TTTh/12p-1:20p     | WIL/203    |

Looking for **TEXTBOOK INFORMATION?**  
Look on the Fullerton College Bookstore page:  
<https://bookstore.fullcoll.edu/course-search>.  
For store choose: "Anaheim Campus Store"  
and then select the term.

**STUDENT SUCCESS  
SPOTLIGHT:**

**Susana Arvizu**



Susana Arvizu is a diligent student, with exceptional writing, reading comprehension, and communication skills. She is one of the top students in the Advanced ESL class at NOCE despite facing great obstacles. Over the last two years, Susana fought a brave battle against cancer. She first underwent surgery, which was then followed by intensive chemotherapy and radiation treatments. During treatment, Susana was worried about her children and continuing her English studies. Although it was difficult at times, Susana remained optimistic and continued to attend class on a regular basis. "I have the utmost respect for Susana," says her instructor **Blake Pederson**. "She is a true testament of success through perseverance and strength of mind and body. I know that Susana will be successful with any endeavor she undertakes in her future." Congratulations!

**ESL Off-Site Classes**

**FAMILY LITERACY  
ESLA/120**

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

Dates: Jan 7-Mar 30; nc Jan 21, Feb 18

| CRN                                                     | DAYS               | PLACE                        |
|---------------------------------------------------------|--------------------|------------------------------|
| <b>ESL-ANAHEIM HIGH SCHOOL DISTRICT</b>                 |                    |                              |
| 51140                                                   | MTWTh/6p-8:50p     | Ball Junior High             |
| <b>ESL-ANAHEIM ELEMENTARY SCHOOL DISTRICT MULITRACK</b> |                    |                              |
| 51141                                                   | MTWTh/5p-7:50p     | Thomas Edison Elementary     |
| <b>ESL-BUENA PARK SCHOOL DISTRICT</b>                   |                    |                              |
| 51142                                                   | MTWTh/6p-8:50p     | Buena Park Junior High       |
| 51143                                                   | MTWTh/8:15a-11:05a | Gilbert Elementary School    |
| <b>ESL-FULLERTON SCHOOL DISTRICT</b>                    |                    |                              |
| 51144                                                   | MTWTh/8:30a-11:20a | Pacific Drive Elementary     |
| 51145                                                   | MTWTh/8:15a-11:05a | Richman Elementary           |
| 51146                                                   | MTWTh/8:30a-11:20a | Valencia Park Elementary     |
| <b>ESL-LA HABRA SCHOOL DISTRICT</b>                     |                    |                              |
| 51147                                                   | MTWTh/6p-8:50p     | Washington Middle School     |
| <b>ESL-MAGNOLIA SCHOOL DISTRICT</b>                     |                    |                              |
| 51148                                                   | MTWTh/8:30a-11:20a | Albert Schweitzer Elementary |
| <b>ESL-PLACENTIA/YORBA LINDA SCHOOL DISTRICT</b>        |                    |                              |
| 51149                                                   | MTWTh/8:30a-11:20a | Melrose Elementary School    |
| 51150                                                   | MTWTh/8:30a-11:20a | Ruby Drive Elementary School |
| 51151                                                   | MTWTh/8:30a-11:20a | Rio Vista Elementary School  |
| 51152                                                   | MTWTh/8:30a-11:20a | Topaz Elementary             |
| 51153                                                   | MTWTh/6p-8:50p     | Valencia High School         |

**ESL MULTILEVEL  
ESLA/110**

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

Dates: Jan 7-Mar 30; nc Jan 21, Feb 18

| CRN   | DAYS               | PLACE                            |
|-------|--------------------|----------------------------------|
| 21524 | MTWTh/8:45a-12:20p | Access California Services       |
| 21627 | MTWTh/8:30a-10:50a | Brea Comm Ctr                    |
| 21072 | MTWTh/8a-10:50a    | First Christian Church Anaheim   |
| 51154 | TWThF/8:30a-11:20a | Garden Grove One Stop            |
| 51211 | MTWTh/8a-10:50a    | Higher Groud Youth Family Center |
| 21372 | MTWTh/9a-11:20a    | Ponderosa Park Family Resource   |
| 21425 | MTWTh/8a-10:50a    | St Boniface Church               |
| 21745 | MTWTh/8:30a-11:20a | West Anaheim Youth Center        |

**MATURE DRIVER CLASSES**



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

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

**Anaheim Senior Center**  
250 E. Center St., Anaheim - 714.765.4510  
January 12, February 2, and March 2, 2019

**Brea Senior Center**  
500 South Sievers Ave., Brea - 714.990.7750  
February 13, and February 14, 2019

**Buena Park Senior Center**  
8150 Knott Ave, Buena Park – 714.236.3870  
January 28, January 29, February 25,  
February 26, March 25, and March 26, 2019

**Cypress Senior Center**  
9031 Grindlay, Cypress - 714.229.2005  
January 9, January 10, March 6 and March 7,  
2019

**Fullerton Community Center**  
340 West Commonwealth Ave, Fullerton  
714.738.6353  
January 23 and January 24, 2019

**La Habra Senior Center**  
101 West La Habra, La Habra - 562.905.9748  
January 19, February 9, and March 9, 2019

**Yorba Linda Senior Center**  
4501 Casa Loma Dr., Yorba Linda - 714.961.7181  
January 16, January 17, February 20,  
February 21, March 20, and March 21, 2019

**EMERITUS PROGRAM**

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

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

**Communication**



**CREATIVE WRITING FOR SENIORS  
ABE/240**

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

Starts week of 1/7/2019, ends week of 3/25/2019

| CRN   | DAYS          | PLACE                    | INSTR   |
|-------|---------------|--------------------------|---------|
| 21337 | W/1p-2:50p    | West Anaheim Sr Prog     | French  |
| 21338 | T/1p-2:50p    | Cypress Sr Citizen Ctr   | French  |
| 21430 | W/4:30p-6:20p | Buena Park Senior Ctr    | McFall  |
| 21339 | T/6:30p-8:20p | Morningside of Fullerton | Edwards |

**JOURNEY BACK INTO TIME FOR  
OLDER ADULTS  
ENCO/501**

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

Starts week of 1/7/2019, ends week of 3/25/2019; no Jan 21, Feb 18

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

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

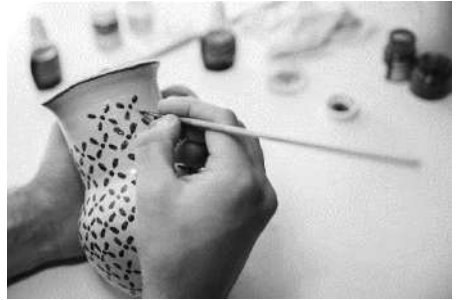
This course presents older adults with various topics for discussion and class activities based on the students' individual interest, backgrounds, physical and mental abilities. Older adults are encouraged to share and compare life experiences, and learn about international, national and local events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

Starts week of 1/7/2019, ends week of 3/25/2019; no Jan 21, Feb 15, Feb 18

| CRN   | DAYS            | PLACE                         | INSTR           |
|-------|-----------------|-------------------------------|-----------------|
| 21451 | W/8:45a-10:35a  | Emerald Court                 | Fischer         |
| 21394 | M/9:30a-11:20a  | Brookdale-Yorba Linda         | Powell          |
| 21191 | W/9:30a-11:20a  | Brookdale Anaheim             | Jenkins Orr     |
| 31092 | T/9:30a-11:20a  | Sunrise Asst Liv Fullerton    | Gomes           |
| 22031 | M/9:30a-11:20a  | Brookdale Anaheim             | Lange-Goldstein |
| 21403 | T/9:30a-11:20a  | Sunrise Assisted Living at YL | Powell          |
| 31084 | T/9:30a-11:20a  | Sunnycrest Senior Living      | Dunnam          |
| 21436 | M/9:30a-11:20a  | Crescendo Senior Living of Pl | Reutzel         |
| 21508 | T/9:30a-11:20a  | Cypress Sr Citizen Ctr        | Heins           |
| 21444 | F/9:30a-11:20a  | Park Vista Assisted Living    | Powell          |
| 21276 | Th/9:30a-11:20a | Sunrise Asst Liv Fullerton    | Belknap         |
| 21214 | F/9:45a-11:35a  | Brookdale-Yorba Linda         | Gable           |
| 21514 | F/10a-11:50a    | Kariton Residential Care Ctr  | Hertogh         |
| 21458 | W/10a-11:50a    | La Habra Villa                | Edwards         |
| 21955 | Th/10a-11:50a   | Brea Senior Ctr               | Lange-Goldstein |
| 21808 | F/10:30a-12:20p | Buena Park Senior Ctr         | Lange-Goldstein |
| 21454 | T/11:45a-1:35p  | Sunrise of Seal Beach         | Fischer         |
| 21747 | Th/12p-1:50p    | Cottage of Artesia Gardens    | Fischer         |
| 21395 | T/12:30p-2:20p  | New Horizon                   | Jenkins Orr     |
| 31089 | Th/12:30p-2:20p | Windsong Sr Activity Ctr      | Reutzel         |
| 21040 | M/12:45p-2:35p  | Park Regency Ret Res          | Henan           |
| 21393 | M/1p-2:50p      | Park Regency Ret Res          | Gable           |
| 21523 | M/1p-2:50p      | Sunrise Asst Living La Palma  | Belknap         |
| 21035 | W/1p-2:50p      | La Palma Royale               | Gomes           |
| 21038 | F/1p-2:50p      | La Habra Villa                | Gable           |
| 21501 | W/1p-2:50p      | Park Vista Assisted Living    | Henan           |
| 51214 | M/1:30p-3:20p   | Kariton Residential Care Ctr  | Reutzel         |
| 21417 | T/1:30p-3:20p   | Cambridge Court               | Harris          |
| 21128 | Th/1:30p-3:20p  | Whitten Heights               | Jenkins Orr     |
| 21457 | T/1:30p-3:20p   | Park Vista Assisted Living    | Dunnam          |
| 22047 | M/1:30p-3:20p   | Cambridge Court               | Lange-Goldstein |

|       |               |                              |         |
|-------|---------------|------------------------------|---------|
| 21739 | T/2p-3:50p    | Coventry Court Health Center | Reutzel |
| 21543 | Th/2p-3:50p   | Park Vista Assisted Living   | Gomes   |
| 21815 | W/2:30p-4:20p | Katella Sr Living Community  | Fischer |
| 21037 | F/2:30p-4:20p | Brookdale Anaheim            | Gomes   |
| 21200 | T/3p-4:50p    | Katella Sr Living Community  | Gomes   |
| 41145 | Th/4p-5:50p   | Park Vista Assisted Living   | Johnson |

**Creative Arts**



**CERAMICS FOR OLDER ADULTS CRAE/101**

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

Starts week of 1/7/2019, ends week of 3/25/2019

| CRN   | DAYS           | PLACE                  | INSTR    |
|-------|----------------|------------------------|----------|
| 21031 | Th/8a-9:50a    | Buena Park Senior Ctr  | Reynolds |
| 21621 | Th/10a-11:50a  | Buena Park Senior Ctr  | Reynolds |
| 21083 | T/12:30p-2:20p | Cypress Sr Citizen Ctr | Reynolds |
| 21364 | T/2:30p-4:20p  | Cypress Sr Citizen Ctr | Reynolds |



**Learn Computer Skills!**

Register for a computer course and learn how to operate your home computer. NOCE offers quality instructors, state-of-the-art computer labs, and all of the latest software!

*See the Computers section on Page 23 for more information.*

**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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 15, Feb 18

\*Dates: Jan 12-Mar 23; nc Feb 16

| CRN    | DAYS           | PLACE                          | INSTR          |
|--------|----------------|--------------------------------|----------------|
| 61008  | M/9a-10:50a    | Windsor Gardens of Fullerton   | Ngo            |
| 21347  | T/9:30a-11:20a | Crescendo Senior Living of PI  | Hill           |
| 21748  | W/9:30a-11:20a | Rehab Institute So Ca          | Solis          |
| 61053  | M/9:30a-11:20a | Health Center of Orange County | Trapani        |
| 22058  | T/9:30a-11:20a | Whitten Heights                | Trapani        |
| 31036  | F/9:30a-11:20a | Anaheim VIP Ctr                | Thakkar        |
| 21841  | T/9:30a-11:20a | Sunrise Asst Liv Fullerton     | Ngo            |
| 21839  | F/10a-11:50a   | Sunrise Assisted Living at YL  | Ngo            |
| 61009  | W/1p-2:50p     | Fullerton Community Center     | Pope           |
| 61065  | M/1p-2:50p     | Brookdale-Garden Manor         | Trapani        |
| 22056  | T/1p-2:50p     | Anaheim VIP Ctr                | Trapani        |
| 21948  | T/2p-3:50p     | Park Regency Ret Res           | Ngo            |
| 21336* | S/9:30a-11:20a | Sunrise Asst Living La Palma   | Hyatt Solomina |

**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 8-Mar 26

| CRN   | DAYS       | PLACE                     | INSTR  |
|-------|------------|---------------------------|--------|
| 41142 | T/3p-4:50p | Park Vista at Morningside | Martin |

**NOCE NETWORKS**



Connect with us! See inside back cover for details.



**PAINTING FOR OLDER ADULTS  
CRAE/105**

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

Starts week of 1/7/2019, ends week of 2/11/2019; nc Jan 21

†Starts week of 1/7/2019, ends week of 3/25/2019

\*Dates: Feb 25-Mar 25

‡Dates: Feb 21-Mar 28

| CRN    | DAYS          | PLACE                          | INSTR          |
|--------|---------------|--------------------------------|----------------|
| 21438  | M/8a-11:50a   | Yorba Linda Sr Ctr             | Clary          |
| 21030  | M/9a-12:50p   | Buena Park Senior Ctr          | Bacon          |
| 51049  | Th/12p-3:50p  | Sr Citizens Ctr Anaheim        | Hyatt Solomina |
| 21032† | T/9a-10:50a   | Cypress Sr Citizen Ctr         | Bacon          |
| 21437† | T/9a-10:50a   | Emerald Isle Senior Apartments | Clary          |
| 21082† | W/9a-10:50a   | Yorba Linda Sr Ctr             | Bacon          |
| 21518† | Th/10a-11:50a | Palacio Senior Apartments      | Clary          |
| 21416† | W/1p-2:50p    | Buena Park Senior Ctr          | Hyatt Solomina |
| 21485† | W/1p-2:50p    | Capriana                       | Bacon          |
| 21507† | T/2:30p-4:20p | Alamitos West Health Care Ctr  | Hyatt Solomina |
| 51048* | M/8a-11:50a   | Yorba Linda Sr Ctr             | Clary          |
| 51047* | M/9a-12:50p   | Buena Park Senior Ctr          | Bacon          |
| 21202‡ | Th/12p-3:50p  | Sr Citizens Ctr Anaheim        | 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 8-Mar 26

| CRN   | DAYS           | PLACE                 | INSTR |
|-------|----------------|-----------------------|-------|
| 21392 | T/11:30a-1:20p | Buena Park Senior Ctr | Bacon |

**QUILTING FOR OLDER ADULTS  
CRAE/106**

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

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 15, and Feb 18

\*Starts week of 1/7/2019, ends week of 2/11/2019

†Starts week of 2/18/2019, ends week of 3/25/2019

| CRN          | DAYS              | PLACE                                 | INSTR        |
|--------------|-------------------|---------------------------------------|--------------|
| 21036        | M/10a-11:50a      | Cypress Sr Citizen Ctr                | Smith        |
| 21526        | T/9:30a-11:20a    | AN/402B                               | Johnson      |
| 21539        | F/9a-10:50a       | Yorba Linda Sr Ctr                    | Smith        |
| <b>61010</b> | <b>T/6p-7:50p</b> | <b>La Habra Community Serv-Sr Ctr</b> | <b>Smith</b> |
| 41146*       | T/12:30p-4:20p    | Buena Park Senior Ctr                 | Johnson      |
| 41147*       | W/12p-3:50p       | AN/402B                               | Johnson      |
| 21071†       | T/12:30p-4:20p    | Buena Park Senior Ctr                 | Johnson      |
| 21636†       | W/12p-3:50p       | AN/402B                               | Johnson      |

**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 1/7/2019, ends week of 3/25/2019

| CRN   | DAYS         | PLACE                          | INSTR   |
|-------|--------------|--------------------------------|---------|
| 21034 | Th/9a-10:50a | Fullerton Community Center     | Carlson |
| 21009 | W/10a-11:50a | Vintage of Stonehaven          | Carlson |
| 21433 | Th/1p-2:50p  | Yorba Linda Sr Ctr             | Carlson |
| 21497 | W/2p-3:50p   | Emerald Isle Senior Apartments | Carlson |
| 21415 | T/3p-4:50p   | Capriana                       | Carlson |

**SENIOR CHORUS  
MUSC/303**

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

Starts week of 1/7/2019, ends week of 3/25/2019; nc Feb 15

| CRN   | DAYS           | PLACE                  | INSTR       |
|-------|----------------|------------------------|-------------|
| 21033 | F/9:30a-11:20a | Cypress Sr Citizen Ctr | Lassetter   |
| 51194 | T/12:30p-2:20p | Yorba Linda Sr Ctr     | Nunez-Mason |

**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 9-Mar 27

| CRN   | DAYS        | PLACE                   | INSTR     |
|-------|-------------|-------------------------|-----------|
| 21029 | W/12p-1:50p | Sr Citizens Ctr Anaheim | Lassetter |

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

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

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 15, Feb 18

\*Dates: Jan 12-Mar 23; nc Feb 16

| CRN    | DAYS            | PLACE                         | INSTR     |
|--------|-----------------|-------------------------------|-----------|
| 21081  | M/9a-10:50a     | Bradford Square               | Behrbaum  |
| 21251  | W/9:30a-11:20a  | New Horizon                   | Martin    |
| 21951  | Th/9:30a-11:20a | New Horizon                   | Lassetter |
| 31068  | W/9:30a-11:20a  | Sunrise Asst Liv Fullerton    | Pope      |
| 21195  | Th/9:30a-11:20a | Whitten Heights               | Baker     |
| 21396* | S/9:30a-11:20a  | Whitten Heights               | Ediger    |
| 21358  | T/9:30a-11:20a  | Sunrise Asst Living La Palma  | Lassetter |
| 21208  | T/9:30a-11:20a  | Harvest Retirement            | Martin    |
| 21445  | M/10a-11:50a    | Sunrise of Seal Beach         | Lassetter |
| 22024  | Th/10a-11:50a   | Rehab Institute So Ca         | Ward      |
| 51212  | M/10a-11:50a    | Emerald Court                 | Pope      |
| 21363  | M/12:30p-2:20p  | Whitten Heights               | Behrbaum  |
| 21349  | W/12:30p-2:20p  | Cambridge Court               | Behrbaum  |
| 21171  | W/12:30p-2:20p  | Katella Sr Living Community   | Edwards   |
| 31091  | M/12:30p-2:20p  | Windsong Sr Activity Ctr      | Pope      |
| 21439  | Th/1p-2:50p     | Whittier Glen                 | Baker     |
| 21179  | Th/1p-2:50p     | Emerald Court                 | Behrbaum  |
| 21039  | Th/1p-2:50p     | La Habra Villa                | Edwards   |
| 21848  | F/1p-2:50p      | Park Regency Ret Res          | Gerrard   |
| 21344  | Th/1p-2:50p     | Bradford Square               | Park      |
| 22057  | W/1p-2:50p      | Whitten Heights               | Pope      |
| 21206  | W/1:30p-3:20p   | Brookdale-Yorba Linda         | Martin    |
| 61042  | F/2p-3:50p      | Alamitos West Health Care Ctr | Pope      |
| 61058  | W/3:00p-4:50p   | Brookdale -GM                 | Gilmore   |
| 21520  | T/2:30p-4:20p   | Sunnycrest Senior Living      | Baesler   |



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 1/7/2019, ends week of 3/25/2019; nc Feb 15

| CRN   | DAYS            | PLACE                         | INSTR     |
|-------|-----------------|-------------------------------|-----------|
| 21213 | F/9a-10:50a     | Fullerton Community Ctr       | Underwood |
| 21272 | F/9:30a-11:20a  | Cypress Sr Citizen Ctr        | Celis     |
| 61073 | W/9:30a-11:20a  | Stanton Civic Center          | Wotring   |
| 21277 | W/12:30p-2:20p  | Fullerton Community Ctr       | Yu        |
| 21278 | F/12:30p-2:20p  | Fullerton Community Ctr       | Yu        |
| 21809 | Th/12:30p-2:20p | Friends Community Church Brea | Underwood |
| 21275 | Th/12:30p-2:20p | Sr Citizens Ctr Anaheim       | Mastin    |
| 21452 | F/1p-2:50p      | Anaheim Crown Plaza           | Feinstein |
| 21274 | F/3p-4:50p      | Cypress Sr Citizen Ctr        | Yu        |

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

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

Starts week of 2/18/2019, ends week of 3/25/2019

| CRN                                                         | DAYS           | PLACE                          | INSTR         |
|-------------------------------------------------------------|----------------|--------------------------------|---------------|
| 60100                                                       | TTh/9a-10:50a  | Fullerton Community Center     | White-Tremazi |
| 60103                                                       | TTh/12p-1:50p  | Good Shepherd Church           | White-Tremazi |
| 61226                                                       | TTh/3p-4:50p   | Emerald Isle Sr. Apartments    | Fernandez     |
| *Starts week of 1/7/2019, ends week of 2/11/2019; nc Jan 21 |                |                                |               |
| 60101                                                       | TTh/9a-10:50a  | Fullerton Community Center     | White-Tremazi |
| 60102                                                       | TTh/12p-1:50p  | Good Shepherd Church           | White-Tremazi |
| 60098                                                       | MW/3p-4:50p    | Buena Park Senior Ctr          | White-Tremazi |
| 61227                                                       | TTh/3p-4:50p   | Emerald Isle Sr Apartments     | Fernandez     |
| 61225                                                       | MW/1p-2:50p    | La Habra Community Serv-Sr Ctr | Fernandez     |
| 60105                                                       | MW/12p-1:50p   | YSC                            | White-Tremazi |
| Dates: Jan 7-Mar 25; nc Jan 21, Feb 18                      |                |                                |               |
| 61153                                                       | M/9:30a-11:20a | Capriana                       | White-Tremazi |
| Dates: Feb 25-Mar 27                                        |                |                                |               |
| 60104                                                       | MW/12p-1:50p   | YSC                            | White-Tremazi |
| 60099                                                       | MW/3p-4:50p    | Buena Park Senior Ctr          | White-Tremazi |



**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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 18

| CRN   | DAYS             | PLACE                      | INSTR     |
|-------|------------------|----------------------------|-----------|
| 61040 | Th/9:30a-11:20a  | Brookdale-Yorba Linda      | Rose      |
| 21041 | M/1:30p-3:20p    | Park Vista Assisted Living | Wyckhouse |
| 21443 | T/1:30p-3:20p    | Brookdale-Yorba Linda      | Rose      |
| 31033 | Sat/9:30a-11:20a | Whitten Heights            | Ruiz      |

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

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

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 15, Feb 18

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

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

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

Starts week of 1/7/2019, ends week of 3/25/2019

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

| <b>HEALTH AND WELLNESS FOR OLDER ADULTS HLTH/200</b>                                                                                                                                                                                                                                                                         |                 |                                |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------|-------------------|
| 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 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 15, Feb 18                                                                                                                                                                                                                                                   |                 |                                |                   |
| *Dates: Jan 12-Mar 23; nc Feb 16                                                                                                                                                                                                                                                                                             |                 |                                |                   |
| †Dates: Jan 7-Mar 1; nc Jan 21, Feb 18                                                                                                                                                                                                                                                                                       |                 |                                |                   |
| CRN                                                                                                                                                                                                                                                                                                                          | DAYS            | PLACE                          | INSTR             |
| 41011                                                                                                                                                                                                                                                                                                                        | W/9a-10:50a     | Cypress Sunrise Village Apt.'s | Zepeda            |
| 21530                                                                                                                                                                                                                                                                                                                        | M/9a-10:50a     | Yorba Linda Sr Ctr             | Linen             |
| 21317                                                                                                                                                                                                                                                                                                                        | T/9a-10:50a     | Fullerton Community Center     | Carter-Rosenbloom |
| 51050                                                                                                                                                                                                                                                                                                                        | Th/9a-10:50a    | Cypress Sunrise Village Apt.'s | Zepeda            |
| 21316                                                                                                                                                                                                                                                                                                                        | M/9a-10:50a     | Fullerton Community Center     | Wotring           |
| 21328                                                                                                                                                                                                                                                                                                                        | W/9a-10:50a     | Yorba Linda Sr Ctr             | Underwood         |
| 21323                                                                                                                                                                                                                                                                                                                        | T/9:30a-11:20a  | Los Alamitos Senior Center     | Knox              |
| 21325                                                                                                                                                                                                                                                                                                                        | Th/9:30a-11:20a | Sr Citizens Ctr Anaheim        | Knox              |
| 21308                                                                                                                                                                                                                                                                                                                        | W/9:30a-11:20a  | Buena Park Senior Ctr          | Knox              |
| 21331                                                                                                                                                                                                                                                                                                                        | F/9:30a-11:20a  | Yorba Linda Sr Ctr             | Wotring           |
| 31004                                                                                                                                                                                                                                                                                                                        | F/9:30a-11:20a  | Sunrise Asst Liv Fullerton     | Zepeda            |
| 21313                                                                                                                                                                                                                                                                                                                        | W/9:30a-11:20a  | Cypress Sr Citizen Ctr         | Mastin            |
| 21307                                                                                                                                                                                                                                                                                                                        | T/9:30a-11:20a  | Buena Park Senior Ctr          | Mastin            |
| 21310                                                                                                                                                                                                                                                                                                                        | F/9:30a-11:20a  | Buena Park Senior Ctr          | Knox              |
| 21305                                                                                                                                                                                                                                                                                                                        | M/9:30a-11:20a  | Buena Park Senior Ctr          | Knox              |
| 21510                                                                                                                                                                                                                                                                                                                        | T/9:30a-11:20a  | Windsong Sr Activity Ctr       | Truong            |
| 21503*                                                                                                                                                                                                                                                                                                                       | S/9:30a-11:20a  | Capriana                       | Underwood         |
| 21309                                                                                                                                                                                                                                                                                                                        | Th/9:30a-11:20a | Buena Park Senior Ctr          | Truong            |
| 21842                                                                                                                                                                                                                                                                                                                        | F/9:30a-11:20a  | Buena Park Senior Ctr          | Mastin            |
| 21538                                                                                                                                                                                                                                                                                                                        | M/9:30a-11:20a  | Windsong Sr Activity Ctr       | Truong            |
| 21426                                                                                                                                                                                                                                                                                                                        | T/9:30a-11:20a  | Stanton Civic Center           | Zepeda            |
| 21304                                                                                                                                                                                                                                                                                                                        | Th/9:30a-11:20a | Brea Senior Ctr                | Matikinyidze      |
| 21314                                                                                                                                                                                                                                                                                                                        | Th/9:45a-11:35a | Cypress Sr Citizen Ctr         | Mastin            |
| 21512                                                                                                                                                                                                                                                                                                                        | M/9:50a-11:40a  | Anhm Independencia Fam Reso Ct | Alcala            |
| 21402                                                                                                                                                                                                                                                                                                                        | Th/9:50a-11:40a | Anhm Independencia Fam Reso Ct | Alcala            |
| 21332                                                                                                                                                                                                                                                                                                                        | M/10a-11:50a    | Good Shepherd Church           | Matikinyidze      |
| 21488                                                                                                                                                                                                                                                                                                                        | W/10a-11:50a    | Sr Citizens Ctr - Placentia    | Adams             |
| 21335                                                                                                                                                                                                                                                                                                                        | T/10a-11:50a    | Sr Citizens Ctr Anaheim        | Wotring           |

|        |                  |                                |                   |
|--------|------------------|--------------------------------|-------------------|
| 21404  | Th/10a-11:50a    | Buena Park Senior Ctr          | Carter-Rosenbloom |
| 21320  | T/10a-11:50a     | La Habra Community Serv-Sr Ctr | Krie              |
| 21318  | Th/10a-11:50a    | Fullerton Community Center     | Wotring           |
| 21322  | F/10a-11:50a     | La Habra Community Serv-Sr Ctr | Krie              |
| 21333  | W/10a-11:50a     | Good Shepherd Church           | Matikinyidze      |
| 21326  | W/10a-11:50a     | West Anaheim Sr Prog           | Layne             |
| 21303  | M/10a-11:50a     | Brea Senior Ctr                | Layne             |
| 21806  | W/10a-11:50a     | La Habra Community Serv-Sr Ctr | Linen             |
| 21355  | T/10a-11:50a     | Brea Senior Ctr                | Matikinyidze      |
| 21321  | Th/10a-11:50a    | La Habra Community Serv-Sr Ctr | Krie              |
| 21341  | M/10a-11:50a     | La Habra Community Serv-Sr Ctr | Mastin            |
| 21327  | T/10:30a-12:20p  | Yorba Linda Sr Ctr             | Layne             |
| 21311  | M/10:30a-12:20p  | Cypress Sr Citizen Ctr         | Yu                |
| 21441  | T/10:30a-12:20p  | Lake Park Mobile Home - YL     | Franze            |
| 21330  | Th/10:30a-12:20p | Yorba Linda Sr Ctr             | Layne             |
| 21413  | F/11:30a-1:20p   | Good Shepherd Church           | Matikinyidze      |
| 22046  | Th/12p-1:50p     | Fullerton Community Center     | Sellens           |
| 21295  | T/12:30p-2:20p   | Emerald Isle Senior Apartments | Yu                |
| 21324  | T/12:30p-2:20p   | Sr Citizens Ctr Anaheim        | Wotring           |
| 21513  | Th/12:30p-2:20p  | Emerald Isle Senior Apartments | Yu                |
| 21625  | W/12:30p-2:20p   | Windsong Sr Activity Ctr       | Wilmington        |
| 21807† | M/12:50p-2:40p   | Brookdale-Yorba Linda          | Alcala            |
| 21312  | M/1p-2:50p       | Cypress Sr Citizen Ctr         | Mastin            |
| 21431  | T/1p-2:50p       | Buena Park Senior Ctr          | Carter-Rosenbloom |
| 21633  | F/1p-2:50p       | Rehab Institute So Ca          | Mastin            |
| 21315  | Th/1p-2:50p      | Cypress Sr Citizen Ctr         | Layne             |
| 21947  | W/1p-2:50p       | Buena Park Senior Ctr          | Zepeda            |
| 21306  | M/1p-2:50p       | Buena Park Senior Ctr          | Yu                |
| 31010  | T/2p-3:50p       | W Anah Extended Care Hospital  | Wilmington        |
| 41012  | F/2p-3:50p       | Walnut Manor Care Ctr          | Krie              |
| 21329  | W/2p-3:50p       | Yorba Linda Sr Ctr             | Layne             |

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

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

Starts week of 1/7/2019, ends week of 3/25/2019; nc Jan 21, Feb 15, Feb 18

\*Dates: Jan 12-Mar 23; nc Feb 16

| CRN   | DAYS             | PLACE                         | INSTR        |
|-------|------------------|-------------------------------|--------------|
| 31017 | F/8:30a-10:20a   | Rowntree Gardens              | Penn         |
| 21448 | F/9a-10:50a      | Sunrise Asst Living La Palma  | Matikinyidze |
| 31005 | M/9a-10:50a      | La Habra Conv Hospital        | Zepeda       |
| 31037 | Th/9:30a-11:20a  | Alamitos West Health Care Ctr | Penn         |
| 21474 | M/9:30a-11:20a   | The Pavilion at Sunny Hills   | Adams        |
| 21640 | Th/9:30a-11:20a  | Windsor Gardens of Fullerton  | Linen        |
| 21533 | Th/9:30a-11:20a  | Coventry Court Health Center  | Smith        |
| 61061 | Th/9:30a-11:20a  | Brookdale-Garden Manor        | Quintanar    |
| 21532 | W/9:30a-11:20a   | Park Regency Care Ctr         | Smith        |
| 21475 | F/9:30a-11:20a   | Harbor Villa Care Center      | Adams        |
| 21639 | F/9:30a-11:20a   | Park Regency Ret Res          | Linen        |
| 21293 | W/9:30a-11:20a   | Brookdale-Yorba Linda         | Randeria     |
| 21300 | M/9:30a-11:20a   | Park Vista Assisted Living    | Smith        |
| 21846 | M/9:30a-11:20a   | Gordon Lane Care Center       | Krie         |
| 21296 | T/9:30a-11:20a   | La Habra Villa                | Smith        |
| 21299 | T/9:40a-11:30a   | Park Regency Ret Res          | Randeria     |
| 21410 | Th/10a-11:50a    | Cambridge Court               | Randeria     |
| 21780 | Th/10a-11:50a    | Anaheim VIP Ctr               | Underwood    |
| 21389 | T/10a-11:50a     | Park Vista Assisted Living    | Alcala       |
| 21482 | T/10a-11:50a     | Anaheim VIP Ctr               | Underwood    |
| 21301 | Th/10:30a-12:20p | Park Vista Assisted Living    | Feinstein    |
| 51058 | F/10:50a-12:40p  | Park Anaheim Healthcare Ctr   | Penn         |
| 21476 | W/12:50p-2:40p   | Sunnycrest Senior Living      | Alcala       |
| 21302 | T/12:50p-2:40p   | Sunnycrest Senior Living      | Alcala       |
| 21411 | Th/12:50p-2:40p  | Brookdale Anaheim             | Alcala       |
| 21781 | T/1p-2:50p       | Anaheim Crest Nurs Ctr        | Truong       |
| 21490 | T/1p-2:50p       | Anaheim Crown Plaza           | Feinstein    |
| 21473 | F/1p-2:50p       | The Pavilion at Sunny Hills   | Adams        |
| 21477 | T/1p-2:50p       | Brookdale Anaheim             | Matikinyidze |
| 21292 | Th/1p-2:50p      | Anaheim Crown Plaza           | Adams        |
| 41137 | W/1:30p-3:20p    | Rowntree Gardens              | Penn         |

|        |               |                             |           |
|--------|---------------|-----------------------------|-----------|
| 21814  | F/1:30p-3:20p | Buena Vista Care Ctr        | Linen     |
| 21777  | W/1:30p-3:20p | Buena Park Nurs Ctr         | Adams     |
| 21737  | T/1:30p-3:20p | La Habra Villa              | Smith     |
| 31136  | F/1:30p-3:20p | Whitten Heights             | Penn      |
| 21762  | F/2p-3:50p    | Windsor Gardens of Anaheim  | Zepeda    |
| 21298  | W/2p-3:50p    | New Horizon                 | Randeria  |
| 21499  | F/3p-4:50p    | The Pavilion at Sunny Hills | Truong    |
| 61060  | M/3p-4:50p    | Brookdale-Garden Manor      | Quintanar |
| 31034  | Th/3p-4:50p   | Park Anaheim Healthcare Ctr | Penn      |
| 21511  | T/3:15p-5:05p | Gordon Lane Care Center     | Yu        |
| 21767* | S/3:30p-5:20p | Park Vista Assisted Living  | Alcala    |

**Senior Classes**

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

|       |                               |                |
|-------|-------------------------------|----------------|
| 21624 | Anaheim Crest Nurs Ctr        | (714) 827-2440 |
| 21187 | Anaheim Healthcare Center     | (714) 816-0540 |
| 21415 | Capriana                      | (714) 589-2866 |
| 21173 | Cottage of Artesia Gardens    | (714) 670-1111 |
| 21007 | Anaheim Terrace Care Center   | (714) 821-7310 |
| 21252 | Anaheim VIP Ctr               | (714) 220-2114 |
| 21005 | Alamitos West Health Care Ctr | (562) 596-5561 |
| 21357 | Buena Park Nurs Ctr           | (714) 828-8222 |
| 21012 | Buena Vista Care Ctr          | (714) 535-7264 |
| 21182 | Coventry Court Health Center  | (714) 636-2800 |
| 21479 | Windsor Gardens of Fullerton  | (714) 871-6020 |
| 21475 | Harbor Villa Care Center      | (714) 635-8131 |
| 21019 | The Pavilion at Sunny Hills   | (714) 992-5701 |
| 21013 | Fullerton Gardens             | (714) 441-2636 |
| 21014 | Gordon Lane Care Center       | (714) 879-7301 |
| 21181 | Happy Brea Adult Day Hth Care | (714) 990-0333 |
| 21514 | Karilton Residential Care Ctr | (714) 236-1170 |
| 21017 | Leisure Court                 | (714) 772-1353 |
| 21193 | La Habra Conv Hospital        | (562) 691-0781 |
| 21015 | La Palma Nurs Ctr             | (714) 772-7480 |
| 21018 | Park Anaheim Healthcare Ctr   | (714) 827-5880 |
| 21021 | Park Regency Care Ctr         | (562) 691-8810 |
| 21022 | Park Vista at Morningside     | (714) 256-1000 |
| 21070 | Rehab Institute So Ca         | (714) 680-6060 |
| 21270 | Palm Retirement Center        | (714) 870-8122 |
| 21026 | St. Elizabeth Healthcare      | (714) 871-9202 |
| 21023 | Terrace View Care Ctr         | (714) 870-0060 |
| 21178 | W Anah Extended Care Hospital | (714) 821-1993 |
| 21025 | Windsor Gardens of Anaheim    | (714) 826-8950 |
| 21011 | Whittier Hills Healthcare Ctr | (562) 947-7817 |
| 21024 | Walnut Manor Care Ctr         | (714) 776-7150 |
| 21510 | Windsong Sr Activity Ctr      | (714) 956-4190 |

PARENTING

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

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

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



Parenting

**DEVELOPMENTAL MOVEMENT (AGES 1 - 2) PARN/260**

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

Dates: Jan 9-Mar 13

\*Dates: Jan 11-Mar 22; nc Feb 15

| CRN    | DAYS       | PLACE     | INSTR       |
|--------|------------|-----------|-------------|
| 60122  | W/9a-9:50a | AN/134    | Stearns     |
| 60128  | W/9a-9:50a | CYP18/117 | Quintanilla |
| 60134* | F/9a-9:50a | WIL/204   | Swallows    |
| 60131  | W/9a-9:50a | WIL/204   | Dodson      |

**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.

Dates: Jan 9-Mar 13

\*Dates: Jan 11-Mar 22; nc Feb 15

| CRN    | DAYS         | PLACE     | INSTR       |
|--------|--------------|-----------|-------------|
| 60120  | W/10a-10:50a | AN/134    | Stearns     |
| 60135* | F/10a-10:50a | WIL/204   | Swallows    |
| 60132  | W/10a-10:50a | WIL/204   | Dodson      |
| 60129  | W/10a-10:50a | CYP18/117 | 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.

Dates: Jan 9-Mar 13

\*Dates: Jan 11-Mar 22; nc Feb 15

| CRN    | DAYS         | PLACE     | INSTR       |
|--------|--------------|-----------|-------------|
| 60121  | W/11a-11:50a | AN/134    | Stearns     |
| 60136* | F/11a-11:50a | WIL/204   | Swallows    |
| 60133  | W/11a-11:50a | WIL/204   | Dodson      |
| 60127  | W/11a-11:50a | CYP18/117 | 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).

Starts week of 1/7/2019, ends week of 3/11/2019

\*Dates: Jan 11-Mar 22; nc Feb 15

†Dates: Jan 7-Mar 25; nc Jan 21, Feb 18

| CRN    | DAYS         | PLACE     | INSTR   |
|--------|--------------|-----------|---------|
| 60007  | Th/9a-10:50a | AN/134    | Stearns |
| 60008  | T/9a-10:50a  | AN/134    | Stearns |
| 60115* | F/9a-10:50a  | AN/134    | Brown   |
| 60113† | M/9a-10:50a  | AN/134    | Brown   |
| 60117  | T/9a-10:50a  | CYP18/117 | Brown   |
| 60084  | Th/9a-10:50a | CYP18/117 | Brown   |
| 60082  | T/9a-10:50a  | WIL/204   | Dodson  |
| 60079  | Th/9a-10:50a | WIL/204   | Dodson  |

**Need help registering online? Give us a call!**

Online Registration Helpline: 714.808.4679

Helpline Hours: M-Th, 7 a.m. – 5 p.m.; F, 7 a.m. – 4:30 p.m.

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

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

Starts week of 1/7/2019, ends week of 3/11/2019

\*Dates: Jan 11-Mar 22; nc Feb 15

†Dates: Jan 7-Mar 25; nc Jan 21, Feb 18

| CRN    | DAYS          | PLACE     | INSTR   |
|--------|---------------|-----------|---------|
| 60023  | T/11a-12:50p  | AN/134    | Stearns |
| 60022  | Th/11a-12:50p | AN/134    | Stearns |
| 60118  | Th/11a-12:50p | CYP18/117 | Brown   |
| 60116* | F/11a-12:50p  | AN/134    | Brown   |
| 60114† | M/11a-12:50p  | AN/134    | Brown   |
| 60083  | T/11a-12:50p  | CYP18/117 | Brown   |
| 60025  | Th/11a-12:50p | WIL/204   | Dodson  |
| 60081  | T/11a-12:50p  | WIL/204   | Dodson  |

## Love and Logic®

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

Love and Logic classes Love and Logic® classes are designed to give you practical skills that you can use immediately!

Examples of Love and Logic® Topics...

- Avoid un-winnable power-struggles and arguments
- Stay calm when kids do incredible 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
- Much More



### PARENTING WITH LOVE AND LOGIC® PARN/265

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

Starts week of 1/14/2019, ends week of 3/4/2019

\*Starts week of 1/7/2019, ends week of 2/11/2019

†Dates: Jan 24-Apr 4

| CRN    | DAYS            | PLACE           | INSTR   |
|--------|-----------------|-----------------|---------|
| 61161  | M/8:30a-11:30a  | Christ Lutheran | Sherard |
| 61158  | W/6p-9p         | PYLUSD          | Sherard |
| 61154* | W/9a-11:50a     | La Vista HS     | Sherard |
| 61159* | Th/8:45a-11:45a | Commonwealth    | Sherard |
| 61169† | Th/5:30p-8:30p  | Magnolia HS     | Staff   |

### Have You Checked Your Class Start Date and Location?

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

Parenting with Love and Logic® (PARN/265) must be completed before you can enroll into Love and Logic® Parenting Children with Special Needs (AEBG/110).

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

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

Starts week of 3/11/2019, ends week of 4/1/2019

\*Dates: Feb21-Mar 14

†Dates: Feb 20- Mar 13

| CRN    | DAYS            | PLACE           | INSTR   |
|--------|-----------------|-----------------|---------|
| 61164  | M/8:30a-11:30a  | Christ Lutheran | Sherard |
| 61171  | Th/5:30p-8:30p  | Magnolia HS     | Staff   |
| 61160* | Th/8:45a-11:45a | Commonwealth    | Sherard |
| 61155† | W/9a-11:50a     | La Vista HS     | Sherard |



The below 9 ESSENTIAL SKILLS FOR THE LOVE & LOGIC CLASSROOM® courses are comprised of instructor training curriculum that offers low stress strategies for highly successful educators.

- Create low stress classrooms
- Help end student arguing and back talk
- Guide kids to own and solve their problems
- Raise test scores
- Prevent problems and save teaching time
- Build positive relationships with challenging students

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

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

Dates: Jan 9-Jan 9

| CRN   | DAYS     | PLACE           | INSTR |
|-------|----------|-----------------|-------|
| 61156 | W/12p-3p | Christ Lutheran | Staff |

## NOCE NETWORKS



Connect with us! See inside back cover for details.

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

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

Dates: Feb 13-Feb 13

| CRN   | DAYS     | PLACE           | INSTR   |
|-------|----------|-----------------|---------|
| 61172 | W/12p-3p | Christ Lutheran | Sherard |

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

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

Dates: Mar 13-Mar 13

\*Dates: Jan 16-Jan 16

| CRN    | DAYS          | PLACE           | INSTR   |
|--------|---------------|-----------------|---------|
| 61173  | W/12p-3p      | Christ Lutheran | Sherard |
| 61165* | W/3:30p-6:30p | FJUHS           | Sherard |

**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.

Dates: Jan 30-Jan 30

\*Dates: Jan 9-Jan

| CRN    | DAYS          | PLACE | INSTR   |
|--------|---------------|-------|---------|
| 60195  | W/3:30p-6:20p | FJUHS | Sherard |
| 61157* | W/4p-7p       | PYLU  | Sherard |

**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.

Dates: Jan 23-Jan 23

| CRN    | DAYS    | PLACE | INSTR   |
|--------|---------|-------|---------|
| 61168* | W/4p-7p | PYLU  | Sherard |

**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.

Dates: Feb 6-Feb 6

| CRN    | DAYS    | PLACE | INSTR   |
|--------|---------|-------|---------|
| 61146* | W/4p-7p | PYLU  | Sherard |

**Love and Logic® Off-Campus Locations**

|                      |                                     |
|----------------------|-------------------------------------|
| Christ Lutheran      | 820 W Imperial Hwy, Brea            |
| FJUHS                | 1051 W. Bastanchury Rd. Fullerton   |
| PYLU                 | 4999 Casa Loma Ave. Placentia       |
| La Vista High School | 909 N State College Blvd, Fullerton |
| Commonwealth Elem    | 2200 E. Commonwealth Ave, Fullerton |
| Magnolia HS          | 2450 W Ball Road Anaheim            |
| Orangethorpe Elem    | 1400 S Brookhurst Rd Fullerton      |
| Christ Lutheran      | 820 W Imperial Hwy, Brea            |

**Every Day Counts at NOCE**

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



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

**See you in class!**

**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.

# COMMUNITY SERVICES CLASSES

1

## FEE-BASED CLASSES

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

2

## VARIETY OF CLASSES TO REACH GOALS

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



# ONLINE CLASSES



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

**For more information, Call 714.808.4909**

## ONLINE COURSES

Register here:

[www.ed2go.com/noce](http://www.ed2go.com/noce)

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

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

### Popular Courses

#### **INTRO TO MICROSOFT EXCEL 2016**

Discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently in Microsoft Excel 2016, now available through Office 365.  
FEE \$129

#### **ACCOUNTING FUNDAMENTALS**

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

#### **EFFECTIVE BUSINESS WRITING**

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.  
FEE \$115

## CAREER TRAINING PROGRAMS

Register here:

[Careertraining.ed2go.com/easyed](http://Careertraining.ed2go.com/easyed)

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

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

### Popular Courses

#### **CERTIFIED BOOKKEEPER**

The Certified Bookkeeper Online Training Program for experienced bookkeepers leads to national certification with American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers.  
FEE \$1,995

#### **WEB DESIGN PROFESSIONAL**

Learn the technology, philosophy, and proper rules to bring web creativity to life. Gain practical skills in the art of planning and managing the development of a web project.  
FEE \$2,995

#### **CHILD DEVELOPMENT ASSOCIATE TRAINING**

If you like working with children, a career as a child-care professional might be right for you. This certificate program in Childcare and Education will allow you to earn your national Child Development Associate (CDA) certification, while working at your own pace.  
FEE \$850

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**BUSINESS & PROFESSIONAL  
DEVELOPMENT**

**Bartending**

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



**BARTENDING WORKSHOPS  
HOSM/101**

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

| CRN                                                                  | DAYS           | PLACE      | INSTR     | FEE   |
|----------------------------------------------------------------------|----------------|------------|-----------|-------|
| <b>Starts week of 1/7/2019, ends week of 2/4/2019;<br/>nc Jan 19</b> |                |            |           |       |
| 21822                                                                | S/8:30a-1:50p  | CYPTE2-210 | Salisbury | \$199 |
| 51082                                                                | Th/12p-4:20p   | CYPTE2-210 | Salisbury | \$199 |
| <b>Dates: Feb 14-Mar 14</b>                                          |                |            |           |       |
| 21644                                                                | Th/12p-4:20p   | CYPTE2-210 | Salisbury | \$199 |
| <b>Dates: Feb 23-Mar 23</b>                                          |                |            |           |       |
| 51080                                                                | S/8:30a-12:50p | CYPTE2-210 | Salisbury | \$199 |

**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 28-Jan 29

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

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

The exam will be offered  
**January 30, 2018 from 4 p.m. – 6 p.m.**  
**Anaheim Campus, Rooms 105/107**  
**For exam: \$40**

For more information, including requirements and what to bring to the test, contact 714.808.4909.

**NOTARY LOAN SIGNING  
CERTIFICATION  
BMGR/680**

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

Dates: Jan 31-Jan 31

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

**Machine Shorthand**

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

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

Dates: Jan 7-Feb 28; nc Jan 21, Feb 18

| CRN   | DAYS        | PLACE      | INSTR      | FEE   |
|-------|-------------|------------|------------|-------|
| 51072 | MT/9a-9:50a | CC/BUS-306 | Huddleston | \$155 |
|       | W/9a-9:50a  | CC/BUS-311 | Huddleston |       |
|       | Th/9a-9:50a | CC/BUS-306 | Staff      |       |

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

Advisory: Completion of 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 7-Feb 28; nc Jan 21, Feb 18

| CRN   | DAYS          | PLACE      | INSTR      | FEE   |
|-------|---------------|------------|------------|-------|
| 51073 | MT/10a-10:50a | CC/BUS-306 | Huddleston | \$155 |
|       | W/10a-10:50a  | CC/BUS-311 | Huddleston |       |
|       | Th/10a-10:50a | CC/BUS-306 | Staff      |       |

**NOCE NETWORKS**



**NOCE 2019 WINTER Schedule**

Community Services

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

Advisory: Completion of Machine Shorthand Speed Building 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 7-Feb 27; nc Jan 21, Feb 18

| CRN   | DAYS            | PLACE      | INSTR      | FEE   |
|-------|-----------------|------------|------------|-------|
| 51074 | MW/12:30p-1:50p | CC/BUS-306 | Huddleston | \$135 |

**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 12-Feb 26

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

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

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

Dates: Feb 28-Mar 14

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

**INTRO TO MICROSOFT PROJECT  
PROFESSIONAL  
COMP/814**

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

Dates: Mar 19-Mar 28

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

**Project Management  
Certificate Program**

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

Project Management careers include positions in diverse areas such as aerospace, construction, computer and information systems, engineering, and health care. The Project Management Certificate Program focuses on developing the professional skills needed to lead teams and employees on projects. Coursework includes topics such as leadership in the project process, planning and control, risk management, and using MS Project Management software for scheduling and budgeting. Required courses include: Fundamentals of Project Management, Project Planning and Scheduling Techniques, Project Cost Management, Team Building for Project Managers, and Intro to Microsoft Project Professional 2010. The certificate can be completed in six months. Classes may also be taken individually.

**FUNDAMENTALS OF PROJECT  
MANAGEMENT  
BUSN/440**

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

Dates: Jan 8-Jan 22

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

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

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

Dates: Jan 24-Feb 7

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

**FINANCIAL PLANNING &  
INVESTING**

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

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

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

Dates: Jan 31-Feb 7

| CRN   | DAYS           | PLACE   | INSTR  | FEE  |
|-------|----------------|---------|--------|------|
| 51189 | Th/6:30p-9:30p | WIL/214 | Bowman | \$60 |

## FINE & APPLIED ARTS

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

### Drawing & Painting

#### PASTELS AND MORE 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 10-Mar 14

| CRN   | DAYS        | PLACE   | INSTR  | FEE  |
|-------|-------------|---------|--------|------|
| 61050 | Th/6p-7:50p | AN/402B | Prieto | \$95 |



#### DRAWING: BASICS AND BEYOND ARTC/165

Drawing is the foundation of all visual arts. Learn fundamentals of drawing in this exciting hands-on class. Acquire technical and perceptual skills while exploring properties of line, shape, value, perspective, and composition. All levels welcome.

Dates: Jan 8-Mar 12

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

#### ESSENTIALS OF PAINTING ARTC/170

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

Dates: Jan 8-Feb 26

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

#### WATERCOLOR PAINTING ARTC/185

This watercolor class covers the fundamental watercolor techniques for beginning students. The instructor will offer intensive and practical instruction and step-by-step demonstration. In this supportive and friendly classroom environment will also inspire the more experienced students to experiment and develop their own unique form of expression. All levels welcome.

Dates: Jan 8-Mar 12

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

## 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 9-Mar 13

| CRN   | DAYS       | PLACE      | INSTR     | FEE  |
|-------|------------|------------|-----------|------|
| 21654 | W/6p-7:50p | CYPTE2-204 | Hashimoto | \$75 |

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

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

Dates: Jan 7-Mar 25; nc Jan 21, Feb 18

| CRN   | DAYS          | PLACE   | INSTR    | FEE  |
|-------|---------------|---------|----------|------|
| 21656 | M/6:30p-8:20p | AN/402B | Martinez | \$75 |

#### SEW WHAT YOU WISH CC/215

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

Dates: Jan 9-Mar 13

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



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

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

Dates: Jan 9-Mar 13

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

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

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

Dates: Jan 11-Mar 22; nc Feb 15

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

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

**NEW!**

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 10-Mar 14

| CRN   | DAYS        | PLACE      | INSTR    | FEE  |
|-------|-------------|------------|----------|------|
| 21942 | Th/6p-7:50p | CYPTE2-204 | Martinez | \$75 |

**SEW APPAREL AND COSTUMES THAT ARE EVENT WORTHY**  
**CC/245**

Enhance your image by creating garments that are sewn professionally and fit precisely. Techniques for sewing unusual fabrics, using specialty machines and creating accessories and embellishment will result in garments for cosplay or streetwear at significant savings. May include men's tailoring.

Dates: Jan 8-Mar 12

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

**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.

**Music**

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

**GUITAR FOR ADULTS**  
**MUSC/108**

Learn to play the guitar! Students will learn chords, strum pattern styles, new songs, simple ear training and rhythm training. Students will also learn a I, IV, V blues progression and how to read the tablature for guitar. Bring a nylon-string or acoustic steel-string guitar and a medium pick.

Dates: Jan 10-Feb 14

| CRN   | DAYS           | PLACE   | INSTR  | FEE  |
|-------|----------------|---------|--------|------|
| 21818 | Th/6:30p-7:20p | WIL/207 | Parent | \$65 |

**ADULT GUITAR & BASS WORKSHOP**  
**MUSC/355**

Students will learn music theory and concepts including notes on the guitar: major and minor keys, how to count and construct rhythm patterns that go together with each other and drums. Students will be able to play simple songs together by the end of classes.

Dates: Jan 10-Feb 14

| CRN   | DAYS           | PLACE   | INSTR  | FEE  |
|-------|----------------|---------|--------|------|
| 21819 | Th/7:30p-8:20p | WIL/207 | Parent | \$65 |

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

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

Dates: Jan 26-Mar 9; nc Feb 16

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

**Have You Checked Your Class Start Date and Location?**

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

**Photography**

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



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

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

Dates: Jan 9-Mar 13

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

**PHOTOGRAPHY (INTERMEDIATE)**  
**FOTO/102**

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

Dates: Jan 10-Mar 14

| CRN   | DAYS           | PLACE   | INSTR       | FEE   |
|-------|----------------|---------|-------------|-------|
| 21641 | 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



### 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 9-Mar 13

| CRN   | DAYS          | PLACE  | INSTR | FEE  |
|-------|---------------|--------|-------|------|
| 51127 | W/6:30p-9:20p | AN/610 | Wills | \$80 |



### SIGN LANGUAGE - SEE LEVEL 1 SIGN/001

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

Dates: Jan 8-Mar 12

| CRN   | DAYS          | PLACE     | INSTR    | FEE  |
|-------|---------------|-----------|----------|------|
| 21649 | T/6:30p-9:20p | CYP18/104 | Zawolkow | \$85 |

### SPANISH - CONVERSATION I LANG/190

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

Dates: Jan 7-Mar 25; nc Jan 21, Feb 18

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

### SPANISH - CONVERSATION II LANG/200

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

Dates: Jan 10-Mar 14

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

## PHYSICAL FITNESS

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

## Adult Martial Arts



### KENPO KARATE (BEGINNING/INTERMEDIATE) FITN/442

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

Dates: Jan 12-Mar 23; nc Jan 19, Feb 16

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

### KENPO KARATE (ADVANCED) FITN/446

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

Dates: Jan 12-Mar 23; nc Jan 19, Feb 16

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

## NOCE NETWORKS



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 7-Mar 11; nc Jan 21, Feb 18

| CRN   | DAYS          | PLACE     | INSTR    | FEE  |
|-------|---------------|-----------|----------|------|
| 21749 | M/7:30p-8:20p | CYP18/118 | Knighton | \$65 |

**SALSA DANCE DAN/104**

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

Dates: Jan 11-Mar 15; nc Feb 15, Mar 8

| CRN   | DAYS       | PLACE  | INSTR    | FEE  |
|-------|------------|--------|----------|------|
| 21750 | F/7p-7:50p | AN/134 | Knighton | \$65 |

**TAP DANCE FOR ADULTS DAN/195**

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

Dates: Jan 9-Feb 27

| CRN   | DAYS          | PLACE  | INSTR    | FEE  |
|-------|---------------|--------|----------|------|
| 21657 | W/6:30p-7:50p | AN/134 | Knighton | \$90 |



**BALLET - ADULT BEGINNING DAN/200**

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

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS           | PLACE        | INSTR  | FEE  |
|-------|----------------|--------------|--------|------|
| 21751 | S/9:30a-10:50a | CC/GYM 2-125 | Landry | \$80 |

**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 11-Mar 15; nc Feb 15, Mar 9

| CRN   | DAYS       | PLACE  | INSTR    | FEE  |
|-------|------------|--------|----------|------|
| 21661 | F/8p-8:50p | AN/134 | Knighton | \$65 |

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

Fitness



**YOGA FOR RELAXATION FITN/465**

This course is designed for all levels of yoga students. The class will focus on flexibility, breathing and gentle stretching. This class encourages a non-competitive, restorative setting. Students should bring a sticky mat and a towel. Class will end with a quiet meditative period.

Dates: Jan 7-Mar 25; nc Jan 21, Feb 18

| CRN   | DAYS       | PLACE  | INSTR | FEE  |
|-------|------------|--------|-------|------|
| 21650 | M/6p-7:20p | AN/134 | Lin   | \$70 |



**LATIN CARDIO BLAST DAN/140**

Come dance to a variety of latin beats while learning the basic steps of salsa, merengue, samba and more. Have fun while burning calories. This is a cardio blast workout, so bring a towel and water.

Dates: Jan 7-Mar 11; nc Jan 21, Feb 18

| CRN   | DAYS          | PLACE     | INSTR    | FEE  |
|-------|---------------|-----------|----------|------|
| 61075 | M/6:30p-7:20p | CYP18/118 | Knighton | \$65 |

## Kids' College and Teen Program



[www.noce.edu/kids](http://www.noce.edu/kids)

For more information about the Kids' College & Teen Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Welcome to the Kids' College and Teen Program! Most classes are held at our three NOCE Centers: Anaheim Campus, Cypress Center at Cypress College, and Wilshire Center across the street from Fullerton College. Occasionally classes are offered at other locations and those are identified in the location information for the class. Class enrollment is limited and is on a first come, first served basis. Classes may be cancelled due to low enrollment. Classes may be added after the schedule is printed, for the most-up-to-date listing visit [www.noce.edu](http://www.noce.edu) and check the Kids' College Schedule. Some classes require supplies; please check with the office for specific supply lists.

Parents are responsible for their own children. Each child should be accompanied by an adult to the first class to verify classroom location and future drop off and pick up points.

Parents/legal guardians please be prepared to show identification when registering your child or requesting information regarding your child. This will ensure the safety of your child and complies with the Family Educational Right and Privacy Act (FERPA). Please complete an emergency form for each child registering for the Kids' College and Teen Program so our records are up-to-date.

Winter classes will begin on **January 26, 2019**. Please check individual classes for the actual start date. All NOCE offices will be closed and there will be no classes held on February 16, 2019. Register for classes online starting December 12, 2018; walk-in registration begins December 13, 2018.

## Arts & Crafts

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

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

Dates: Jan 26-Mar 9; nc Feb 16

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

## NOCE NETWORKS



Connect with us! See inside back cover for details.

### PENCILS & PAINTBRUSHES (AGES 4-10) KIDS/415

An art class that will encourage your child's imagination to soar! Designed to build self-esteem through individual expression while interacting creatively with other students. Children will learn basic drawing skills and fun techniques of watercolor painting. Instruction at age- and ability-appropriate levels. Each session explores different themes. Repeat students will experience more advanced levels of previous sessions. Pick up a minimal materials list at the first-class meeting.

Dates: Jan 26-Mar 9; nc Feb 16

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

### DRAWING & SKETCHING (AGES 8+) KIDS/903A

Dates: Jan 26-Mar 9; nc Feb 16

\*Dates: Jan 31-Mar 7

Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills using pencils, colored pencils, charcoal or watercolors.

| CRN    | DAYS         | PLACE      | INSTR | FEE  |
|--------|--------------|------------|-------|------|
| 61185  | S/10a-10:50a | CYPTE2-208 | Bae   | \$75 |
| 61190* | Th/5p-6:20p  | WIL/201    | Bae   | \$75 |

### 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 26-Mar 9; nc Feb 16

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

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

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

Dates: Jan 26-Mar 9; nc Feb 16

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

### ANIME DRAWING (AGES 8+) KIDS/1012

Learn how to draw unique anime fantasy characters and settings. Also learn how to pose and costume the characters. Fantasy characters will be created using colored pencils, markers and watercolors.

Dates: Jan 26-Mar 9; nc Feb 16

\* Dates: Jan 28-Mar 4; nc Feb 16

| CRN    | DAYS          | PLACE      | INSTR | FEE   |
|--------|---------------|------------|-------|-------|
| 21727  | S/1:30p-2:50p | CYPTE2-204 | Bae   | \$100 |
| 61122* | M/3:30p-4:50p | CYPTE2-204 | Bae   | \$100 |

**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 26-Mar 9; nc Feb 16

| CRN             | DAYS         | PLACE      | INSTR | FEE  |
|-----------------|--------------|------------|-------|------|
| <b>AGES 4-6</b> |              |            |       |      |
| 21883           | S/11a-11:50a | CYPTE2-217 | Gagne | \$75 |
| <b>AGES 7+</b>  |              |            |       |      |
| 21884           | S/12p-12:50p | CYPTE2-217 | Gagne | \$75 |

**Cooking**

**KIDS FUN COOKING  
(AGES 6-10)  
KIDS/830A**

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 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE     | INSTR       | FEE  |
|-------|--------------|-----------|-------------|------|
| 21936 | S/10a-10:50a | CYP18/104 | Whittenberg | \$75 |

**MY FIRST COOKING CLASS  
KIDS/2000**

Students will make and serve yummy snacks, and learn how to use different ingredients while being safe in the kitchen. Students will learn about kitchen tools and safety. Students will learn how to use simple ingredients found in the kitchen. Students will learn how to make simple snacks that don't need to be cooked. Students will learn how to serve and clean up after snacks have been made.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN               | DAYS         | PLACE     | INSTR       | FEE  |
|-------------------|--------------|-----------|-------------|------|
| <b>AGES 6-8</b>   |              |           |             |      |
| 21927             | S/9a-9:50a   | CYP18/104 | Whittenberg | \$75 |
| <b>AGES 11-16</b> |              |           |             |      |
| 21937             | S/11a-11:50a | CYP18/104 | Whittenberg | \$75 |

**FUN WITH BAKING  
(AGES 12+)  
KIDS/1977**

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

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS           | PLACE     | INSTR       | FEE   |
|-------|----------------|-----------|-------------|-------|
| 21928 | S/12:30p-2:20p | CYP18/104 | Whittenberg | \$120 |

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Helpline Hours: M-Th, 7 a.m. - 5 p.m.; F, 7 a.m. - 4:30 p.m.

**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 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE      | INSTR | FEE  |
|-------|--------------|------------|-------|------|
| 61120 | S/11p-11:50p | CYPTE2-209 | Payne | \$75 |

**Dance**

**INTRODUCTION TO DANCE  
(AGES 3-4)  
KIDS/500**

Come and learn the fundamentals of movement and dance. This class incorporates many styles of dance using a fun approach to learning through repetition, games and props. Students will develop self-confidence in a creative environment.

Dates: Jan 26-Mar 16; nc Feb 16, Mar 2

| CRN   | DAYS         | PLACE     | INSTR          | FEE  |
|-------|--------------|-----------|----------------|------|
| 21862 | S/10a-10:50a | CYP18/118 | Casullo Burnes | \$75 |

**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 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE        | INSTR   | FEE  |
|-------|--------------|--------------|---------|------|
| 21923 | S/11a-11:50a | CC/GYM 2-125 | Weidman | \$75 |

**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 26-Mar 9; nc Feb 16

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





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

This is a beginning class that introduces the young dancer to the structure of a true classical ballet class. The students will do barre, center and across the floor work to help develop strength, coordination and balance. There will be a performance on the last day of class during the fall, winter, and spring sessions only. Parents are not allowed in the dance studio during class.

Dates: Jan 26-Mar 9; nc Feb 16

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

**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 26-Mar 16; nc Feb 16, Mar 2

| CRN             | DAYS         | PLACE     | INSTR          | FEE  |
|-----------------|--------------|-----------|----------------|------|
| <b>AGES 5-6</b> |              |           |                |      |
| 21863           | S/11a-11:50a | CYP18/118 | Casullo Burnes | \$75 |
| <b>AGES 7+</b>  |              |           |                |      |
| 21864           | S/12p-12:50p | CYP18/118 | Casullo Burnes | \$75 |

**Foreign Language**

**ROCK 'N LEARN SPANISH  
(AGES 5-7)  
KIDS/108A**

This course is a fun way to learn beginning Spanish. Students with little or no previous Spanish will experience the thrill of learning a second language. Children will learn pronunciation, greetings, colors and other basic concepts through songs, games, dances and other activities.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE      | INSTR | FEE  |
|-------|------------|------------|-------|------|
| 21886 | S/9a-9:50a | CYPTE2-217 | Islas | \$75 |

**A TOUCH OF SPANISH  
(AGES 8-12)  
KIDS/108B**

This class offers an introductory program that makes Spanish acquisition a natural, personalized, enjoyable and rewarding experience. Students will learn to read and write basic Spanish and will be introduced to speaking first level Spanish.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE      | INSTR | FEE  |
|-------|--------------|------------|-------|------|
| 21887 | S/10a-10:50a | CYPTE2-217 | Islas | \$75 |

**Gymnastics**

**TINY TOTS TUMBLING  
(AGES 18M - 3YRS)  
KIDS/1330**

This class will introduce your child to stretching, locomotor and basic gymnastic skills in a fun and safe environment. Parent/guardian participation required to assist the child through age appropriate progressive gymnastic instruction each week.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE        | INSTR  | FEE  |
|-------|--------------|--------------|--------|------|
| 21877 | S/10a-10:50a | CC/GYM 2-123 | Feltus | \$75 |



**MOMS, POPS & TOTS TUMBLING  
(AGES 3-5)  
KIDS/580**

Moms and Dads - bring your child to class! Through basic gymnastic skills, your child will improve coordination and developmental skills. You need to be there to assist your child at all times. Come dressed to stretch, jump and run. You'll both have a great time (boys and girls).

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE        | INSTR  | FEE  |
|-------|------------|--------------|--------|------|
| 21876 | S/9a-9:50a | CC/GYM 2-123 | Feltus | \$75 |

**GYMNASTICS - BEGINNING I  
(AGES 5.5-7)  
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 26-Mar 9; nc Feb 16

| CRN                 | DAYS         | PLACE        | INSTR  | FEE  |
|---------------------|--------------|--------------|--------|------|
| <b>AGES 5.5 - 7</b> |              |              |        |      |
| 21878               | S/11a-11:50a | CC/GYM 2-123 | Feltus | \$75 |
| <b>AGES 8+</b>      |              |              |        |      |
| 21879               | S/12p-12:50p | CC/GYM 2-123 | Feltus | \$75 |

**GYMNASTICS II  
(AGES 8+)  
KIDS/577**

For continuing gymnasts; more advanced stretching and tumbling skills, including headstands, handstands, bridge kick-overs, cartwheels and tumbling combinations will be taught. Boys and girls are welcome. Must have instructor Permission.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE        | INSTR  | FEE  |
|-------|------------|--------------|--------|------|
| 21880 | S/1p-1:50p | CC/GYM 2-123 | Feltus | \$75 |

**Martial Arts**

**INTRODUCTION TO THE MARTIAL ARTS/PARENT & ME (AGES 4-7) KIDS/2015**

Children will be introduced to basic martial arts skills and exercises with an emphasis on class discussion and participation. This practice improves basic coordination, balance and confidence. Martial Arts is a process that develops self-discipline, respect for others and builds character. Watch your child grow while learning skills that last a lifetime. Parents are encouraged to participate in certain elements during class.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE     | INSTR     | FEE  |
|-------|------------|-----------|-----------|------|
| 21881 | S/9a-9:50a | CYP18/118 | Firestone | \$75 |

**JUDO/JUJITSU FOR KIDS (AGES 6-13) KIDS/654**

This program is designed for children, with a focus on improving coordination, quick reflexes, stamina, speed, strength and sportsmanship. The three main categories of Judo are taught, which include throwing techniques, striking techniques, and grappling techniques on the mat. Techniques for free practice are used, and children may participate in competition.

Dates: Jan 28-Mar 6; nc Feb 18

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

**MATH: COMMON CORE - 1ST GRADE KIDS/2701**

Through games, hands-on activities and group work, 1st Grade students will be introduced to four critical learning areas: (1) developing understanding of addition & subtraction; (2) develop understanding of whole number relationships and place value; (3) developing understanding of linear measurement; and (4) reasoning about attributes of, and composing and decomposing geometric shapes.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE      | INSTR | FEE  |
|-------|--------------|------------|-------|------|
| 21904 | S/10a-10:50a | CYPTE2-219 | Staff | \$75 |

**MATH: COMMON CORE - 2ND GRADE KIDS/2702**

In this fun, hands-on class, students will extend their understanding of the base-ten system. This includes ideas of counting in fives, tens, and multiples of hundreds, tens, and ones. Students use their understanding of addition to develop fluency with addition and subtraction within 100. Students will describe and analyze shapes by examining their sides and angles.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE      | INSTR | FEE  |
|-------|--------------|------------|-------|------|
| 21905 | S/11a-11:50a | CYPTE2-219 | Staff | \$75 |

**MATH: COMMON CORE - 3RD GRADE KIDS/2703**

In this course students will focus on four critical areas: (1) developing understanding of multiplication and division strategies for multiplication and division within 100; (2) developing understanding of fractions, especially unit fractions (fractions with numerator 1); (3) developing understanding of the structure of rectangular arrays and of area; and (4) describing and analyzing two-dimensional shapes.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE      | INSTR | FEE  |
|-------|--------------|------------|-------|------|
| 21906 | S/12p-12:50p | CYPTE2-219 | Staff | \$75 |

**MATH: COMMON CORE - 4TH GRADE KIDS/2704**

In grade 4, instructional time will be focused on three critical areas: (1) developing understanding and fluency with multi-digit multiplication, and developing understanding of dividing to find quotients involving multi-digit dividends; (2) developing an understanding of fraction equivalence, addition and subtraction of fractions with like denominators, and multiplication of fractions by whole numbers; (3) understanding that geometric figures can be analyzed and classified based on their properties, such as having parallel sides, perpendicular sides, particular angle measures, and symmetry.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE      | INSTR    | FEE  |
|-------|------------|------------|----------|------|
| 21873 | S/2p-2:50p | CYPTE2-215 | Emperado | \$75 |

**Math**



**MATH: COMMON CORE - KINDERGARTEN KIDS/2700**

Kindergarten students will be introduced to two critical math skill areas: (1) representing, relating, and operating on whole numbers, initially with sets of objects; and (2) describing shapes and space. This class is fun and informative with hands-on learning activities.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE      | INSTR | FEE  |
|-------|------------|------------|-------|------|
| 21903 | S/9a-9:50a | CYPTE2-219 | Staff | \$75 |

**MATH: COMMON CORE - 5TH GRADE KIDS/2705**

In grade 5, instructional time should focus on three critical areas: (1) developing fluency with addition and subtraction of fractions, and developing understanding of the multiplication of fractions and of division of fractions in limited cases (unit fractions divided by whole numbers and whole numbers divided by unit fractions); (2) extending division to two-digit divisors, integrating decimal fractions into the place value system and developing understanding of operations with decimals to hundredths, and developing fluency with whole number and decimal operations; and (3) developing understanding of volume.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE      | INSTR    | FEE  |
|-------|--------------|------------|----------|------|
| 21874 | S/11a-11:50a | CYPTE2-215 | Emperado | \$75 |

**MATH: COMMON CORE - 6TH GRADE KIDS/2706**

In grade 6, instructional time should focus on four critical areas: (1) connecting ratio and rate to whole number multiplication and division, and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing understanding of statistical thinking.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE      | INSTR    | FEE  |
|-------|--------------|------------|----------|------|
| 21875 | S/12p-12:50p | CYPTE2-215 | Emperado | \$75 |

**PRE-ALGEBRA CONCEPTS (GRADES 6) KIDS/202**

Increase your skills in pre-algebra and acquaint yourself with calculating activities. Also fractions, decimals, integers and solving equations.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE      | INSTR    | FEE  |
|-------|------------|------------|----------|------|
| 21872 | S/9a-9:50a | CYPTE2-215 | Emperado | \$75 |

**ALGEBRA (GRADES 7+) KIDS/217**

Learn how to solve equations, multiplying polynomials, work word problems, graph functions, solve inequalities without stress.

Dates: Jan 26-Mar 9; nc Feb 16

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

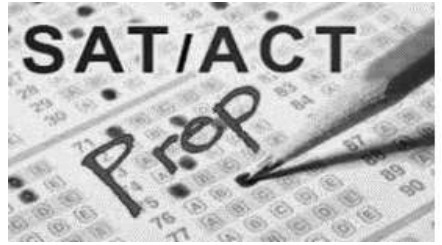
**PSAT/NMSQT MATH TEST PREPARATION KIDS/2650**

This course prepares students for the math portion of the PSAT/NMSQT test given during their 10th grade year. PSAT/NMSQT is used as practice for the SAT college acceptance test, and is also the qualifying test for National Merit Scholarships.

Dates: Jan 26-Mar 9; nc Feb 16

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

**High School Test Preparation**



**SAT/ACT PREP - MATH KIDS/1300**

This course is designed for students taking the SAT (Scholastic Aptitude Test) for College Admission purposes. The focus in this course includes review with Numbers/Operations and Algebra/Functions, Geometry, Data Analysis, Statistics, and Probability.

Dates: Jan 26-Mar 9; nc Feb 16

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

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

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

Dates: Jan 26-Mar 9; nc Feb 16

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

**TUTORIAL: TRIGONOMETRY (GRADES 9+) KIDS/1145**

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

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE      | INSTR    | FEE  |
|-------|------------|------------|----------|------|
| 51084 | S/1p-1:50p | CYPTE2-215 | Emperado | \$75 |

**NOCE NETWORKS**



Connect with us! See inside back cover for details.

## Music & Drama

For all music classes, students are required to bring their own musical instrument to class.

### MUSICAL THEATRE (AGES 7+) KIDS/315

Enjoy this introduction to the exciting world of musical theatre! Participants will learn choreography and vocals to a musical theatre song. Family and friends are invited to a performance on the last day of class.

Dates: Jan 26-Mar 16; nc Feb 16, Mar 2

| CRN   | DAYS       | PLACE     | INSTR          | FEE  |
|-------|------------|-----------|----------------|------|
| 21865 | S/1p-1:50p | CYP18/118 | Casullo Burnes | \$75 |

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

This class is designed to help children develop good ear-training to sing in groups or solos. It will help build confidence as well as strengthen their individual style.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE     | INSTR   | FEE  |
|-------|------------|-----------|---------|------|
| 21901 | S/9a-9:50a | CYP18/107 | Mattoon | \$75 |

### VOCAL FOR KIDS (AGES 11+) KIDS/326

This class is designed to help children develop good ear-training to sing in groups or solos. It will help build confidence as well as strengthen their individual style.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE     | INSTR   | FEE  |
|-------|--------------|-----------|---------|------|
| 21902 | S/10a-10:50a | CYP18/107 | Mattoon | \$75 |



### GUITAR FOR KIDS - BEGINNING (AGES 6-8) 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 26-Mar 9; nc Feb 16

| CRN              | DAYS         | PLACE      | INSTR  | FEE  |
|------------------|--------------|------------|--------|------|
| <b>AGE 6 - 8</b> |              |            |        |      |
| 21702            | S/10a-10:50a | CYPTE2-201 | Austin | \$75 |
| <b>AGES 9+</b>   |              |            |        |      |
| 21703            | S/11a-11:50a | CYPTE2-201 | Austin | \$75 |

### PLAYING THE CELLO - BEGINNER I (AGES 7+) KIDS/375

Learn to play the cello! Develop good technique, musicality, and have fun at the same time. Develop self-confidence, good listening and motor skills, memory, and concentration. Prior playing experience is not required. Teacher will assist with instrument rental. Class is limited to 6 students.

Dates: Jan 31-Mar 7

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

### Have You Checked Your Class Start Date and Location?

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

## Violin - Suzuki Method

The Suzuki method requires parents to learn and play Violin with their child. Violins are not needed for the first-class meeting; rental information will be available in class. A new parent orientation will be held the first-class meeting that covers how to create a successful practice environment at home and in the classroom. Parents bring your questions.

### VIOLIN I (AGES 4+) KIDS/351

Learn the violin using the successful Suzuki method. Develop your child's concentration, motor skills, memory powers and self-confidence. Students learn to play easily and musically. Class is limited to 6 students. Beginners: Pick up handout at registration. NOTE: Parents are required to learn and play along with their child!

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE     | INSTR | FEE  |
|-------|--------------|-----------|-------|------|
| 21866 | S/11a-11:45a | CYP18/107 | Chan  | \$75 |

### VIOLIN II & III KIDS/2450

This course continues to build violin skills for Violin I students. Students will continue to build finger strength, fingering agility, placement and coordination of note delivery and playing songs that are appropriate for these levels of skill.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS            | PLACE     | INSTR | FEE  |
|-------|-----------------|-----------|-------|------|
| 21867 | S/11:45a-12:30p | CYP18/107 | Chan  | \$75 |

### VIOLIN III KIDS/355

*Prerequisite: Must have completed Violin I and II or have instructor's approval.* Develop technique for playing primary level songs.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS           | PLACE     | INSTR | FEE   |
|-------|----------------|-----------|-------|-------|
| 61023 | S/12:30p-1:15p | CYP18/107 | Chan  | \$103 |

## 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 26-Mar 9; nc Feb 16

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

## Reading and Writing

### BASIC READING SKILLS (AGES 4-5) KIDS/1335

This class focuses on developing your child's ability to rhyme and blend sounds in words to become better readers and spellers. We will use "phonemic awareness" techniques that allow children to practice manipulating sounds in words thru fun songs and activities. A student assessment and parent packet will be given. Each term has different activities.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE     | INSTR  | FEE  |
|-------|------------|-----------|--------|------|
| 21913 | S/9a-9:50a | WIL/202   | Ortega | \$75 |
| 21896 | S/9a-9:50a | CYP18/117 | Larsen | \$75 |

### BASIC PHONICS (AGES 5-6) KIDS/118

For the young reader needing help in phonics. Children will be encouraged to be creative using sounds and simple writing and reading drills.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS           | PLACE     | INSTR   | FEE  |
|-------|----------------|-----------|---------|------|
| 21894 | S/12:30p-1:20p | CYP18/103 | Kuruppu | \$75 |

### FUN WITH PHONICS (GRADES 1-2) KIDS/115

For children just learning to read or having difficulty reading. Sounds are taught in a fun but learning atmosphere through stories and writing.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS          | PLACE     | INSTR   | FEE  |
|-------|---------------|-----------|---------|------|
| 21895 | S/1:30p-2:20p | CYP18/103 | Kuruppu | \$75 |

### SPELLING AND WRITING ENRICHMENT (AGES 6-8) KIDS/1185

If your child has a foundation in basic phonics, then this is the class for him. This class will take students to the next level of spelling words and better writing habits. Students will learn to read and spell words through various spelling patterns. This class will develop skills in writing correct sentences and paragraphs.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE     | INSTR  | FEE  |
|-------|--------------|-----------|--------|------|
| 21897 | S/10a-10:50a | CYP18/117 | Larsen | \$75 |

### CREATIVE WRITING (GRADES 1-2) KIDS/139

Students will use their imaginations to write short stories. Emphasis is on the creative expression of ideas.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS       | PLACE     | INSTR   | FEE  |
|-------|------------|-----------|---------|------|
| 21891 | S/9a-9:50a | CYP18/103 | Kuruppu | \$75 |

### CREATIVE WRITING (GRADES 3-6) KIDS/138

Students will work from "The Writer's Toolbox", engaging in creative writing games and exercises for inspiring the "write" side of their brains. The toolbox includes: cue cards, four spinners, specialized learning sticks and more. Great emphasis will be placed on creativity, grammar, punctuation, and vocabulary skills, hosted in a fun and relaxed learning environment.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE     | INSTR   | FEE  |
|-------|--------------|-----------|---------|------|
| 21892 | S/10a-10:50a | CYP18/103 | Kuruppu | \$75 |

### 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 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE      | INSTR | FEE  |
|-------|--------------|------------|-------|------|
| 61121 | S/12a-12:50p | CYPTE2-209 | Payne | \$75 |

### READING & COMPREHENSION (GRADES 3-4) KIDS/117A

Students will enhance their reading comprehension, learn to read more effectively, and improve interpretation and vocabulary skills.

Dates: Jan 26-Mar 9; nc Feb 16

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

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

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

Dates: Jan 26-Mar 9; nc Feb 16

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

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

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

Dates: Jan 26-Mar 9; nc Feb 16

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



**TUTORIAL: READING AND WRITING  
REVIEW  
(GRADE 1-2)  
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 26-Mar 9; nc Feb 16

| CRN                 | DAYS           | PLACE     | INSTR  | FEE  |
|---------------------|----------------|-----------|--------|------|
| <b>GRADES 1 - 2</b> |                |           |        |      |
| 21898               | S/11a-11:50a   | CYP18/117 | Larsen | \$75 |
| <b>GRADES 3 - 4</b> |                |           |        |      |
| 21899               | S/12:30p-1:20p | CYP18/117 | Larsen | \$75 |

**Science**



**DISCOVERING SCIENCE THROUGH  
ART EXPERIENCES  
(AGES 4-10)  
KIDS/2075**

This class can awaken the imagination, challenge the mind and amaze the artist and scientist within each child. Build upon natural curiosity as children discover science concepts through art experiments. Themes investigated include: water and air, light and sight, motion and energy, and reaction and matter. Each term explores different elements of the above themes. No supplies needed.

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS          | PLACE     | INSTR  | FEE  |
|-------|---------------|-----------|--------|------|
| 21900 | S/1:30p-2:20p | CYP18/117 | Larsen | \$75 |

**Sports & 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 26-Mar 9; nc Feb 16

| CRN             | DAYS         | PLACE        | INSTR   | FEE  |
|-----------------|--------------|--------------|---------|------|
| <b>AGES 4-6</b> |              |              |         |      |
| 21669           | S/9a-9:50a   | CC/GYM 1-101 | Bouldin | \$75 |
| <b>AGES 7-9</b> |              |              |         |      |
| 21670           | S/10a-10:50a | CC/GYM 1-101 | Bouldin | \$75 |
| <b>AGES 10+</b> |              |              |         |      |
| 21671           | S/11a-12p    | CC/GYM 1-101 | Bouldin | \$75 |



**PEE WEE BASEBALL  
KIDS/607**

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

Dates: Jan 26-Mar 9; nc Feb 16

| CRN             | DAYS           | PLACE        | INSTR   | FEE  |
|-----------------|----------------|--------------|---------|------|
| <b>AGES 4-5</b> |                |              |         |      |
| 21921           | S/12:30p-1:20p | SOCCER/ West | Bouldin | \$75 |
| <b>AGES 6+</b>  |                |              |         |      |
| 21922           | S/12:30p-1:20p | SOCCER/ West | Bouldin | \$75 |

**PEE WEE SOCCER  
(AGES 4-6)  
KIDS/610**

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

Dates: Jan 26-Mar 9; nc Feb 16

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



**TENNIS FOR KIDS - BEGINNING  
(AGES 6-9)  
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 26-Mar 9; nc Feb 16

| CRN             | DAYS         | PLACE               | INSTR | FEE  |
|-----------------|--------------|---------------------|-------|------|
| <b>AGES 6-9</b> |              |                     |       |      |
| 21910           | S/9a-9:50a   | CC/Tennis Court -10 | Noa   | \$75 |
| <b>AGES 10+</b> |              |                     |       |      |
| 21912           | S/10a-10:50a | CC/Tennis Court -10 | Noa   | \$75 |

**TENNIS FOR KIDS - ADVANCED  
BEGINNING  
KIDS/627**

Permission needed from Instructor!

Dates: Jan 26-Mar 9; nc Feb 16

| CRN   | DAYS         | PLACE               | INSTR | FEE  |
|-------|--------------|---------------------|-------|------|
| 21911 | S/11a-11:50a | CC/Tennis Court -10 | Noa   | \$75 |

Classes listed below are being offered at the Fullerton College Pool



**WATER POLO FOR KIDS -  
BEGINNING  
(AGES 9-14)  
KIDS/669**

This class is designed to provide basic instruction in the Olympic sport of Water Polo to students ages 9-14. Boys and girls will learn passing, dribbling, shooting, alternating frog kick, rules of the sport and aspects of team play. Class sessions will be in the pool. Practice games will occur after skills are learned. Must wear a suit and have some basic swimming skills. Goggles are encouraged. For additional information please read chapters found at <http://fcwaterpolo.fullcoll.edu>

Dates: Jan 18-Mar 9; nc Feb 15, Jan 19, Feb 16

| CRN   | DAYS                        | PLACE     | INSTR   | FEE   |
|-------|-----------------------------|-----------|---------|-------|
| 21726 | S/8a-9:20a<br>F/5:30p-6:50p | Pool - FC | O'Toole | \$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 Coll Campus, NOCE 100 Bldg.
- CYPTE2 = Cypress Coll Campus, NOCE/TE2 200 Bldg.
- WIL = Wilshire Campus (Fullerton)



= Classes that are eligible for CTE Online Registration on Tuesday, December 11, 2018. See page 5 for details.

By District policy, "every course, course section or class shall be open to enrollment and participation by any person who has been admitted to North Orange Continuing Education (NOCE)."

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

**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.

## GENERAL INFORMATION

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

**CAMPUS BOOKSTORES:**

- Anaheim 714.808.4675
- Cypress 714.484.7336
- Wilshire (Fullerton) 714.992.7557

**REGISTRATION LOCATIONS:** No matter where the class is held, students can register at any NOCE Center: Anaheim (Second Floor), Cypress-Pkg Lot 4: NOCE Cypress (Bldg 18), Wilshire (Bldg 300). Registration is also available online at [www.noce.edu](http://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 <https://cypress.lprpermit.com/Internal/UserRegistration.aspx?u=NOCE> and purchase a permit for the entire NOCE term or for one day. To purchase a permit online with a debit or credit card ONLY you will need your vehicle license plate number or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card ONLY at any Cypress College parking kiosk. Permits are also valid at the Anaheim Campus and Wilshire Center.

**PARKING FEES:** Parking is by permit only. Vehicle permits: \$40; motorcycle permits: \$20; both available at each NOCE Center's Admission and Registration Office. Daily permits available for \$3 in parking areas. Parking permits are half-year permits that are available from Jan 1-Jun 30 OR Jul 1-Dec 31 (not six months from purchase date).

**BUS PASSES:** 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. The Orange County Transportation Authority (OCTA) provides bus service to each of our three NOCE Centers. For more information, call 714.636.7433.

### **FEES**

**APPORTIONMENT CLASSES:** These classes appear as free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if the attendance falls below the level needed to cover the costs of the class. There are 10 recognized areas in Title 5 that are eligible for noncredit education apportionment. NOCE offers noncredit classes in the following areas:

1. English as a Second Language
2. Citizenship for Immigrants
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. DSS (Substantial Disabilities)
6. Parenting
7. Emeritus/Older Adults
8. Short-Term Vocational
9. Workforce Preparation

**COMMUNITY SERVICES CLASS FEES:** Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls low during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

**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](http://www.noce.edu)). Allow 10 business days for processing.

**RECORDS & RELEASE OF RECORDS:** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They have the right to:

- inspect and review their education records
- have some control over the disclosure of information from their education record
- seek to amend incorrect education records

In accordance with FERPA, NOCE may release or publish, without the student's prior consent, items in the category of public (directory) information. The NOCCCD Board of Trustees has identified the following as public (directory) information:

- Degrees and awards received by students, including honors, scholarships, athletic awards, and Dean's List recognition;
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation for athletic team members;
- Dates of attendance.

Students who wish to restrict this information must submit a written request to the Registrar's Office at the NOCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each trimester a student is in attendance. For more information, call 714.992.9502.

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

**CATALOG RIGHTS POLICY:** NOCE issues a new catalog each academic year beginning in the fall term and, if needed, subsequent addendums for the winter, spring, and summer terms. The information published in the catalog or catalog addendum is in effect for the academic year beginning with the fall term and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights, established when a student first takes classes at NOCE, protect the student from being held responsible for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous four consecutive terms, including

summer, resulting in an academic record symbol of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

For example:

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

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained.

The lab enrollment in CCTR/100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights either. This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

**GRADING POLICY:** Students enrolled in apportionment courses are awarded an evaluative symbol at the conclusion of each course. The grade issued will become part of the student's permanent academic history and will appear on their NOCE transcript.

**Grading for CTE, DSS, ESL, and LEAP Courses**

- P - Pass (no grade points)
- N - No Pass (no grade points)
- SP - Satisfactory Progress (no grade points)

Students enrolled in a Career Development and College Preparation (CDCP) course are advised that they will be issued a grade that will appear on their NOCE transcript and permanent academic history. If a student does not wish to be graded, they must drop the course prior to the eighth hour of instruction. While an instructor may drop a student for excessive absences, **it is the student's responsibility to officially withdraw from a class.** If a student withdraws after the eighth hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course after the start of the final quarter of the course. Please visit [www.noce.edu/gradingpolicy](http://www.noce.edu/gradingpolicy) for further information. [www.nocccd.edu](http://www.nocccd.edu)

**Grade Appeal Policy:** NOCE recognized the legal right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to formally appeal the final grade earned. Appeals are limited to the situations in which students believe the grade is prejudicially, capriciously, or arbitrarily assigned. Grade appeal requests should be initiated by the student during the next term but no later than one-year Board Policy 4231 at 714.992.9502. For additional information, you

General Information

## GENERAL INFORMATION

may refer to requests should be directed to the NOCE Registrar at following the award of the original grade. All grade appeal.

**OPEN ENROLLMENT:** It is the policy of the North Orange County Community College District (NOCCCD) that, unless specifically exempted by statute, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or North Orange Continuing Education and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

**ACADEMIC HONESTY:** Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

1. Students shall not plagiarize, which is defined as:
  - A. stealing or passing off as one's own ideas or words of another, or
  - B. using a creative production without crediting the source.
  - C. the following cases constitute plagiarism:
    - paraphrasing published material without acknowledging the source;
    - making significant use of an idea or a particular arrangement of ideas, e.g. outlines;
    - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement; or
    - submitting under one's own name term papers or other reports which have been prepared by others.
2. Students shall not cheat, which is defined as:
  - A. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
  - B. misreporting or altering the data in laboratory or research projects involving the collection of data. To more than one class without approval from the second
3. Students shall not submit an original paper or project instructor. Instructors who do not accept course syllabus. previously-submitted papers should inform students in the in order to enable another student to plagiarize or cheat.
4. Students shall not furnish materials or information Instructors may deal with academic dishonesty in one or more of the following ways:
  - 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](http://www.nocccd.edu)

**NON-DISCRIMINATION STATEMENT:** The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more foregoing characteristics, or based on association with a person or group with one or more of these actual perceived characteristics in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504/Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: Irma Ramos  
Position: Vice Chancellor, Human Resources  
Address: 1830 W. Romney Drive  
Anaheim, CA 92801-1819  
Telephone: 714.808.4826

Students and employees who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

**CAMPUS SAFETY:** For any emergency dial 9-1-1 from any campus phone. To reach Campus Safety or Security, call the following numbers by NOCE Center:

- Anaheim 714.808.4911;
- Cypress: 714.484.7387;
- Wilshire (Fullerton): 714.992.7777.

**VICTIMS OF SEXUAL ASSAULT:** Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the following Campus Safety and/or Security offices:

- Anaheim Campus Security: 714.808.4911
- NOCE Cypress Center  
(Cypress College Campus Safety): 714.484.7387
- NOCE Wilshire Center  
(Fullerton College Campus Safety): 714.992.7777

Except as may otherwise be required by law, all inquiries will be maintained in confidence.

**DISABILITY SUPPORT SERVICES:** NOCE provides support services to enable persons with disabilities to participate in classes and programs. Support may include tutors, interpreter service, note takers, or other assistance. In addition, special classes are offered for those who are not yet ready to benefit from general continuing education offerings. See the Disability Support Services section in this schedule for class listings or call 714.484.7057.

**WE'RE LOOKING FOR NEW INSTRUCTORS! DO YOU WANT TO TEACH FOR NORTH ORANGE CONTINUING EDUCATION?** We are looking for new instructors for the following programs: Older Adult Classes, Kids' College, ESL, Computer Classes, Career Technical Education, and Basic Skills.

You must meet the minimum qualifications set by the State of California Chancellor's Office. For more info call 714.484.7038. If qualified, please send resume to: Dr. Karen Bautista, Dean of Instruction, NOCE Cypress Center, 9200 Valley View, Cypress, CA, 90630

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

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

## STUDENT CONDUCT POLICY

### Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 7034, 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national laws(s).

Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to the removal, suspension, or expulsion of the student." Misconduct which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of District personnel, or violating the rights of other students.
2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.
5. Misrepresentation of oneself or of an organization to be an agent of the District.
6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.
7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.
8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.
9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.
10. Causing or attempting to cause damage to District property, or to private property on District premises.
11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.
12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, North Orange Continuing Education Provost, or authorized designee.
14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.
15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.
16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

18. Committing sexual harassment as defined by law or by District policies and procedures.

19. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.

20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.

23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.

25. Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedures 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a college or North Orange Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, North Orange Continuing Education or District activity or attendance. Also any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures of which all students are informed of the rules and regulations governing student behavior.

## 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 Alam   |
| Albert Schweitzer Elem            | 229 S Dale Ave                | Anaheim    |
| Anaheim Care Cottages             | 9622 Katella Ave              | Anaheim    |
| Anaheim Crest Nurs Center         | 3067 W Orange Ave             | Anaheim    |
| Anaheim Crown Plaza               | 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    |
| Anaheim 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                  | 500 South Sievers Avenue      | Brea       |
| Brea Sr Center                    | 500 Sievers Ave               | Brea       |
| Brookdale Anaheim                 | 200 N Dale Ave                | Anaheim    |
| Brookdale-Garden Manor            | 10200 Chapman Ave             | G G        |
| Brookdale-Yorba Linda             | 17803 Imperial Hwy            | Y L        |
| Buena Park Junior High            | 6931 Orangethorpe Ave.        | Buena Park |
| Buena Park Nurs 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             | Brea       |
| Cottage of Artesia Gardens        | 6041 Kingman Ave              | Buena Park |
| Coventry Court Health Center      | 2040 S Euclid St              | 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 Avenue   | Placentia  |
| Emerald Court                     | 1731 Medical Center Dr        | Anaheim    |
| Emerald Isle Sr Apartments        | 661 N Rose Dr                 | Placentia  |
| First Christian Church Anaheim    | 520 W South St                | Anaheim    |
| Fullerton Community Center        | 340 W. Commonwealth Ave       | Fullerton  |
| Fullerton Gardens                 | 1510 E Commonwealth Ave       | Fullerton  |
| Garden Grove One Stop             | 7077 Orangewood Ave Suite 200 | G G        |
| Gilbert Elem                      | 9551 Orangewood Avenue        | G G        |
| Good Shepherd Church              | 11600 Los Alamitos Blvd       | Los Alam   |
| Gordon Lane Care Center           | 1821 E Chapman Ave            | Fullerton  |
| Happy Brea Adult Day Health Care  | 596 Apollo St.                | Brea       |
| Harbor Villa Care Center          | 861 S Harbor Blvd             | Anaheim    |
| Harvest Retirement                | 9011 Knott Ave                | Buena Park |

|                                     |                          |            |
|-------------------------------------|--------------------------|------------|
| Health Center of OC                 | 9021 Knott Avenue        | Buena Park |
| Karlton Residential Care Center     | 3615 W Ball Rd           | Anaheim    |
| Katella Sr Living Community         | 3952 W Katella Ave       | Los Alam   |
| 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 Nurs Center                | 1130 W La Palma Ave      | Anaheim    |
| La Palma Royale                     | 525 W La Palma Ave       | Anaheim    |
| Lake Park Mobile Home - YL          | 3700 N Rose Dr           | Y L        |
| Leisure Court                       | 1135 Leisure Ct          | Anaheim    |
| Los Alamitos Sr Center              | 10911 Oak Street         | Los Alam   |
| Melrose Elem                        | 974 Melrose Ave          | Placentia  |
| Morningside of Fullerton            | 800 Morningside Dr       | Fullerton  |
| New Horizon                         | 8541 W Cerritos Ave      | Stanton    |
| 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. Richamn Ave.      | Fullerton  |
| Rio Vista Elem                      | 310 N Rio Vista          | Anaheim    |
| Rowntree Gardens                    | 12151 Dale Ave           | Stanton    |
| Ruby Dr Elem                        | 601 Ruby Dr              | Placentia  |
| Sr Citizens Center - Placentia      | 143 S Bradford Ave       | Placentia  |
| 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    |
| Sunnycrest Sr Living                | 1925 Sunnycrest Dr       | Fullerton  |
| Sunrise Assisted Living, YL         | 4792 Lakeview Ave        | Y L        |
| 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     | G G        |
| Vintage of Stonehaven               | 5303 Stonehaven Dr       | Y L        |
| West Anaheim Extended Care Hospital | 645 S Beach Blvd         | Anaheim    |
| Walnut Manor Care Center            | 891 S Walnut St          | Anaheim    |
| West Anaheim Sr Prog                | 2271 W Crescent Ave      | Anaheim    |
| West Anaheim Therapeutic Res        | 645 South Beach Blvd     | Anaheim    |
| Whitten Heights                     | 200 W Whittier Blvd      | La Habra   |
| Whittier Glen                       | 10615 Jordan Rd          | Whittier   |
| Whittier Hills Healthcare Center    | 10426 Bogardus Ave       | Whittier   |
| 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       | Y L        |

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