

TUITION-FREE* CLASSES FOR ADULTS



Health & Wellness for Older Adults



English as a Second Language

- High School Diploma/GED
- College Prep
- English as a Second Language
- Citizenship Preparation
- Career Training
 - Bookkeeping – NEW!
 - Administrative Professional
 - Early Childhood Education
 - Management
 - Medical Assistant
 - Pharmacy Technician
- Parenting the Love and Logic Way®
- Emeritus Program for Older Adults
- Academic and Life Skills for Adults with Disabilities
- Kids' College
- Community Services

2021 FALL SEMESTER

In-person & Online Classes
August 16 - December 17, 2021



High School Diploma



Job Skills for Adults with Disabilities

Registration
Begins on
July 27, 2021

NOCE
NORTH ORANGE
CONTINUING EDUCATION



Funeral Service Assistant



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

#WeAreNOCE

www.noce.edu
714.808.4679



Welcome to North Orange Continuing Education Valentina Purtell, President

As we emerge out of the pandemic, we are excited to safely begin re-opening our institution this fall. Having been closed for over a year, we are pleased to reunite with our students and community partners by offering classes and student services in various formats at all three Centers in Anaheim, Cypress, and Fullerton.

At NOCE, you are empowered to choose your own educational experience. Whether it be online, in-person, or a mix of both, [we have flexible options to meet your needs!](#) To offer the most fulfilling and convenient learning experience for adult learners juggling careers, families, and schooling, NOCE continues to innovate and diversify its instructional options and support services. In-person instructional labs now include an online component, such as one-on-one support and training workshops, see Career Skills and Resource Lab section for more details. To help families navigate the post-pandemic environment, our Love and Logic parenting series has been expanded to now include Building Trauma Informed Community courses. Both parenting tracks will be available online for a convenient learning environment.

Our students often refer to NOCE as their second home thanks to the support of our caring faculty and staff. To continue serving our community the NOCE way, our StarHelp customer service team is ready to answer student questions, assist with registration, and direct students to campus resources. For questions and support, call: 714.808.4679 and a team member will be happy to assist you.

Student safety is our priority as we re-open this fall. Therefore, the phased-in re-opening plan includes frequent cleaning schedules, mandatory face covering for unvaccinated individuals, and contact tracing procedures for positive COVID-19 cases or potential exposure. Before returning to campus, please review the campus expectations and protocols on page 4 to ensure a comfortable and safe learning environment for all.

Lastly, our newly adopted institutional core values offer a framework for serving our community with accountability and integrity through innovation, equity, and by celebrating diversity. Throughout this 2021/22 academic year, we hope these new values emphasize our dedication to serving you – our community. You are NOCE! We are NOCE! Together, we will make it through another academic year with great success. We look forward to welcoming you back in-person or virtually this fall.

NOCE MISSION STATEMENT

NOCE serves our diverse community by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.

NOCE VISION STATEMENT

NOCE commits to enriching lives through education to meet the evolving needs of the community.

NOCE CORE VALUES

- **Accountability** - We strive to utilize data-informed decision-making processes.
- **Diversity** - We celebrate our diverse community by committing ourselves to an inclusive institutional culture.
- **Equity** - We actively address achievement gaps and systemic racism to ensure equal opportunity and access for all.
- **Excellence** - We strive for excellence by providing evolving, dynamic, high-quality instruction.
- **Innovation** – We challenge the status quo by finding creative solutions.
- **Integrity** - We cultivate a collaborative equity-minded culture of mutual respect, honesty, and responsibility.
- **Learning** - We commit to offering holistic programs that promote personal and professional growth.

STUDENT LEARNING OUTCOMES

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

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

Have an Important Question?

For questions regarding classes or registering
for classes, contact:



starhelp@noce.edu | 714.808.4679

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

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

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

Counseling ♦ Technical Support ♦ Disability Support Services

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

714.808.4679 | starhelp@noce.edu

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

Contact Us Today!

Nosotros hablamos español

Chúng tôi nói tiếng việt

我們有中文服務

한국어로 등록을 도와 드릴 수 있습니다

نتكلم العربية

ما به زبان فارسی سخن می‌گوییم

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

Looking for **TEXTBOOK INFORMATION**? Check the NOCE Online Schedule at noce.edu/schedule or noce.edu/textbooks (under store, select Anaheim Campus) or detailed textbook information.

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

NEW TO NOCE?

BECOMING A STUDENT IS EASY!

1. APPLY FOR AN NOCE STUDENT ID

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

2. REGISTER FOR CLASSES

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

3. PURCHASE BOOKS (if applicable)

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

SEMESTER DATES & HOLIDAYS TO REMEMBER



2021 FALL SEMESTER

August 16, 2021 — December 17, 2021

ONLINE REGISTRATION

- July 27, 2021

CYPRESS COLLEGE/FULLERTON COLLEGE FALL SEMESTER

- August 23, 2021 – December 11, 2021

HOLIDAYS—NOCE CLOSED

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



2022 SPRING SEMESTER

January 18, 2022 — May 27, 2022

ONLINE REGISTRATION BEGINS:

- December 6, 2021

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER

- January 24, 2022 — May 21, 2022

HOLIDAYS — NOCE CENTERS CLOSED

- Martin Luther King, Jr. Holiday: January 17, 2022
- Presidents' Day Holiday: February 18 — 21, 2022
- Spring Break: March 21-25, 2022
- Cesar Chavez Holiday: March 24, 2022
- Spring Holiday: March 25, 2022
- Memorial Day Holiday: May 28 — 30, 2022

NONCREDIT CLASSES

1

PATHWAYS TO OPPORTUNITY

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

2

TUITION-FREE CLASSES AND SUPPORT

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

3

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.

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!





NOCE ON-CAMPUS GUIDELINES

WELCOME BACK, NOCE!

NOCE Centers ARE Now Open

Starting **August 9, 2021**, all three NOCE Centers will be open to the public. Student services such as registration and counseling, etc. will be available by appointment.

To make an appointment contact StarHelp.
Walk-ins are welcome pending the availability of staff.
Please call in advance to ensure an appointment.



New On-Campus Guidelines

- ◆ Face coverings are required for unvaccinated students.
- ◆ Face coverings are optional for vaccinated students. However, out of an abundance of caution, those who are vaccinated may choose to wear a face covering when indoors.
- ◆ Temperature checks and wellness screening are no longer required. All campus visitors must self-assess for COVID-19 symptoms and stay home if symptomatic.
- ◆ To minimize gatherings, students should stay in the lab or on the floor for the entire duration of their Semester.
- ◆ Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
- ◆ Come prepared with a water bottle. Water fountains may not be available.

Positive Case and Close Contact Reporting

- ◆ If you are COVID-19 positive or had a close contact with a positive case, do not come to class. Close contact is being within 6 feet of a positive or suspected case for at least 15 minutes. Notify NOCE by calling StarHelp at **714.808.4679** or **starhelp@noce.edu**.
- ◆ Complete a Student COVID-19 Questionnaire. A manager from your NOCE program will contact you for more information at to see if self-quarantine is required.
- ◆ If self-quarantine is required (you are symptomatic or unvaccinated), you may return to campus if the following conditions are met:
 - Fever-free (of 100.4 or higher) for 24 hours **and**
 - Symptoms improved **and**
 - At least 10 days have passed since the onset **or**
 - At least 10 days have passed after positive contact without symptoms.

HOW TO READ THE CLASS SCHEDULE

CAMPUS LOCATIONS

AN = Anaheim Campus
CC = Cypress College
FC = Fullerton College
CYP18 = Cypress College Campus, NOCE 100 Bldg.
CYPTE2 = Cypress College Campus, NOCE/TE2 200 Bldg.
WIL = Wilshire Campus (Fullerton)

CLASS SYMBOLS

CRN = Course Reference Number
NC = No Class
Online = Online Learning
Remote = Online Learning
Zoom = Online Learning

DISTANCE EDUCATION / ONLINE INSTRUCTION

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

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

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

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

DAYS OF THE WEEK CODES

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

NONCREDIT COURSES (NO FEES)

A →	MEDICAL ASSISTANT CLINICAL PROCEDURES LAB II			
B →	MEDA/211			
C {	Prerequisite(s): MEDA 201 Medical Assistant Clinical Procedures Lab I. Corequisite: MEDA 210 Medical Assistant Clinical Procedures Theory II. This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture. Textbook Required.			
D {				
E →	Starts week of 8/23/2021, ends week of 12/13/2021;			
F →	nc Jul 5			
	CRN	DAYS	PLACE	INSTR
	50507	W/9a-12p Remote	AN/510 Zoom	Oo
		In Person lab class Group#1 (4/7, 4/21 & 5/12) 9am-12pm, Rm 510		← N
		In Person lab class Group#2 (4/14, 4/28 & 5/19) 9am-12pm, Rm 510		
	50630	TTh/1p-4:05p	AN/510	Uy ← M
	G ↑	H ↑	I ↑	J ↑
			K ↑	L ↑

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

READY TO REGISTER?

GET STARTED WITH THIS CHECKLIST

REGISTRATION FOR ALL NOCE CLASSES BEGINS - TUESDAY, JULY 27, 2021

Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Tuesday, July 27, 2021.

All designated Career Technical Education (CTE) classes (pages 26 - 39) must complete the **ONLINE ORIENTATION** prior to registering for CTE classes.

- ◆ Administrative Professional
- ◆ Bookkeeping
- ◆ Braille Transcribing¹
- ◆ Business Information Worker I
- ◆ Early Childhood Education
- ◆ Electrical Technology
- ◆ Funeral Service Assistant
- ◆ Management
- ◆ Medical Assistant
- ◆ Personal Care Aide
- ◆ Pharmacy Technician
- ◆ Quality Assurance Management for Medical Devices

¹Online orientation not required, but highly recommended

WALK-IN REGISTRATION IS BY APPOINTMENT: NOCE will offer on-campus registration and counseling support starting August 9, 2021 at all three Centers. Walk-ins are welcome on a first-come, first-serve basis when staff is available. We recommend you call ahead before your visit to confirm hours and staff availability. We continue to offer student support services by phone and virtually. For registration information, please call **StarHelp** at: [714.808.4679](tel:714.808.4679).

HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN REGISTERING ONLINE:

- What are your Student ID and Password numbers?**
- Do you know if you have a HOLD?**
- Have you met your PREREQUISITES?**
- Do you know your class CRNs?**
- If your class is full, do you have ALTERNATE CRNs ready?**

IF YOU DON'T KNOW THE ANSWERS TO THE ABOVE QUESTIONS, FOLLOW THESE STEPS TO AVOID DELAYING YOUR REGISTRATION

1. Log in to your myGateway account one week (or more) prior to registration to confirm that your Student ID (also known as MyGateway ID) and Password combination is working.
2. If you are unable to log in to your myGateway account due to an incorrect password or disabled account, and you provided a valid e-mail address at the time you applied for an NOCE STUDENT ID number, click "FORGOT PASSWORD." Follow the prompts to reset your Password. If you have forgotten your Student ID, click "FORGOT USERNAME" and follow the prompts to have your Student ID e-mailed to you.
3. If your Student ID and Password combination is still not working, call the STARHELP LINE at 714.808.4679 or starhelp@noce.edu from 7:30 a.m. — 7 p.m. on Monday — Thursday and 7:30 a.m. — 4 p.m. on Friday.
4. Holds **MUST BE** cleared prior to registration. You may have a hold on your account if you owe fees at either NOCE, Cypress College, or Fullerton College. Contact STARHELP at 714.808.4679 or starhelp@noce.edu for assistance.
5. Prerequisites **MUST BE** cleared prior to registration. You can confirm prerequisites by:
 - ⇒ Checking your unofficial transcript on myGateway
 - ⇒ Checking with your NOCE Counselor; call for an appointment at 714.808.4682 or e-mail: counseling@noce.edu

REGISTRATION WORKSHEET

STEP 1 – Go to myGateway

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



STEP 2 – Log In

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

Banner ID:

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

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

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

STEP 3 – Register for Classes

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

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

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

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

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

STEP 5 – Complete Registration

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

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

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

If the account balance reflected is ZERO, you may:

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



REGISTRATION ASSISTANCE

**Online and Walk-in* Registration will start on
Tuesday, July 27, 2021 at 7:30 a.m.**

GOT QUESTIONS???



starhelp@noce.edu
714.808.4679

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

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

Click below to get yourself set-up to succeed in the 2021 Fall Semester.

In English

- ▶ [Apply to NOCE](#) (through CCC Apply - PDF)
- ▶ [Apply to NOCE](#) (video)
- ▶ [Online Orientation](#) (through myGateway - PDF)
- ▶ [Online Orientation](#) (video)
- ▶ [Register for Classes](#) (through myGateway - PDF)
- ▶ [How to find your class schedule bill on the computer](#) (PDF)
- ▶ [How to find your class schedule bill on a mobile device](#) (PDF)
- ▶ [How to update your phone number or address on MyGateway](#) (PDF)
- ▶ [How to login to Canvas](#) (video)
- ▶ [How to print a SEPP](#) (Student Education Program Plan - PDF)

En Español

- ▶ [Cómo llenar tu solicitud de estudiante para NOCE](#) (PDF)
- ▶ [Cómo registrarte para las clases](#) (PDF)
- ▶ [Cómo completar la orientación en línea](#) (PDF)
- ▶ [Cómo confirmar tu horario de clases](#) (PDF)

* **WALK-IN REGISTRATION IS BY APPOINTMENT:** NOCE will offer on-campus registration and counseling support starting **August 9, 2021** at all three Centers. Walk-ins are welcome on a first-come, first-serve basis when staff is available. We recommend you call ahead before your visit to confirm hours and staff availability. We continue to offer student support services by phone and virtually. For registration information, please call StarHelp at: 714.808.4679.

NOCE CENTERS

OPEN FOR LIMITED IN-PERSON CLASSES.
SEE COURSE DESCRIPTION FOR MORE INFORMATION.



ANAHEIM CAMPUS

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

OFFICE HOURS:

Monday-Tuesday: 8 a.m. — 7 p.m.
Wednesday-Thursday: 8 a.m. — 4:30 p.m.
Friday & Saturday: Closed



CYPRESS CENTER

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

OFFICE HOURS:

Monday-Thursday: 8 a.m. — 4:30 p.m.
Friday & Saturday: Closed**



WILSHIRE CENTER

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

OFFICE HOURS:

Monday-Thursday: 8 a.m. — 4:30 p.m.
Friday & Saturday: Closed

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

Walk-in registration is also available by appointment. For Registration Assistance, contact: NOCE Starhelp: 714.808.4679 or starhelp@noce.edu.

Registration Information for English as a Second Language Program: SEE PAGE 50-51

Registration Information for High School Diploma Program: SEE PAGES 21-23

Registration Information for Community Service Program: SEE PAGE 74

Looking for TEXTBOOK INFORMATION?

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

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

DO YOU KNOW YOUR STUDENT ID#?

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



NOCE FALL TERM 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
Remote	Online Classes
WIL	Wilshire Center, across from Fullerton College

Due to Coronavirus/COVID-19, all NOCCCD campuses open for both in-person and remote classes. Please visit <https://noce.edu/coronavirus> for latest updates.

COUNSELING AND STUDENT SERVICES

COUNSELING AND STUDENT SERVICES IS OFFERING IN-PERSON AND REMOTE SUPPORT.

Advanced appointments for in-person counseling are recommended. Walk-ins are welcome on a first-come, first served basis when staff is available. **We recommend you call ahead before your visit to confirm hours and staff availability.**

TO MAKE AN APPOINTMENT:

Students can call 714.808.4682 or e-mail counseling@noce.edu to make an appointment with a counselor or for orientation assistance. (Student ID is required to make an appointment; please include student ID number and phone number when emailing.)

Visit the [Counseling and Student Services webpage](#) for updates, including how to access our new Drop In Virtual Counseling Lobby for general questions for a counselor.

Scheduled Counseling Appointment

(in-person, by phone, or online video meeting)

- ◆ Student Educational Plans
- ◆ Academic and career counseling/exploration
- ◆ Review program completion requirements/grad check
- ◆ Transition to college

Drop In Counseling Virtual Lobby Semester

(online video meeting)

For general questions that can be answered in 10-15 minutes

- ◆ Information about NOCE programs
- ◆ Support services
- ◆ General questions

COUNSELING AND STUDENT SERVICES HELPS STUDENTS MAKE INFORMED CHOICES ABOUT NOCE ACADEMIC OPTIONS INCLUDING:

- ◆ Basic Skills Program Courses
- ◆ Career Technical Education Certificates
- ◆ English as a Second Language (ESL) Program
- ◆ High School Diploma Program



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

Adult College & Career Transitions (ACCT) Program

NOCE Adult College and Career Transitions (ACCT) Program provides students with virtual events about college academic options, college programs, and career pathways information. It also provides individual support to students who are transitioning to college after completing NOCE programs.

Check out the ACCT NOCE website for more information about the ACCT Program and upcoming events: noce.edu/acct

For more ACCT Program information and to speak to a counselor about transitioning to college, call NOCE Counseling and Student Services, 714.808.4682 or to make an appointment e-mail: counseling@noce.edu.





NOCE RESOURCES

NOCE is Here for You!

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

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

- ▶ Admissions and Registration Technical Support
- ▶ Academic Tutoring Support
- ▶ Career/Job Support
- ▶ Food/Basic Needs Support
- ▶ Wellness Tips and Resources
- ▶ NOCE Zoom Backgrounds
- ▶ Resources for Undocumented Students
- ▶ Safety and Crisis Services
- ▶ Scholarships and Book Awards
- ▶ Student Laptop Loan Program
- ▶ Technical Support and Wi-Fi Internet



www.noce.edu/students

WHAT IS CANVAS AND HOW TO ACCESS



WHAT IS CANVAS?

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

TO ACCESS CANVAS:

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

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

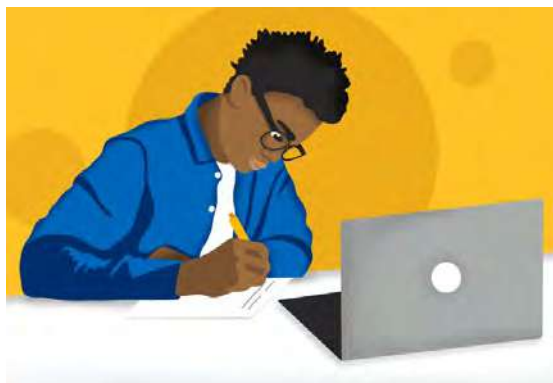
Tip: If you are experiencing Canvas log-in issues, contact Starthelp at 714.808.4679. For help with using Canvas (e.g. uploading and downloading assignments, navigation pages) contact the Business/Computer Skills Lab at 714.808.4712.

PREPARING FOR ONLINE LEARNING

(California Virtual Campus Online Education Initiative)

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

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



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

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



Career Skills and Resource Lab

**Free, flexible scheduling
to complete and receive
assistance with:**

- ◆ Canvas and Online Learning
- ◆ Computer Skills Improvement
- ◆ Employability Skills
- ◆ Career Exploration
- ◆ Job Search Techniques
- ◆ Resume and Cover Letters
- ◆ Career/Employment Opportunities
- ◆ LinkedIn Learning and More...



Fall 2021

**Monday-Thursday
10 a.m. - 8 p.m.**

**Anaheim Campus
Room TBD**

For one-on-one assistance with a Career Pathway Specialist
schedule an appointment at: careerhelp@noce.edu

All workshops will be held through Zoom.

RSVP for workshops at: [noce.edu/workshops](https://www.noce.edu/workshops)



CAREER SKILLS ASSISTANCE



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

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

Your Resource For:

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

The Career Resource Center staff is now a part of the Career Skills and Resource Lab.

Walk-ins to the lab are welcomed.

For one-on-one appointments, please schedule an online or in-person appointment.

To schedule an appointment:

Call: 714.808.4717 or e-mail: careerhelp@noce.edu

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

Workshop Titles and Descriptions

- ◆ **Canvas 101**
Learn how to login to Canvas and how to reset your password.
- ◆ **Cover Letter Basics**
What is a cover letter? Get the tips and tools for writing a professional cover letter.
- ◆ **How to Fill Out a Job Application**
Learn how to successfully complete an online job application.
- ◆ **How to Interview via Zoom or Skype**
Learn the tips for a great Zoom or Skype interview.
- ◆ **Introduction to the Career Resource Center**
Learn about services and resources that will help you prepare for the workplace.
- ◆ **New CTE Student Welcome Workshop**
Learn about available NOCE resources that will help you succeed in your courses.
- ◆ **Online Classroom Skills for Success**
Learn study tips for online class success and how to access the student portal, MyGateway.
- ◆ **Resume Building Basics**
Learn how to build a resume and what the difference is between a summary and an objective.
- ◆ **Rock Your Interview**
Learn what to expect, how to prepare, and what the interviewer expects from you in a job interview.
- ◆ **Social Diversity Awareness**
Learn the benefits of embracing acceptance in the workplace.
- ◆ **The Benefits of LinkedIn**
Receive an overview of LinkedIn and LinkedIn Learning, and what recruiters are looking for in job seekers.
- ◆ **Zoom 100**
Learn about Zoom conferencing and the various ways to join a meeting.

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

For More Information, Contact NOCE Career Skills and Resource Lab

E-mail: careerhelp@noce.edu

Phone: 714.808.4717

Funded by The Strong Workforce Initiative

Se Habla Español

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

CAREER LAUNCH ACADEMY CAN HELP!



About the Career Launch Academy Online Program:

- This online program is delivered to students via text messages and e-mails
- Each student will receive access to a personalized online portal
- Weekly Q & A coaching delivered via video chat
- Students will participate in a Private LinkedIn group
- Only 10-minutes per day

Tools you will gain:

- Increased self-confidence related to career and career tools
- Increased networking and interviewing skills
- Assistance and guidance on ways to network and connect with potential employers



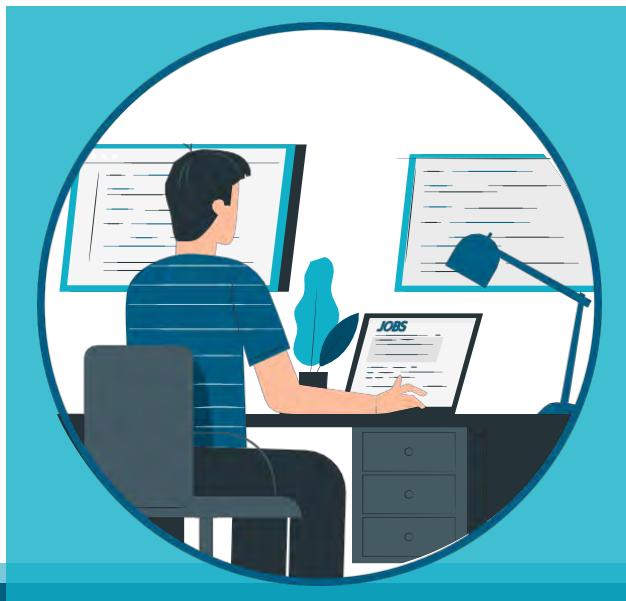
For more information, please contact the Career Skills and Resource Lab at careerhelp@noce.edu

NOCECareerConnect

New Online Job Board

Available to all NOCE students and alumni

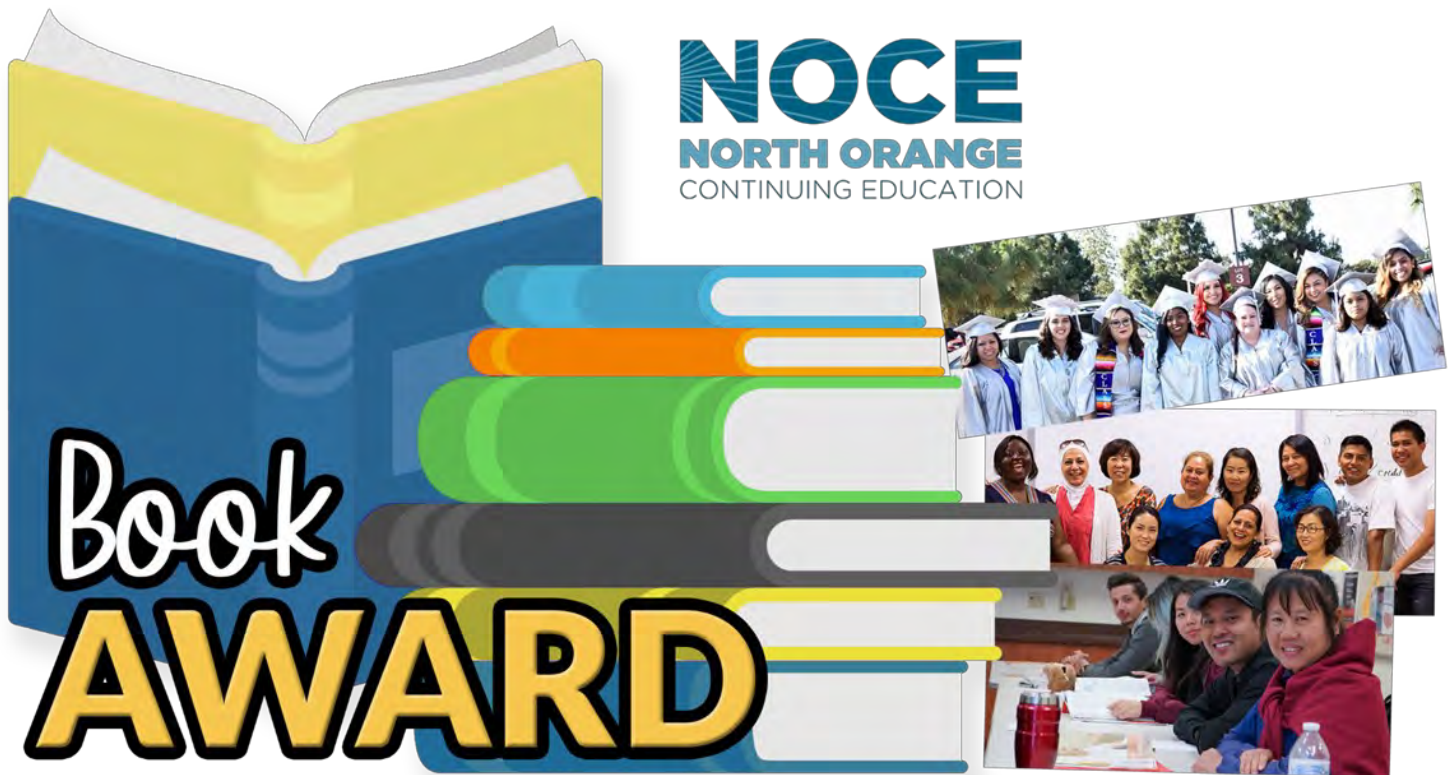
NOCE
NORTH ORANGE
CONTINUING EDUCATION



Benefits of Using NOCECareerConnect:

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

For more information, please e-mail: careerhelp@noce.edu



Tuesday, July 27, 2021 – September 16, 2021

- All NOCE students are encouraged to apply for the Book Award Scholarship!
- Student awarded this scholarship will receive a voucher for the Fullerton College Bookstore to use for books for their NOCE classes.
- Book award workshops available – for more information, visit: noce.edu/bookaward

To apply, visit: noce.edu/bookaward. Any questions, e-mail: bookawards@noce.edu.

How Do I Know If I Am Eligible for This Award?

Application Requirements (all must be met to be eligible):

- Must be enrolled in the 2021 Fall Semester.
- Must have a recent completed Student Educational Plan (SEP) (recent since Fall 2020)
 - Contact Counseling and Student Services to schedule an appointment for an SEP at: 714.808.4682
- Must provide a written response of educational and career goals in application.

Please note that due to anticipated number of requests, not all students who apply may receive a book award.



To apply for this scholarship, visit:
www.noce.edu/bookvoucher



Grads To Be Program

Empowered and Educated Undocumented Students

Services and Activities Offered In-person and Remotely



Grads To Be Program Will:

- Help student understand AB540/AB200/SB68 requirements
- Provide information about Financial Aid and scholarships
- Assist students in transferring to credit college
- Refer to academic counseling
- Provide resources tailored to undocumented students

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

Contact Information: 714.808.4668 ♦ hrivera@noce.edu ♦ Hours: M-F 8 a.m. — 5 p.m.

Grads To Be Program

Estudiantes indocumentados, Capacitados y Educados

Servicios y actividades ofrecidos en persona y de forma remota



El Programa de Grads To Be hará lo siguiente:

- Ayudar a los alumnos a comprender los requisitos de AB540/AB200/SB68
- Proporcionar información sobre ayuda financiera y becas
- Ayudar a los estudiantes a transferirse a la universidad
- Referir a asesoramiento académico
- Proporcionar recursos apropiados a los estudiantes indocumentados

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

Contact Information: 714.808.4668 ♦ hrivera@noce.edu ♦ Hours: M-F 8 a.m. — 5 p.m.

JOIN NOCE UNITED STUDENT CLUB!



AS A CLUB WE WILL:

- ◆ Empower students, regardless of their citizenship, to follow their academic goals and believe that they are important.
- ◆ Support each other by sharing information and resources at NOCE and the community that can assist in our goal to become self-sufficient.
- ◆ When resources are not available, we shall unite and advocate for ourselves.

NOCE
NORTH ORANGE
CONTINUING EDUCATION

For more information or to join, contact:

Hilda Rivera at hrivera@noce.edu or 714.808.4668

Marcela Mendoza at mmendoza@noce.edu or 714.808.4636

BASIC SKILLS



- ◆ High School Diploma Program
- ◆ College Preparation
- ◆ GED/HiSET Preparation
- ◆ Learning Centers



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

Visit our website at noce.edu/basicskills

For information on High School Labs, see page 21.

For information on Learning Center, see page 24.

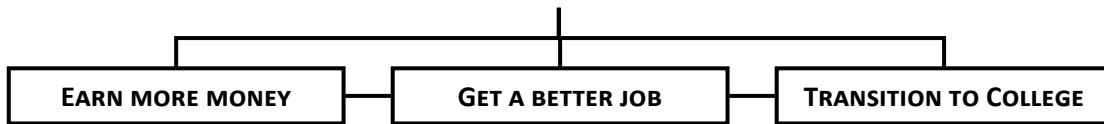


New Students

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

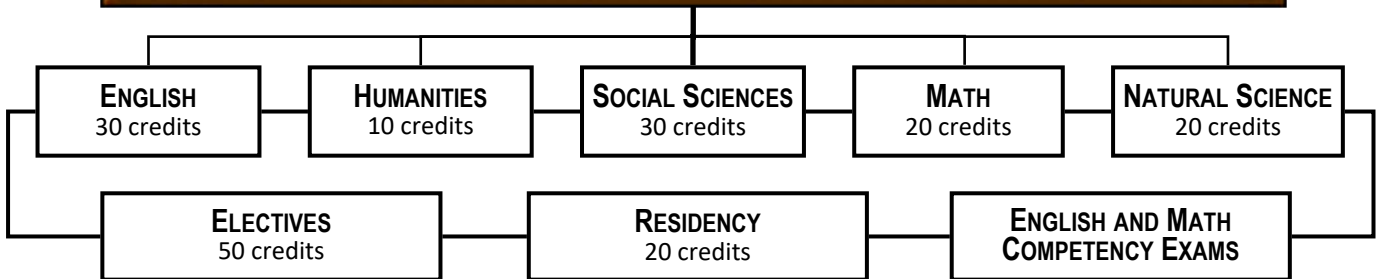
BASIC SKILLS – HIGH SCHOOL DIPLOMA PROGRAM

Benefits of having a High School Diploma



Diploma Requirements

160 Credits



Next Steps



**Click Here
for Video
on NOCE
HS Diploma
Program**

To Register for the High School Diploma Program

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

Continuing High School Diploma Students Open entry/open exit high school labs are offered in person at:

Anaheim, Room 139

Monday-Friday, 8:30 a.m.-2:45 p.m.
Monday-Thursday, 5 p.m.-9 p.m.
714.808.4582

Cypress, TE2-205*

Monday-Thursday, 8:30 a.m.-2:45 p.m.
Fridays, 8:30 a.m.-1 p.m.
714.484.7438

Wilshire, WIL 117/118*

Monday-Thursday, 8:30 a.m.-2:45 p.m.
Fridays, 8:30 a.m.-1 p.m.
714.992.9538

* Cypress and Wilshire Center students interested in taking afternoon high school classes may check with their instructor for details.

The NOCE High School Diploma Program is open to adult students (18+)

All instructional high school diploma subject materials, including textbooks, are provided for in-class use at no cost to the students.

High School Competency Exams

High school diploma competency exams will be administered in person at each site.

Competency Exam Subjects Include:

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



EVERY DAY COUNTS AT NOCE!

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

Your consistent attendance helps you achieve your goals of learning a new skill, earning a diploma or certificate, or transferring to college. Your attendance also helps to pay for the costs of the class including instruction and supplies.

See you in class!

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FIVE EASY STEPS TO ENROLL

1. OBTAIN TRANSCRIPTS

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

2. APPLY ONLINE

- ◆ New students apply to the school at www.noce.edu/apply.
- ◆ You will need a Student ID number before you can complete steps 3 and 4.
- ◆ **Do not wait until registration opens to apply for a Student ID as the process may take up to 48 hours before you receive your Student ID number.**

3. COMPLETE ONLINE ORIENTATION

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

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

4. ASSESSMENT INFORMATION

- ◆ **Students are NOT required to register for a high school diploma assessment Semester for 2021 Fall Semester classes.**
- ◆ Assessment is a test to determine your current reading level. Students are required to register for a high school diploma assessment Semester. Please check with Student Support Services/Counseling on available test dates
 - ⇒ Assessment will test reading comprehension.
 - ⇒ Assessment is timed (two hours) and offered in English only.
 - ⇒ For Assessment information and dates, call 714.808.4682 or e-mail counseling@noce.edu

5. COUNSELING

- ◆ Make an appointment to meet with a counselor via telephone call 714.808.4682 or e-mail counseling@noce.edu
 - * **Note:** *Students who have submitted their transcript to A&R will be contacted in approximately two weeks to schedule a counseling appointment.*
- ◆ Student must have an educational plan which will be developed during the counseling appointment to be able to start the diploma program.
- ◆ After meeting with a counselor, you may start your studies in the NOCE High School Diploma Program by calling the numbers listed on page 21 - see "To Register for the High School Diploma Program" box for Information.

For more information, call 714.808.4679

PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS (18+)

CINCO PASOS FACILES PARA INSCRIBIRSE

1. OBTENGA SU CERTIFICADO DE ESTUDIOS ANTERIORES

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

2. LLENE SU SOLICITUD PARA OBTENER SU NÚMERO DE ESTUDIANTE DE NOCE

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

3. COMPLETE LA ORIENTACION EN LINEA

Una vez que tenga un número de ID, los estudiantes deben completar la Orientación General NOCE requerida en línea en <https://mg.nocccd.edu>. La Orientación NOCE es un resumen general de la institución, de los servicios para estudiantes, los programas de apoyo, y las expectativas de la escuela y los estudiantes.

- Visite myGateway en <https://mg.nocccd.edu> use su numero de estudiante (**Student ID**) y contraseña (**Password**) para iniciar sesión.
- En el lado izquierdo de la pantalla, presione la **etiqueta NOCE**.
- En el cuadro de Orientaciones de NOCE, seleccione la **Orientación General de NOCE**
- Siga las instrucciones y complete todas las secciones de la **Orientación General de NOCE**

4. INFORMACIÓN DE EVALUACIÓN

- ◆ Los estudiantes **NO** están obligados a registrarse para una sesión de Evaluación del Programa de Escuela Secundaria para Adultos para las clases del semestre de otoño de 2021.
- ◆ La prueba de evaluación es para determinar su nivel de lectura actual. Se requiere que los estudiantes se registren para una sesión de evaluación de diploma de escuela secundaria. Por favor consulte con los Servicios de Apoyo Estudiantil/Consejeros sobre las fechas de evaluaciones disponibles.
 - ⇒ La sesión evaluará la comprensión de lectura.
 - ⇒ La evaluación es cronometrada (dos horas) y se ofrece solo en Inglés.
 - ⇒ Para obtener información y fechas de la Evaluación, llame al 714.808.4682 o envíe un correo electrónico a counseling@noce.edu

5. CONSEJERO

- ◆ Haga una cita para reunirse con un consejero por teléfono al 714.808.4682 o por correo electrónico a counseling@noce.edu
 - * **Nota:** Los estudiantes que hayan enviado su expediente académico a A&R serán contactados en aproximadamente dos semanas para hacer una cita con su consejero.
- ◆ Estudiantes debe tener un plan educativo que se desarrollará durante la cita de consejería para poder comenzar el programa de diploma.
- ◆ Después de reunirse con un consejero, puede comenzar sus estudios en el Programa del Diploma de Escuela Secundaria de NOCE llamando a los números que aparecen en la página 21; consulte el cuadro "Para registrarse en el Programa del Diploma de Escuela Secundaria" para información.

Para mas informacion llame 714.808.4679

NOCE BASIC SKILLS LEARNING CENTERS

Tutoring and Support Service for NOCE Adult Students (18 and older) Individualized Academic Support and Flexible Hours

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

ABOUT THE BASIC SKILLS LEARNING CENTERS

- Regular attendance and active virtual participation is expected.
- Students receive assistance in gaining skills to attain academic and employment goals by working with faculty and tutors in small groups or one-on-one on a variety of subjects such as math, grammar, and reading. Computers are available for online instruction and assessment.
- All instructional materials, including textbooks, are provided for in-class use at no cost to the students when operating in-person. These instructional materials are available online for Distance Education classes.
- If you require special accommodations for a verified disability, please contact Disability Support Services at 714.484.7057.
- Self-paced online lab style. Students work at their own pace to complete their educational goals.
- GED/HiSET Preparation support is available in the Learning Centers.

HOW TO ENROLL IN THE BASIC SKILLS LEARNING CENTERS

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

- **Learning Center:**
714.808.4583
or AnaheimLearningCenter@noce.edu
- **Learning Center:**
714.484.7000, opt 5, x48861
or CypressLearningCenter@noce.edu

Participate in Optional Live Classes in the Learning Center

IF INTERESTED:

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

Contact: AnaheimLearningCenter@noce.edu

IF INTERESTED:

- ◆ **Reading Comprehension** – Mondays and Wednesdays, 10 a.m. – 10:30 a.m.
- ◆ **English Conversation Circle 1** – Mondays and Wednesdays, 10:30 a.m. – 11 a.m.
- ◆ **Math, Beginning Level** – Mondays, 12 p.m. – 1:30 p.m.
- ◆ **Math, Intermediate Level** – Mondays, 1p.m. – 2 p.m.
- ◆ **Math, Beginning/Intermediate** – Thursdays, 10 a.m. – 11 a.m.

Contact: CypressLearningCenter@noce.edu

FREE Tutoring and Support Services

are available in the Basic Skills Learning Centers.



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

COLLEGE PREPARATION



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

For program attendance and waitlist requirements about GED/HiSET Prep Class see page 27.

Free online tutoring is also available in the classroom and in the NOCE Basic Skills Learning Centers outside of class hours: See page 24. Registration starts Online via myGateway on July 27, 2021.

English

COLLEGE PREP ENGLISH READING AND WRITING ABED/150

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

Dates: Aug 16-Dec 17

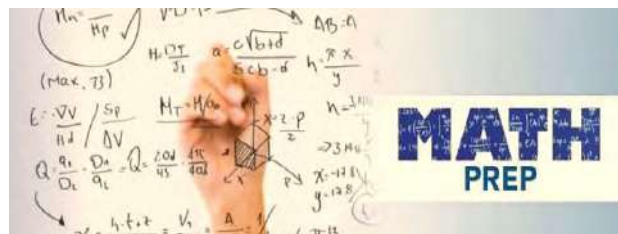
CRN	DAYS	PLACE	INSTR
50745	Remote	Online Classes/ Online	Wang
50381	Remote	Online Classes/ Online	Wang

NOCE NETWORKS



Connect with us! See inside back cover for details!

Math



COLLEGE PREP - BASIC MATH ABED/110

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50727	Remote	Online Classes/ Online	Al Rubaye
50277	Remote	Online Classes/ Online	Al Rubaye

COLLEGE PREP PRE-ALGEBRA ABED/115

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50379	Remote	Online Classes/ Online	Funaro

COLLEGE PREP ELEMENTARY ALGEBRA ABED/116

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50486	Remote	Online Classes/ Online	Lacuesta

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

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50487	Remote	Online Classes/ Online	Lacuesta

GED/HiSET Preparation Instructional Program

Online GED/HiSET Prep Classes

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

For program attendance and waitlist requirements about GED/HiSET Prep Class see page 27.

Free online tutoring is also available in the classroom and in the NOCE Basic Skills Learning Centers outside of class hours: See page 24. Registration starts Online via myGateway on July 27, 2021.

GED/HISET: MATHEMATICS ABED/405

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

Dates: Aug 16-Oct 13

CRN	DAYS	PLACE	INSTR
50489	Remote	Online Classes/ Online	Tran
Optional live classes held online on Mondays and Wednesdays, 8/16/21-10/13/21, from 8 a.m.-9 a.m.			

Dates: Oct 18-Dec 15

50495	Remote	Online Classes/ Online	Tran
Optional live classes held online on Mondays and Wednesdays, 10/18/21-12/15/21, from 5 p.m.-6 p.m.			
50494	Remote	Online Classes/ Online	Tran
Optional live classes held online on Mondays and Wednesdays, 10/18/21-12/15/21, from 8 a.m.-9 a.m.			

GED/HISET - READING ABED/406

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

CRN	DAYS	PLACE	INSTR
50490	Remote	Online Classes/ Online	Jeanpierre
Optional live classes held online on Tuesdays, 8/17/21-10/12/21, from 10 a.m.-11:30 a.m.			

Dates: Aug 17-Oct 14

51177	Remote	Online Classes/ Online	Jeanpierre
Optional live classes held online on Tuesdays, 10/19/21-12/14/21, from 10 a.m.-11:30 a.m.			

GED/HISET: SCIENCE ABED/407

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

Dates: Aug 16-Oct 13

CRN	DAYS	PLACE	INSTR
50491	Remote	Online Classes/ Online	Tran
Optional live classes held online on Mondays and Wednesdays, 8/16/21-10/13/21, from 5 p.m.-6 p.m.			

GED/HISET: SOCIAL STUDIES ABED/408

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

Dates: Aug 17-Oct 14

CRN	DAYS	PLACE	INSTR
50492	Remote	Online Classes/ Online	Jeanpierre

GED/HISET: LANGUAGE ARTS AND WRITING ABED/409

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

Dates: Oct 19-Dec 16

CRN	DAYS	PLACE	INSTR
50493	Remote	Online Classes/ Online	Jeanpierre

Additional GED/HiSET Support

Unable to enroll in the GED/HiSET Prep Instructional classes? Join us in the Basic Skills Learning Center to prepare for GED/HiSET exams. See below for details.



All NOCE 2021 Fall Semester GED/HiSET Preparation Tutorial Services will be conducted online.

Set Your Own Hours: OPERATION HOURS (Online)
Monday — Thursday: 8:30 a.m. - 8 p.m.

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

The Basic Skills Learning Center staff can assist students in creating their online profile at GED.com or HiSET.org in order to sign up for the official test at other locations.

For more information about the GED/HiSET Preparation Tutorial Services, call 714.808.4583. To register for Anaheim GED/HiSET tutoring, e-mail: AnaheimLearningCenter@noce.edu. For information, updates and resources, please visit our webpage at: www.noce.edu/ged

College Prep and GED/HiSET Attendance /Waitlist Policies



FOR IN-PERSON CLASSES

ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY to secure your place in class. If you are not in class **ONE HOUR** after the scheduled starting time, your spot could be reassigned to a student on the waitlist. Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student.

- **For College Preparation:**
No student will be allowed to enroll in a class after the second week.
- **For GED/HiSET Preparation:**
No student will be allowed to enroll in a class after the first week. GED/HiSET courses are short-term classes (9 weeks)

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 spring semester **ONLY**.

Check the upcoming 2022 Spring Semester class schedule for course information.

FOR ONLINE CLASSES

FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. To remain enrolled in the class, you must sign in to your Canvas course and/or contact your instructor during the first week of the course. If you do not sign in, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance and active virtual participation is expected of every student.

- **For College Preparation:**
No student will be allowed to enroll in a class after the second week.
- **For GED/HiSET Preparation:**
No student will be allowed to enroll in a class after the first week. GED/HiSET courses are short-term classes (9 weeks)

STUDENT SUCCESS SPOTLIGHT: Kendrick Celestin



Kendrick Celestin is a wonderful example of perseverance. As a High School Diploma Program student at NOCE, he never skipped a day working on completing his coursework. Since he enrolled at NOCE, nothing has stopped him from completing each assignment, test, and course.

He attended the Cypress Learning Center regularly, ready to expand his mind. He started each morning by sharing "good news," which set a positive tone for the entire learning community. The program faculty describe Kendrick as an incredibly disciplined and diligent student who brings great energy and offers encouragement to the other students around him.

Upon completing his high school diploma, Kendrick enrolled at Cypress College. He now looks forward to transferring to California State University, Long Beach, to study African American Studies. Kendrick hopes to become a historian and open his own museum of African history.

CAREER TECHNICAL EDUCATION PROGRAM



Available Programs

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

PROGRAM REQUIREMENTS:

ONLINE ORIENTATION: All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program. Online orientation is recommended, but not required for Braille Transcribing.

FOR IN-PERSON CLASSES: ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. **Students on the waitlist should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.

FOR ONLINE: FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. **Students on the waitlist** will be notified as soon as seats open. **Once you are notified, you will have up to 24 hours to accept the seat.** If you do not accept by the deadline given in your e-mail, the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.

GRADES: All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

PROGRAM REMINDERS:

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

COUNSELING: Meet with a counselor to develop your individualized Student Educational Plan. For individual certificate requirements, read the program information in this schedule or refer to the NOCE Catalog at noce.edu/catalog.

Visit careers.noce.edu for more information on:

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

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

CAREER TECHNICAL EDUCATION PROGRAM

FOUR EASY STEPS TO ENROLL

1. APPLY ONLINE FOR A NOCE STUDENT ID

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

2. COMPLETE A REQUIRED ONLINE ORIENTATION

- ◆ Once you have a Student ID number, new students must complete a **REQUIRED** orientation for the **CTE Certificate Programs** at <http://mg.nocccd.edu>.
- ◆ Orientation is an overview of the institution, its student services, the support programs, and the school's expectations of the students. New students are required to complete an online orientation in order to enroll in the following Career Technical Education (CTE) Certificate Programs:

⇒ Administrative Professional	⇒ Funeral Service Assistant
⇒ Bookkeeping	⇒ Management
⇒ Braille Transcribing ¹	⇒ Medical Assistant
⇒ Business Information Worker I	⇒ Pharmacy Technician
⇒ Early Childhood Education	⇒ Personal Care Aide
⇒ Electrical Technology	⇒ Quality Assurance Management for Medical Devices

¹ Online orientation recommended but not required
- ◆ Students should plan to complete the CTE Program Online Orientation at least 24 hours in advance of the first day of online registration to ensure that they are approved to register.
 - A. Visit myGateway at <http://mg.nocccd.edu>. Use your **Student ID** and **Password** to log in.
 - B. On the left side of the screen, click on the **NOCE** tab.
 - C. In the **NOCE Orientations** box, select the NOCE Online Orientation for the certificate program you want to enroll. If you are enrolling in Pharmacy Technician Program you must complete the Pharmacy Technician Online Orientation. For all other CTE programs you must complete the NOCE General Orientation. For questions about the Online Orientation, call the Counseling and Student Services department at 714.808.4682 or e-mail counseling@noce.edu.
 - D. **24 hours after** you successfully pass the **Online Orientation**, you will be eligible to **register** for classes in the certificate program.

New Students (Complete Steps 1-4)

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

CAREER TECHNICAL EDUCATION PROGRAM

FOUR EASY STEPS TO ENROLL

New & Returning Students

3. REGISTER ONLINE FOR 2021 FALL SEMESTER COURSES

- ◆ 2021 Fall Semester Online Registration opens at 7:30 a.m. via myGateway at <http://mg.nocccd.edu>
- ◆ For all CTE Programs: **Tuesday, July 27, 2021 (Online Only)**
- ◆ See page 4 of this printed class schedule for more information on how to register online using myGateway.

HELPFUL TIPS:

- ◆ Seats are limited and available on a first-come, first-served basis.
- ◆ Questions about what classes to take? Schedule an appointment with a counselor to develop an educational plan and discuss which classes to take before registering.
- ◆ **FIRST TIME REGISTERING ONLINE?**
See page 4 for a helpful worksheet or contact Starhelp at 714.808.4679 or e-mail: starhelp@noce.edu.

4. COUNSELING

- ◆ Make an appointment to meet with a counselor in-person, by phone, or through an online video meeting call 714.808.4682 or email counseling@noce.edu
- ◆ All students wishing to complete a CTE Certificate Program should meet with a counselor by the end of their first term at NOCE to develop a Student Educational Plan. The Student Educational Plan will help you reach your educational goal(s). It is an individualized list of program requirements needed to obtain a certificate.
 - ⇒ **New students**
should meet with a counselor to create their Student Educational Plan
 - ⇒ **Returning students**
are highly recommended to meet with a counselor to update their Student Educational Plan

EVERY DAY COUNTS AT NOCE!

Attending **every** class meeting and/or actively participating each week in online classes is important to all NOCE students.

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

See you in class!



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

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

BUSINESS/OFFICE TECHNOLOGY CERTIFICATE



Click here to see video about NOCE CTE Program

The **Business Information Worker I (BIW I)** certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salesperson, customer service representatives, receptionist, and information clerks.

The **Administrative Professional** certificate is designed to build upon the skills learned in the Business Information Workers I (BIW I) certificate program to prepare students for the next level of office and administrative support positions including: administrative assistant, administrative associate, administrative secretary, administrative specialist, administrative technician, clear typist, department secretary, office assistant, secretary, and staff assistant.

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

For more information about Business/Office Technology Certificate requirements: orientation, class attendance, grades, grading policy, and counseling see page 28.

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

**CUSTOMER SERVICE/
GENERAL OFFICE WORKER (BIW I)**

Median Hourly Wage*: \$15.74

ADMINISTRATIVE PROFESSIONAL

Median Hourly Wage*: \$21.01

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

**COMPUTER KEYBOARDING - BEGINNING
COMP/685**

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

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
50813	Remote	Online Classes/ Online	Casper
Students required to perform synchronous assessments sessions with instructor via Zoom during semester. Dates/Times to be arranged with instructor.			
50822	Remote	Online Classes/ Online	Kretschmar
Students required to perform synchronous assessments sessions with instructor via Zoom during semester. Dates/Times to be arranged with instructor.			
50817	Remote	Online Classes/ Online	Prey
Students required to perform three synchronous assessment sessions with instructor via Zoom during 3 weeks of the term Dates/Times to be arranged with instructor.			
50819	Remote	Online Classes/ Online	Prey
Students required to perform three synchronous assessment sessions with instructor via Zoom during the 3 weeks of term Dates/Times to be arranged with instructor.			

Dates: Oct 18-Dec 17

50815	Remote	Online Classes/ Online	Casper
Students required to perform synchronous assessments sessions with instructor via Zoom during semester. Dates/Times to be arranged with instructor.			
50823	Remote	Online Classes/ Online	Kretschmar
Students required to perform synchronous assessments sessions with instructor via Zoom during semester. Dates/Times to be arranged with instructor.			
50818	Remote	Online Classes/ Online	Prey
Students required to perform three synchronous assessment sessions with instructor via Zoom during the 3 weeks of term Dates/Times to be arranged with instructor.			
50820	Remote	Online Classes/ Online	Prey
Students required to perform three synchronous assessment sessions with instructor via Zoom during the 3 weeks of term Dates/Times to be arranged with instructor.			

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

**OFFICE ESSENTIALS
OTEC/100**

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50799	Remote	Online Classes/ Online	McClurkin
Synchronous Zoom Meeting Dates/Times: 8/16/2021 11:30am-12pm			
Dates: Oct 18-Dec 10			
50800	Remote	Online Classes/ Online	McClurkin
Synchronous Zoom Meeting Dates/Times: 10/18/2021 12:30pm-1pm			

**MICROSOFT OUTLOOK FUNDAMENTALS
OTEC/105**

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Sep 24			
50801	Remote	Online Classes/ Online	Loayza
Dates: Nov 8-Dec 17			
51176	Remote	Online Classes/ Online	Loayza

BUSINESS/OFFICE TECHNOLOGY CERTIFICATES

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



BUSINESS MATH FOR OFFICE TECHNOLOGY OTEC/110

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50804	Remote	Online Classes/ Online	Prey
Dates: Oct 18-Dec 10			
50805	Remote	Online Classes/ Online	Prey

Need Help with:

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

Career Skills and Resource Lab
can help you get the answers

Call 714.808.4717 | email: careerhelp@noce.edu

COMPUTER CONCEPTS AND APPLICATIONS I OTEC/210

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50790	Remote	Online Classes/ Online	Kretschmar
Dates: Oct 18-Dec 17			
50791	Remote	Online Classes/ Online	Kretschmar

MS OFFICE INTEGRATED PROJECTS OTEC/225

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

CRN	DAYS	PLACE	INSTR
Dates: Oct 18-Dec 17			
50793	Remote	Online Classes/ Online	Sedrak

Business information Workers I for English Language Learners

Find out more details about this
NEW Certificate Program on page 63.



COMPUTER CONCEPTS AND APPLICATIONS II OTEC/211

Prerequisite: OTEC 210 Computer Concepts and Applications I and COMP 685 Beginning Keyboarding or Pass the Keyboarding Challenge Exam at a rate of 35 net words a minute with five or fewer errors per minute on a 5-minute timed writing.

This is the second course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in the internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word, and Microsoft Excel. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Nov 26			
51175	Remote	Online Classes/ Online	Sedrak

Need Help Registering Online? Give Us a Call!

StarHelp Online Registration: 714.808.4679

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

Friday: 7:30 a.m. – 4 p.m.

COMPUTER CONCEPTS AND APPLICATIONS III OTEC/212

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50792	Remote	Online Classes/ Online	Sedrak

BOOKKEEPING; COMPUTERS

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

BOOKKEEPING

The bookkeeping certificate is designed to prepare students for a career as an entry-level bookkeeper or to provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs. Bookkeepers maintain their employers' financial records by using accounting software and other tools. As they play such a significant role in determining their companies' success, employers want only the most highly trained and ethical bookkeepers. As a result, employers prefer bookkeepers with industry knowledge. Students can be expected to learn the following: accounting fundamentals, accounting principles, payroll functions and QuickBooks. Students may work as a bookkeeper, then may take the national certification exam after working full-time for at least two years or for a comparable number of part-time hours.

For more information about the Bookkeeping Certificates course listing and individual Computer Certificates requirements: orientation, class attendance, grades, grading policy, and counseling, see page 28 or refer to the NOCE Catalog at www.noce.edu/catalog.

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

ACCOUNTING FUNDAMENTALS FOR BOOKKEEPERS BUSA/100

NEW!

Accounting fundamentals covers foundational topics, such as accounting for purchases, analyzing business transactions, and how accounting acts as the language of business. Upon completion students will understand the basics of accounting fundamentals in preparation for the bookkeeping certification exam.

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
51132	Remote	Online Classes/ Online	Dunne

ACCOUNTING PRINCIPLES FOR BOOKKEEPERS BUSA/101

NEW!

Prerequisite BUSA 100 Accounting Fundamentals for Bookkeepers. This course covers accounting for partnerships, long-term bonds, and the statement of cash flows, among other pieces of vital bookkeeping knowledge. The course prepares students for part two of the certification exam - Accounting Principles.

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
51133	Remote	Online Classes/ Online	Dunne

PAYROLL FUNDAMENTALS FOR BOOKKEEPERS BUSA/102

NEW!

Prerequisite BUSA 100 Accounting Fundamentals for Bookkeepers. Payroll fundamentals covers foundational topics, such as accounting for computing wages, social security, taxes, withholdings, and analyzing and journalizing payroll transactions. Upon completion students will understand the basics of payroll fundamentals in preparation for the bookkeeping certification exam.

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
51134	Remote	Online Classes/ Online	Dunne

QUICKBOOKS FUNDAMENTALS FOR THE FINANCIAL OFFICE APPLICATIONS COMP/650

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

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
50784	Remote	Online Classes/ Online	Teipe

COMPUTERS

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

Certificates

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

For more information about the Computer Certificates course listing and individual Computer Certificates requirements: orientation, class attendance, grades, grading policy, and counseling, see page 28 or refer to the NOCE Catalog at www.noce.edu/catalog.

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

New to computers and not sure where to start?

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



CAREER SKILLS AND RESOURCE LAB

CAREER SKILLS AND RESOURCE LAB WFPR/100

NEW!

Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills.

Dates: Aug 16-Dec 17; nc Aug 19, Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51321	MTWTh/10a-8p	AN/304	Staff

ONLINE LAB

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

VIRTUAL CAREER SKILLS AND RESOURCE LAB WFPR/101

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

CRN	DAYS	PLACE	INSTR
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Dates: Aug 16-Sep 24

51172	Remote	Online Classes/ Online	McClurkin
Synchronous Zoom Meeting Dates/Times: 8/16/2021 12:30pm-1pm			

Dates: Sep 27-Nov 5

51173	Remote	Online Classes/ Online	McClurkin
Synchronous Zoom Meeting Dates/Times: 9/27/2021, 12:30pm-1pm			

Dates: Oct 18-Dec 17

51170	Remote	Online Classes/ Online	Teipe
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Dates: Nov 8-Dec 17

51174	Remote	Online Classes/ Online	McClurkin
Synchronous Zoom Meeting Dates/Times: 11/8/2021 12:30pm-1pm			

COMPUTERS: KEYBOARDING AND SOFTWARE

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

COMPUTER KEYBOARD

COMPUTER KEYBOARDING - BEGINNING COMP/685

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

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
50813	Remote	Online Classes/ Online	Casper

Students required to perform synchronous assessments sessions with instructor via Zoom during semester.
Dates/Times to be arranged with instructor.

50822	Remote	Online Classes/ Online	Kretschmar
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Students required to perform synchronous assessments sessions with instructor via Zoom during semester.
Dates/Times to be arranged with instructor.

50817	Remote	Online Classes/ Online	Prey
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Students required to perform three synchronous assessment sessions with instructor via Zoom during 3 weeks of the term
Dates/Times to be arranged with instructor.

50819	Remote	Online Classes/ Online	Prey
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Students required to perform three synchronous assessment sessions with instructor via Zoom during the 3 weeks of term
Dates/Times to be arranged with instructor.

Dates: Oct 18-Dec 17

50815	Remote	Online Classes/ Online	Casper
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Students required to perform synchronous assessments sessions with instructor via Zoom during semester.
Dates/Times to be arranged with instructor.

50823	Remote	Online Classes/ Online	Kretschmar
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Students required to perform synchronous assessments sessions with instructor via Zoom during semester.
Dates/Times to be arranged with instructor.

50818	Remote	Online Classes/ Online	Prey
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Students required to perform three synchronous assessment sessions with instructor via Zoom during the 3 weeks of term
Dates/Times to be arranged with instructor.

50820	Remote	Online Classes/ Online	Prey
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Students required to perform three synchronous assessment sessions with instructor via Zoom during the 3 weeks of term
Dates/Times to be arranged with instructor.

COMPUTER KEYBOARDING - MASTERY I COMP/510

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50807	Remote	Online Classes/ Online	Casper

50807	Remote	Online Classes/ Online	Casper
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Dates: Oct 18-Dec 10

50809	Remote	Online Classes/ Online	Casper
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COMPUTER KEYBOARDING - MASTERY II COMP/511

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50810	Remote	Online Classes/ Online	Casper

50810	Remote	Online Classes/ Online	Casper
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Dates: Oct 18-Dec 10

50811	Remote	Online Classes/ Online	Casper
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COMPUTER SOFTWARE

NOCE will no longer offer:

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

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

This course covers similar information and may be used as a course substitution for both COMP 100 and COMP 105. Please see page 32 for OTEC 210 course information.

WINDOWS OPERATING SYSTEMS - INTRODUCTION MS/104

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50765	Remote	Online Classes/ Online	Ahmed

50765	Remote	Online Classes/ Online	Ahmed
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Dates: Oct 18-Dec 17

50767	Remote	Online Classes/ Online	Ahmed
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MICROSOFT OFFICE - OVERVIEW MS/160

Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses.

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50769	Remote	Online Classes/ Online	Kretschmar

50769	Remote	Online Classes/ Online	Kretschmar
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Dates: Oct 18-Dec 17

50770	Remote	Online Classes/ Online	Kretschmar
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MICROSOFT WORD - INTRODUCTION MS/144

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

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
50771	Remote	Online Classes/ Online	Ahmed

50771	Remote	Online Classes/ Online	Ahmed
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MICROSOFT WORD - INTERMEDIATE MS/134

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

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
50772	Remote	Online Classes/ Online	Ahmed

50772	Remote	Online Classes/ Online	Ahmed
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Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

**MICROSOFT EXCEL - INTRODUCTION
MS/105**

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

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
50774	Remote	Online Classes/ Online	Ahmed

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

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

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
50781	Remote	Online Classes/ Online	Sedrak



**MICROSOFT POWERPOINT - INTRODUCTION
MS/119**

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

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
50777	Remote	Online Classes/ Online	Loayza

**MICROSOFT PUBLISHER - INTRODUCTION
MS/143**

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

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
50776	Remote	Online Classes/ Online	Loayza

**MICROSOFT ACCESS - INTRODUCTION
MS/106**

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

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
50780	Remote	Online Classes/ Online	Ahmed

**MICROSOFT ACCESS - INTERMEDIATE
MS/107**

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

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
50783	Remote	Online Classes/ Online	Ahmed

**EARLY CHILDHOOD
EDUCATION CERTIFICATE**

The Early Childhood Education (ECE) Certificate Program is designed to train individuals for teacher and caregiver positions in licensed, proprietary infant/toddler/preschool/child daycare centers.

Our curriculum is approved by the State Department of Community Care Licensing. This ECE Program is a noncredit program based upon instructional hours rather than college units. The required and elective ECE courses within the certificate program are equivalent to two or three units of ECE in compliance with state licensing requirements for private facilities only.

Early Childhood Education Certificates:

- ECE Preschool Assistant Teacher
- ECE Preschool Teacher
- ECE Infant Care Teacher
- ECE Preschool Director

For program information about Early Childhood Education Certificates requirements: orientation, class attendance, grades, grading policy, and counseling see page 28.

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

**EARLY CHILDHOOD DEVELOPMENT
ECED/100**

NEW!

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

CRN	DAYS	PLACE	INSTR
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Dates: Aug 16-Oct 15

51118	W/9a-11:50a Remote	AN/106 Online Classes/ Online	Hill-West
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In-Person Dates/Times: Wednesdays,
Aug 18, Sept 1, Sept 15, Sept 29, Oct 13 from 9am-12pm.
All other dates/hours not listed to be done online.

Dates: Oct 18-Dec 17

51119	Remote	Online Classes/ Online	Hill-West
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Synchronous Meeting Dates via Zoom
Oct 20, Nov 3, Nov 17, Dec 1, Dec 15, 6pm-9pm

**FAMILY AND COMMUNITY RELATIONSHIPS
ECED/105**

NEW!

Examination of the sociological relationships between family and society; institutional, racial, social, and economical factors affecting the family and the child. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

CRN	DAYS	PLACE	INSTR
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Dates: Aug 16-Oct 15

51120	Remote	Online Classes/ Online	Sueng
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Optional One-hour Q&A session every other week over course for synchronous Zoom Meeting. Zoom meetings are not required

Dates: Oct 18-Dec 17

51121	Remote	Online Classes/ Online	Sueng
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Optional One-hour Q&A session every other week over course for synchronous Zoom meeting. Zoom meeting are not required.

EARLY CHILDHOOD EDUCATION

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

EARLY CHILDHOOD EDUCATION: PRINCIPLES AND PRACTICE ECED/110

NEW!

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. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

CRN	DAYS	PLACE	INSTR
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Dates: Aug 16-Oct 15

51122	Remote	Online Classes/ Online	Sueng
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Synchronous Zoom Meeting Dates/Times:
August 18, Sept 1, Sept 15, Sept 29 Times: 6pm-8pm

Dates: Oct 18-Dec 17

51123	Remote	Online Classes/ Online	Sueng
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Synchronous Zoom Meeting Dates:
Oct 20, Nov 3, Nov 17, Dec 1 6pm-8pm

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

noce.edu/textbooks

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

CHILD HEALTH AND SAFETY ECED/115

NEW!

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. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
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51124	Remote	Online Classes/ Online	Sueng
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Optional One-hour Q&A session every other week over course for synchronous Zoom meeting. Zoom meetings are not required to attend, offered for those students interested.

EARLY CHILDHOOD EDUCATION: SCIENCE AND MATH ECED/200

NEW!

Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math. **Textbook Required.** This course is part of a program approved by the California Department of Social Services for employment in private facilities.

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
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51128	Remote	Online Classes/ Online	Hill-West
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CURRICULUM FOR EARLY CHILDHOOD EDUCATION, INTRODUCTION ECED/120

NEW!

Prerequisite: ECED 100: 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. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
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51125	Remote	Online Classes/ Online	Hill-West
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CHILDREN WITH SPECIAL NEEDS ECED/205

NEW!

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

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
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51126	Remote	Online Classes/ Online	Sueng
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Optional One-hour Q&A session every other week over course for synchronous Zoom meeting. Zoom meetings are not required to attend, offered for those students interested.

INFANT-TODDLER CARE AND EDUCATION ECED/210

NEW!

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.

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
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51127	Remote	Online Classes/ Online	Hill-West
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EARLY CHILDHOOD EDUCATION

Median Hourly Wage* - \$15.74

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

EARLY CHILDHOOD EDUCATION: MUSIC AND MOVEMENT ECED/225

NEW!

Explores areas of music and movement appropriate to a child's development through participating and experimenting. **Textbook Required.** This course is part of a program approved by the California Department of Social Services for employment in private facilities.

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
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51129	Remote	Online Classes/ Online	Hill-West
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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: Oct 8-Oct 8

CRN	DAYS	PLACE	INSTR	FEE
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51283	F/8a-4p	AN/105	Staff	\$85
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Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

ELECTRICAL TECHNOLOGY

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

For program information about the Electrical Technology requirements: orientation, class attendance, grades, grading policy, and counseling, see page 28.

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



ELECTRICAL TECHNICIAN

Median Hourly Wage* - \$14.89

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

NATIONAL ELECTRICAL CODE - RESIDENTIAL ELET/190

NEW!

This course is an introduction to the National Electrical Code. The interpretation of electrical wiring diagrams, material use, installation methods and calculations of electrical loads to size feeders, branch circuits and conductors as they relate to residential occupancies is included.

Dates: Aug 16-Dec ; ncNov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51163	Th/6p-8:50p	AN/402A	Faessel

ELECTRICAL COST ESTIMATING ELET/195

NEW!

This course will present an introduction to electrical cost estimating, including take-off, and listing procedures. It is designed for students preparing to enter electrical estimating occupations or electrical contracting work.

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
51164	T/6p-8:50p	AN/504	Massia

FUNERAL SERVICE ASSISTANT

This program serves as an introduction to the theoretical and practical knowledge required for professional licensure. It will help individuals determine their level of interest in the funeral service industry and for more formal vocational training in Mortuary Science. This program will prepare students for an entry-level position as a funeral service assistant. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a funeral service assistant such as placing casket in parlor or chapel prior to service; arranging floral offerings or lights around casket; directing or escorting mourners; closing casket; and issuing and storing funeral equipment.

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

For program information about the Funeral Service Assistant Certificate requirements: orientation, class attendance, grades, grading policy, and counseling, see page 28.

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

INTRODUCTION TO FUNERAL SERVICE PRACTICE FSRV/100

This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills. **Textbook Required.**

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
50760	Remote	Online Classes/ Online	Ojeda

FUNERAL SERVICE ASSISTANT

Median Hourly Wage*: \$18.37

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

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: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
50761	Remote	Online Classes/ Online	Ojeda

MANAGEMENT

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

MANAGEMENT

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

For program information about the Management Certificate requirements: orientation, class attendance, grades, grading policy, and counseling, see page 28.

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

ELEMENTS OF SUPERVISION BMGR/410

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

Dates: Aug 16-Sep 24

CRN	DAYS	PLACE	INSTR
50750	Remote	Online Classes/ Online	Baltazar

MANAGEMENT

Median Hourly Wage*: \$26.19

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

MANAGEMENT SKILLS I BMGR/412

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

Dates: Aug 16-Sep 24

CRN	DAYS	PLACE	INSTR
50751	Remote	Online Classes/ Online	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: Aug 16-Sep 24

CRN	DAYS	PLACE	INSTR
50746	Remote	Online Classes/ Online	Dunne

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: Nov 8-Dec 17

CRN	DAYS	PLACE	INSTR
50747	Remote	Online Classes/ Online	Baltazar

MANAGEMENT SKILLS II BMGR/610

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

Dates: Sep 27-Nov 5

CRN	DAYS	PLACE	INSTR
50753	Remote	Online Classes/ Online	Baltazar

SUCCESSFUL NEGOTIATIONS BMGR/421

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

Dates: Sep 27-Nov 5

CRN	DAYS	PLACE	INSTR
50755	Remote	Online Classes/ Online	Berry

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

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

Check out our 2021 Fall Semester
Computer Program Courses on Pages 31-33

INTRODUCTION TO EMPLOYMENT LAW BMGR/423

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

Dates: Aug 16-Sep 24

CRN	DAYS	PLACE	INSTR
50752	Remote	Online Classes/ Online	Berry

UNDERSTANDING BUSINESS CONTRACTS BMGR/452

This course will provide an overview of contract principles and explore the meaning, purpose and effect of common contracts clauses, i.e., limitation of liability, warranty and indemnification. Students will learn how to achieve a better contract result by knowing why, when and how to request contract modifications.

Dates: Nov 8-Dec 17

CRN	DAYS	PLACE	INSTR
50749	Remote	Online Classes/ Online	Berry

MARKETING PRINCIPLES BMGR/430

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

Dates: Nov 8-Dec 17

CRN	DAYS	PLACE	INSTR
50748	Remote	Online Classes/ Online	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: Sep 27-Nov 5

CRN	DAYS	PLACE	INSTR
50754	Remote	Online Classes/ Online	Baltazar

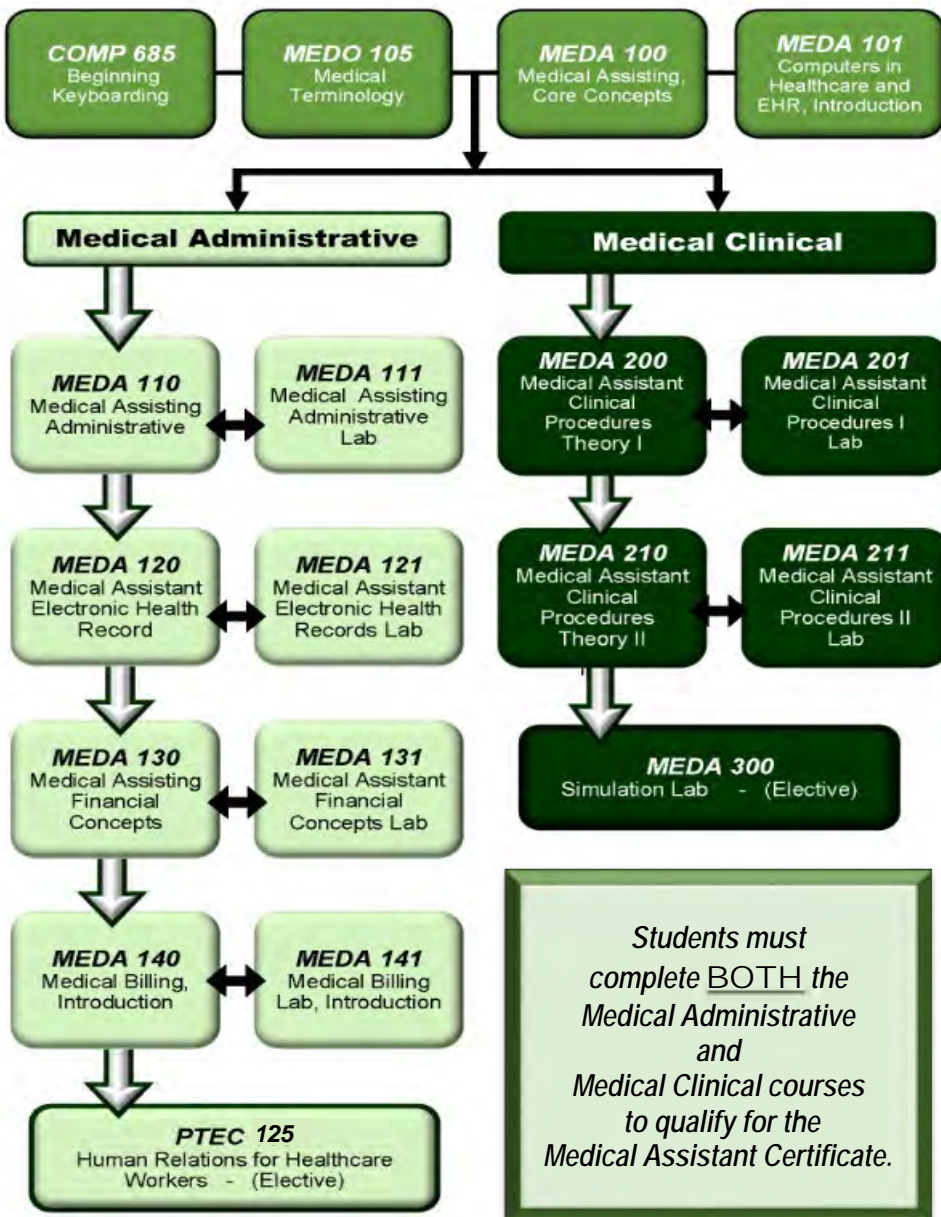
Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

MEDICAL ASSISTANT

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

For program information about the Medical Assistant Certificate program requirements: orientation, class attendance, grades, grading policy, and counseling, see page 28.

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



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

Need Help with:

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

Career Skills and Resource Lab

Can help you get the answers

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

MEDICAL ASSISTANT

Median Hourly Wage*
\$18.41

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

MEDICAL ASSISTANT

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

MEDICAL TERMINOLOGY

(FORMERLY MEOC 104)

MEDO/105

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50886	Remote	Online Classes/ Online	Smith
50888	Remote	Online Classes/ Online	Tarango
Dates: Oct 18-Dec 17			
50889	Remote	Online Classes/ Online	Tarango
50887	Remote	Online Classes/ Online	Smith

MEDICAL ASSISTANT, CORE CONCEPTS

MEDA/100

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50905	Remote	Online Classes/ Online	Tarango
51117	Remote	Online Classes/ Online	Tarango
Dates: Oct 18-Dec 17			
50994	Remote	Online Classes/ Online	Kane
50906	Remote	Online Classes/ Online	Tarango

Need Help Registering Online? Give Us a Call!

StarHelp Online Registration: 714.808.4679

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

COMPUTERS IN HEALTHCARE AND EHR, INTRODUCTION

MEDA/101

Prerequisite: COMP 685 Computer Keyboarding - Beginning. This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50907	Remote	Online Classes/ Online	Bacon
50908	Remote	Online Classes/ Online	Kane
Dates: Oct 18-Dec 17			
50993	Remote	Online Classes/ Online	Bacon

MEDICAL ASSISTANT ADMINISTRATIVE

MEDA/110

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50909	Remote	Online Classes/ Online	Bacon
Dates: Oct 18-Dec 10			
50910	Remote	Online Classes/ Online	Bacon

MEDICAL ASSISTANT ADMINISTRATIVE LAB

MEDA/111

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50926	Remote	Online Classes/ Online	Bacon
Dates: Oct 18-Dec 10			
50927	Remote	Online Classes/ Online	Bacon



MEDICAL ASSISTANT ELECTRONIC HEALTH RECORDS

MEDA/120

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Sep 24			
51102	Remote	Online Classes/ Online	Echolds
Dates: Nov 8-Dec 17			
51103	Remote	Online Classes/ Online	Echolds

MEDICAL ASSISTANT ELECTRONIC HEALTH RECORDS LAB

MEDA/121

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Sep 24			
51104	Remote	Online Classes/ Online	Echolds
Dates: Nov 8-Dec 17			
51105	Remote	Online Classes/ Online	Echolds

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



**MEDICAL ASSISTANT FINANCIAL CONCEPTS
MEDA/130**

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50913	Remote	Online Classes/ Online	Bacon
Dates: Oct 18-Dec 10			
51106	Remote	Online Classes/ Online	Bacon

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

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50914	Remote	Online Classes/ Online	Bacon
Dates: Oct 18-Dec 10			
51107	Remote	Online Classes/ Online	Bacon

**Need Assistance or Guidance?
Call the Counseling Office**

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

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

**MEDICAL BILLING, INTRODUCTION
MEDA/140**

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50915	Remote	Online Classes/ Online	Echolds
Dates: Oct 18-Dec 10			
50916	Remote	Online Classes/ Online	Echolds

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

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 8			
50917	Remote	Online Classes/ Online	Echolds
Dates: Oct 18-Dec 10			
50918	Remote	Online Classes/ Online	Echolds

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

**CAREER LAUNCH ACADEMY
CAN HELP!**

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

Spend 10 minutes per day to gain:

- Increased self-confidence related to career and career tools
- Increased networking and interviewing skills
- Assistance and guidance on ways to network and connect with potential employers

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

MEDICAL ASSISTANT

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

MEDICAL ASSISTANT CLINICAL PROCEDURES THEORY I MEDA/200

Prerequisite: MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts. *Co-requisite:* MEDA 201 Medical Assistant Clinical Procedures Lab I. This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50919	Remote	Online Classes/ Online	Kane
51319	Remote	Online Classes/ Online	Uy
Dates: Oct 18-Dec 17			
51108	Remote	Online Classes/ Online	Kane



MEDICAL ASSISTANT CLINICAL PROCEDURES LAB I MEDA/201

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/16/2021, ends week of 10/11/2021			
50920	T/9a-12p Remote	AN/510 ONLINE/Online	Kane
In-Person Dates/Times: Tuesday Tuesdays, 9/21, 9/28, 10/5 9a-12p			
51290	W/9a-12p Remote	AN/510 ONLINE/Online	Oo
In Person Dates/Times: Wednesdays 9/22, 9/29, 10/6 9a-12p			
50921	W/6:30p-9:30p Remote	AN/510 ONLINE/Online	Uy
In-Person Dates/Times: Wednesdays 9/22, 9/29, 10/6 6:30p-9:30p			
Dates: Oct 18-Dec 17			
50938	T/9a-12p Remote	AN/510 ONLINE/Online	Kane
In Person Dates/Times: Tuesdays, 11/16, 11/30, 12/7 9a-12p			
51109	W/6:30p-9:30p Remote	AN/510 ONLINE/Online	Uy
In-Person Dates/Times: Wednesdays, 11/17, 12/1, 12/8 6:30p-9:30p			

NOCE NETWORKS



Connect with us! See inside back cover for details!



MEDICAL ASSISTANT CLINICAL PROCEDURES THEORY II MEDA/210

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50922	Remote	Online Classes/ Online	Uy
Dates: Oct 18-Dec 17			
51110	Remote	Online Classes/ Online	Uy
51320	Remote	Online Classes/ Online	Uy

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

noce.edu/textbooks

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

MEDICAL ASSISTANT CLINICAL PROCEDURES LAB II MEDA/211

Prerequisite: MEDA 201 Medical Assistant Clinical Procedures Lab I. *Corequisite:* MEDA 210 Medical Assistant Clinical Procedures Theory II. This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15; nc Aug 19			
50924	M/6:30p-9:30p Remote	AN/510 ONLINE/Online	Uy
In-Person Dates/Times: Mondays, 9/13, 9/20, 9/27, 10/4 6:30p-9:30p			
50923	Th/9a-12p Remote	AN/510 ONLINE/Online	Kane
In-Person Dates/Times: Thursdays, 9/9, 9/23, 9/30, 10/7 9a-12p			
Dates: Oct 18-Dec 17; nc Nov 11, Nov 25			
50940	M/6:30p-9:30p Remote	AN/510 ONLINE/Online	Uy
In-Person Dates/Times: Mondays, 11/1, 11/15, 11/29, 12/6 6:30p-9:30p			
51291	W/9a-12p Remote	AN/510 ONLINE/Online	Oo
In Person Dates/Times: Wednesdays 11/3, 11/17, 12/1, 12/8 9a-12p			
50939	Th/9a-12p Remote	AN/510 ONLINE/Online	Kane
In-Person Dates/Times: Thursdays, 11/4, 11/18, 12/2, 12/9 9a-12p			

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

PERSONAL CARE AIDE

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

For program information about the Personal Care Aide requirements: orientation, class attendance, grades, grading policy, and counseling, see page 28.

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

Median Hourly Wage*: \$ 13.41

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

NOCECareerConnect

NEW ONLINE JOB BOARD

Available to all NOCE students and alumni

Benefits of Using NOCECareerConnect:

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

For more information contact the Career Skills Resource Lab at 714.808.4717 or e-mail: careerhelp@NOCE.edu.



PERSONAL CARE AIDE 1 MEDO/311

NEW!

This course introduces key concepts for the personal care aide, working in different settings, teamwork, and professional behavior. Students will also gain foundational knowledge and skills in the following areas: working with elders; respecting clients; communication; working with depressed patients; infection control; basic nutrition and eating; body systems and common diseases; and proper body mechanics. This is the first course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with daily living activities at their homes or in a care facility.

Dates: Aug 16-Sep 24

CRN	DAYS	PLACE	INSTR
51114	Remote	Online Classes/ Online	Oo

PERSONAL CARE AIDE 2 MEDO/312

NEW!

Prerequisite: MEDO 311 Personal Care Aide 1. This course focuses on activities of daily living (ADL): bathing and personal care, toileting, bed making, and dressing. Students will learn about working with patients with dementia, mental illness, and developmental disabilities, as well as different types of abuse and neglect. This is the second course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with activities of daily living at their homes or in a care facility.

Dates: Sep 27-Nov 5

CRN	DAYS	PLACE	INSTR
51115	Th/9a-12p Remote	AN/611 Online Classes/ Online	Oo
In-Person Dates: Thursday, 10/14 9am-12pm Thursday, 10/28 9am-12pm All other hours not listed to be done asynchronously online.			

PERSONAL CARE AIDE for English Language Learners

Find out more details about this
NEW Certificate Program on page 62.

PERSONAL CARE AIDE 3 MEDO/313

NEW!

Prerequisite: MEDO 311 Personal Care Aide 1 and MEDO 312 Personal Care Aide 2. Personal Care Aides ensure better care to people while they are aging or recovering at home. This career development course will provide students with the skills needed to obtain employment as a personal care aide. Topics includes: resume writing, interviewing skills, and job search. Students will also complete CPR and First Aid training for certification.

Dates: Nov 8-Dec 17; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51116	Th/9a-12p Remote	AN/611 Online Classes/ Online	Oo
In-Person Dates/Times: Thursday 11/18 9a-12p; Thursday 12/9 9a-12p All other hours not listed to be done asynchronously online.			

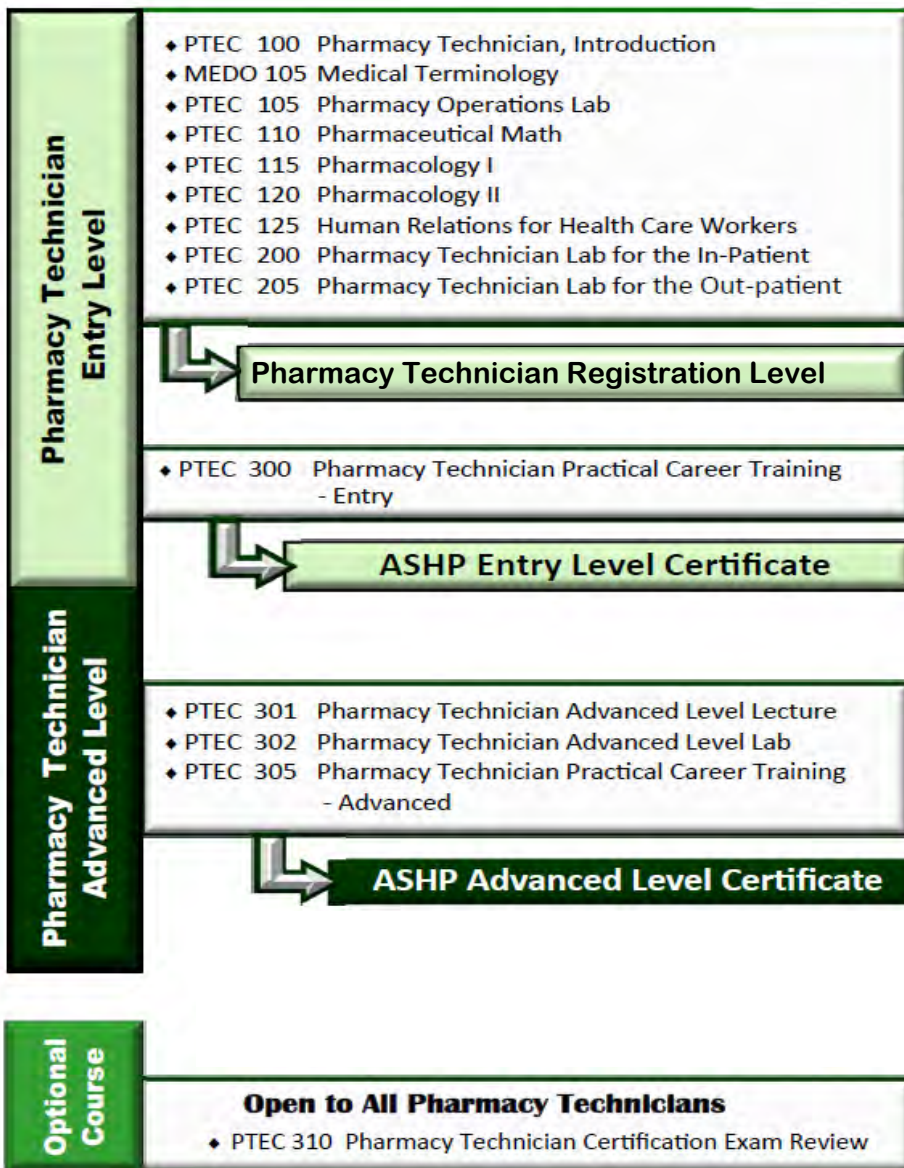
Instructors will communicate with their students about optional live Zoom sessions and other multiple options for support during the term through the class syllabus.

PHARMACY TECHNICIAN CERTIFICATE

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

For program information about the Pharmacy Technician Certificates requirements: orientation, class attendance, grades, grading policy, and counseling, see page 28.

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



Need Help with:

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

Career Skills and Resource Lab

**Can help you get
the answers**

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

PHARMACY TECHNICIAN

Median Hourly Wage*
\$17.77

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

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

MEDICAL TERMINOLOGY

(FORMERLY MEOC 104)

MEDO/105

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50886	Remote	Online Classes/ Online	Smith
50888	Remote	Online Classes/ Online	Tarango
Dates: Oct 18-Dec 17			
50889	Remote	Online Classes/ Online	Tarango
50887	Remote	Online Classes/ Online	Smith

PHARMACY TECHNICIAN, INTRODUCTION

PTEC/100

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50884	Remote	Online Classes/ Online	Dunne
Dates: Oct 18-Dec 17			
50885	Remote	Online Classes/ Online	Dunne



PHARMACOLOGY I

(FORMERLY MEOC 121)

PTEC/115

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50890	Remote	Online Classes/ Online	Shields

PHARMACY OPERATIONS LAB

(FORMERLY MEDO 230)

PTEC/105

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50895	Remote	Online Classes/ Online	Shields
Dates: Oct 18-Dec 17			
50896	Remote	Online Classes/ Online	Shields

HUMAN RELATIONS FOR HEALTHCARE WORKERS

(FORMERLY MEOC 135)

PTEC/125

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50901	Remote	Online Classes/ Online	Dunne
Dates: Oct 18-Dec 17			
50925	Remote	Online Classes/ Online	Dunne

PHARMACEUTICAL MATHEMATICS

(FORMERLY MEOC 140)

PTEC/110

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Nov 5			
50893	Remote	Online Classes/ Online	Shields

PHARMACOLOGY II

(FORMERLY MEOC 122)

PTEC/120

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

CRN	DAYS	PLACE	INSTR
Dates: Oct 18-Dec 17			
50892	Remote	Online Classes/ Online	Shields

PHARMACY TECHNICIAN, LAB FOR THE IN-PATIENT

(FORMERLY MEDO 221)

PTEC/200

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
51136	Th/6p-8p Remote	AN/408 Online Classes/ Online	Shields
In-Person Dates/Times: Aug 19, Aug 26, Sept 2, Sept 9, Sept 16, Sept 23, Sept 30, Oct 7, Oct 14 from 6pm-8pm			
Dates: Oct 18-Dec 22			
50947	W/9a-11a Remote	AN/408 Online Classes/ Online	Shields
In-Person Dates/Times: Oct 20, Oct 27, Nov 3, Nov 10, Nov 17, Nov 24, Dec 1, Dec 8, Dec 15 from 9a-11a			

NOCE NETWORKS



Connect with us! See inside back cover for details.

PHARMACY TECHNICIAN; QUALITY ASSURANCE MANAGEMENT MEDICAL DEVICES

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

PHARMACY TECHNICIAN, LAB FOR THE OUT-PATIENT

(FORMERLY MEDO 220)

PTEC/205

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50897	Remote	Online Classes/ Online	Dunne
Dates: Oct 18-Dec 17			
51135	Remote	Online Classes/ Online	Dunne

PHARMACY TECHNICIAN PRACTICAL CAREER TRAINING - ENTRY

(FORMERLY MEDO 316)

PTEC/300

NEW!

Prerequisite: PTEC 125 Human Relations for Healthcare Workers and PTEC 200 Pharmacy Technician, Lab for the In-Patient and PTEC 205 Pharmacy Technician, Lab for the Out-Patient. This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class meetings plus 130-hours of externship in an approved pharmacy. Class topics include professionalism, current issues in pharmacy, and work performance. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
51131	Remote	Online Classes/ Online	Dunne

PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW

PTEC/310

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

CRN	DAYS	PLACE	INSTR
Dates: Nov 8-Dec 17			
51130	Remote	Online Classes/ Online	Shields

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!

QUALITY ASSURANCE MANAGEMENT FOR MEDICAL DEVICES

Students who complete the certificate will be prepared to obtain an entry-level position in quality assurance within the medical device industry. Topics covered include regulatory agencies and laws pertaining to the medical device industry; introduction to the medical device industry and trends in the field; document control and database management; quality assurance concepts for medical device manufacturing; technical writing; the quality audit process; and employability skills.

For program information about the Quality Assurance Management for Medical Devices requirements: orientation, class attendance, grades, grading policy, and counseling, see page 28.

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



QUALITY ASSURANCE MANAGEMENT FOR MEDICAL DEVICES

Median Hourly Wage* - \$20.34

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

DOCUMENT AND DATABASE MANAGEMENT FOR MEDICAL DEVICES

QAMD/410

NEW!

An overview of regulatory requirements for document control and database management for the medical device field. Covers the fundamentals of writing documents that meet regulatory compliance. Equips students for handling document management systems efficiently.

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
51139	W/5:30p-9:20p	AN/504	Vu

TECHNICAL WRITING FOR BIO-MEDICAL INDUSTRIES

QAMD/420

NEW!

This course will provide students with an overview and understanding of technical writing for the bio medical industry. The course will cover principle writing methodologies for quality assurance, engineering, manufacturing, and production of a medical device product. Topics will address documentation as related to FDA mandated requirements, ISO standards and for writing GMP procedures.

CRN	DAYS	PLACE	INSTR
Dates: Oct 18-Dec 17			
51141	W/5:30p-9:20p	AN/504	Vu

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

DISABILITY SUPPORT SERVICES



[Click Here for Video](#)

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

DSS services (counseling, accommodations, alternate media, interpreter services, and more) are available for students with verified disabilities enrolled in general NOCE classes. Students are encouraged to make arrangements for support services at least four weeks prior to the start of class. DSS classes provide an academic foundation that enables students to transition to inclusive noncredit and credit classes, employment, and living more independently. Many of our DSS classes begin in the fall term and run through the spring term. Please note that regardless of when the class begins, students are able to add at any time, if space permits. Students are expected to follow the Student Code of Conduct and maintain good attendance in their classes. Excessive absences may result in a student being dropped from a DSS class.

DSS Certificates

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

DSS Programs

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

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



ACADEMIC TRACK

READING: SURVIVAL VOCABULARY & BASIC READING AND WRITING DSSS/116

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50688	Remote	Zoom/ Zoom	Ferrier
Online class meetings - Tuesdays & Thursdays, from 10:00a - 11:00a (08/16/21 - 12/17/21) Zoom link provided by instructor.			
50686	Remote	Zoom/ Zoom	Sorooshian-Tafti
Online class meetings - Mondays, from 12:30p - 1:30p (08/16/21 - 12/17/21) Zoom link provided by instructor.			

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



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

MONEY SKILLS: SAFE SHOPPING AND MONEY MANAGEMENT DSSS/132

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50675	Remote	Zoom/ Zoom	Prell
Online class meetings - Mondays & Wednesdays from 9:15a -10:00a (8/16/21 - 12/17/21) Zoom link provided by instructor.			

COMPUTER SKILLS TRACK

COMPUTER FUNDAMENTALS: BEGINNING SKILLS DSSS/120

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

Starts week of 8/16/2021, ends week of 12/13/2021; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51007	MW/12:30p-2:50p	AN/302	Cunningham
50685	TTh/12:30p-2:50p	CYP/TE2-200	Van Gelder

DISABILITY SUPPORT SERVICES

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

COMPUTERS: PRESENTATION SOFTWARE AND BASIC FORMATTING TTING DSSS/122

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

Starts week of 8/16/2021, ends week of 12/13/2021; nc Sep 6

CRN	DAYS	PLACE	INSTR
50689	MW/12:30p-2:50p	WIL/201	Stanojkovic
50821	Remote	Zoom/ Zoom	Prell
Online class meetings - Mondays & Wednesdays, from 2:00p - 3:00p (8/16/21 - 12/17/21) Zoom link provided by instructor			
50684	Remote	Zoom/ Zoom	Van Gelder
Online class meetings - Mondays & Wednesdays, from 12:30p - 2:30p (8/16/21 - 12/17/21) Zoom link provided by instructor.			

PHOTOSHOP ELEMENTS: DIGITAL CAMERA OPERATION AND EDITING FUNDAMENTALS DSSS/124

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50681	Remote	Zoom/ Zoom	Van Gelder
Online class meetings - Fridays from 9:00a - 11:00a (8/16/21 - 12/17/21) Zoom link provided by instructor.			
50691	Remote	Zoom/ Zoom	Stanojkovic
Online class meetings - Fridays, from 11:00a - 12:00p (8/16/21 - 12/17/21) Zoom link provided by instructor			

Having Academic Difficulties? Meet with a Learning Disability Specialist.

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

Call Disability Support Services at 714.484.7057
to schedule an appointment.

COMMUNITY TRACK

COMMUNITY RESOURCES DSSS/110

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
51004	Remote	Zoom/ Zoom	Yago
Online class meeting - Wednesdays, from 11:00a - 12:30p (8/16/21 - 12/17/21) Zoom link provided by instructor.			
50040	Remote	Zoom/ Zoom	Stanojkovic
Online class meetings - Fridays, from 2:15p - 3:15p (8/16/21 - 12/17/21) Zoom link provided by instructor			

NOCE NETWORKS



Connect with us! See inside back cover for details!

CORE SKILLS TRACK

SOCIAL SKILLS: FOUNDATIONAL INTERPERSONAL BASICS DSSS/152

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

Starts week of 8/16/2021, ends week of 12/13/2021; nc Sep 6

CRN	DAYS	PLACE	INSTR
51005	MW/9a-11:20a	AN/302	Cunningham
50683	Remote	Zoom/ Zoom	Pietrzak
Online class meetings - Mondays & Wednesdays, from 1:00p - 2:00p (8/16/21 - 12/17/21) Zoom link provided by instructor.			
50803	Remote	Zoom/ Zoom	Calsita
Online class meetings - Tuesdays & Thursdays, from 2:30p - 3:30p (8/16/21 - 12/15/21) Zoom link provided by instructor			

SELF ADVOCACY: MAKING A PLAN DSSS/150

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

Starts week of 8/16/2021, ends week of 12/13/2021; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51015	TTh/9a-11:20a	AN/312	Yago
50808	Remote	Zoom/ Zoom	Ferrier
Online class meetings - Tuesdays & Thursdays from 9:00a - 10:00a (8/16/21 - 12/17/21) Zoom link provided by instructor			
50680	Remote	Zoom/ Zoom	Van Gelder
Online class meetings - Monday & Wednesdays from 9:00a - 11:15a (8/16/21 - 12/17/21) Zoom link provided by instructor.			
50690	Remote	Zoom/ Zoom	Calsita
Online class meetings - Mondays & Wednesdays, from 10:00a - 11:00a (8/16/21 - 12/17/21) Zoom link provided by instructor			

EMPLOYMENT TRACK

JOB SKILLS: EXPLORING OCCUPATIONAL PATHS DSSS/140

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

Starts week of 8/16/2021, ends week of 12/13/2021; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50034	TTh/12:30p-2:50p	AN/312	Yago
50021	Remote	Zoom/ Zoom	Sorooshian-Tafti
Online class meetings - Mondays from 9:00a - 10:00a (8/17/21 - 12/17/21) Zoom link provided by instructor.			

COMMUNICATION ON THE JOB: FOUNDATIONAL SKILLS DSSS/142

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50824	Remote	Zoom/ Zoom	Calsita
Online class meetings - Tuesdays & Thursdays, from 12:30p - 1:30p (8/16/21 - 12/17/21) Zoom link provided by instructor			

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

INTERPERSONAL SKILLS TRACK

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

This course is designed to provide students an overview of appropriate interactions with foundational relationships concepts. Topics include appropriate interactions for building and maintaining healthy friendships and romantic relationships, using a variety of basic skills.

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50798	Remote	Zoom/ Zoom	Prell
	Online class meetings - Mondays & Wednesdays, from 1:00p - 2:00p (8/16/21 - 12/15/21) Zoom link provided by instructor		

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

This course is designed to provide students with the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal boundaries, dealing with strangers, and appropriate types of relationships.

Dates: Aug 16-Dec 16; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50687	TTh/12:30p-2:50p	CYPTE2/223	Prell

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

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50814	Remote	Zoom/ Zoom	Ferrier
	Online class meetings - Wednesdays, from 12:30p - 2:00p (08/16/21 - 12/17/21) Zoom link provided by instructor		

LIFE SKILLS TRACK

**BANKING & BILL PAYING: BEGINNING SKILLS
DSSS/130**

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

Starts week of 8/16/2021, ends week of 12/13/2021; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50019	TTh/9a-11:20a	CYP/TE2-200	Van Gelder
50042	Remote	Zoom/ Zoom	Torrez
	Online class meetings - Mondays & Wednesdays, from 9:00a - 10:00a (8/16/21 - 12/17/21) Zoom link provided by instructor		
50031	Remote	Zoom/ Zoom	Breen
	Online class meetings - Tuesdays & Thursdays, from 10:00a-11:00a (08/16/21 - 12/17/21) Zoom link provided by instructor.		

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

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50812	Remote	Zoom/ Zoom	Stanojkovic
	Online class meetings - Tuesday & Thursday, from 10:15a - 11:15a (8/16/21 - 12/17/21) Zoom link provided by instructor		
50679	Remote	Zoom/ Zoom	Prell
	Online class meetings - Friday from 10:00a - 12:00p (08/16/21 - 12/17/21) Zoom Link provided by instructor.		

**INDEPENDENT LIVING: OPTIONS & RESOURCES
DSSS/137**

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

Starts week of 8/16/2021, ends week of 12/13/2021;

nc Aug 19, Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50682	TTh/9a-11:20a	CYPTE2/223	Prell
50816	MW/9a-11:20a	WIL/201	Stanojkovic
51008	Remote	Zoom/ Zoom	Stanojkovic
	Online class meetings - Tuesdays & Thursdays, from 1p - 2p (8/16/21 - 12/17/21) Zoom link provided by instructor		

WISE PROGRAM

**WISE - HEALTH AND NUTRITION
DSSS/302**

NEW!

This class is designed to teach adults with developmental and intellectual disabilities the benefits of achieving good health through nutrition, exercise, and lifestyle choices.

Dates: Aug 16-Dec ; nc Sep 6, Nov 11, Nov 25-Nov 26

CRN	DAYS	PLACE	INSTR
51009	MTWThF/9a-2:20p	WIL/207	Reeves Breen

**WISE - INDEPENDENT LIVING SKILLS
DSSS/306**

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

Dates: Aug 16-Dec ; nc Sep 6, Nov 11, Nov 25-Nov 26

CRN	DAYS	PLACE	INSTR
51010	MTWThF/9a-2:20p	CYP18/103	Brown Pietrzak

DSS OFF-SITE CLASS LOCATION

CRN	Location
51025	My Day Counts
51012	My Day Counts



RECHARGE ♦ REGROUP ♦ RELAX

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

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

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

ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

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

714.808.4638 | ESL4ALL@noce.edu

STEPS TO REGISTER

- Apply for a Student ID, and complete an online orientation in myGateway. See page 2 for more information, call or e-mail the ESL office for help: 714.808.4638, ESL4ALL@noce.edu
- To access myGateway, visit <https://mg.nocccd.edu> and use your Student ID and password to log in.
- Once you have logged in, all English as a Second Language/Citizenship (ESL) Program students must complete the NOCE ESL Online Orientation. [Click here for Step-by-Step instructions.](#)
- After you have completed the orientation, call the ESL Program at **714.808.4638** for assistance with class registration. In-person help may be available in the ESL Learning Center.
- Once registered, your instructor or a staff member will reach out to you regarding how to access your course.
- For questions about ESL/Citizenship, call or e-mail: **714.808.4638, ESL4ALL@noce.edu** from 8 a.m.—9 p.m., Monday-Friday.

ENGLISH AS A SECOND LANGUAGE CLASSES

- ESL BEGINNING LITERACY
- ESL BEGINNING LOW
- ESL BEGINNING HIGH
- ESL INTERMEDIATE LOW
- ESL INTERMEDIATE HIGH
- ESL ADVANCED
- ESL LEARNING CENTER
- ACADEMIC SUCCESS
- CAREER PATHWAYS
- CITIZENSHIP
- JOB SKILLS
- SPECIALTY CLASSES

ESL CLASSES ARE ONLINE AND IN-PERSON FOR 2021 FALL SEMESTER

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

Call or email to schedule an
in-person or online registration appointment:
714.808.4368, ESL4ALL@noce.edu

LOCATION	<u>ANAHEIM CAMPUS</u> <u>7TH FLOOR</u> 1830 W. ROMNEYA DRIVE, ANAHEIM, CA 92801
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DATES FOR FALL 2021	<ul style="list-style-type: none"> • Monday, August 2 or 9, 2021 • Tuesday, August 3 or 10, 2021 • Wednesday, August 4 or 11, 2021 • Thursday, August 5 or 12, 2021
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HOURS	9 a.m. ♦ 11 a.m. ♦ 1 p.m. ♦ 5 p.m. ♦ 7 p.m.
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ESL Information Sessions

Weekly in-person & online Q&A

For Zoom links and directions
714.808.4638 | ESL4ALL@noce.edu

Monday, July 19, 2021

9 a.m. – 10 a.m. / Online
6 p.m. – 7 p.m. / Online

Tuesday, July 20, 2021

6 p.m. – 7 p.m. / In-person

Wednesday, July 21, 2021

9 a.m. – 10 a.m. / Online
6 p.m. – 7 p.m. / Online

Thursday, July 22, 2021

9 a.m. – 10 a.m. / In-person

Q&A Online Sessions

Fridays, 9 a.m. – 10 a.m. & 6 p.m. – 7 p.m.

- August 20, 2021
- August 27, 2021
- September 3, 2021

PROGRAMA DE INGLES COMO SEGUNDO IDIOMA INFORMACION PARA INSCRIBIRSE

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

714.808.4638 Hablamos español

PASOS PARA INSCRIBIRSE

- Obtén tu número de estudiante (p. 2), debe completar una orientación en línea en myGateway. Para preguntas: 714.808.4638 o ESL4ALL@noce.edu.
- Para acceder a myGateway, visite <https://mg.nocccd.edu> y use su identificación de estudiante y contraseña para iniciar sesión.
- Una vez que haya iniciado sesión, todos los estudiantes del programa de ingles como segundo idioma/ciudadanía (ESL) deben completar la Orientación en línea de NOCE ESL. [Haga clic aquí para obtener instrucciones paso a paso.](#)
- Una vez que haya completado la orientación, llame al programa ESL 714.808.4638 para obtener ayuda con la inscripción en la clase. La ayuda en persona puede estar disponible en el Centro de aprendizaje de ESL solo con cita previa.
- Una vez registrado, su instructor o un miembro del personal se comunicara con usted para indicarle los pasos necesarios sobre como puede usted ingresar a su curso via Internet.
- Para preguntas sobre ESL/Ciudadanía, llame al 714.808.4638 desde 8 a.m. — 9 p.m., Lunes a Viernes, o envíe un correo electrónico a ESL4ALL@noce.edu

CLASES DE INGLES COMO SEGUNDO IDIOMA

- ESL BEGINNING LITERACY
- ESL BEGINNING LOW
- ESL BEGINNING HIGH
- ESL INTERMEDIATE LOW
- ESL INTERMEDIATE HIGH
- ESL ADVANCED
- ESL LEARNING CENTER
- ACADEMIC SUCCESS
- CAREER PATHWAYS
- CITIZENSHIP
- JOB SKILLS
- SPECIALTY CLASSES

CLASES EN LINEA O EN PERSONA EN EL SEMESTRE 2021 DE OTOÑO

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

Contáctenos al 714.808.4638 o ESL4ALL@noce.edu
para agendar una cita (en línea o en persona)
para su realizar su inscripción.

LUGAR	<u>ANAHEIM CAMPUS</u> <u>7TH FLOOR</u> 1830 W. ROMNEYA DRIVE, ANAHEIM, CA 92801
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FECHAS PARA OTOÑO 2021	<ul style="list-style-type: none"> • Lunes, Agosto 2 or 9, 2021 • Martes, Agosto 3 or 10, 2021 • Miercoles, Agosto 4 or 11, 2021 • Jueves, Agosto 5 or 12, 2021
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HORAS	9 a.m. ♦ 11 a.m. ♦ 1 p.m. ♦ 5 p.m. ♦ 7 p.m.
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ESL Sesiones Informativas

En línea y en persona

Para más información y links de Zoom
(Videoconferencia):
714.808.4638 | ESL4ALL@noce.edu

Lunes, Julio 19, 2021

9 a.m. – 10 a.m. / en línea
6 p.m. – 7 p.m. / en línea

Martes, Julio 20, 2021

6 p.m. – 7 p.m. / en persona

Miercoles, Julio 21, 2021

9 a.m. – 10 a.m. / en línea
6 p.m. – 7 p.m. / en línea

Jueves, Julio 22, 2021

9 a.m. – 10 a.m. / en persona

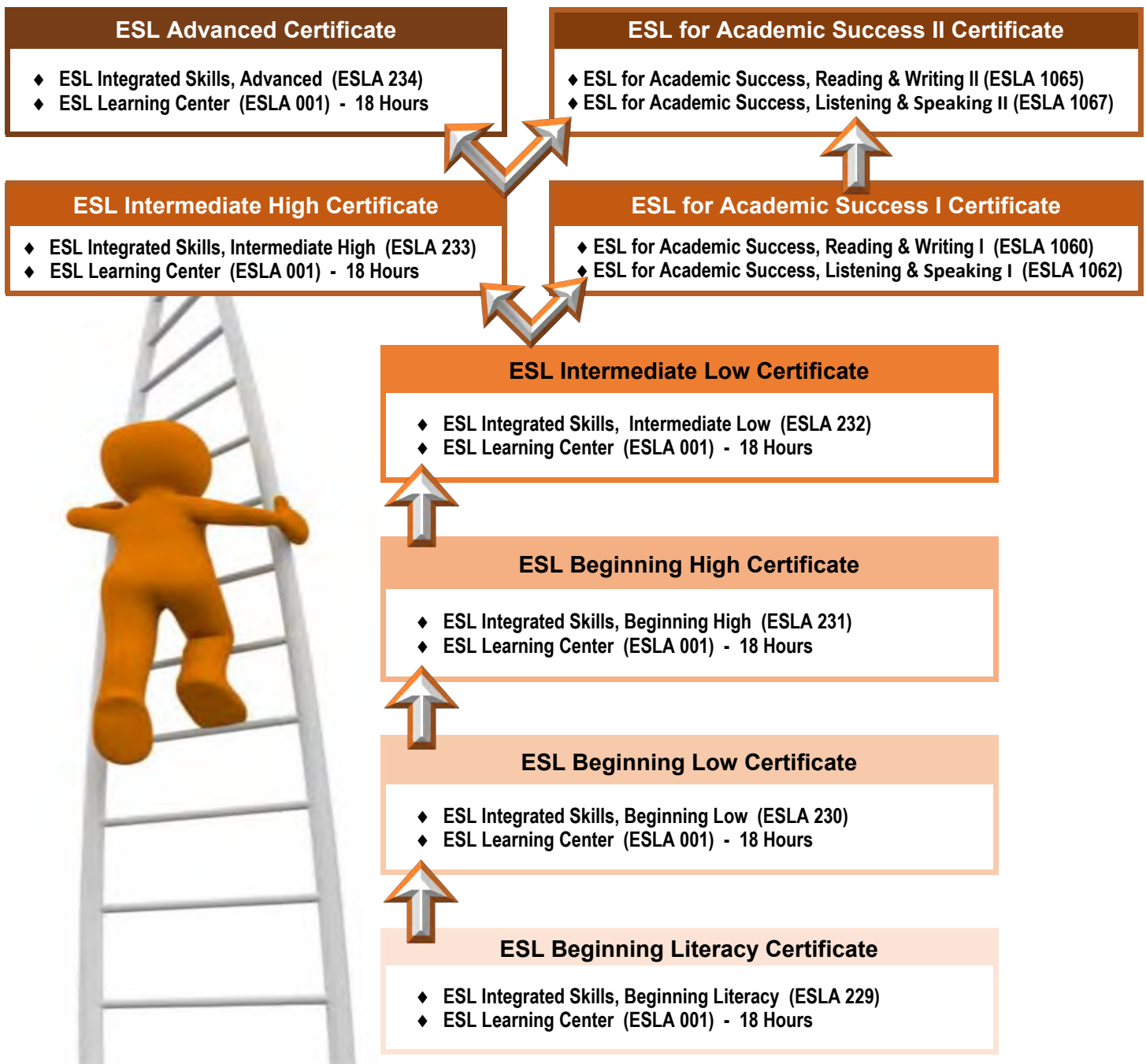
Sesiones de Preguntas y Respuestas (en línea)

Viernes, 9 a.m. – 10 a.m. & 6 p.m. – 7 p.m.

- Agosto 20, 2021
- Agosto 27, 2021
- Septiembre 3, 2021

ESL PROGRAM CERTIFICATES

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



ADDITIONAL STATE-APPROVED CERTIFICATES

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

ESL Grammar Review

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

ESL Multiskills Off-site/Community Classes

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

ESL Reading and Writing Skills, Beginning

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

ESL Reading and Writing Skills, Intermediate to Advanced

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

ESL Specialty Courses

- ◆ ESL Learning Center (ESLA 001) - 12 Hours
- ◆ Choose one ESL Specialty Class
(*ESLA 802; ESLA 809; ESLA 810; ESLA 813; or ESLA 814*)

ESL Speaking Skills, Beginning

- ◆ ESL Speaking Skills, Beginning (ESLA 182)
- ◆ Choose one Elective Course: (ESLA 222 -or- ESLA 225)

ESL Vocabulary Review

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

ESL for Workforce Preparation, Basic

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

ESL for Workforce Preparation, Advanced

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

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

IN-PERSON CLASSES

For NOCE Return to Campus Guidelines, go to <https://noce.edu/coronavirus/>.

IN-PERSON ESL LEARNING CENTER

Need extra practice with English? Want help participating in your online class? At the in-person ESL Learning Center, students can:

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

ESL Learning Center schedule: NOCE.EDU/ESL/LC

Questions: 714.808.4638 or ESL4ALL@noce.edu

ESL LEARNING CENTER ESLA/001

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

Dates: Aug 16-Dec 17; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51023	MTWTh/1p-2:50p T/12p-4:50p Th/2p-4:50p	WIL/214 AN/121 AN/121	Lynch McFarland McFarland
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

Counseling and Student Services

- Career planning
- Student education plans
- Transition to college
- Referrals to community resources

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

IN-PERSON CORE CLASSES

ESL INTEGRATED SKILLS, BEGINNING LITERACY ESLA/229

NEW!

This course is designed for adult language learners who possess limited to no proficiency in English. Students also may not possess literacy skills in their first language. The class will focus on basic vocabulary in English along with basic writing conventions and pronunciation. Students will start to build competency in all four language skills: reading, writing, listening and speaking. Course topics relate to everyday needs and include information related to community resources, the workplace and lifelong learning opportunities. English language and civics topics are chosen each semester based on student needs.

Dates: Aug 16-Dec 17 ; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51068	MTWTh/6p-9:20p	AN/124	Lim
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

ESL INTEGRATED SKILLS, BEGINNING LOW ESLA/230

NEW!

This course focuses on developing basic-level listening, speaking, reading and writing skills. Students will acquire basic language forms and functions to help them access community resources, prepare for the workplace and introduce them to lifelong learning opportunities.

Dates: Aug 16-Dec 17; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51026	MTWTh/8a-11:20a	AN/104	Glicker
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			
51027	MTWTh/6p-9:20p	AN/104	Robinson
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			
51028	MTWTh/8:30a-11:50a	WIL/214	Lynch
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

ESL INTEGRATED SKILLS, BEGINNING HIGH ESLA/231

NEW!

This course focuses on developing beginning-level listening, speaking, reading and writing skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities.

Dates: Aug 16-Dec 17; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51029	MTWTh/8:30a-11:50a	WIL/218	Lorge
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

ESL INTEGRATED SKILLS, INTERMEDIATE LOW ESLA/232

NEW!

This course focuses on developing intermediate-level listening, speaking, reading and writing language skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities.

Dates: Aug 16-Dec 17; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51030	MTWTh/6p-9:20p	AN/121	Larsen
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			
51099	MTWTh/8:30a-11:50a	WIL/203	Sanchez
Register in advance: 714-808.4638 or ESL4ALL@noce.edu			

ESL INTEGRATED SKILLS, INTERMEDIATE HIGH ESLA/233

NEW!

This is a four-skill language course using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. 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: Aug 16-Dec 17 ; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51069	MTWTh/6p-9:20p	AN/106	Serrano
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

ESL INTEGRATED SKILLS, ADVANCED ESLA/234

NEW!

This is a four-skill language course using topics and information sources related to students' lives, experiences and goals. Students will expand English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. 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 feel competent and capable in their communities. Civics topics will be chosen each term based on the needs of the students.

Dates: Aug 16-Dec 22; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51031	MTWTh/6p-8:50p	AN/410	Warner
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

IN-PERSON ACADEMIC SUCCESS

Questions? 714.808.4638 or ESL4ALL@noce.edu



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

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

Dates: Aug 16-Dec 17 ; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51021	MTWTh/8a-10:20a	AN/114	Mang
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

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

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

Dates: Aug 16-Dec 17 ; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51020	MTWTh/10:30a-12:50p	AN/114	Mang
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

IN-PERSON ESL

SPECIALTY CLASSES/MULTILEVEL

Questions? 714.808.4638 or ESL4ALL@noce.edu

**ESL AND THE ARTS
ESLA/804**

This course builds students' reading comprehension, writing, and speaking skills in the context of thematic and aesthetic exploration of arts. Students will identify common artistic themes while comparing and contrasting a variety of aesthetic forms, styles, and periods. This interactive course includes visiting museums, watching performances, and listening to guest speakers.

Dates: Aug 16-Dec 17 ; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51022	MTh/1:30p-3:50p	AN/114	Mang
Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

IN-PERSON OFF-SITE/COMMUNITY CLASSES

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

**ESL MULTILEVEL
ESLA/110**

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

Dates: Aug 16-Nov 5; Sep 6

CRN	DAYS	PLACE	INSTR
51032	MTWTh/8:30a-11:20a	Higher Ground Youth Family Svc	Zabayle
No walk-ins. Register in advance: 714.808.4638 or ESL4ALL@noce.edu			
51096	MTWTh/6p-8:50p	Sycamore Junior High School	Alvarez
No walk-ins. Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

Looking for a job?

ESL Program students can get online help at NOCE's Career Skills and Resource Lab:

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

Register for a workshop: noce.edu/workshops

Or schedule a one-on-one appointment:
careerhelp@noce.edu | Mon-Thurs 10 a.m. – 6 p.m.



**FAMILY LITERACY
ESLA/120**

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

Dates: Nov 8-Dec 17 ; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51033	MTWTh/8:30a-11:20a	Higher Ground Youth Family Ser	Zabayle
No walk-ins. Register in advance: 714.808.4638 or ESL4ALL@noce.edu			
51097	MTWTh/6p-8:50p	Sycamore Junior High School	Alvarez
No walk-ins. Register in advance: 714.808.4638 or ESL4ALL@noce.edu			

ONLINE CLASSES

ONLINE ESL LEARNING CENTER

Need extra practice with English? Want help participating in your online class? At the online ESL Learning Center, students can:

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

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

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

ESL LEARNING CENTER ESLA/001

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE
50653	Remote	Zoom/Zoom
Class hours per week varies by instructor. Zoom link from teacher or ESL website. Live support available as follows:		
<ul style="list-style-type: none"> • Niyondagara: MW/11:30a-2:30p; TTh/11:30a-2p • Hong: MW/2-4p; F/8a-12p • FitzMaurice: WThF/12p-4p • Alvarez: F/5p-9p 		

ONLINE CORE CLASSES

ESL INTEGRATED SKILLS, BEGINNING LITERACY ESLA/229

NEW!

This course is designed for adult language learners who possess limited to no proficiency in English. Students also may not possess literacy skills in their first language. The class will focus on basic vocabulary in English along with basic writing conventions and pronunciation. Students will start to build competency in all four language skills: reading, writing, listening and speaking. Course topics relate to everyday needs and include information related to community resources, the workplace and lifelong learning opportunities. English language and civics topics are chosen each semester based on student needs.

Dates: Aug 16-Dec ; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51072	Remote	Zoom/ Zoom	Pico
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (8/16-12/17/21). Zoom link from teacher.			
51071	Remote	Zoom/ Zoom	Choi
Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-11:00a (8/16-12/17/21). Zoom link from teacher.			
51075	Remote	Zoom/ Zoom	Pico
Class is 12 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (8/16-12/17/21). Zoom link from teacher.			
51074	Remote	Zoom/ Zoom	Lee
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-9:00p (8/16-12/17/21). Zoom link from teacher.			

ESL INTEGRATED SKILLS, BEGINNING LOW ESLA/230

NEW!

This course focuses on developing basic-level listening, speaking, reading and writing skills. Students will acquire basic language forms and functions to help them access community resources, prepare for the workplace and introduce them to lifelong learning opportunities.

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Dec ; nc Sep 6, Nov 11, Nov 25			
51037	Remote	Zoom/ Zoom	Howie
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (8/16-12/17/21). Zoom link from teacher.			
51036	Remote	Zoom/ Zoom	Gil Villafuerte
Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-11:15a (8/16-12/17/21). Zoom link from teacher.			
51159	Remote	ZOOM/Zoom	Howie
Class is 12 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (8/16-12/17/21). Zoom link from teacher.			
51039	Remote	Zoom/ Zoom	Jedrussczak
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:45p (8/16-12/17/21). Zoom link from teacher.			
51038	Remote	Zoom/ Zoom	Billiter
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:45p (8/16-12/17/21). Zoom link from teacher.			

Need help with technology?

ESL instructors can help you learn how to use technology and take online classes. See ESL Learning Center on page 45. Laptop loans may also be available.

For more information:
714.808.4638 | ESL4ALL@noce.edu

ESL INTEGRATED SKILLS, BEGINNING HIGH ESLA/231

NEW!

This course focuses on developing beginning-level listening, speaking, reading and writing skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities.

Dates: Aug 16-Dec ; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51040	Remote	Zoom/ Zoom	Kim
Class is 12 hrs/wk. Live online class meetings MTWTh 9:00-10:30a (8/16-12/17/21). Zoom link from teacher.			
51043	Remote	Zoom/ Zoom	Smith
Class is 12 hrs/wk. Live online class meetings MTWTh 9:00-10:45a (8/16-12/17/21). Zoom link from teacher.			
51041	Remote	Zoom/ Zoom	Hasan
Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-11:00a (8/16-12/17/21). Zoom link from teacher.			
51042	Remote	Zoom/ Zoom	Moore
Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-11:00a (8/16-12/17/21). Zoom link from teacher.			
51160	Remote	ZOOM/Zoom	Smith
Class is 12 hrs/wk. Live online class meetings MTWTh 6:30-8:00p (8/16-12/17/21). Zoom link from teacher.			
51044	Remote	Zoom/ Zoom	Lewis
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (8/16-12/17/21). Zoom link from teacher.			
51045	Remote	Zoom/ Zoom	Kunimoto
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (8/16-12/17/21). Zoom link from teacher.			
51046	Remote	Zoom/ Zoom	Pabla
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (8/16-12/17/21). Zoom link from teacher.			
51047	Remote	Zoom/ Zoom	Stasiuk
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (8/16-12/17/21). Zoom link from teacher.			

**ESL INTEGRATED SKILLS,
INTERMEDIATE LOW
ESLA/232**

NEW!

This course focuses on developing intermediate-level listening, speaking, reading and writing language skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities.

Dates: Aug 16-Dec

CRN	DAYS	PLACE	INSTR
51048	Remote	Zoom/ Zoom	Diaz
Class is 14 hrs/wk. Live online class meetings M 8:00-10:00a (8/16-12/17/21). Zoom link from teacher.			
51051	Remote	Zoom/ Zoom	Dinh
Class is 14 hrs/wk. Live online class meetings MTWTh 8:00-9:30a (8/16-12/17/21). Zoom link from teacher.			
51049	Remote	Zoom/ Zoom	Niyondagara
Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-10:00a (8/16-12/17/21). Zoom link from teacher.			
51050	Remote	Zoom/ Zoom	Azarcon
Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-10:45a (8/16-12/17/21). Zoom link from teacher.			
51052	Remote	Zoom/ Zoom	Jimenez
Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-10:45a (8/16-12/17/21). Zoom link from teacher.			
51055	Remote	Zoom/ Zoom	Murillo
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:15p (8/16-12/17/21). Zoom link from teacher.			
51056	Remote	Zoom/ Zoom	Peterson
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:15p (8/16-12/17/21). Zoom link from teacher.			
51054	Remote	Zoom/ Zoom	Khssassi
Class is 12 hrs/wk. Live online class meetings MTWTh 7:00-8:30p (8/16-12/17/21). Zoom link from teacher.			

**ESL INTEGRATED SKILLS,
INTERMEDIATE HIGH
ESLA/233**

NEW!

This is a four-skill language course using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. 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: Aug 16-Dec ; nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51158	Remote	Online Classes/ Online	Kopydlowska
Class is 12 hrs/wk fully online in CANVAS (8/16-12/17/21).			
51157	Remote	ONLINE/Online	Sahakian
Class is 12 hrs/wk fully online in CANVAS (8/16-12/17/21).			
51062	Remote	Zoom/ Zoom	Kopydlowska
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:00a (8/16-12/17/21). Zoom link from teacher.			
51060	Remote	Zoom/ Zoom	Carson
Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:15a (8/16-12/17/21). Zoom link from teacher.			
51061	Remote	Zoom/ Zoom	Kahlon
Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:15a (8/16-12/17/21). Zoom link from teacher.			
51059	Remote	Zoom/ Zoom	Arellano
Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:15a (8/16-12/17/21). Zoom link from teacher.			
51063	Remote	Zoom/ Zoom	Sahakian
Class is 12 hrs/wk. Live online class meetings MTWTh 9:00-10:30a (8/16-12/17/21). Zoom link from teacher.			
51064	Remote	Zoom/ Zoom	Croteau
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:15p (8/16-12/17/21). Zoom link from teacher.			
51065	Remote	Zoom/ Zoom	Gray
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:15p (8/16-12/17/21). Zoom link from teacher.			



Click here to see video about ESL Program

**ESL INTEGRATED SKILLS, ADVANCED
ESLA/234**

NEW!

This is a four-skill language course using topics and information sources related to students' lives, experiences and goals. Students will expand English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. 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 feel competent and capable in their communities. Civics topics will be chosen each term based on the needs of the students.

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Dec 17			
51156	Remote	ONLINE/Online	Filloy
Class is 12 hrs/wk fully online in CANVAS (8/16-12/17/21).			
51076	Remote	Zoom/ Zoom	Filloy
Class is 12 hrs/wk. Live online class meetings MTWTh 9:00-10:15a (8/16-12/17/21). Zoom link from teacher.			
51077	Remote	Zoom/ Zoom	Pham
Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-10:30a (8/16-12/17/21). Zoom teacher from teacher.			
51078	Remote	Zoom/ Zoom	Wasby
Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-10:30a (8/16-12/17/21). Zoom link from teacher.			
51079	Remote	Zoom/ Zoom	Hug
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:00p (8/16-12/17/21). Zoom link from teacher.			
51080	Remote	Zoom/ Zoom	Santostefano
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:00p (8/16-12/17/21). Zoom link from teacher.			
51081	Remote	Zoom/ Zoom	Usary
Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:00p (8/16-12/17/21). Zoom link from teacher.			

Looking for a job?

ESL Program students can get online help at NOCE's Career Skills and Resource Lab:

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

Register for a workshop: noce.edu/workshops

Or schedule a one-on-one appointment:
careerhelp@noce.edu | Mon-Thurs 10 a.m. – 6 p.m.

ONLINE ACADEMIC SUCCESS

Online Academic Success classes are being offered in 9-week sections starting in Fall 2021. Students registering through the first week of Fall Semester should enroll in both courses for the semester, as recommended below:

50533 (AS I Reading & Writing, 8/16-10/15/21) - Kepler
 50535 (AS I Listening & Speaking, 10/18-12/17/21) - Kepler

51018 (AS I Listening & Speaking, 8/16-10/15/21) - Pederson
 51017 (AS I Reading & Writing, 10/18-12/17/21) - Pederson

50537 (AS II Listening & Speaking, 8/16-10/15/21) - Stehly
 50004 (AS II Reading & Writing, 10/18-12/17/21) - Stehly

Students registering after the first week of Fall Semester can enroll in the second section (October 18 - December 17, 2021) and complete the other course in the following term.

Questions? 714.808.4638 or ESL4ALL@noce.edu

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

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50533	Remote	ZOOM/Zoom	Kepler
Class is 14 hrs/wk. Live online class meetings MTWTh 8:00-9:45a (8/16-10/17/21). Zoom link from teacher..			
Dates: Oct 18-Dec 17			
51017	Remote	Zoom/ Zoom	Pederson
Class is 14 hrs/wk. Live online class meetings MTWTh 10:00-11:45a (10/18-12/17). Zoom link from teacher.			

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

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
51018	Remote	Zoom/ Zoom	Pederson
Class is 14 hrs/wk. Live online class meetings MTWTh 10:00-11:45a (8/16-10/15/21). Zoom link from teacher.			
Dates: Oct 18-Dec 17			
50535	Remote	ZOOM/Zoom	Kepler
Class is 14 hrs/wk. Live online class meetings MTWTh 8:00-9:45a (10/18-12/17/21). Zoom link from teacher.			

NOCE NETWORKS



Connect with us! See inside back cover for details!

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

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

Dates: Aug 16-Oct 15

CRN	DAYS	PLACE	INSTR
50537	Remote	ZOOM/Zoom	Stehly
Class is 14 hrs/wk. Live online class meetings MTWTh 8:30 - 10:15a (8/16-10/15/21). Zoom link from teacher.			

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

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

Dates: Oct 18-Dec 17

CRN	DAYS	PLACE	INSTR
50004	Remote	ZOOM/Zoom	Stehly
Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-10:15a (10/18-12/17/21). Zoom link from teacher.			

Counseling and Student Services

- Career planning
- Student education plans
- Transition to college
- Referrals to community resources

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

ONLINE CITIZENSHIP CLASSES

Questions? 714.808.4638 or ESL4ALL@noce.edu

CITIZENSHIP PREPARATION ESLA/803

The course is designed to prepare prospective candidates for the US citizenship process. Students will learn how to complete all required immigration forms and practice the USCIS Citizenship Test by becoming familiar with US history. Students will acquire an understanding of the rights and responsibilities of being a US citizen.

Dates: Aug 16-Dec 17; nc Aug 19, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50637	Remote	ZOOM/Zoom	Hong
Class is 4.5 hrs/wk. Live online class meetings MW 8:30-10:00a (8/16-12/17/21). Zoom link from teacher.			
51024	Th/11a-12:50p T/Remote	AN/121 ZOOM/Zoom	Lopez
Hybrid class is 5 hrs/wk. Live online class meeting Tuesdays 11:00a-12:50p. (Zoom link from teacher). In-person class meeting on Thursdays 11:00a-12:50p (Anaheim Campus/121).			
50638	Remote	ZOOM/Zoom	Khssassi
Class is 4.5 hrs/wk. Live online class meetings TTh 5:30-7:00p (8/16-12/17/21). Zoom link from teacher.			
50639	Remote	ZOOM/Zoom	Kim
Class is 4.5 hrs/wk. Live online class meeting on F 8:30-11:30a (8/16-12/17/21). Zoom link from teacher.			

ONLINE SPECIALTY CLASSES FOR BEGINNING STUDENTS

Questions? 714.808.4638 or ESL4ALL@noce.edu

COMPUTER SKILLS FOR ESL - BEGINNING ESLA/801

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50631	Remote	ZOOM/Zoom	Carson
Class is 2 hrs/wk. Live online class meeting F 8:30a-10:00a (8/16-12/17/21). Zoom link from teacher.			
50632	Remote	ZOOM/Zoom	Peterson
Class is 2 hrs/wk Live online class meeting F 10:00a-11:30a (8/16-12/17/21). Zoom link from teacher.			

ESL GRAMMAR REVIEW, BEGINNING ESLA/222

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50647	Remote	ZOOM/Zoom	Sattler
Class is 2 hrs/wk. Live online class meetings F 8:30-10:00a (8/16-12/17/21). Zoom link from teacher.			
50645	Remote	ZOOM/Zoom	Hug
Class is 2 hrs/wk. Live online class meetings MW 5:45-6:30p (8/16-12/17/21). Zoom link from teacher.			

ESL READING SKILLS, BEGINNING ESLA/180

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50641	Remote	ZOOM/Zoom	Kahlon
Class is 2 hrs/wk. Live online class meetings TTh 11:30a-12:15p (8/16-12/17/21). Zoom link from teacher.			

ESL SPEAKING SKILLS, BEGINNING ESLA/182 *NEW!*

This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations.

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
51082	Remote	Zoom/ Zoom	Azarcon
Class is 2 hrs/wk. Live online class meetings MW 11:30a-12:15p (8/16-12/17/21). Zoom link from teacher.			
51083	Remote	Zoom/ Zoom	Olivos
Class is 2 hrs/wk. Live online class meetings TTh 11:30a-12:15p (8/16-12/17/21). Zoom link from teacher.			
51101	Remote	Zoom/ Zoom	Rezai
Class is 2 hrs/wk. Live online class meetings TTh 5:45-6:30p (8/16-12/17/21). Zoom link from teacher.			

ESL WRITING SKILLS, BEGINNING ESLA/185

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50643	Remote	ZOOM/Zoom	Pham
Class is 2 hrs/wk. Live online class meetings TTh 11:30a-12:15p (8/16-12/17/21). Zoom link from teacher.			



ESL VOCABULARY REVIEW, BEGINNING ESLA/225

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50630	Remote	ZOOM/Zoom	Smith
Class is 2 hrs/wk. Live online class meetings MW 11:30a-12:15p (8/16-12/17/21). Zoom link from teacher.			

Need help with technology?

ESL instructors can help you learn how to use technology and take online classes. See ESL Learning Center on page 53 (in-person) and 55 (online). Laptop loans may also be available.

For more information:
714.808.4638 | ESL4ALL@noce.edu

ESL WORKFORCE READINESS SKILLS, BASIC ESLA/1052

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
51019	Remote	Zoom/ Zoom	Alvarez-Morales
Class is 4 hrs/wk. Live online class meetings TTh 11:30a-1:00p (8/16-12/17/21). Zoom link from teacher.			

ONLINE SPECIALTY CLASSES FOR INTERMEDIATE/ADVANCED STUDENTS

Questions? 714.808.4638 or ESL4ALL@noce.edu

COMPUTER SKILLS FOR ESL - ADVANCED ESLA/815

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Oct 15			
50649	Remote	ZOOM/Zoom	Alvarez-Morales
Class is 4 hrs/wk. Live online class meetings F 8:30-11:00a (8/16-10/15/21). Zoom link from teacher.			
Dates: Oct 18-Dec 17			
50650	Remote	ZOOM/Zoom	Alvarez-Morales
Class is 4 hrs/wk. Live online class meetings F 8:30-11:00a (10/18-12/17/21). Zoom link from teacher.			

ESL GRAMMAR REVIEW, INTERMEDIATE - ADVANCED ESLA/223

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Dec 17			
50648	Remote	ZOOM/Zoom	Kopydowska
Class is 2 hrs/wk. Live online class meetings MW 11:30a-12:15p (8/16-12/17/21). Zoom link from teacher.			
50646	Remote	ZOOM/Zoom	Hasan
Class is 2 hrs/wk. Live online class meetings TTh 11:30a-12:15p (8/16-12/17/21). Zoom link from teacher.			
51016	Remote	ZOOM/Zoom	Pederson
Class is 2 hrs/wk. Live online class meetings TTh 5:45-6:30p (8/16-12/17/21). Zoom link from teacher.			

ESL READING SKILLS, INTERMEDIATE TO ADVANCED ESLA/181

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Dec 17			
50794	Remote	ZOOM/Zoom	Witt
Class is 2 hrs/wk. Live online class meetings MW 5:45-6:30p (8/16-12/17/21). Zoom link from teacher.			

ESL SKILL BUILDING, INTERMEDIATE TO ADVANCED ESLA/211

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Dec 17			
50877	Remote	ZOOM/Zoom	Diaz
Class is 10 hrs/wk. Live online class meetings M 7:00-8:00a (8/16-12/17/21). Zoom link from teacher.			

ESL SPEAKING SKILLS, INTERMEDIATE TO ADVANCED ESLA/183

NEW!

This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations.

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Dec 17			
51084	Remote	Zoom/ Zoom	Stehly
Class is 2 hrs/wk. Live online class meetings MW 11:30a-12:15p (8/16-12/17/21). Zoom teacher from teacher			
51085	Remote	Zoom/ Zoom	Sahakian
Class is 2 hrs/wk. Live online class meetings TTh 11:30a-12:15p (8/16-12/17/21). Zoom link from teacher.			
51100	Remote	Zoom/ Zoom	FitzMaurice
Class is 2 hrs/wk. Live online class meetings MW 5:45-6:30p (8/16-12/17/21). Link from instructor.			
51086	Remote	Zoom/ Zoom	Usary
Class is 2 hrs/wk. Live online class meetings TTh 5:45-6:30p (8/16-12/17/21). Zoom link from teacher.			
51087	Remote	Zoom/ Zoom	FitzMaurice
Class is 2 hrs/wk. Live online class meetings F 6:00-7:30p (8/16-12/17/21). Zoom link from teacher.			

ESL WRITING SKILLS, INTERMEDIATE TO ADVANCED ESLA/186

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Dec 17			
50644	Remote	ZOOM/Zoom	Espinoza
Class is 2 hrs/wk. Live online class meetings TTh 5:45-6:30p (8/16-12/17/21). Zoom link from teacher.			

ESL VOCABULARY REVIEW, INTERMEDIATE - ADVANCED ESLA/226

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

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Dec 22			
50654	Remote	ZOOM/Zoom	Myers
Class is 2 hrs/wk. Live online class meetings TTh 11:00-11:45a (8/16-12/17/21). Zoom link from teacher.			

Cada día cuenta en NOCE



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

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

¡NOS VEMOS EN CLASE!

ONLINE ESL SPECIALTY CLASSES/ MULTILEVEL

Questions? 714.808.4638 or ESL4ALL@noce.edu

AMERICAN IDIOMS

ESLA/809

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

Dates: Aug 16-Dec 17

CRN	DAYS	PLACE	INSTR
50640	Remote	ZOOM/Zoom	Rezai
Class is 2 hrs/wk. Live online class meetings MW 11:30a-12:15p (8/16-12/17/21). Zoom link from teacher.			
51098	Remote	Zoom/ Zoom	Gray
Class is 2 hrs/wk. Live online class meetings TTh 5:30-6:15p (8/16-12/17/21). Zoom link from teacher.			

ONLINE OFF-SITE/COMMUNITY CLASSES

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

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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 16-Nov 5; Sep 6			
50716	Remote	Access California Services/ Zoom	Olivos Munoz
Class is 12 hrs/wk. for Beginning students. Live online class meetings MTWTh 8:30-10:30a (8/16-11/5/21). Zoom link from teacher.			
50712	Remote	Access California Services/ Zoom	Rezai
Class is 12 hrs/wk. for Int/Adv students. Live online class meetings MTWTh 8:30-10:30a (8/16-11/5/21). Zoom link from teacher.			
50704	Remote	Albert Schweitzer Elementary/ Zoom	Takeda
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (8/16-11/5/21). Zoom link from teacher.			
50659	Remote	Brea Comm Ctr/ Zoom	Allen
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (8/16-11/5/21). Zoom link from teacher.			
50698	Remote	Pacific Drive Elementary/ Zoom	Koh
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (8/16-11/5/21). Zoom link from teacher.			
51034	Remote	Ponderosa Park Family Resource/ Zoom	Sersea
Class is 12 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (8/16-11/5/21). Zoom link from teacher.			
50724	Remote	Rio Vista Elementary School/ Zoom	Myers
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (8/16-11/5/21). Zoom from teacher.			
50706	Remote	St Boniface Church/ Zoom	Espinoza
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (8/16-11/5/21). Zoom link from teacher.			
50722	Remote	Topaz Elementary/ Zoom	Jackson
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (8/16-11/5/21). Zoom link from teacher.			
50700	Remote	Washington Middle School/ Zoom	Witt
Class is 12 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (8/16-11/5/21). Zoom link from teacher.			
50694	Remote	Whitaker Elementary/ Zoom	Lee
Class is 12 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (8/16-11/5/21). Zoom link from teacher.			

FAMILY LITERACY

ESLA/120

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

Dates: Nov 8-Dec ; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50717	Remote	Access California Services/ Zoom	Olivos Munoz
Class is 12 hrs/wk. for Beginning students. Live online class meetings MTWTh 8:30-10:30a (11/8-12/17/21). Zoom link from teacher.			
50713	Remote	Access California Services/ Zoom	Rezai
Class is 12 hrs/wk. for Int/Adv students. Live online class meetings MTWTh 8:30-10:30a (11/8-12/17/21). Zoom link from teacher.			
50705	Remote	Albert Schweitzer Elementary/ Zoom	Takeda
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (11/8-12/17/21). Zoom link from teacher.			
50660	Remote	Brea Comm Ctr/ Zoom	Allen
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (11/8-12/17/21). Zoom link from teacher.			
50699	Remote	Pacific Drive Elementary/ Zoom	Koh
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (11/8-12/17/21). Zoom link from teacher.			
51035	Remote	Ponderosa Park Family Resource/ Zoom	Sersea
Class is 12 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (11/8-12/17/21). Zoom link from teacher.			
50725	Remote	Rio Vista Elementary School/ Zoom	Myers
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (11/8-12/17/21). Zoom link from teacher.			
50707	Remote	St Boniface Church/ Zoom	Espinoza
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (11/8-12/17/21). Zoom link from teacher.			
50723	Remote	Topaz Elementary/ Zoom	Jackson
Class is 12 hrs/wk. Live online class meetings MTWTh 8:30-10:30a (11/8-12/17/21). Zoom link from teacher.			
50701	Remote	Washington Middle School/ Zoom	Witt
Class is 12 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (11/8-12/17/21). Zoom link from teacher.			
50695	Remote	Whitaker Elementary/ Zoom	Lee
Class is 12 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (11/8-12/17/21). Zoom link from teacher.			

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!

NOCE NETWORKS



Connect with us! See inside back cover for details!

CAREER PATHWAY - PCA



Personal Care Aide

Program for English Language Learners
(2021 Fall only; 16 hours/week)

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

Develop the communication and job training skills needed to get a job as a Personal Care Aide (PCA). In this 18-week Integrated Basic Skills & Education Training (I-BEST) program, students will learn how to:

- Perform the tasks of a Personal Care Aide in a consumer's home or in a residential care setting
- Find and keep a PCA job
- Prepare for a job interview for PCA
- Communicate with clients, families, and employers

Build your English and job skills at the same time! One group of students (30 maximum) will complete these courses together, with the same instructors, in one term. **Students must commit to the full 18 weeks for 16 hours each week. Only one absence per PCA class allowed.**

Earn Two State-Approved Certificates:

Personal Care Aide (CTE)

- Personal Care Aide I
- Personal Care Aide II
- Personal Care Aide III

ESL for Workforce Preparation, Advanced (ESL)

- ESL Workforce Readiness, Advanced
- ESL Workplace Advancement Skills, Advanced

PERSONAL CARE AIDE

Median Hourly Wage*: \$13.41

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

PCA Registration/Information

To register for all classes in the program or for more information:

714.808.4638 | ESL4ALL@noce.edu

Join us for a live information session in Zoom!
(Call or e-mail for link)

Tuesday, July 27, 2021 / 9 a.m. – 10 a.m.

Thursday, July 29, 2021 / 6 pm. – 7 p.m.

Instructors will be available to answer questions. Staff will be available to schedule registration appointments.

Live Online Class Meetings

All students will meet with both instructors for live online class meetings in Zoom (Links provided by teacher):

Tuesday, August 16 – December 17, 2021

1 p.m. – 3 p.m.

~~~ and ~~~

Thursdays, August 16 – September 24, 2021

12 p.m. – 4 p.m.



In-Person Class Meetings

In-Person Class Meetings from 12 p.m. – 4 p.m. at Anaheim Campus, Room 611:

WEEK 8

- Thursday, October 7, 2021

WEEK 10

- Thursday, October 21, 2021

WEEK 14

- Thursday, November 18, 2021

WEEK 16

- Thursday, December 2, 2021

CAREER PATHWAY - BIW



Business Information Worker I Program for English Language Learners (2021 Fall only; 19 hours/week)

This program welcomes ESL students only at INTERMEDIATE LOW LEVEL or above. 19 hours includes 12 hours of live online class meetings in Zoom and seven (7) hours every week of independent online course work in Canvas.

Develop the communication and job training skills needed to get a job as a clerk typist, office assistant, or receptionist. In this 18-week Integrated Basic Skills & Education Training (I-BEST) program, students will learn how to:

- Perform entry-level office and administrative support tasks
- Use Microsoft Office and the Internet
- Find and keep an entry-level office job, including preparing for a job interview
- Think critically and solve problems in the workplace
- Communicate with customers, coworkers, and employers

Build your English and job skills at the same time! One group of students (30 maximum) will complete these courses together, with the same instructors, in one semester. **Students must commit to the full 18 weeks for 19 hours each week. Only one absence per BIW class allowed.**



BUSINESS INFORMATION WORKER

Median Hourly Wage*: \$15.74

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

BIW Registration/Information

To register for all classes in the program or for more information:

714.808.4638 | ESL4ALL@noce.edu

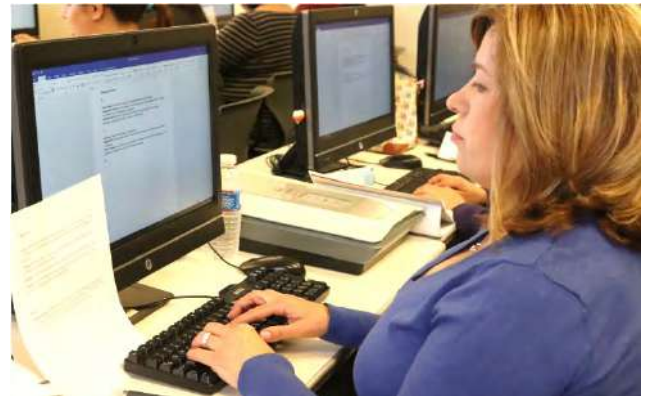
Join us for a live information session in Zoom!
(Call or e-mail for link)

Tuesday, July 20, 2021 / 10 a.m. – 11 a.m.

- or -

Wednesday, July 21, 2021 / 7 p.m. – 8 p.m.

Instructors will be available to answer questions. Staff will be available to schedule registration appointments.



Live Online Class Meetings

All students will meet with both instructors for live online class meetings in Zoom (Links provided by teacher):

M T W Th / 9 a.m. – 12 p.m.

All other independent course work will be in Canvas.

Earn Two State-Approved Certificates:

Business Information Worker I (CTE)

- Computer Keyboarding – Beginning
- Office Essentials
- Computer Concepts and Applications I
- Microsoft Outlook Fundamentals
- Computer Concepts and Applications II
- Written Communications for Business
- Business Math for Office Technology

ESL for Workforce Preparation, Advanced (ESL)

- ESL Workforce Readiness, Advanced
- ESL Workplace Advancement Skills, Advanced

MATURE DRIVER CLASSES

To reserve a seat and register, please contact the Senior Center for registration information.

For additional information and questions regarding the Mature Driver classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909, e-mail: emeritus@noce.edu or visit our website at: noce.edu/emeritus.



MATURE DRIVER IMPROVEMENT SAFE/205

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

ANAHEIM SENIOR CENTER

250 East Center St., Anaheim – 714.765.4510
September 4, October 2, November 6 and December 4, 2021

BREA SENIOR CENTER

500 South Sievers Ave., Brea – 714.990.7750
August 18 & 19; and November 17 & 18, 2021

BUENA PARK SENIOR CENTER

8150 Knott Ave., Buena Park – 714.236.3870
August 23 & 24; September 20 & 21; October 25 & 26; November 22 & 23; and December 13 & 14

CYPRESS SENIOR CENTER

9031 Grindlay St., Cypress – 714.229.2005
No Classes

FULLERTON SENIOR CENTER

340 W Commonwealth Ave., Fullerton – 714.738.6353
October 13 & 14, 2021

LA HABRA SENIOR CENTER

101 W. La Habra Blvd., La Habra – 562.905.9748
September 11, October 9, November 13, and December 11, 2021

YORBA LINDA SENIOR CENTER

4501 Casa Loma Dr., Yorba Linda – 714.961.7181
August 25 & 26; September 15 & 16; and October 20 & 21, 2021

EMERITUS PROGRAM

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

For additional information and questions regarding the Emeritus Program, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909, e-mail: emeritus@noce.edu or visit our website at noce.edu/emeritus.

The courses in the Emeritus Program are designed for mature adults age 50 and over, focusing on educational topics that promote independence, advocacy, physical and cognitive health, economic self-sufficiency, and community engagement.

The NOCE Emeritus Program will offer courses over the 2021 Fall Semester both in-person and in online formats. Questions? Call 714.808.4909.

Communication



BOOKS COME ALIVE FOR OLDER ADULTS ENCO/180

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

Dates: Aug 17-Dec 14

CRN	DAYS	PLACE	INSTR
50514	T/9:30a-11:20a	Gordon Lane Care Center	Hertogh

CREATIVE WRITING FOR SENIORS ABE/240

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

Dates: Aug 17-Dec 14

CRN	DAYS	PLACE	INSTR
50929	T/6:30p-8:20p	Morningside of Fullerton	Edwards

The NOCE Emeritus Program will offer courses over the 2021 Fall Semester in-person and in online formats. Questions? Call 714.808.4909.

JOURNEY BACK INTO TIME FOR OLDER ADULTS ENCO/501

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/23/2021, ends week of 12/13/2021; nc Sep 6			
50666	M/1p-2:50p	Morningside of Fullerton	Small
51143	T/1p-2:50p	Fullerton Community Center	Small
50664	W/2:30p-4:20p	Brookdale Anaheim	Small
Starts week of 8/16/2021, ends week of 12/13/2021; nc Sep 6			
50231	M/2p-3:50p	W Anah Extended Care Hospital	Miller
50232	Remote	New Horizon/ Online	Miller

SENIOR TOPICS FOR OLDER ADULTS EDEN/100

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

Starts week of 8/16/2021, ends week of 12/13/2021;
nc Sep 6, Nov 11, Nov 25-Nov 26

CRN	DAYS	PLACE	INSTR
50141	Remote	Anaheim Terrace Care Center/ Online	Henan
50172	M/9:30a-11:20a	Brookdale Anaheim	Lange-Goldstein
50104	Th/2:30p-4:20p	Brookdale Anaheim	Fischer
50130	F/2:30p-4:20p	Brookdale Anaheim	Gomes
50986	M/1:30p-3:20p	Buena Park Nurs Ctr	Harris
50173	F/10:30a-12:20p	Buena Park Senior Ctr	Lange-Goldstein
50135	F/9:30a-11:20a	Buena Vista Care Ctr	Gomes
50513	W/1:30p-3:20p	Buena Vista Care Ctr	Hertogh
50988	T/1:30p-3:20p	Cambridge Court	Harris
50990	Remote	Chapman Care Center/ Online	Harris
50102	Remote	Cottage of Artesia Gardens/ Online	Fischer
50930	Remote	Crescendo Senior Living of PI/ Online	Edwards
50103	W/8:45a-10:35a	Emerald Court	Fischer
50985	T/9:30a-11:20a	Emerald Court	Gable
50174	W/1:30p-3:20p	Fullerton Community Center	Lange-Goldstein
50155	Remote	Fullerton Gardens/ Online	Johnson
50112	F/3:15p-5:05p	Gordon Lane Care Center	Gable
50145	Remote	Gordon Lane Care Center/ Online	Henan
50512	Remote	Karlton Residential Care Ctr/ Online	Hertogh
50105	Remote	Katella Sr Living Community/ Online	Fischer
50129	Remote	Katella Sr Living Community/ Online	Gomes
50143	Remote	La Habra Conv Hospital/ Online	Henan
50158	Remote	La Habra Conv Hospital/ Online	Johnson
50989	Remote	La Palma Nurs Ctr/ Online	Harris
50227	Remote	Leisure Court/ Online	Miller
50083	Remote	Leisure Court/ Online	Belknap
50226	Remote	Leisure Court/ Online	Miller
50445	F/10a-11:50a	Leisure World Seal Beach	Bloom
50515	Remote	Online Classes/ Online	Helms
50166	F/2:30p-4:20p	Orangetown Rehab Hospital	Kim
50136	Remote	Palm Retirement Center/ Online	Gomes
50132	W/10a-11:50a	Park Anaheim Healthcare Ctr	Gomes
50228	T/3p-4:50p	Park Anaheim Healthcare Ctr	Miller
50229	T/6p-7:50p	Park Anaheim Healthcare Ctr	Miller
50142	Remote	Park Regency Care Ctr/ Online	Henan
50113	M/1p-2:50p	Park Regency Ret Res	Gable
50133	Th/1:30p-3:20p	Park Vista Assisted Living	Gomes
50140	Remote	Park Vista Assisted Living/ Online	Henan
50162	Remote	Park Vista Assisted Living/ Online	Johnson
50117	W/1:30p-3:20p	Park Vista at Morningside	Gable
50161	Remote	Park Vista at Morningside/ Online	Johnson
50230	M/5p-6:50p	Rowntree Gardens	Miller
50116	F/9:45a-11:35a	Serento Rosa Senior Living	Gable
50114	Remote	St. Elizabeth Healthcare/ Online	Gable
50992	Remote	St. Elizabeth Healthcare/ Online	Harris

50165	Th/3:15p-5:05p	Sun Mar Nursing Center	Kim
50511	Th/9:30a-11:20a	Sunrise Asst Liv Fullerton	Hertogh
50131	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Gomes
50085	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
50106	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
50987	Remote	Terrace View Care Ctr/ Online	Harris
50144	Remote	The Pavilion at Sunny Hills/ Online	Henan
50160	Remote	The Pavilion at Sunny Hills/ Online	Johnson
50118	Remote	The Pavilion at Sunny Hills/ Online	Gable
50508	Remote	The Pavilion at Sunny Hills/ Online	Hertogh
50110	Remote	The Pavilion at Sunny Hills/ Online	Gable
50084	W/9:30a-11:20a	Valley View Gardens	Belknap
50156	Remote	Valley View Gardens/ Online	Johnson
50157	Remote	W Anah Extended Care Hospital/ Online	Johnson
50115	Remote	Walnut Manor Rehab Care Center/ Online	Gable
50997	Remote	Walnut Manor Rehab Care Center/ Online	Harris
50509	W/9:30a-11:20a	Whittier Hills Healthcare Ctr	Hertogh
50146	Remote	Windsor Gardens of Anaheim/ Online	Henan
50134	Remote	Windsor Gardens of Anaheim/ Online	Gomes
50159	Remote	Windsor Gardens of Fullerton/ Online	Johnson
50171	W/9:30a-11:20a	Yorba Linda Sr Ctr	Lange-Goldstein

Boost Your Computer Skills!

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



See pages 33-35 for more information.

Creative Arts

CERAMICS FOR OLDER ADULTS CRAE/101

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/16/2021, ends week of 10/11/2021			
50457	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
50461	Th/12:45p-4:35p	Leisure World Seal Beach	Trapani
50459	Remote	Online Classes/ Online	Trapani
Online class meets on Tuesdays from 1:00p-4:50p (8/17/21-10/12/21)			
Starts week of 10/18/2021, ends week of 12/13/2021; nc Nov 11, Nov 25			
50458	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
50462	Th/12:45p-4:35p	Leisure World Seal Beach	Trapani
50460	Remote	Online Classes/ Online	Trapani
Online class meets on Tuesdays from 1:00p-4:50p (10/19/21-12/14/21)			

NOCE NETWORKS



Connect with us! See inside back cover for details!

The NOCE Emeritus Program will offer courses over the 2021 Fall Semester in-person and in online formats. Questions? Call 714.808.4909.

**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 8/16/2021, ends week of 12/13/2021;
nc Aug 19-Aug 20, Sep 6, Nov 11, Nov 25-Nov 27**

CRN	DAYS	PLACE	INSTR
50138	F/2p-3:50p	Alamitos West Health Care Center	Harry
50355	Remote	Buena Park Nurs Center/ Online	Yoo
51318	T/9a-10:50a	Buena Park Senior Center	Bacon
50148	Th/9:30a-11:20a	Buena Vista Care Center	Hyatt Solomina
50139	Remote	Chapman Care Center/ Online	Harry
50235	Remote	Crescendo Senior Living of Pl/ Online	Ngo
50137	Remote	Fullerton Gardens/ Online	Harry
50297	W/2p-3:50p	Gordon Lane Care Center	Thakkar
50096	Remote	Happy Brea Adult Day Health Care/ Online	Clary
50362	Remote	Harbor Villa Care Center/ Online	Yoo
50302	Remote	Health Center of Orange County/ Online	Trapani
50236	Remote	Kariton Residential Care Center/ Online	Ngo
50352	Remote	La Habra Conv Hospital/ Online	Yoo
50299	Remote	Leisure Court/ Online	Thakkar
50282	M/1:30p-3:20p	Orangegrove Rehab Hospital	Shneezai
50234	W/2:30p-4:20p	Orangegrove Rehab Hospital	Ngo
50258	Remote	Palm Retirement Center/ Online	Pope
50298	F/2p-3:50p	Park Anaheim Healthcare Center	Thakkar
50238	T/2p-3:50p	Park Regency Ret Res	Ngo
50256	Remote	Rehab Institute So Ca/ Online	Pope
50239	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Ngo
50283	W/1p-2:50p	Sunrise Asst Liv Fullerton	Shneezai
50149	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
50358	Remote	Valley View Gardens/ Online	Yoo
50147	S/2p-3:50p	W Anah Extended Care Hospital	Hyatt Solomina
50303	Remote	Whitten Heights/ Online	Trapani
50300	T/9a-10:50a	Whittier Hills Healthcare Center	Thakkar
50296	Remote	Windsor Gardens of Anaheim/ Online	Thakkar
50237	M/9a-10:50a	Windsor Gardens of Fullerton	Ngo
Dates: Aug 16-Dec 22			
50295	Remote	Brookdale-Garden Manor/ Online	Thakkar

**PAINTING FOR OLDER ADULTS
CRAE/105**

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/16/2021, ends week of 10/11/2021; nc Sep 6			
50447	M/9a-12:50p	Buena Park Senior Center	Bacon
50151	W/12p-3:50p	Buena Park Senior Center	Hyatt Solomina
50150	Th/12p-3:50p	Sr Citizens Center Anaheim	Hyatt Solomina
50451	M/8a-11:50a	Yorba Linda Sr Center	Clary
Starts week of 8/16/2021, ends week of 12/13/2021			
50097	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
50154	T/1p-2:50p	Leisure World Seal Beach	Hyatt Solomina
50081	W/9a-10:50a	Yorba Linda Sr Center	Bacon
Starts week of 10/18/2021, ends week of 12/13/2021; nc Nov 11, Nov 25			
50448	M/9a-12:50p	Buena Park Senior Center	Bacon
50152	W/12p-3:50p	Buena Park Senior Center	Hyatt Solomina
50153	Th/12p-3:50p	Sr Citizens Center Anaheim	Hyatt Solomina
50452	M/8a-11:50a	Yorba Linda Sr Center	Clary

**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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Dec 14			
50080	T/11:30a-1:20p	Buena Park Senior Center	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.

CRN	DAYS	PLACE	INSTR
Dates: Aug 17-Oct 12			
50098	T/12:30p-4:20p	Buena Park Senior Center	Cole
Dates: Aug 17-Dec 17			
50284	Remote	Zoom/ Zoom	Smith
Class meets via Zoom on Mondays from 8:30a-10:20a (8/16/21-12/13/21)			
Dates: Aug 20-Oct 8			
50454	F/8:30a-12:20p	Yorba Linda Sr Center	Smith
Dates: Oct 15-Dec ; nc Nov 26			
50456	F/8:30a-12:20p	Yorba Linda Sr Center	Smith
Dates: Oct 19-Dec 14			
50099	T/12:30p-4:20p	Buena Park Senior Center	Cole



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

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/16/2021, ends week of 12/13/2021; nc Nov 11, Nov 25-Nov 26			
50088	F/9:30a-11:20a	Brookdale Anaheim	Bowman
50089	Th/9a-10:50a	Fullerton Community Center	Bowman
50090	Remote	Vintage of Stonehaven/ Online	Bowman
50087	Th/1p-2:50p	Yorba Linda Sr Center	Bowman

**SENIOR CHORUS
MUSC/303**

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/16/2021, ends week of 12/13/2021; nc Sep 6			
51344	M/9a-10:50a	Leisure World Seal Beach	Lassetter
50177	Remote	Zoom/ Zoom	Lassetter
Class meets via Zoom on Fridays from 9:30a-11:20a (8/20/21-12/17/21)			

The NOCE Emeritus Program will offer courses over the 2021 Fall Semester in-person and in online formats. Questions? Call 714.808.4909.

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.

Starts week of 8/16/2021, ends week of 12/13/2021; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51345	Th/9a-10:50a	Leisure World Seal Beach	Lassetter
50178	W/12p-1:50p	Sr Citizens Center Anaheim	Lassetter

MUSIC ARTS FOR OLDER ADULTS MUSC/200

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

Starts week of 8/16/2021, ends week of 12/13/2021;

nc Sep 6, Nov 11, Nov 25-Nov 26

CRN	DAYS	PLACE	INSTR
50058	W/9:30a-11:20a	Alamitos West Health Care Center	Baker
50242	Th/10a-11:50a	Anaheim Crown Plaza	Park
50259	Remote	Anaheim Healthcare Center/ Online	Pope
50245	Remote	Anaheim Healthcare Center/ Online	Park
50200	Remote	Anaheim Terrace Care Center/ Online	Martin
50051	Remote	Anaheim VIP Center/ Online	Baesler
50244	Remote	Arbor Palms of Anaheim/ Online	Park
50062	M/9a-10:50a	Bradford Square	Behrbaum
50243	Th/1p-2:50p	Bradford Square	Park
50125	Remote	Brookdale-Garden Manor/ Online	Gilmore
50203	M/9:30a-11:20a	Buena Vista Care Center	Martin
50060	W/12:30p-2:20p	Cambridge Court	Behrbaum
50061	Th/1p-2:50p	Emerald Court	Behrbaum
50119	Remote	Fullerton Gardens/ Online	Gerrard
50122	Remote	Health Center of Orange County/ Online	Gerrard
50270	Th/9a-10:50a	La Habra Conv Hospital	Proppe
50199	Remote	La Palma Nurs Ctr/ Online	Martin
50205	Remote	New Horizon/ Online	Martin
50121	Remote	Orangegrove Rehab Hospital/ Online	Gerrard
50049	Th/10a-11:50a	Park Anaheim Healthcare Ctr/ Online	Baesler
50123	Remote	Park Anaheim Healthcare Ctr/ Online	Gerrard
50120	Remote	Park Regency Ret Res/ Online	Gerrard
50048	T/9:30a-11:20a	Park Vista at Morningside	Baesler
50056	W/3:30p-5:20p	Park Vista at Morningside	Baker
50101	F/9:30a-11:20a	Park Vista at Morningside	Ediger
50064	T/9a-10:50a	Rowntree Gardens	Behrbaum
50206	W/1:30p-3:20p	Serento Rosa Senior Living	Martin
50127	Remote	St. Elizabeth Healthcare/ Online	Gilmore
50052	Remote	St. Elizabeth Healthcare/ Online	Baesler
50164	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
50175	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
50066	Th/9:30a-11:20a	The Pavilion at Sunny Hills	Behrbaum
50240	Remote	The Pavilion at Sunny Hills/ Online	Park
50124	Remote	The Pavilion at Sunny Hills/ Online	Gerrard
50271	T/9a-10:50a	Valley View Gardens	Proppe
50163	M/1p-2:50p	Valley View Gardens	Lassetter
50050	Th/2p-3:50p	W Anah Extended Care Hospital	Baesler
50126	Remote	Walnut Manor Rehab Care Center/ Online	Gilmore
50065	Remote	Walnut Manor Rehab Care Center/ Online	Behrbaum
50100	Remote	Whitten Heights/ Online	Ediger
50063	Remote	Whitten Heights/ Online	Behrbaum
50054	Th/3:15p-5:05p	Whittier Hills Healthcare Ctr	Baker
50260	Remote	Whittier Hills Healthcare Ctr/ Online	Pope
50241	Remote	Windsor Gardens of Anaheim/ Online	Park
Dates: Aug 16-Dec 22; Nov 11, Nov 25			
50261	Remote	Cottage of Artesia Gardens/ Online	Pope
50176	Th/9:30a-11:20a	New Horizon	Lassetter
50202	M/1:30p-3:20p	Park Regency Care Ctr	Martin
50255	S/2p-3:50p	St. Elizabeth Healthcare/Remote	Staff

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 8/16/2021, ends week of 12/13/2021;

nc Aug 19-Aug 20, Nov 11, Nov 25-Nov 26

CRN	DAYS	PLACE	INSTR
50366	W/12:30p-2:20p	Fullerton Community Center	Yu
50368	F/12:30p-2:20p	Fullerton Community Center	Yu
50207	Th/12:30p-2:20p	Sr Citizens Ctr Anaheim	Mastin
50218	W/9a-10:50a	Stanton Civic Center	Matikinyidze
50371	Remote	Zoom/ Zoom	Yu

Class meets via Zoom on Fridays from 3:00p-4:50p (8/20/21-12/17/21)

STAYING MENTALLY SHARP FOR OLDER ADULTS HLTH/167

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

CRN	DAYS	PLACE	INSTR
50528	MW/3:30p-5:20p	Buena Park Senior Center	Belknap
50526	TTh/9a-10:50a	Fullerton Community Center	Belknap

Starts week of 8/16/2021, ends week of 12/13/2021; nc Nov 26

CRN	DAYS	PLACE	INSTR
50446	F/12p-1:50p	Leisure World Seal Beach	Bloom
51001	Remote	Walnut Manor Rehab Care Center/ Online	Bloom

Starts week of 10/18/2021, ends week of 12/13/2021; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50529	MW/3:30p-5:20p	Buena Park Senior Center	Belknap
50527	TTh/9a-10:50a	Fullerton Community Center	Belknap



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 8/16/2021, ends week of 12/13/2021;

nc Sep 6, Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50279	W/9:30a-11:20a	Coventry Court Health Center	Salgado
50312	Th/9:30a-11:20a	Gordon Lane Care Center	Villarreal
50310	Remote	New Horizon/ Online	Villarreal
50309	Remote	New Horizon/ Online	Villarreal
50278	T/3:15p-5:05p	Orangegrove Rehab Hospital	Salgado
50274	T/9a-10:50a	Serento Rosa Senior Living	Rose
50275	T/1p-2:50p	Serento Rosa Senior Living	Rose
50313	Remote	The Pavilion at Sunny Hills/ Online	Villarreal
50311	Remote	Whittier Hills Healthcare Ctr/ Online	Villarreal

The NOCE Emeritus Program will offer courses over the 2021 Fall Semester in-person and in online formats. Questions? Call 714.808.4909.

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 8/16/2021, ends week of 12/13/2021; Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50109	T/9:30a-11:20a	Alamitos West Health Care Center	Fischer
50107	Remote	Cottage of Artesia Gardens/ Online	Fischer
50086	T/1:30p-3:20p	Park Vista at Morningside	Belknap
50108	Th/9a-10:50a	Park Regency Care Center	Fischer

HEALTH AND WELLNESS FOR OLDER ADULTS HLTH/200

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

Starts week of 8/16/2021, ends week of 12/13/2021; nc Sep 6, Nov 11, Nov 25-Nov 26

CRN	DAYS	PLACE	INSTR
50181	M/10a-11:50a	Brea Senior Center	Layne
50219	T/10a-11:50a	Brea Senior Center	Matikinyidze
50220	Th/9:30a-11:20a	Brea Senior Center	Matikinyidze
50221	M/9:30a-11:20a	Buena Park Senior Center	Matikinyidze
50374	M/1p-2:50p	Buena Park Senior Center	Yu
50208	T/9:30a-11:20a	Buena Park Senior Center	Mastin
50092	T/12:30p-2:20p	Buena Park Senior Center	Carter-Rosenbloom
50397	W/1p-2:50p	Buena Park Senior Center	Zepeda
50209	F/9:30a-11:20a	Buena Park Senior Center	Mastin
50394	W/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
50390	Th/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
50383	T/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
50380	Th/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
50349	M/9a-10:50a	Fullerton Community Center	Wotring
50093	T/10a-11:50a	Fullerton Community Center	Carter-Rosenbloom
50280	Th/12p-1:50p	Fullerton Community Center	Sellens
50213	M/10a-11:50a	La Habra Community Serv-Sr Center	Mastin
50169	Th/10a-11:50a	La Habra Community Serv-Sr Center	Krie
50168	T/1:30p-3:20p	Orangegrove Rehab Hospital	Kim
50335	T/10a-11:50a	Sr Citizens Center Anaheim	Wotring
		Class via Zoom meets on Tuesdays from 10:00a-11:50a (8/17/21-12/14/21).	
50331	T/12:30p-2:20p	Sr Citizens Center Anaheim	Wotring
50400	T/9a-10:50a	Stanton Civic Center	Zepeda
50167	M/3:15p-5:05p	Sun Mar Nursing Center	Kim
50404	F/9:30a-11:20a	Sunrise Asst Liv Fullerton	Zepeda
50184	W/10a-11:50a	West Anaheim Sr Prog	Layne
50180	T/10:30a-12:20p	Yorba Linda Sr Center	Layne
51154	W/10a-11:50a	Yorba Linda Sr Center	Yu
50182	W/2p-3:50p	Yorba Linda Sr Center	Layne
50183	Th/10:30a-12:20p	Yorba Linda Sr Center	Layne
50346	F/9:30a-11:20a	Yorba Linda Sr Center	Wotring
50211	Remote	Online Classes/ Online	Mastin
		Recorded class does not meet on specific days and time.	
50212	Remote	Online Classes/ Online	Mastin
		Recorded class does not meet on specific days and times.	
50377	Remote	Zoom/ Zoom	Yu
		Class meets via ZOOM on Mondays from 11:00a-12:50p (8/16/21-12/13/21)	
50179	Remote	Zoom/ Zoom	Layne
		Class meets via Zoom on Thursdays from 1:00p-2:50p (8/19/21-12/16/21)	
50210	Remote	Zoom/ Zoom	Mastin
		Class meets via Zoom on Wednesdays from 1:30p-3:20p (8/18/21-12/15/21)	
50091	Remote	Zoom/ Zoom	Carter-Rosenbloom
		Class meets via Zoom on Thursdays from 10:00a-11:50a (8/19/21-12/16/21)	



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

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

Starts week of 8/16/2021, ends week of 12/13/2021; nc Sep 6, Nov 11, Nov 25-Nov 26

CRN	DAYS	PLACE	INSTR
50253	Th/9:30a-11:20a	Alamitos West Health Care Center	Penn
50506	Th/10:30a-12:20p	Anaheim Crown Plaza	Feinstein
50505	Th/1p-2:50p	Anaheim Crown Plaza	Feinstein
50507	Remote	Anaheim Crown Plaza/ Online	Feinstein
50285	T/9:30a-11:20a	Brea Memory Care Community	Smith
50222	M/1p-2:50p	Brookdale Anaheim	Matikinyidze
50225	T/1p-2:50p	Brookdale Anaheim	Matikinyidze
50069	W/1:30p-3:20p	Buena Park Nurs Center	Adams
50288	Th/9:30a-11:20a	Coventry Court Health Center	Smith
50224	Remote	Fullerton Gardens/ Online	Matikinyidze
50386	T/3:15p-5:05p	Gordon Lane Care Center	Yu
50067	F/9:30a-11:20a	Harbor Villa Care Center/ Online	Adams
50412	M/9a-10:50a	La Habra Conv Hospital	Zepeda
50247	Remote	Park Anaheim Healthcare Center/ Online	Penn
50250	Remote	Park Anaheim Healthcare Center/ Online	Penn
50983	W/9:30a-11:20a	Park Regency Care Ctr	Smith
51155	T/9:40a-11:20a	Park Regency Ret Res/ Online	Yu
50289	M/9:30a-11:20a	Park Vista Assisted Living	Smith
50249	W/1:30p-3:20p	Rowntree Gardens	Penn
50251	F/8:30a-10:20a	Rowntree Gardens	Penn
50223	Remote	Senior Living Community/ Online	Matikinyidze
50246	Remote	St. Elizabeth Healthcare/ Online	Penn
50070	Remote	The Pavilion at Sunny Hills	Ada
50068	Remote	The Pavilion at Sunny Hills	Adams
50248	Remote	Whitten Heights/ Online	Penn
50407	Remote	Windsor Gardens of Anaheim	Zepeda
50286	Remote	Windsor Gardens of Anaheim/ Online	Smith

Every Day Counts at NOCE



Attending every class meeting is important for all NOCE students.

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

See you in class!

PARENTING



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

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

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

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

PARENTING CLASSES WITH CHILDREN

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/16/2021, ends week of 10/11/2021			
50848	Remote	Zoom	Alquiza
	Class meets via Zoom on Thursdays 9a - 11a (8/19/21 - 10/14/21)		
50842	Remote	Zoom	Brown
	Class meets via Zoom on Wednesdays 9a - 11a (8/17/21 - 10/13/21)		
50841	Remote	Zoom	Alquiza
	Class meets via Zoom on Tuesdays 9a - 11a (8/17/21 - 10/12/21)		
Starts week of 10/18/2021, ends week of 12/13/2021			
50826	Remote	Zoom	Alquiza
	Class meets via Zoom on Tuesdays 9a - 11a (10/19/21 - 12/14/21)		
50829	Remote	Zoom	Alquiza
	Class meets via Zoom on Thursdays 9a - 11a (10/21/21 - 12/16/21)		
50846	Remote	Zoom	Brown
	Class meets via Zoom on Wednesdays 9a - 11a (10/20/21 - 12/15/21)		

NOCE NETWORKS



Connect with us! See inside back cover for details!

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/16/2021, ends week of 10/11/2021			
50828	Remote	Zoom	Alquiza
	Class meets via Zoom on Tuesdays 11a - 1p (8/17/21 - 10/12/21)		
50855	Remote	Zoom	Brown
	Class meets via Zoom on Wednesdays 11a - 1p (8/17/21 - 10/13/21)		
50857	Remote	Zoom	Alquiza
	Class meets via Zoom on Thursdays 11a - 1p (8/16/21 - 10/14/21)		
Starts week of 10/18/2021, ends week of 12/13/2021			
50853	Remote	Zoom	Brown
	Class meets via Zoom on Wednesdays 11a - 1p (10/20/21 - 12/15/21)		
50856	Remote	Zoom	Alquiza
	Class meets via Zoom on Thursdays 11a - 1p (10/21/21 - 12/16/21)		
50854	Remote	Zoom	Alquiza
	Class meets via Zoom on Tuesdays 11a - 1p (10/19/21 - 12/14/21)		



LOVE THESE CLASSES?

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

DEVELOPMENTAL MOVEMENT (AGES 1 - 2) PARN/260

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/16/2021, ends week of 10/11/2021			
50833	Remote	Zoom	Swallows
	Class meets via Zoom on Mondays 9a - 11a (8/16/21 - 10/11/21)		
50961	Remote	Zoom	Swallows
	Class meets via Zoom on Wednesdays 9a - 11a (8/18/21 - 10/13/21)		
Starts week of 10/18/2021, ends week of 12/13/2021			
50962	Remote	Zoom	Swallows
	Class meets via Zoom on Mondays 9a - 11a (10/18/21 - 12/13/21)		
50960	Remote	Zoom	Swallows
	Class meets via Zoom on Wednesdays 9a - 11a (10/20/21 - 12/15/21)		

**DEVELOPMENTAL MOVEMENT (AGES 2 - 3)
PARN/261**

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

Starts week of 8/16/2021, ends week of 10/11/2021

CRN	DAYS	PLACE	INSTR
50840	Remote	Zoom	Quintanilla
Class meets via Zoom on Tuesdays 9a - 11a (8/17/21 - 10/12/21)			
50835	Remote	Zoom	Brown
Class meets via Zoom on Thursdays 8a - 10a (8/19/21 - 10/14/21)			
50837	Remote	Zoom	Quintanilla
Class meets via Zoom on Fridays 8a - 10a (8/20/21 - 10/15/21)			

Starts week of 10/18/2021, ends week of 12/13/2021

50836	Remote	Zoom	Quintanilla
Class meets via Zoom on Tuesdays 9a - 11a (10/19/21 - 12/14/21)			
50839	Remote	Zoom	Brown
Class meets via Zoom on Thursdays 8a - 10a (10/21/21 - 12/16/21)			
50838	Remote	Zoom	Quintanilla
Class meets via Zoom on Fridays 8a - 10a (10/22/21 - 12/17/21)			

**All Parenting Classes for the
2021 Fall Semester
will be held ONLINE ONLY.**

**DEVELOPMENTAL MOVEMENT (AGES 3 - 4.5)
PARN/262**

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

CRN	DAYS	PLACE	INSTR
Starts week of 8/16/2021, ends week of 10/11/2021			
50963	Remote	Zoom	Swallows
Class meets via Zoom on Mondays 11a - 1p (8/16/21 - 10/11/21)			
50762	Remote	Zoom	Quintanilla
Class meets via Zoom on Tuesdays 11a - 1p (8/17/21 - 10/12/21)			
51288	Remote	Zoom	Swallows
Class meets via Zoom on Wednesdays 11a - 1p (8/17/21 - 10/13/21)			
50830	Remote	Zoom	Brown
Class meets via Zoom on Thursdays 10a - 12p (8/19/21 - 10/14/21)			
50965	Remote	Zoom	Quintanilla
Class meets via Zoom on Fridays 8a - 10a (8/20/21 - 10/15/21)			
Starts week of 10/18/2021, ends week of 12/13/2021			
50966	Remote	Zoom	Swallows
Class meets via Zoom on Mondays 11a - 1p (10/18/21 - 12/13/21)			
50831	Remote	Zoom	Quintanilla
Class meets via Zoom on Tuesdays 11a - 1p (10/19/21 - 12/14/21)			
51289	Remote	Zoom	Swallows
Class meets via Zoom on Wednesdays 11a - 1p (10/20/21 - 12/15/21)			
50832	Remote	Zoom	Brown
Class meets via Zoom on Thursdays 10a - 12p (10/21/21 - 12/16/21)			
50964	Remote	Zoom	Quintanilla
Class meets via Zoom on Fridays 10a - 12p (10/22/21 - 12/17/21)			

**ADDITIONAL PARENTING COURSES
(ADULT ONLY CLASSES)**



Click here to see a video about PARN 102 classes

The following NOCE parenting courses bring adults together to learn how to support their children's development and wellbeing.

Parenting courses are not only for parents; they are also for family members, caregivers, educators and other adults. Courses are helpful for adults whose children are any age, from birth to adulthood.

Focus areas include:

- Connected Parenting
- Love & Logic courses
- Child Wellness courses

NOTE: The courses listed below and on the following pages are for adults to attend alone. (Children are not permitted to attend the following courses.)

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

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

**CONNECTED PARENTING
PARN/102**

This class focuses on strengthening the caregiver-child connections, essential methods in helping children regulate their emotions, improving feelings of safety and security and decrease challenging behaviors. These are simple, research-based techniques for every parent who wants to build a life-long positive relationship with their child.

CRN	DAYS	PLACE	INSTR
Dates: Aug 30-Oct 11			
51284	Remote	Zoom	Quintanilla
Class meets via Zoom on Mondays 10:30a - 11:30a (8/30/21 - 10/11/21)			
Dates: Sep 8-Oct 13			
51286	Remote	Zoom	Alquiza
Class meets via Zoom on Wednesdays 10:30a - 11:30a (9/08/21 - 10/13/21)			
Starts week of 11/8/2021, ends week of 12/13/2021			
51285	Remote	Zoom	Quintanilla
Class meets via Zoom on Mondays 10:30a - 11:30a (11/08/21 - 12/13/21)			
51287	Remote	Zoom	Alquiza
Class meets via Zoom on Wednesdays 10:30a - 11:30a (11/10/21 - 12/15/21)			

LOVE AND LOGIC®



Stress-free strategies for creating self-controlled, self-regulated, happy kids. Learn how to:

- Establish healthy boundaries and avoid destructive power struggles
- Understand the unique needs of each child
- Create strategies for reaching discouraged and resistant learners
- Teach kids essential life skills
- Put an end to exhaustive whining and arguing
- Handle misbehavior in public
- End bedtime battles
- Teach kids to behave without raising your voice or repeating yourself
- Raise kids who are respectful and responsible and much more!

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

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

PARENTING WITH LOVE AND LOGIC® PARN/265

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

CRN	DAYS	PLACE	INSTR
Dates: Sep 27-Dec 13			
50871	Remote	Online Classes	Sherard
Spanish translation available.			
Dates: Aug 30-Nov 29			
50870	Remote	Online Classes	Sherard

PARENTING THE LOVE AND LOGIC® WAY LAB PARN/275

NEW!

Co-requisite: PARN265 Parenting with Love and Logic®. This is a one-hour lab course to be taken concurrently with PARN 265. It meets once a week for 12 weeks. This course is designed to allow students to collaborate with their faculty and peers to implement parenting strategies learned in lecture for practical use in their daily lives.

CRN	DAYS	PLACE	INSTR
Dates: Sep 2-Dec 2			
51296	Remote	Zoom	Sherard
Class meets via Zoom on Thursdays 7p - 8p (9/02/21 - 12/02/21)			
Dates: Sep 28-Dec 14			
51295	Remote	Zoom	Sherard
Class meets via Zoom on Tuesday 9a - 10a (9/28/21 - 12/14/21)			
Spanish translation available.			

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

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

Dates: Sep 27-Dec 6

CRN	DAYS	PLACE	INSTR
51292	Remote	Online Classes	Sherard
Spanish translation provided.			

LOVE AND LOGIC: SUPPORTING YOUTH WITH SPECIAL NEED™ LAB PARN/278

NEW!

Co-requisite: PARN 268 Love and Logic: Supporting Youth with Special Need™. This is a one-hour lab to be taken concurrently with PARN 268. It is designed to allow students to collaborate with their faculty and peers to practice practical implementation of parenting strategies that they learn in the lecture class.

Dates: Oct 1-Dec 10

CRN	DAYS	PLACE	INSTR
51297	Remote	Zoom	Sherard
Class meets via Zoom on Fridays 9a - 10a (10/01/21 - 12/10/21)			
Spanish translation provided.			

WHAT IS A CO-REQUISITE

- Two course that you must be registered for at the same time.
- Important: All Love and Logic® Lab courses have a co-requisite course.

What Goes Together?

- PARN 265 + PARN 275
- PARN 268 + PARN 278
- PARN 267 + PARN 277
- PARN 269 + PARN 279

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

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

Dates: Sep 27-Dec 13

CRN	DAYS	PLACE	INSTR
51294	Remote	Online Classes	Sherard
Spanish translation available.			

Dates: Aug 16-Nov 1

51293	Remote	Online Classes	Sherard
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LOVE AND LOGIC: ADULTS SUPPORTING YOUTH WITH CHALLENGING PASTS™ LAB PARN/279

NEW!

Co-requisite: PARN 269 Love and Logic: Adults Supporting Youth with Challenging Pasts™. This is a one-hour lab course to be taken concurrently with PARN 269 that meets *once per week*. It is designed to allow students to collaborate with their faculty and peers to implement parenting strategies and learn practical uses in their daily lives.

Dates: Aug 19-Nov 4

CRN	DAYS	PLACE	INSTR
51299	Remote	Zoom	Sherard
Class meets via Zoom on Thursdays 6p - 7p (8/19/21 - 11/04/21)			

Dates: Sep 29-Dec 15

51298	Remote	Zoom	Sherard
Class meets via Zoom on Wednesdays 9a - 10a (9/29/21 - 12/15/21)			
Spanish translation available.			

CHILD WELLNESS (Building Trauma Informed Communities)



Trauma-informed child wellness classes are designed for everyone with the desire to positively affect the children in their care. Students who enroll in NOCE's Child Wellness - Building Trauma-Informed Communities (BTIC) courses will learn how to contribute to the critical factors that ensure children's lifelong health and wellness:

- Adverse Childhood Experience
- Attuned Connection for Foster, Kinship, and Adoptive Families
- Early Childhood and Infancy
- Family Dynamics
- Human Trafficking Awareness and Prevention
- Mental Health in Our Homes
- Understanding LGBTQ+ Youth

Expand your knowledge so you can better support, encourage, and connect with the children in your care! Four new Child Wellness courses are available now and other new courses are coming next Spring.

NOCE's Parenting Program offers courses to support adults who love and care for children (ages birth to adulthood). For questions or assistance with registration, please contact the NOCE StarHelp: 714.808.4679 or starhelp@noce.edu.

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

BUILDING TRAUMA INFORMED COMMUNITIES: ADVERSE CHILDHOOD EXPERIENCES PARN/300

NEW!

This course assists parents and caregivers in learning about the effects of childhood adversity, toxic stress, and the impact on health and well-being. Tools are provided to help parents and caregivers address their personal histories in order to provide attuned, nurturing care. Tools are also provided to promote healing and resilience in children.

CRN	DAYS	PLACE	INSTR
Dates: Aug 31-Oct 19			
51301	Remote	Zoom	Carter
Class meets via Zoom on Tuesdays 6p - 7p (8/31/21 - 10/19/21)			
Dates: Sep 20-Nov 8			
51300	Remote	Zoom	Carter
Class meets via Zoom on Mondays 9a - 10a (9/20/21 - 11/08/21)			
Starts week of 10/18/2021, ends week of 12/13/2021			
51303	Remote	Zoom	Carter
Class meets via Zoom on Wednesdays 9a - 10a (10/20/21 - 12/15/21) Spanish translation provided.			
51302	Remote	Zoom	Carter
Class meets via Zoom on Tuesdays 5p - 6p (10/19/21 - 12/14/21) Spanish translation available.			

BUILDING TRAUMA INFORMED COMMUNITIES: FAMILY DYNAMICS PARN/303

NEW!

This course assists parents and caregivers in learning the characteristics needed for healthy environments and relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and caregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children.

CRN	DAYS	PLACE	INSTR
Dates: Sep 3-Oct 22			
51304	Remote	Zoom	Carter
Class meets via Zoom on Fridays 9a - 10a (9/03/21 - 10/22/21)			
Dates: Oct 14-Dec 16			
51306	Remote	Zoom	Carter
Class meets via Zoom on Thursdays 9a - 10a (10/14/21 - 12/16/21) Spanish translation available.			
Dates: Oct 26-Dec 14			
51305	Remote	Zoom	Carter
Class meets via Zoom on Tuesdays 6p - 7p (10/26/21 - 12/14/21)			

BUILDING TRAUMA INFORMED COMMUNITIES: MENTAL HEALTH IN OUR HOMES PARN/304

NEW!

This course provides parents and caregivers an overview on mental health in order to provide awareness and understanding. The focus is on exploring factors that influence mental health in our homes, protective measures, and skills needed to aid in healthy coping and regulation strategies for parents, caregivers, and youth in the community.

CRN	DAYS	PLACE	INSTR
Dates: Oct 29-Nov 19			
51307	Remote	Zoom	De La Mora
Class meets via Zoom on Fridays 9a - 10a (10/29/21 - 11/19/21)			
Starts week of 11/22/2021, ends week of 12/13/2021			
51308	Remote	Zoom	De La Mora
Class meets via Zoom on Mondays 9a - 10a (11/22/21 - 12/13/21)			
51312	Remote	Zoom	De La Mora
Class meets via Zoom on Wednesdays 6p - 7p (11/24/21 - 12/15/21) Spanish translation available.			
Dates: Nov 18-Dec 16			
51310	Remote	Zoom	De La Mora
Class meets via Zoom on Thursdays 9a - 10a (11/18/21 - 12/16/21)			
Dates: Sep 1-Sep 22			
51311	Remote	Zoom	De La Mora
Class meets via Zoom on Wednesdays 6p - 7p (9/01/21 - 9/22/21)			
Dates: Sep 28-Oct 19			
51309	Remote	Zoom	De La Mora
Class meets via Zoom on Tuesdays 9a - 10a (9/28/21 - 10/19/21) Spanish translation available.			

BTIC: HUMAN TRAFFICKING AWARENESS AND PREVENTION PARN/306

NEW!

This course provides an overview on Human Trafficking from a survivor's perspective in order to provide awareness in our homes, schools, and communities. The focus is on exploring definitions, risk factors, and skills needed to aid in prevention and protection for our youth.

CRN	DAYS	PLACE	INSTR
Starts week of 10/25/2021, ends week of 12/13/2021			
51313	Remote	Zoom	De La Mora
Class meets via Zoom on Mondays 6p - 7p (10/25/21 - 12/13/21)			
51315	Remote	Zoom	De La Mora
Class meets via Zoom on Tuesdays 9a - 10a (10/26/21 - 12/14/21) Spanish translation available.			
Dates: Sep 29-Nov 17			
51317	Remote	Zoom	De La Mora
Class meets via Zoom on Wednesdays 6p - 7p (9/29/21 - 11/17/21) Spanish translation available.			
Dates: Sep 2-Oct 21			
51316	Remote	Zoom	De La Mora
Class meets via Zoom on Thursdays 9a - 10a (9/02/21 - 10/21/21)			



COMMUNITY SERVICES & KIDS' COLLEGE

SUMMER 2021
JUNE - AUGUST

Quick and easy registration, NOW ONLINE!

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

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

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



Community Services/Kids' College & Teen Program

FOUR EASY STEPS TO ENROLL

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

1 **CHECK OUT OUR NEW SITE!**

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

2 **CREATE A STUDENT OR HOUSEHOLD PROFILE:**

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

3 **VIEW AVAILABLE CLASSES:**

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

4 **REGISTER:**

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

Check noce.edu/grow as classes start throughout the 2021 Fall Semester
 ~ ~ Kids' College classes starting in October 2021 ~ ~

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

Community Services Class Offerings

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

BUSINESS & PROFESSIONAL DEVELOPMENT

NOTARY

- ◆ Notary Public Seminar
- ◆ Notary Loan Signing Certification

PROJECT MANAGEMENT

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

MACHINE SHORTHAND

- ◆ Machine Shorthand Speed Building (Levels 1 - 4)

FINE & APPLIED ARTS

DRAWING & PAINTING

- ◆ Drawing: Basic and Beyond
- ◆ Essentials of Painting
- ◆ Painting with Pastels
- ◆ Watercolor Painting

FASHION DESIGN

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

MUSIC

- ◆ Adult Guitar & Bass Workshop
- ◆ Guitar for Adults

PHOTOGRAPHY

- ◆ Basic Photography, Mechanics of Digital Photography
- ◆ Photography (Beginning - Intermediate)

LANGUAGE ARTS

LANGUAGE SKILLS

- ◆ Sign Language (SEE Level 1 & 2/3)
- ◆ Sign Language for Parents
- ◆ Voice-Overs...Now Is Your Time!
- ◆ Novel writing and Memoirs

FOREIGN LANGUAGE

- ◆ Spanish - Conversation I & II
- ◆ Spanish - Conversation II

PHYSICAL FITNESS

ADULT MARTIAL ARTS

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

DANCE

- ◆ Ballet - Adult Beginning
- ◆ Ballroom Dancing
- ◆ East Cost Swing Dance
- ◆ Salsa Dance
- ◆ Tap Dance for Adults

FITNESS

- ◆ Latin Cardio Blast
- ◆ Yoga for Relaxation
- ◆ Zumba Sentao
- ◆ Zumba Toning



Check noce.edu/grow as classes start throughout the 2021 Fall Semester

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

Kids' College & Teen Program Class Offerings

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

ARTS AND CRAFTS

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

COMMON CORE

- ◆ Common Core:
 - Math (Kindergarten – 6th Grade)
 - Online Reading and Writing Preparation (Grades 3 - 4)
 - Preparation for Computer Keyboarding (Grades 2 & 3)

COMPUTERS

- ◆ Computers, Introduction
- ◆ Microsoft Words for Kids

COOKING

- ◆ Baking Basics
- ◆ Kid Fun Cooking

DANCE

- ◆ Dance for Kids, Introduction
- ◆ Jazz Hip-Hop Dance
- ◆ Youth Ballet

FOREIGN LANGUAGE

- ◆ A Touch of Spanish
- ◆ Rock 'N Learn Spanish

GYMNASTICS

- ◆ Tiny Tots Tumbling (Ages 18 months - 3 years)
- ◆ Moms, Pops & Tots Tumbling (Ages 3-5)
- ◆ Gymnastics (Beginning – Intermediate)

MARTIAL ARTS

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

MATH

- ◆ Pre-Algebra Concepts
- ◆ Algebra
- ◆ Geometry

MATH TUTORIALS

- ◆ Tutorial: Geometry
- ◆ Tutorial: Trigonometry

MUSIC & DRAMA

- ◆ Guitar For Kids – Beginning
- ◆ Musical Theatre
- ◆ Violin (I, II, III, and IV)
- ◆ Vocal for Kids

PERSONAL ENRICHMENT

- ◆ Memory Power for Kids
- ◆ Public Speaking for Children

READING & WRITING

- ◆ Basic Phonics
- ◆ Basic Reading Skills
- ◆ Creative Writing (Grades 1 – 6)
- ◆ How to Study, Take Tests and Organize Yourself
- ◆ Reading & Comprehension
- ◆ Spelling & Writing Enrichment

READING AND WRITING TUTORIALS

- ◆ Tutorial: Reading and Writing Review

SCIENCE

- ◆ Discovering Science Through Art Experiences

SPORTS AND FITNESS

- ◆ – Basketball Clinic
- ◆ – Pee-Wee Sports: Baseball, Football & Soccer
- ◆ – Tennis for Kids (Beginning – Advanced)



~ ~ Kids' College classes starting in October 2021 ~ ~

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

GENERAL INFORMATION

NOCE 2021 Fall Semester SYMBOL KEY

LOCATIONS

AN = Anaheim Campus
CC = Cypress College
FC = Fullerton College
CYP18 = Cypress College Campus, NOCE 100 Bldg.
CYPTE2 = Cypress College Campus, NOCE/TE2 200 Bldg.
WIL = Wilshire Campus (Fullerton)

CLASS SYMBOLS

CRN = Course Reference Number
NC = No Class
Online = Online Learning
Remote = Online Learning
Zoom = Online Learning

By District policy, "every course, course section or class shall be open to enrollment and participation by any person who has been admitted to North Orange Continuing Education (NOCE)."

CLASS SCHEDULE SUBJECT TO CHANGE: NOCE has made every reasonable effort to determine that this class schedule is accurate; however, changes may occur after press time.

CLASSES

ADMISSION TO CLASSES: Students are admitted on a first come, first served basis. Students are not permitted to attend classes in which they are not officially enrolled. Classes 'filled' may have a 'waitlist' already established for students wanting to attend.

TUITION-FREE CLASSES: Students must attend the first day of class or lose their spot to a petitioning student.

AUDITING CLASSES: If a student has received a passing grade in a Pharmacy Technician Certificate Program or Medical Assistant Certificate Program course and wishes to repeat the course, the student should submit an Audit Request Form to the CTE Director. For more information about auditing a Pharmacy Technician or Medical Assistant course, please contact 714.808.4673. There is a \$15 fee charged for auditing a course. Fees charged for auditing a course are subject to change. Auditing other NOCE courses is not permitted.

CLASS ATTENDANCE/CANCELLATIONS:

Students are expected to attend all classes. If attendance drops, classes may be cancelled. Tuition-free classes may be discontinued during the term if attendance drops. Tuition-based classes will continue according to schedule once they have started.

WEEKEND POLICY: It is NOCE's practice that classes do not normally meet on a weekend following a Friday District holiday or preceding a Monday District holiday. If it is necessary for a class to be held on a holiday weekend, this would be an exception to the rule.

IN-CLASS REGISTRATION: Students must attend the first meeting where in-class registration takes place or they may lose their seat to someone else. A minimum number of students must attend the first class meeting. In-class registration is on a first come, first served basis.

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

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

- ◆ Anaheim 714.808.4675
- ◆ Cypress 714.484.7336
- ◆ Wilshire (Fullerton) 714.992.7557

REGISTRATION LOCATION: No matter where the class is held, students can register at any NOCE Center:

- ◆ Anaheim Campus (Second Floor)
- ◆ NOCE Cypress Center, Bldg 100, off Parking Lot 4
- ◆ NOCE Wilshire Center, Bldg 300

For registration assistance, contact: NOCE Starhelp: 714.808.4679 or e-mail: starhelp@noce.edu. Registration is also available online at noce.edu/registration

WALK-IN REGISTRATION IS BY APPOINTMENT: NOCE will offer on-campus registration and counseling support starting August 9, 2021 at all three Centers. Walk-ins are welcome on a first-come, first-serve basis when staff is available. We recommend you call ahead before your visit to confirm hours and staff availability. We continue to offer student support services by phone and virtually. For registration information, please call StarHelp at: 714.808.4679

MINOR STUDENTS: NOCE classes are open to those 18 years or older who have been admitted to NOCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the campus administrator at the site where the class is offered prior to obtaining the required permission letter from the school that the minor student is attending. If permission to enroll is granted, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College and Teen Program classes as indicated in the course schedule.

INFORMATION CHANGE

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

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

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

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

PARKING

A parking permit is **NOT** required to park in marked spaces for on-campus classes in 2021 Fall at the Anaheim Campus, Cypress Center and Wilshire Center. Please do not back into the parking space or you will be ticketed.

FEES

APPORTIONMENT CLASSES: These classes appear as free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if the attendance falls below the level needed to cover the costs of the class. There are 10 recognized areas in Title V that are eligible for noncredit education apportionment. NOCE offers noncredit classes in the following areas:

1. English as a Second Language
2. Citizenship for Immigrants
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. DSS (Substantial Disabilities)
6. Parenting
7. Home Economics
8. Older Adults
9. Short-Term Vocational
10. Workforce Preparation

COMMUNITY SERVICES CLASS FEES: Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls low during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

PAYING FOR CLASSES: Full payment is required at the time of registration, only credit cards (MasterCard and VISA) are accepted.

HOLDS: NOCE will withhold, registration privileges, from any student or former student who has failed to pay all outstanding fees (from current or previous terms) or for other administrative reasons.

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 or materials. Approved refunds will be placed back on the credit card used when the original payment was made. Please allow 3 - 4 days for the refund to show on your credit card statement.

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 by mail (the Transcript Request Form may be printed through the NOCE website at www.noce.edu/records). Allow 10 business days for processing.

RECORDS & RELEASE OF RECORDS: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They have the right to:

- inspect and review their education records
- have some control over the disclosure of information from their education record
- seek to amend incorrect education records

In accordance with FERPA, NOCE may release or publish, without the student's prior consent, items in the category of public (directory) information. The NOCCCD Board of Trustees has identified the following as public (directory) information:

- Degrees and awards received by students, including honors, scholarships, athletic awards, and Dean's List recognition;
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation for athletic team members;
- Dates of attendance.

Students who wish to restrict this information must submit a written request to the Registrar's Office at the NOCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each term a student is in attendance. For more information, call 714.992.9502.

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

CATALOG RIGHTS POLICY: North Orange Continuing Education (NOCE) issues a new catalog each academic year beginning in the fall semester and, if needed, subsequent addendums for the spring and summer terms. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the fall semester and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: *Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language*. Continuous enrollment is enrollment in any two of the previous consecutive terms, including summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

For example:

Enrollment in the following Term	No Enrollment in the following Terms	Must enroll in the following term to maintain Catalog Rights
Fall	Spring & Summer	Fall
Spring	Summer & Fall	Spring
Summer	Fall & Spring	Summer

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time-continuous enrollment is re-established and maintained.

The lab enrollment in CCTR 100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution nor course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

GRADES

GRADING POLICY: Students enrolled in apportionment courses are awarded an evaluative symbol at the conclusion of each course. The grade issued will become part of the student's permanent academic history and will appear on their NOCE transcript.

Grading for CTE, DSS, ESL, and LEAP Courses

P - Pass (no grade points)

N - No Pass (no grade points)

SP - Satisfactory Progress (no grade points)

Students enrolled in a Career Development and College Preparation (CDCP) course are advised that they will be issued a grade that will appear on their NOCE transcript and permanent academic history. If a student does not wish to be graded, they must drop the course prior to the eighth hour of instruction. While an instructor may drop a student for excessive absences, it is **the student's responsibility to officially withdraw from a class.**

If a student withdraws after the eighth hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course after the start of the final quarter of the course. Please visit www.noce.edu/records for further information.

GRADE APPEAL POLICY: NOCE recognized the legal right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to formally appeal the final grade earned. Appeals are limited to the situations in which students believe the grade is prejudicially, capriciously, or arbitrarily assigned.

Grade appeal requests should be initiated by the student during the next term but no later than one year following the award of the original grade. All grade appeal requests should be directed to the NOCE Registrar at 714.992.9502. For additional information, you may refer to Board Policy 4231.

Grade appeal request forms can be found online at noce.edu/records.

OPEN ENROLLMENT: It is the policy of the North Orange County Community College District (NOCCCCD) that, unless specifically exempted by 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 NOCCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or North Orange Continuing Education and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title V of the California Administrative Code, commencing with Section 51820.

ACADEMIC HONESTY: Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

- Students shall not plagiarize, which is defined as:
 - stealing or passing off as one's own ideas or words of another, or
 - using a creative production without crediting the source.
 - 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.
- Students shall not cheat, which is defined as:
 - using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
 - misreporting or altering the data in laboratory or research projects involving the collection of data.
- Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously-submitted papers should inform students in the course syllabus,
- Instructors may deal with academic dishonesty in one or more of the following ways:
 - Assign an appropriate academic penalty such as an oral reprimand or point reduction.
 - Assign zero points on all or a particular paper, project, or exam.
 - 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.

SAFETY

SEXUAL HARASSMENT, DRUG-FREE AND ALCOHOL-FREE: For a copy of these policies, please refer to the NOCCCCD website at noce.edu/safetypolicy.

NON-DISCRIMINATION STATEMENT: The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more foregoing characteristics, or based on association with a person or group with one or more of these actual perceived characteristics in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504/Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title V of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: **Irma Ramos**
 Position: Vice Chancellor, Human Resources
 Address: 1830 West Romneya Drive
 Anaheim, California 92801-1819
 Telephone: 714.808.4826

Students and employees who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

CAMPUS SAFETY: For any emergency dial 9-1-1. To reach Campus Safety, call the following numbers by NOCE Center:

- **Anaheim Campus Safety:** 714.808.4911
- **NOCE Cypress Center**
 (Cypress College Campus Safety): 714.484.7387
- **NOCE Wilshire Center**
 (Fullerton College Campus Safety): 714.992.7777

VICTIMS OF SEXUAL ASSAULT: Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the following Campus Safety Security offices:

- **Anaheim Campus Safety:** 714.808.4911
- **NOCE Cypress Center**
 (Cypress College Campus Safety): 714.484.7387
- **NOCE Wilshire Center**
 (Fullerton College Campus Safety): 714.992.7777

Except as may otherwise be required by law, all inquiries will be maintained in confidence.

For more information or additional assistance, contact:

Name: **Martha Gutierrez**
 Position: NOCE Title IX Coordinator/
 Vice President of Student Services
 Address: North Orange Continuing Education
 1830 W. Romneya Drive
 Anaheim, CA 92801
 Telephone: 714.808.4660
 E-mail: mgutierrez@noce.edu

DISABILITY SUPPORT SERVICES: NOCE provides support services to enable persons with disabilities to participate in classes and programs. Support may include tutors, interpreter service, note takers, or other assistance. In addition, special classes are offered for those who are not yet ready to benefit from general continuing education offerings. See the Disability Support Services section in this schedule for class listings or call 714.484.7057.

ACCREDITATION: NOCE is proudly accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC). For more information regarding NOCE's accreditation, please contact WASC at the following:

Accrediting Commission for Schools,
 Western Association of Schools and Colleges
 533 Airport Blvd., Suite 200
 Burlingame, California 90410
 Website: <https://www.acswasc.org/>

STUDENT CONDUCT POLICY

Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 7034, 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national laws(s).

Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to the removal, suspension, or expulsion of the student." Misconduct which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of District personnel, or violating the rights of other students.
2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.
5. Misrepresentation of oneself or of an organization to be an agent of the District.
6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.
7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.
8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.
9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.
10. Causing or attempting to cause damage to District property, or to private property on District premises.
11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.
12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, North Orange Continuing Education Provost, or authorized designee.

14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.

15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.

16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

18. Committing sexual harassment as defined by law or by District policies and procedures.

19. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.

20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.

23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.

25. Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedures 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a college or North Orange Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, North Orange Continuing Education or District activity or attendance. Also any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures of which all students are informed of the rules and regulations governing student behavior.

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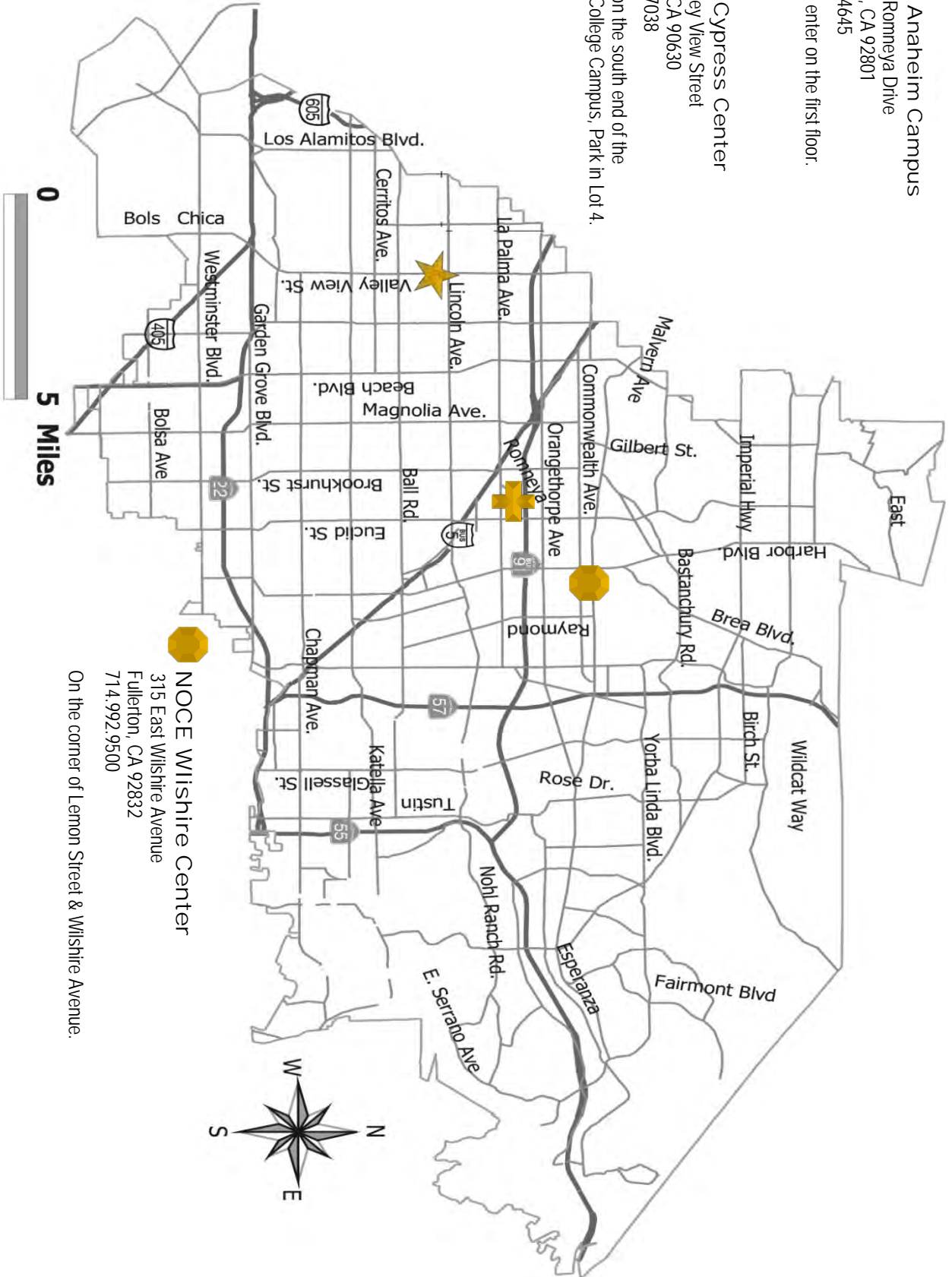
NOCE Anaheim Campus
 1830 W. Rommeya Drive
 Anaheim, CA 92801
 714.808.4645

Park and enter on the first floor.



NOCE Cypress Center
 9200 Valley View Street
 Cypress CA 90630
 714.484.7038

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



NOCE Wilshire Center
 315 East Wilshire Avenue
 Fullerton, CA 92832
 714.992.9500

On the corner of Lemon Street & Wilshire Avenue.

Every Day Counts at NOCE!



Attending every class meeting is important for all NOCE students.

Consistent attendance means...

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

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



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Pathways of Opportunity

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NOCE 2021 Fall Semester Important Dates

- July 19, 2021: Class Schedule posted online at: noce.edu/schedule
- July 27, 2021: Registration begins online at: noce.edu/registration
- August 16, 2021: Fall Semester begins; see individual courses for specific start dates.

Staff is Standing by to Help You Enroll:

714.808.4679

starhelp@noce.edu

Class Schedule:
noce.edu/schedule

Contact Us Today!

Nosotros hablamos español

Chúng tôi nói tiếng việt

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NOCE
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Anaheim, CA 92801

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