



NOCE

NORTH ORANGE

CONTINUING EDUCATION

2020 SPRING TERM

Continuing Education Class Schedule
Noncredit and Community Services
March • April • May • June



Registration begins February 19, 2020.
See pages 2-6 for registration details

Most NOCE classes begin the week of March 30, 2020.
See Individual courses for specific start dates



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

www.noce.edu • 714.808.4679



**Welcome to North Orange Continuing Education
Valentina Purtell, Provost**

Spring is a time for renewal and growth! At this time of year we begin to feel less sluggish, and become more open to inviting changes – both big and small – into our lives. Although we can do this any time, spring seems to bring increased focus on our goals, provides us with the energy to get active, take action, and create change.

Spring allows us the opportunity to let go of old habits that aren't serving us well to make room for new growth. Maybe you've been waiting for the perfect time to go back to school...now's your chance! Join us at NOCE to grow in your skills or grow into a new career. After earning a high school diploma or GED (page 15) at NOCE, you will grow in your earning power! Invest your time in one of our career certificates (pages 21-38) to grow in your job satisfaction.

Spring is a great time to envision endless possibilities, and to use your creative gifts to reach new levels of achievement, wellness, happiness and success. We have opportunities for all of these at NOCE (starting on page 58). Enroll in swimming, karate, or ballroom dance for physical wellness, or perhaps painting, photography or learning guitar is what you need to achieve a new kind of happiness. Enhance your skills with novel writing, learn sign language, or bartending.

We invite you to give us - and yourself - a chance to grow at NOCE! See you in class.

NOCE MISSION STATEMENT

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

NOCE VISION STATEMENT

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

NOCE CORE VALUES

Integrity

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

Learning

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

Excellence

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

Diversity

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

Service

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

NOCE INSTITUTIONAL STUDENT LEARNING OUTCOMES

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

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

Have an Important Question?

Use These Helpful Numbers!

For questions regarding classes or registering for classes, call:

ADMISSIONS & REGISTRATION

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

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

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

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

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



Every Day Counts at NOCE

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

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

NEW TO NOCE?

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

1 APPLY FOR AN NOCE BANNER ID

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

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

2 REGISTER FOR CLASSES

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

3 PURCHASE A PARKING PERMIT AND BOOK(S)

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

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

TERM DATES & HOLIDAYS TO REMEMBER



2020 SPRING TERM March 30, 2020 — June 26, 2020

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

REGISTRATION OPTIONS

- Wednesday, February 19, 2020 : Online
- Thursday, February 20, 2020: Walk-In

CYPRESS COLLEGE/FULLERTON COLLEGE

- January 27, 2020 — May 23, 2020

HOLIDAYS—NOCE CENTERS CLOSED

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

Information has changed, refer to our website at: www.noce.edu

Recess, the week of April 12, 2020
Five office hours will be held to the following:

Cypress and Wilshire Centers:
Monday-Wednesday: 8a-5:30p
Thursday-Sunday: CLOSED



2020 SUMMER TERM June 29, 2020 — August 7, 2020

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

REGISTRATION OPTIONS

- Wednesday, May 20, 2020: Online Registration for ALL NOCE Classes
- Thursday, May 21, 2020: Walk-In Registration for ALL NOCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SUMMER SEMESTER

- June 8 — August 13, 2020

HOLIDAYS—NOCE CENTERS CLOSED

- Independence Day Holiday: July 4, 2020
- Labor Day Holiday: September 5—September 7, 2020

READY TO REGISTER?

Get started with this checklist

HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN REGISTERING ONLINE:

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

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

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

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

ONLINE REGISTRATION WORKSHOPS

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

LEARN THE ESSENTIALS TO REGISTERING ONLINE AT ONE OF OUR WORKSHOPS

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

- Monday, February 10, 2020 at 6 p.m.**
- Wednesday February 12, 2020 at 6 p.m.**

Workshops are free. No reservation required.

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

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

Wednesday, February 19, 2020

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

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

REGISTRATION WORKSHEET

STEP 1 – Go to myGateway

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



STEP 2 – Log In

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

MyGateway ID:

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

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

STEP 3 – Register for Classes

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

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

IDEAL CLASSES

CRN (Course Reference No.)	Title	Days	Times	Location

ALTERNATE CLASSES

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

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

STEP 5 – Complete Registration

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

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

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

If the account balance reflected is ZERO, you may:

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



REGISTRATION INFORMATION

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

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

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

1. WEDNESDAY, FEBRUARY 19, 2020



CASH * CHECK

Online Registration for All NOCE Classes **

- ◆ Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Wednesday, February 19, 2020.
- ◆ All designated Career Technical Education (CTE) classes (pages 24 — 38) within NOCE CTE Programs must complete the **ONLINE ORIENTATION** prior to registering for CTE classes. See pages 21—22 for more information call 714.808.4915.
 - Administrative Professional
 - Braille Transcribing **
 - Business Information Worker I
 - Early Childhood Education
 - Electrical Technology
 - Funeral Service Assistant
 - Management
 - Medical Assistant
 - Pharmacy Technician
 - Quality Assurance Management for Devices

*** Online Orientation Not Required, but Highly Recommended.*

2. THURSDAY, FEBRUARY 20, 2020



CASH * CHECK

Walk-In Registration for All NOCE Classes

Students can register at the Admissions and Registration Office at any of the three NOCE Centers beginning on Thursday, February 20, 2020.

BASIC ONLINE REGISTRATION INSTRUCTIONS

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

NEED ASSISTANCE WITH ONLINE REGISTRATION?

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

NOCE CENTERS REGISTRATION INFORMATION



ANAHEIM CAMPUS

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

OFFICE HOURS:

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



CYPRESS CENTER

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

OFFICE HOURS:

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



WILSHIRE CENTER

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

OFFICE HOURS:

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

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

**Registration Information for
English as a Second Language Program: SEE PAGES 42 - 43**

**Registration Information for
High School Diploma Program: SEE PAGES 14 - 20**

Looking for TEXTBOOK INFORMATION?

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

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



DO YOU KNOW YOUR BANNER ID#?

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

NOCE CLASS SCHEDULE SYMBOL KEY

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

**Off-campus continuing education
location addresses are listed on page 77
of this class schedule.**

COUNSELING AND STUDENT SERVICES

Counseling and Student Services

WHAT IS COUNSELING AND STUDENT SERVICES?

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

- Online orientation to NOCE
- Assessment for High School Diploma Program (HSDP) entry
- Defining a course of study
- Development of student educational plan
- Academic counseling and referrals
- Review program completion requirements: "grad check" for high school diploma and some career technical education (CTE) certificates
- Transition to college

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

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

HOW CAN I MAKE AN APPOINTMENT?

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

Anaheim Campus

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

Cypress Center

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

Wilshire Center

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

Adult College & Career Transitions (ACCT) Program

IS COLLEGE YOUR NEXT STEP?

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

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



NOCE students arriving to tour Cypress College

HOW TO READ THE CLASS SCHEDULE

CAMPUS LOCATIONS

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

DAYS OF THE WEEK CODES

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

How to Read the Class Schedule

NONCREDIT COURSES (NO FEES)

Course Title → **MEDICAL ASSISTING: BACK OFFICE PROCEDURES I**

Subject Code/ → **MEDO/235**

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

Course Start Date → Starts week of 9/9/2019, ends week of 12/2/2019;
nc Nov 11, Nov 28

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

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

nc = No Class

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

COMMUNITY SERVICE (FEE-BASED)

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

Subject Code/ → **FOTO/101**

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

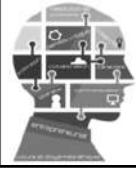
Course Start Date → Starts week of 9/9/2019, ends week of 12/9/2019

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

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

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

CAREER RESOURCE CENTER



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

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

Your Resource Center For:

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

Anaheim Campus, 6th Floor | Room 606

March 30 — June 25, 2020

Center Hours: Monday - Thursday: 10 a.m. – 7 p.m.
Closed Spring Recess: April 6– 12, 2020

To Schedule an Appointment: careerhelp@noce.edu

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

Workshop Titles and Descriptions

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

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

For More Information, Contact NOCE Career Resource Center

E-mail: careerhelp@noce.edu | Phone: 714.808.4915 | Location: Anaheim, Room 606
 Funded by The Strong Workforce Initiative | Se Habla Español

NOCE
NORTH ORANGE
CONTINUING EDUCATION



SCHOLARSHIP Opportunities

Apply for Scholarships:

January 24, 2020 through April 6, 2020

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

For more information:
 Visit: www.noce.edu/scholarships
 E-mail: scholarships@noce.edu
 Or call: 714.808.4621

Scholarship Opportunities



SCHOLARSHIP Workshops

Need Help Applying for NOCE Scholarships?

Learn how to:

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



Scholarship workshops will be held:

Anaheim Campus - Career Resource Center, Room 606

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

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

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

Cypress Center - Building 18, Room 118

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

Wilshire Center - Building 200, Room 203

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

For more information:

E-mail: careerhelp@noce.edu

Call: 714.808.4621

Or visit:

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

DONATE TO NOCE

Support student success and make a donation today to the NOCE Scholarship program!
Visit www.noce.edu/scholarships

Grads To Be Program

Empowered and Educated Undocumented Students

Located at our Anaheim Campus

North Orange Continuing Education

1830 W. Romneya Dr., 7th Floor
Anaheim, CA 92801
714.808.4638
grads2b@noce.edu
Hours: M-F 8 a.m.—5 p.m.



Grads To Be Program will:

- Provide a variety of services and resources for undocumented students.
- Advocate for and facilitate access to services.
- Enhance personal growth, well being , and life skills.
- Promote campus wide awareness on the multiple stressors impacting students as well as the resiliency and strengths utilized to overcome adversity.
- Cultivate and foster the philosophy and practice that the entire campus is a "Safe Zone".

Grads To Be Program

Estudiantes indocumentados, Capacitados y Educados

Localizado en Anaheim Campus

North Orange Continuing Education

1830 W. Romneya Dr., 7th Floor
Anaheim, CA 92801
714.808.4638
grads2b@noce.edu
Hours: M-F 8a-5p



El Programa de Grads To Be ara lo siguiente:

- Ofrecer una variedad de servicios y recursos para estudiantes indocumentados.
- Defender y facilitar el acceso a los servicios.
- Fortalecer el crecimiento personal, el bienestar y las habilidades para la vida.
- Promover la conciencia en todo el campus sobre los múltiples factores estresantes que afectan a los estudiantes, y también la resistencia y las fortalezas utilizadas para superar la adversidad.
- Desarrollar y promover la filosofía y la práctica de que todo el campus es una "zona segura".

NONCREDIT CLASSES

1

TUITION-FREE CLASSES AND SUPPORT

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

2

ACCREDITED BY WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

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

3

PATHWAYS TO OPPORTUNITY

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

EVERY DAY COUNTS AT NOCE!



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

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

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

See You in Class!

BASIC SKILLS

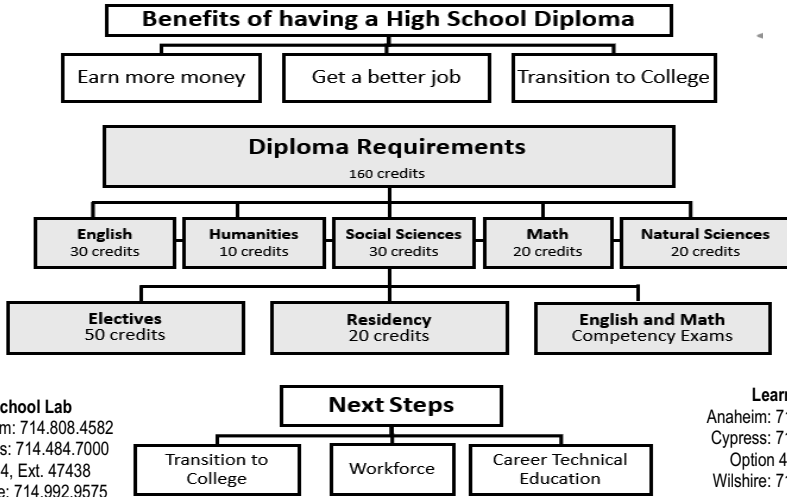
HIGH SCHOOL DIPLOMA PROGRAM

HIGH SCHOOL DIPLOMA PROGRAM

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

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

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



High School Lab
 Anaheim: 714.808.4582
 Cypress: 714.484.7000
 Option 4, Ext. 47438
 Wilshire: 714.992.9575

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

Basic Skills



**TRANSITIONING TO COLLEGE
 IHSS/300**

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

Dates: May 15 and May 22

CRN	DAYS	PLACE	INSTR
31093	F/8:30a-3:50p	CC/TBA	Staff

This is a 2-day class, students **MUST** attend both classes.



Cypress College | Fullerton College
 North Orange Continuing Education

The North Orange Promise Program offers first-year, tuition-free college classes for eligible NOCE students who wish to attend Cypress College or Fullerton College.

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

For more information, contact:

Belinda Sanchez, Anaheim Pledge Coordinator,
 at **714.484.7000, option 4, ext.48876**

**REGISTER FOR HIGH SCHOOL
 DIPLOMA PROGRAM**

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

COLLEGE PREP

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

Program Attendance and Waitlist Requirements

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

COLLEGE PREP - BASIC MATH ABED/110

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

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
31087	MW/5:30p-8:20p	CYPTE2/201	Alrubaye

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.

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE	INSTR
31088	MW/9a-11:50a	CYPTE2/201	Lee
31090	TTh/5:30p-8:20p	FC600/611C	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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE	INSTR
31091	MW/5:30p-8:20p	FC600/611C	Karimi
31089	TTh/5:30p-8:20p	CYPTE2/201	Lee

Have You Checked Your Class Start Date and Location?

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

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: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
31092	TTh/9a-11:50a	CYPTE2/201	Funaro

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.

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE	INSTR
31086	TTh/9a-11:50a	CYPTE2/208	Jeanpierre
31085	MW/9a-11:50a	CYPTE2/208	Jeanpierre

GED/HISET PREPARATION PROGRAM

ANAHEIM GED/HISET PREPARATION PROGRAM

Traditional Classroom Setting

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

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

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

Registration starts Online: February 19, 2020; Walk-in: February 20, 2020

GED/HiSET - MATHEMATICS ABE/405

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

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
30195	MW/8:30a-12:20p	AN/136	Tran
30203	MW/5p-8:50p	AN/136	Fallahinezhad

GED/HiSET - LANGUAGE ARTS AND WRITING ABE/425

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

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
30196	TTh/8:30a-12:20p	AN/136	Maynard
30204	TTh/5p-8:50p	AN/136	Maynard

Program Attendance and Waitlist Requirements

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

WILSHIRE GED/HISET PREPARATION PROGRAM

Open Lab Setting - Set Your Own Hours

GED/HISET PREPARATION LAB & HOURS

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

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

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

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

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

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

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

NOCE LEARNING CENTERS

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

ABOUT THE LEARNING CENTERS

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

LEARNING CENTER LOCATIONS & HOURS*

Set your own schedule during these hours:

- **Anaheim Campus**
(Rooms 138, 140, & 142)
 M-Th: 8:30 a.m. — 8 p.m.
- **Cypress Center**
(TE2, Room 209)
 M-Th: 8:30 a.m. — 2:45 p.m.

Cypress College Math Co-Lab* **(TE2, Room 211)**

M-Th: 8:30 a.m. — 4 p.m.
 W-Th: 5 p.m. — 9 p.m.
 F: 8:30 a.m. — 3 p.m.

- * For Cypress College students referred to Math 10 and 15 only.
- * Cypress College students may take the equivalent of Math 20 in the Math Co-Lab.

- **Wilshire Center**
(Bldg 100, Room 105)
 M-Th: 8:30 a.m. — 2:45 p.m.
 M/W: 5 p.m. — 8 p.m.

NOCE/Cypress College Math Co-Lab

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



Daytime:

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

Evening:

Wed-Thur: 5 p.m.— 9 p.m.

Contact Information: 714.484.7079 or mathcolab@noce.edu

FREE Tutoring

and
 Support
 Services
 are
 available
 in the
 Learning
 Centers.



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

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FIVE EASY STEPS TO ENROLL

1 OBTAIN TRANSCRIPTS

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

2 APPLY ONLINE OR IN-PERSON

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

3 COMPLETE ONLINE ORIENTATION

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

4 REGISTER & ATTEND ASSESSMENT

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

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

5 COUNSELING

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

HIGH SCHOOL DIPLOMA PROGRAM LOCATIONS & HOURS*

**Days/hours subject to change.*

Anaheim Campus: 1st Floor, Rm 129

- Monday — Friday: 8:30 a.m. — 5:00 p.m.
- Monday — Thursday: 8:30 a.m. — 5:00 p.m.

FOR MORE INFORMATION:

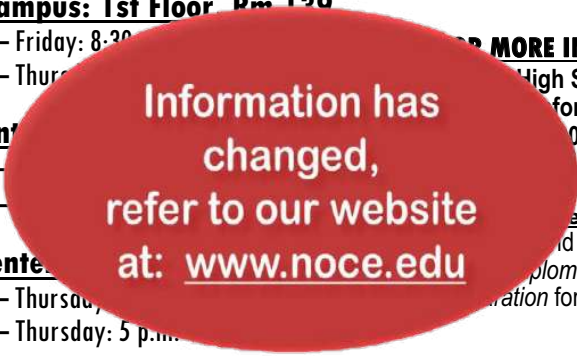
Visit our High School Diploma Information Line at 714.808.4683.

Cypress Center

- Monday — Friday: 8:30 a.m. — 5:00 p.m.
- Monday — Thursday: 8:30 a.m. — 5:00 p.m.

Wilshire Center

- Monday — Thursday: 8:30 a.m. — 5:00 p.m.
- Monday — Thursday: 5 p.m. — 7:30 p.m.



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

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FIVE EASY STEPS TO ENROLL

1 OBTAIN OFFICIALLY-SEALED TRANSCRIPTS

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

2 APPLY FOR A NOCE BANNER ID

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

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

3 COMPLETE THE HIGH SCHOOL DIPLOMA PROGRAM ONLINE ORIENTATION

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

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

NEED HELP?

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

4 REGISTER FOR A HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

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

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

Refer to the chart on page 20 for assessment session **course reference numbers (CRNs)** and note the **registration period** dates and times. The **registration period** will close early if the session fills before the close date and time.

- Go to **myGateway** at <http://mg.nocccd.edu> and log in by entering your **myGatewayID (Banner)** and **Password**.
- Next, go to the **Registration Tools** box and select **Add or Drop Classes**.
- Select the term: **NOCE Continuing Education Spring 2020** and then click **Submit**.
- Complete the short survey and click **Submit**.
- On the **Registration** page, scroll down to the **Add Classes Worksheet** section. In the first box under the CRNs section, **enter the 5-digit CRN** for the assessment session you wish to attend (**listed in the chart on page 20**).
- Next, click **Confirm Your Choices**.
- Now, click **Complete Registration**.
- Go to the upper left corner of the screen and click to return to the **Main Menu**.
- Select **Student Records**, then **Print Schedule/Bill**. **Print Schedule/Bill** and select the term you want to view and then click **Submit a Term**. Click **View Schedule/Bill**, then **right click your mouse anywhere on the page** and select **Print**.
- Bring this **printed copy of the Schedule/Bill to the assessment session as proof of your registration. Also bring your officially-sealed transcripts and myGateway (Banner) ID number.**

5 COUNSELING

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

ATTENTION NOCE CYPRESS CENTER STUDENTS:

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

PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS (18+)

CINCO PASOS FACILES PARA INSCRIBIRSE

1 OBTenga SU CERTIFICADO DE ESTUDIOS ANTERIORES

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

2 APLIQUE EN LINEA O EN PERSONA

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

3 COMPLETE LA ORIENTACION EN LINEA

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

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

4 INSCRIBASE Y ASISTA A LA SESION DE EVALUACION

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

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

5 CONSEJERO

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

PERMISO DE ESTACIONAMIENTO:

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

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

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

Campus de Anaheim: Salón 139

Dirección: 1830 West Romneya Drive
Anaheim, California 92801

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

• Lunes – Jueves:
5 p.m. – 9 p.m.

Campus NOCE Cypress: CYP TE2-205

Dirección: 9200 Valley View Street
Cypress, California 90630

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

• Lunes – Jueves:
5 p.m. – 9 p.m.

Campus NOCE Wilshire: Salón 118

Dirección: 315 E. Wilshire Avenue
Fullerton, California 92832

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

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

April 2020

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

Assessment Location	Registration Period	Dates	CRN	Assessment Time
Anaheim, 7th Floor Room 702			31128	10 a.m. or 6 p.m.
			31128	10 a.m. or 6 p.m.
			31129	10 a.m.
Cypress, Bldg. 18 Room 118			31134	10 a.m.
			31135	6 p.m.
Wilshire, Bldg. 100 Room 112 Room 110		Mondays, April 21 Tuesdays, April 23	31140	10 a.m.
			31141	6 p.m.

May 2020

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

Assessment Location	Registration Period	Dates	CRN	Assessment Time
Anaheim, 7th Floor Room 702			31130	10 a.m. or 6 p.m.
			31130	10 a.m. or 6 p.m.
			31131	10 a.m.
Cypress, Bldg. 18 Room 118			31136	10 a.m.
			31137	6 p.m.
Wilshire, Bldg. 100 Room 112 Room 110	May 2020	Mondays, May 12 Tuesdays, May 14	31142	10 a.m.
			31144	6 p.m.

June 2020

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

Assessment Location	Registration Period	Dates	CRN	Assessment Time
Anaheim, 7th Floor Room 714			31132	10 a.m. or 6 p.m.
			31132	10 a.m. or 6 p.m.
			31133	10 a.m.
Cypress, Bldg. 18 Room 118			31138	10 a.m.
			31139	6 p.m.
Wilshire, Bldg. 100 Room 112 Room 110	May 2020	Mondays, June 11	31145	10 a.m.
			31146	6 p.m.

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

ASSESSMENT LOCATIONS:

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

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

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

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

For Cypress Center parking, see page 18

DON'T FORGET TO BRING:

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

CAREER TECHNICAL EDUCATION PROGRAM

FOUR EASY STEPS TO ENROLL

NEW STUDENTS:
Complete Steps 1—4

1 APPLY ONLINE OR IN-PERSON

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

2 ORIENTATION

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

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

3 REGISTRATION

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

- ⇒ All CTE Certificate Program Classes:
 - **Wednesday, February 19, 2020 (Online)**
 - **Thursday, February 20, 2020 (Walk-in)**

4 COUNSELING

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

RETURNING STUDENTS:
Complete Steps 3 and 4

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

CAREER TECHNICAL EDUCATION PROGRAM

FOUR EASY STEPS TO ENROLL

1

APPLY FOR A NOCE BANNER ID

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

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

2

COMPLETE A REQUIRED ORIENTATION

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

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

B. In the left side of the screen, click on the **NOCE** tab.

C. In the **NOCE Orientations** box, select the NOCE Online Orientation for the certificate program you want to enroll: **NOCE CTE Pharmacy Technician**, or **NOCE General Orientation** for all other programs.

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

E. **24 hours after** you successfully pass the **Online Orientation, you will be eligible to register** for classes in the certificate program. If you are enrolling in Pharmacy Technician program you must complete the Pharmacy Technician Online Orientation. For all other CTE programs you must complete the NOCE General Orientation.

3

REGISTER ONLINE FOR 2020 SPRING TERM COURSES

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

All CTE Programs:

- Wednesday, February 19, 2020 (Online)
- Thursday, February 20, 2020 (Walk-in)

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

HELPFUL TIPS:

- Spaces are limited and available on a first-come, first-served basis. Registration opens at 7:30 a.m. on Wednesday, February 19, 2020.
- **FIRST TIME REGISTERING ONLINE?** See page 3 of this class schedule for details about Online Registration Workshops and see page 4 for a helpful worksheet.

4

COUNSELING

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

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

EVERY DAY COUNTS AT NOCE!



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

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

See you in class!

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

CAREER TECHNICAL EDUCATION PROGRAM



WHAT IS CANVAS?

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

TO ACCESS CANVAS:

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

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

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

WHAT IS I-BEST?

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

Why Enroll?

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

What I-BEST Offerings are Available?

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

- BMGR 412 Management Skills I (CRN 30108)
- BMGR 415 Written Communication (CRN 31083)
- BMGR 431 Finance for Non-Financial Management (CRN 31084)
- BMGR 610 Management Skills II (CRN 30180)
- ECE 140 Early Childhood Development (CRN 30066)
- ECE 170 Introduction to Curriculum (CRN 30072)
- MEDO 235 Back Office I (CRN 30106)
- MEDO 240 Back Office II (CRN 30079)
- MEDO 260 Intro to Medical Assisting (CRN 30074)
- MEOC 130 Intro to Pharmacy Technician (CRN 30059)
- OTEC 100 Office Essentials (CRN 30184)
- OTEC 105 Microsoft Outlook Fundamentals (CRN 30186)
- OTEC 210 Computer Concepts and Applications I (CRN 30183)
- OTEC 211 Computer Concepts and Applications II (CRN 31022)

Here is what CTE I-BEST students are saying:

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

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

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

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

CAREER TECHNICAL EDUCATION PROGRAM

BUSINESS/OFFICE TECHNOLOGY CERTIFICATES

Available Programs:

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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. **Students on the waitlist should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the term.
- **GRADES:** All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

PROGRAM REMINDERS:

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

Visit careers.noce.edu for more information on:

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

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



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

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

NOCE NETWORKS



Connect with us! See inside back cover for details.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. **Students on the waitlist should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the term.
- **GRADES:** All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

PROGRAM REMINDERS:

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

Visit careers.noce.edu for more information on:

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

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

Looking for **TEXTBOOK INFORMATION?**

Look on the Fullerton College Bookstore page:

noce.edu/textbooks

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

**OFFICE ESSENTIALS
OTEC/100**

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

Dates: Mar 30-May 25; nc Apr 6, May 25

*Dates: May 4-Jun 22; nc May 25

CRN	DAYS	PLACE	INSTR
30184	M/12:30p-3:35p	AN/302	Loayza
30185	M/6:30p-9:35p	AN/405	Sedrak

CRN 30184 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

**MICROSOFT OUTLOOK
FUNDAMENTALS
OTEC/105**

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

Dates: Jun 1-Jun 22

*Dates: Mar 30-Apr 27; nc Apr 6

CRN	DAYS	PLACE	INSTR
30186	M/12:30p-3:20p	AN/302	Loayza
30188	M/6:30p-9:20p	AN/405	Sedrak

CRN 30186 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

Need Help with Math?

Support is available at the Anaheim Learning Center, including help with coursework and math. Visit the Anaheim Learning Center for details.

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

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

Dates: Apr 1-Jun 24; nc Apr 8

CRN	DAYS	PLACE	INSTR
30339	W/7p-8:50p	AN/302	Teipe
31196	Th/4p-5:50p	AN/302	Prey



**KEYBOARDING MASTERY I
COMP/510**

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

Dates: Apr 2-Jun 25; nc Apr 9

CRN	DAYS	PLACE	INSTR
31008	Th/6:30p-8:45p	AN/312	Casper

**KEYBOARDING MASTERY II
COMP/511**

NEW!

Prerequisite: The student must have completed COMP 510 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).

Dates: Apr 2-Jun 25; nc Apr 9

CRN	DAYS	PLACE	INSTR
31127	Th/6:30p-8:45p	AN/312	Casper

COMPUTER CONCEPTS AND APPLICATIONS I OTEC/210

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
30183	M/9a-11:50a	AN/302	Loayza
30201	W/6:30p-9:20p	AN/405	Sedrak

CRN 30183 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

COMPUTER CONCEPTS AND APPLICATIONS II OTEC/211

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

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
31022	TT/6:30p-8:45p	AN/405	Teipe

CRN 31022 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

COMPUTER CONCEPTS AND APPLICATIONS III OTEC/212

NEW!

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

Dates: Apr 2-Jun 25; nc Apr 9

CRN	DAYS	PLACE	INSTR
31193	Th/6:30p-9:20p	AN/313	Sedrak

BRAILLE TRANSCRIBING



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

PROGRAM REQUIREMENTS

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

PROGRAM REMINDERS:

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

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

BRAILLE TRANSCRIBING: ADVANCED SYMBOLS AND FORMATTING MANUSCRIPTS ENCO/539

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

Dates: Apr 1-Jun 24; nc Apr 8

CRN	DAYS	PLACE	INSTR
31190	W/6p-8:50p	AN/118	Dawirs

COMPUTERS



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

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

PROGRAM REQUIREMENTS

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

PROGRAM REMINDERS:

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

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

BUSINESS/COMPUTER SKILLS LAB CCTR/100

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

Dates: Mar 30-Jun 27; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE
21607	MTWTh/8a-6:30p	AN/304

BEGINNING KEYBOARDING COMP/685

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 7-Apr 9

CRN	DAYS	PLACE	INSTR
30051	T/9a-11:50a	AN/302	Prey
30056	Th/9a-11:50a	AN/302	Prey
30055	W/12p-2:50p	AN/405	Kretschmar
30054	T/6:30p-9:20p	AN/302	Casper

KEYBOARDING MASTERY I COMP/510

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

Dates: Apr 2-Jun 25; nc Apr 9

CRN	DAYS	PLACE	INSTR
31008	Th/6:30p-8:45p	AN/312	Casper

KEYBOARDING MASTERY II COMP/511**NEW!**

Prerequisite: The student must have completed COMP 510 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).

Dates: Apr 2-Jun 25; nc Apr 9

CRN	DAYS	PLACE	INSTR
31127	Th/6:30p-8:45p	AN/312	Casper

INTRODUCTION TO COMPUTERS COMP/100

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

Starts week of 3/30/2020, ends week of 6/22/2020;

nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
30049	M/3:30p-6:20p	AN/405	Kretschmar
30050	W/9a-11:50a	AN/405	Kretschmar

INTRODUCTION TO WINDOWS OPERATING SYSTEMS MS/104

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

Dates: Apr 2-Jun 25; nc Apr 9

CRN	DAYS	PLACE	INSTR
30082	Th/9a-11:50a	AN/312	Ahmed

**DISCOVER THE INTERNET
COMP/105**

A hands-on overview of Internet concepts, Web browsing using Internet Explorer; email, newsgroups, FTP, netiquette, security issues, research, and more. Hands-on including on-line browsing. Recommended proficiency in: Introduction to Computers or equivalent.

Dates: Mar 31-Jun 23; nc Apr 7

CRN	DAYS	PLACE	INSTR
31025	T/9a-11:50a	AN/312	Ahmed



**INTRODUCTION TO WORD
MS/144**

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

Dates: Apr 1-Jun 24; nc Apr 8

CRN	DAYS	PLACE	INSTR
30095	W/9a-11:50a	AN/312	Grane

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.

**INTRODUCTION TO EXCEL
MS/105**

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
30053	T/9a-11:50a	AN/303	Garmon
30317	Th/6:30p-9:20p	AN/302	DeBiase

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

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

Dates: Mar 31-Jun 23; nc Apr 7

CRN	DAYS	PLACE	INSTR
30057	T/12p-2:50p	AN/302	Garmon
31029	T/6:30p-9:20p	AN/313	DeBiase

**INTRODUCTION TO POWERPOINT
MS/119**

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc
Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
30202	M/9a-11:50a	AN/405	Ahmed
31027	W/6:30p-9:20p	AN/313	Loayza

**INTRODUCTION TO PUBLISHER
MS/143**

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

Dates: Mar 30-Jun 22; nc Apr 6, May 25

CRN	DAYS	PLACE	INSTR
31026	M/6:30p-9:20p	AN/302	Loayza



**MS OFFICE - OVERVIEW
MS/160**

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

CRN	DAYS	PLACE	INSTR
Dates: Mar 30-Jun 22; nc Apr 6, May 25			
30048	M/12:30p-3:20p	AN/403	Kretschmar
Dates: Apr 1-Jun 10; nc Apr 8			
30089*	W/6:30p-9:50p	AN/312	Moreno-Herrera

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

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

**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: Mar 30-Jun 22; nc Apr 6, May 25

CRN	DAYS	PLACE	INSTR
30187	M/12p-2:50p	AN/405	Teipe

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.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. **Students on the waitlist should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the term.
- **GRADES:** All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

PROGRAM REMINDERS:

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

Visit careers.noce.edu for more information on:

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

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

INTRODUCTION TO CURRICULUM FOR EARLY CHILDHOOD EDUCATION ECE/170

Prerequisite: ECE 140 Early Childhood Development. This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. **Textbook Required.**

Dates: Apr 1-Jun 24; nc Apr 8

CRN	DAYS	PLACE	INSTR
30072	W/6:30p-9:20p	AN/106	Hill-West

CRN 30072 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

EARLY CHILDHOOD DEVELOPMENT ECE/140

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

Dates: Mar 30-Jun 22; nc Apr 6, May 25

CRN	DAYS	PLACE	INSTR
30066	M/9a-11:50a	AN/112	Hill-West
30067	M/6:30p-9:20p	AN/104	Hill-West

CRN 30066 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

FAMILY COMMUNITY RELATIONSHIPS ECE/136

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

Dates: Apr 1-Jun 24; nc Apr 8

CRN	DAYS	PLACE	INSTR
30068	W/9a-11:50a	AN/108	Sueng

ECE PROGRAM PRINCIPLES AND PRACTICE ECE/108

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

Dates: Mar 30-Jun 10; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
30069	MW/6:30p-9:20p	AN/108	Sueng



**LANGUAGE ARTS AND LITERACY
IN EARLY CHILDHOOD
ECE/112**

This course examines the teacher's role in promoting and facilitating children's emerging literacy and language development through the use of storytelling, books, songs, flannel board stories and puppetry. This course is part of a program approved by the California Department of Social Services, for employment in a private facility.

Dates: Apr 2-Jun 25; nc Apr 9

CRN	DAYS	PLACE	INSTR
31010	Th/6:30p-9:20p	AN/112	Pagalidis



**SUPERVISION & ADMINISTRATION
ECE/142**

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

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
30071	TTh/6:30p-9:20p	AN/104	Sueng

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

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



**INFANT-TODDLER CARE
ECE/175**

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

Dates: Mar 31-Jun 11; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
31012	TTh/9a-11:50a	AN/104	Hill-West

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

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

Anaheim Campus: 714.808.4682
Cypress Center: 714.484.7440
Wilshire Center: 714.992.9565



**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: May 8-May 8

CRN	DAYS	PLACE	INSTR	FEE
30111	F/8a-3:30p	AN/611	Staff	\$80

NOCE NETWORKS



Connect with us! See inside back cover for details.

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.

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. **Students on the waitlist should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the term.
- **GRADES:** All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

PROGRAM REMINDERS:

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

Visit careers.noce.edu for more information on:

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

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

**ELECTRICAL TRADES
MATHEMATICS I
ELET/175**

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

Dates: Mar 31-Jun 23; nc Apr 7

CRN	DAYS	PLACE	INSTR
30190	T/6p-9:50p	AN/611	Hauck


**ELECTRICAL TRADES
MATHEMATICS II
ELET/176**

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

Dates: Apr 2-Jun 25; nc Apr 9

CRN	DAYS	PLACE	INSTR
30193	Th/6p-9:50p	AN/116	Hauck

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

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

This course is NOT part of the Electrical Technology Certificate Program and will NOT fulfill the course requirements for the Electrical Technology Certificate

**WIRING FUNDAMENTALS:
INDUSTRIAL
ELET/170**

Prerequisite: ELET 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to industrial wiring. Topics to include industrial wiring, conduit systems, conductor types and applications, over-current protection, polyphase distribution, system and equipment grounding, electrical motors, motor circuit conductors, motor control circuits, and electrical power installations in accordance to the NEC.

Dates: Apr 1-Jun 24; nc Apr 8

CRN	DAYS	PLACE	INSTR
30087	W/6:30p-9:20p	AN/402A	Faessel

For students who have not met the prerequisite for this course, please visit the Career Technical Education Department (CTE) at the Anaheim Campus on the 5th floor, Room 513 or call (714) 808-4915 to inquire about registering for this class

FUNERAL SERVICE ASSISTANT CERTIFICATE



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

PROGRAM REQUIREMENTS

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

PROGRAM REMINDERS:

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

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

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

INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS MEOC/210

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
30091	Th/9a-12:50p	AN/405	Tarango
30094	T/6p-9:50p	AN/312	Kane

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.

FUNERAL SERVICE OPERATIONS FSRV/120

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

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
30098	MW/6:30p-8:50p	AN/607	Wright

FUNERAL SERVICE PRACTICES AND PROCEDURES II FSRV/126

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

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
30099	TTTh/6:30p-8:45p	AN/607	Wright

MANAGEMENT CERTIFICATE

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

PROGRAM REQUIREMENTS

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

PROGRAM REMINDERS:

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

Visit careers.noce.edu for more information on:

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

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

ELEMENTS OF SUPERVISION BMGR/410

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

Dates: Apr 2-May 14; nc Apr 9

CRN	DAYS	PLACE	INSTR
30197	Th/6:30p-9:30p	WIL/203	Baltazar

MANAGEMENT SKILLS I BMGR/412

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

Dates: Apr 2-May 14; nc Apr 9

CRN	DAYS	PLACE	INSTR
30108	Th/8:30a-11:20a	AN/112	Baltazar

CRN 30108 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.



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: Mar 31-May 12; nc Apr 7

CRN	DAYS	PLACE	INSTR
31083	T/8:30a-11:20a	AN/301	Dunne

CRN 31083 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.



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.

Starts week of 5/18/2020, ends week of 6/22/2020

CRN	DAYS	PLACE	INSTR
31084	T/8:30a-11:20a	AN/108	Dunne
30198	W/6:30p-9:20p	WIL/203	Baltazar

CRN 31084 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

**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: May 21-Jun 25

CRN	DAYS	PLACE	INSTR
30180	Th/8:30a-11:20a	AN/112	Baltazar

CRN 30180 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

**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: Apr 1-May 13; nc Apr 8

CRN	DAYS	PLACE	INSTR
31017	W/6:30p-9:20p	WIL/203	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: May 19-Jun 23

CRN	DAYS	PLACE	INSTR
30200	T/6:30p-9:20p	WIL/203	Baltazar

**EFFECTIVE BUSINESS
PRESENTATIONS
BMGR/417**

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

Dates: Mar 31-May 12; nc Apr 7

CRN	DAYS	PLACE	INSTR
30199	T/6:30p-9:20p	WIL/203	Berry

**MEDICAL ASSISTANT
CERTIFICATE**

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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. **Students on the waitlist should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the term.
- **All Medical Assistant Certificate students are required to purchase and wear blue scrubs for all classes.**

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

PROGRAM REMINDERS:

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

Visit careers.noce.edu for more information on:

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

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

**MEDICAL TERMINOLOGY
MEOC/104**

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 6-Apr 7, May 25

CRN	DAYS	PLACE	INSTR
30081	T/9a-12:50p	AN/611	Tarango
30084	T/6p-9:50p	AN/112	Smith
30061	M/6p-9:50p	AN/106	Wiley

**INTRODUCTION TO MEDICAL
ASSISTING
MEDO/260**

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

Textbook Required.

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 6-Apr 7, Apr 9, May 25

CRN	DAYS	PLACE	INSTR
30074	M/9a-12:50p	AN/611	Oo
30075	T/1:30p-5:30p	AN/106	Kane
30341	Th/6p-9:50p	AN/611	Murray

CRN 30074 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

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

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
30091	Th/9a-12:50p	AN/405	Tarango
30094	T/6p-9:50p	AN/312	Kane

**MEDICAL ASSISTING: FRONT
OFFICE
MEDO/115**

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 8-Apr 9

CRN	DAYS	PLACE	INSTR
30076	W/12:30p-3:20p	AN/403	Oo
30090	Th/6:30p-9:20p	AN/403	Echolds

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

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE	INSTR
30077	TTh/12:30p-3:20p	AN/403	Echolds
30096	MW/7p-9:50p	AN/403	Bacon

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

**MEDICAL ASSISTING: BACK OFFICE
PROCEDURES I
MEDO/235**

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE	INSTR
30078	MW/9a-12:05p	AN/510	Kane
30106	TTh/12:30p-3:35p	AN/510	Oo
31020	MW/6:30p-9:35p	AN/510	Uy

CRN 30106 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

**MEDICAL ASSISTING: BACK OFFICE
PROCEDURES II
MEDO/240**

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

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
30079	TTh/9a-12:05p	AN/510	Oo
30080	T/6:30p-9:50p Th/7p-9:50p	AN/510 AN/510	Bacon

CRN 30079 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

PHARMACY TECHNICIAN CERTIFICATE PROGRAM



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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. **Students on the waitlist should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the term.
- **GRADES:** All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

PROGRAM REMINDERS:

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

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

INTRODUCTION TO PHARMACY TECHNICIAN MEOC/130

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

Dates: Mar 30-Jun 11; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
30059	MW/6:30p-9:20p	AN/611	Dunne

CRN 30059 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 23 for more information.

MEDICAL TERMINOLOGY MEOC/104

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 7, May 25

CRN	DAYS	PLACE	INSTR
30081	T/9a-12:50p	AN/611	Tarango
30084	T/6p-9:50p	AN/112	Smith
30061	M/6p-9:50p	AN/106	Wiley



PHARMACOLOGY I MEOC/121

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

Dates: Mar 31-May 14; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
30062	TTh/6:30p-9:20p	AN/108	Shields

PHARMACOLOGY II MEOC/122

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

Dates: May 19-Jun 25

CRN	DAYS	PLACE	INSTR
30063	TTh/6:30p-9:20p	AN/108	Shields

**PHARMACEUTICAL MATHEMATICS
MEOC/140**

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

Dates: Apr 1-Jun 24; nc Apr 8

CRN	DAYS	PLACE	INSTR
30064	W/6:30p-9:20p	AN/104	Shields

**PHARMACY OPERATIONS LAB
MEDO/230**

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

Dates: Mar 30-Jun 22; nc Apr 6, May 25

CRN	DAYS	PLACE	INSTR
30102	M/6:30p-9:20p	AN/408	Shields

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

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

Dates: Mar 30-Jun 22; nc Apr 6, May 25

CRN	DAYS	PLACE	INSTR
30065	M/9a-11:50a	AN/104	Shields

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

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

Dates: Apr 2-Jun 25; nc Apr 9

CRN	DAYS	PLACE	INSTR
30093	Th/6p-9:50p	AN/408	Dunne

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

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

Dates: Apr 1-Jun 24; nc Apr 8

CRN	DAYS	PLACE	INSTR
30097	W/6p-9:50p	AN/408	Pham



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

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

Dates: Mar 31-Jun 23; nc Apr 7

CRN	DAYS	PLACE	INSTR
30085	T/6:30p-8:20p	AN/116	Dunne

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

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

Dates: Mar 31-Jun 23; nc Apr 7

CRN	DAYS	PLACE	INSTR
30086	T/6:30p-8:20p	AN/116	Dunne

NOCE NETWORKS



Connect with us! See inside back cover for details.

QUALITY ASSURANCE MANAGEMENT CERTIFICATE FOR MEDICAL DEVICES

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

PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program.
- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. **Students on the waitlist should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the term.
- **GRADES:** All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

PROGRAM REMINDERS:

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

Visit careers.noce.edu for more information on:

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

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

DOCUMENT AND DATABASE MANAGEMENT FOR MEDICAL DEVICES
BMGR/651

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.

Dates: Apr 1-Jun 24; nc Apr 8

CRN	DAYS	PLACE	INSTR
30104	W/6:30p-9:20p	AN/610	McIntyre

QUALITY AUDITING FOR MEDICAL DEVICES
BMGR/660

This course presents the principles and techniques for assessing the adequacy of a quality system for a medical device manufacturer. Topics include evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms and other audit concepts.

Dates: Mar 31-Jun 23; nc Apr 7

CRN	DAYS	PLACE	INSTR
30105	T/6:30p-9:20p	AN/610	Goyal

STUDENT SUCCESS SPOTLIGHT:
Caroline Llaban



Caroline Llaban enrolled in Disability Support Services classes at NOCE in 2015 and has worked diligently to achieve her goals. In 2017, Caroline was accepted into

the College to Career Program and worked toward her goal of earning an Early Childhood Education Certificate. Since then, she has balanced her DSS class schedule, while taking additional ECE Program classes. Excelling in both programs, she has become known by staff and students as a role model who is always willing to help. Because of these qualities, Caroline was selected to help pilot the DSS Student Mentor Program this past year. Hired to mentor incoming DSS Program students, Caroline is responsible for educating students about campus resources, helping them navigate the campus, and making them feel welcome. She balances a job, persists in two separate academic programs, and juggles her personal life with grace. Her instructor, **Casey Sousa** says, "It is an absolute pleasure to know her and I am excited to see what the future holds for her." Congratulations!

DISABILITY SUPPORT SERVICES



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

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

DSS Certificates

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

DSS Programs

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

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

NOCE NETWORKS



Connect with us! See inside back cover for details.

NOCE 2020 SPRING Schedule

INTRODUCTION TO BASIC WORD PROCESSING EDITING FOR STUDENTS WITH DISABILITIES DSPS/414

Designed for individuals with disabilities, this course teaches basic word processing editing.

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
31164	MW/12:30p-2:50p	CYPTE2-200	Van Gelder

INTERMEDIATE POWERPOINT SLIDE PRESENTATION & BASIC FORMATTING DSPS/424

Designed for individuals with disabilities, this course provides training in the use of PowerPoint slide presentation software and basic spreadsheet software.

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE	INSTR
31173	MW/9a-11:20a	WIL/110	Breen
31181	TTh/9a-11:20a	AN/308	Bennett
31165	TTh/12:30p-2:50p	CYPTE2-200	Van Gelder

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



For more information, contact Disability Support Services at 714.484.7057.

COMMUNITY RESOURCES DSPS/129

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 7, Apr 10

CRN	DAYS	PLACE	INSTR
31171	F/9a-2:50p	WIL/201	Stanojkovic
31156	T/9a-2:50p	CYP18/118	Cunningham

LIVING MORE INDEPENDENTLY: HEALTH, SAFETY, AND LIVING WITH YOUR ROOMMATE DSPS/334

Students with disabilities will learn about choosing and living with a roommate. Students will be presented with strategies for cooperative living and problem solving. Students will also learn about health and safety in the home

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE	INSTR
31161	MW/9a-11:20a	CYPTE2/223	Cunningham
31179	MW/9a-11:20a	AN/118	Paul
31178	TTh/12:30p-2:50p	WIL/110	Luna

COMMUNITY VOLUNTEERING FOR VOCATIONAL SKILLS ENHANCEMENT DSPS/345

Students with developmental disabilities participate in weekly field trips. Trips will include resources in the community that can provide opportunities for volunteer service. Curriculum includes instruction for use of public transportation to get to and return from field trip destinations.

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
31176	TTh/12:30p-2:50p	WIL/201	Stanojkovic

RELATIONSHIPS: RELATIONSHIPS REVIEW, INTIMACY, AND SEXUALITY CONCEPTS DSPS/474

This course is designed to give students with disabilities a review of general relationships, intimate relationships, and an overview of sexuality concepts, using a variety of basic skills.

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
31169	MW/9a-11:20a	WIL/201	Ferrier

HUMAN SEXUALITY: CHILDREN, PERSONAL SAFETY, & HEALTHY RELATIONSHIPS DSPS/484

This course is designed to give students with disabilities an overview of the basic human sexuality concepts of having children, sexual abuse safety, and healthy relationships, in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills.

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
31187	MW/12:30p-2:50p	AN/610	Ferrier

PHOTOSHOP ELEMENTS: LAYERING AND SPECIAL EFFECTS DSPS/539

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

Dates: Apr 3-Jun 26; nc Apr 10

CRN	DAYS	PLACE	INSTR
31160	F/9a-2:50p	CYPTE2-200	Van Gelder

USING READING IN REAL LIFE SITUATIONS FOR STUDENTS WITH DISABILITIES DSPS/384

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

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
31170	TTh/9a-11:20a	WIL/201	Ferrier
31162	TTh/9a-11:20a	CYPTE2/223	Sorooshian-Tafti

INTERACTING WITH AUTHORITY AND EMERGENCY PERSONNEL DSPS/364

This course will prepare students with disabilities for interaction with police and emergency personnel. Topics include an overview of the criminal justice system, rights of individuals if taken into custody and reporting victimization. This course also prepares students for interaction with fire, medical, and emergency medical personnel.

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
31159	TTh/9a-11:20a	CYPTE2-200	Van Gelder
31185	TTh/12:30p-2:50p	AN/118	Calsita

**Having academic difficulties?
Meet with a Learning Disability Specialist.**

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

Call Disability Support Services at 714.484.7057 to schedule an appointment.

SAFE SHOPPING AND SAFE MONEY MANAGEMENT DSPS/434

A course designed for students with developmental or learning disabilities to learn how to safely shop and manage their money. Students will learn to identify and avoid scams within the community.

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
31163	MW/12:30p-2:50p	CYP18/107	Santo



BASIC COOKING: MORE ADVANCED SKILLS FOR STUDENTS WITH DISABILITIES DSPS/454

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

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
31172	TTh/9a-11:20a	WIL/207	Stanojkovic
31198	TTh/9a-11:20a	CYP18/107	Tse

SOCIAL SKILLS: ADDITIONAL INTERPERSONAL CONCEPTS DSPS/464

This course is designed to give students with disabilities an overview of additional social skills concepts at home, school, work, in the community, and in their personal life, using a variety of basic skills.

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
31154	MW/9a-11:20a	CYP18/107	Pietrzak
31186	MW/12:30p-2:50p	AN/114	Paul
31175	MW/12:30p-2:50p	WIL/201	Tse

AFFECTIVELY DEALING WITH WORK-RELATED PROBLEMS DSPS/490

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

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
31180	TTh/9a-11:20a	AN/118	Santo

PERSONAL DEVELOPMENT AND SAFETY IN RELATIONSHIPS FOR STUDENTS WITH DISABILITIES DSPS/524

This course is designed to provide students with developmental disabilities with the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include human development, sexual activity, birth control, and pregnancy.

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
31166	MW/12:30p-2:50p	CYPTE2/223	Cunningham

WORK ATTITUDES AND EMPLOYER EXPECTATIONS DSPS/270

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

Dates: Mar 31-Jun 25; nc Apr 7, Apr 9

CRN	DAYS	PLACE	INSTR
31167	TTh/12:30p-2:50p	CYPTE2/223	Sorooshian-Tafti
31188	TTh/12:30p-2:50p	AN/308	Yago

BUDGETING FOR APARTMENT LIVING DSPS/285

A quick paced course designed to provide money-management skills for employed students with developmental or learning disabilities living in their own apartment.

Dates: Mar 30-Jun 24; nc Apr 6, Apr 8, May 25

CRN	DAYS	PLACE	INSTR
31157	MW/9a-11:20a	CYPTE2-200	Van Gelder
31182	MW/9a-11:20a	AN/308	Tse
31177	MW/12:30p-2:50p	WIL/110	Yago

INDEPENDENT LIVING SKILLS: CONSUMER SKILLS DSPS/564

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

Dates: Mar 30-Jun 26; nc Apr 6-Apr 10, May 25

CRN	DAYS	PLACE	INSTR
31174	MTWTHF/9a-2:20P	WIL/207	Reeves Breen

INDEPENDENT LIVING SKILLS: NUTRITION DSPS/574

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: Mar 30-Jun 26; nc Apr 6-Apr 10, May 25

CRN	DAYS	PLACE	INSTR
31168	MTWThF/9a-2:20p	CYP18/103	Brown Pietrzak

DSS Off-Site Class Locations

CRN	LOCATION
31184	Westview
31199	WATRC
31189	Braille
30194	Braille
31191	My Day Counts

ARISE LAB



- Academics
- Relationships
- Independence
- Self-Advocacy
- Emotional Health

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

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

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

Anaheim Campus

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

Cypress Center

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

Wilshire Center

Building-200, Room 108
Please call or e-mail for availability.

ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

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

714.808.4638

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

STEPS TO REGISTER

STEP 1: APPLY FOR AN NOCE STUDENT ACCESS CARD

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

STEP 2: SELECT ANY CAMPUS AND TEST TIME:

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

SPACE IS LIMITED.

LOCATION:	<u>ANAHEIM CAMPUS</u> ROOM 709 (7TH FLOOR) 1830 W. ROMNEYA DRIVE ANAHEIM, CA 92801	<u>CYPRESS CENTER</u> TE2, ROOM 203 (BLDG 12) 9200 VALLEY VIEW STREET CYPRESS, CA 90630	<u>WILSHIRE CENTER</u> BLDG 200, ROOM 202 315 E. WILSHIRE AVENUE FULLERTON, CA 92832
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DATES FOR SPRING 2020:	Tuesday, March 31 Tuesday, April 7 Tuesday, April 14 Tuesday, April 21 Tuesday, April 28 Tuesday, May 5 Tuesday, May 12 Tuesday, May 19 Tuesday, May 26	Thursday, April 2 Friday, April 16 Friday, April 23 Friday, April 30 Friday, May 7 Friday, May 14 Friday, May 21
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Information has
changed,
refer to our website
at: www.noce.edu

HOURS:	8:30 a.m. ♦ 11 a.m. 5 p.m. ♦ 7 p.m.	8:30 a.m. ♦ 11 a.m. 5 p.m. ♦ 7 p.m.
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ENGLISH AS A SECOND LANGUAGE CLASSES

SIX LEVELS OF ENGLISH INSTRUCTION:

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

CAMPUS SCHEDULES:

- Anaheim Campus and NOCE Cypress Center**
8 a.m. to 11:20 a.m.
6 p.m. to 9:20 p.m.
- NOCE Wilshire Center**
8:30 a.m. to 11:50 a.m.
6 p.m. to 9:20 p.m.

ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

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

714.808.4638 Hablamos español

ESTACIONAMIENTO:

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

PASOS PARA INSCRIBIRSE

Paso 1: APLIQUE PARA UNA TARJETA DE ACCESO ESTUDIANTIL

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

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

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

LUGAR:	ANAHEIM CAMPUS SALON 709 (7TH FLOOR)	CYPRESS CENTER TE2 SALON 203 (BLDG 12)	WILSHIRE CENTER BLDG 200, SALON 202
	1830 W. ROMNEYA DRIVE ANAHEIM, CA 92801	9200 VALLEY VIEW STREET CYPRESS, CA 90630	315 E. WILSHIRE AVENUE FULLERTON, CA 92832

FECHAS PARA PRIMAVERA 2019:	Martes, Marzo 20	Martes, Abril 2
	Martes, Abril 9	Martes, Abril 16
	Martes, Abril 16	Martes, Abril 23
	Martes, Abril 23	Martes, Abril 30
	Martes, Abril 30	Martes, Mayo 7
	Martes, Mayo 7	Martes, Mayo 14
	Martes, Mayo 14	Martes, Mayo 21

HORAS:	8:30 a.m. ♦ 11 a.m. 5 p.m. ♦ 7 p.m.	8:30 a.m. ♦ 11 a.m. 5 p.m. ♦ 7 p.m.
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Information has changed, refer to our website at: www.noce.edu

English as a Second Language



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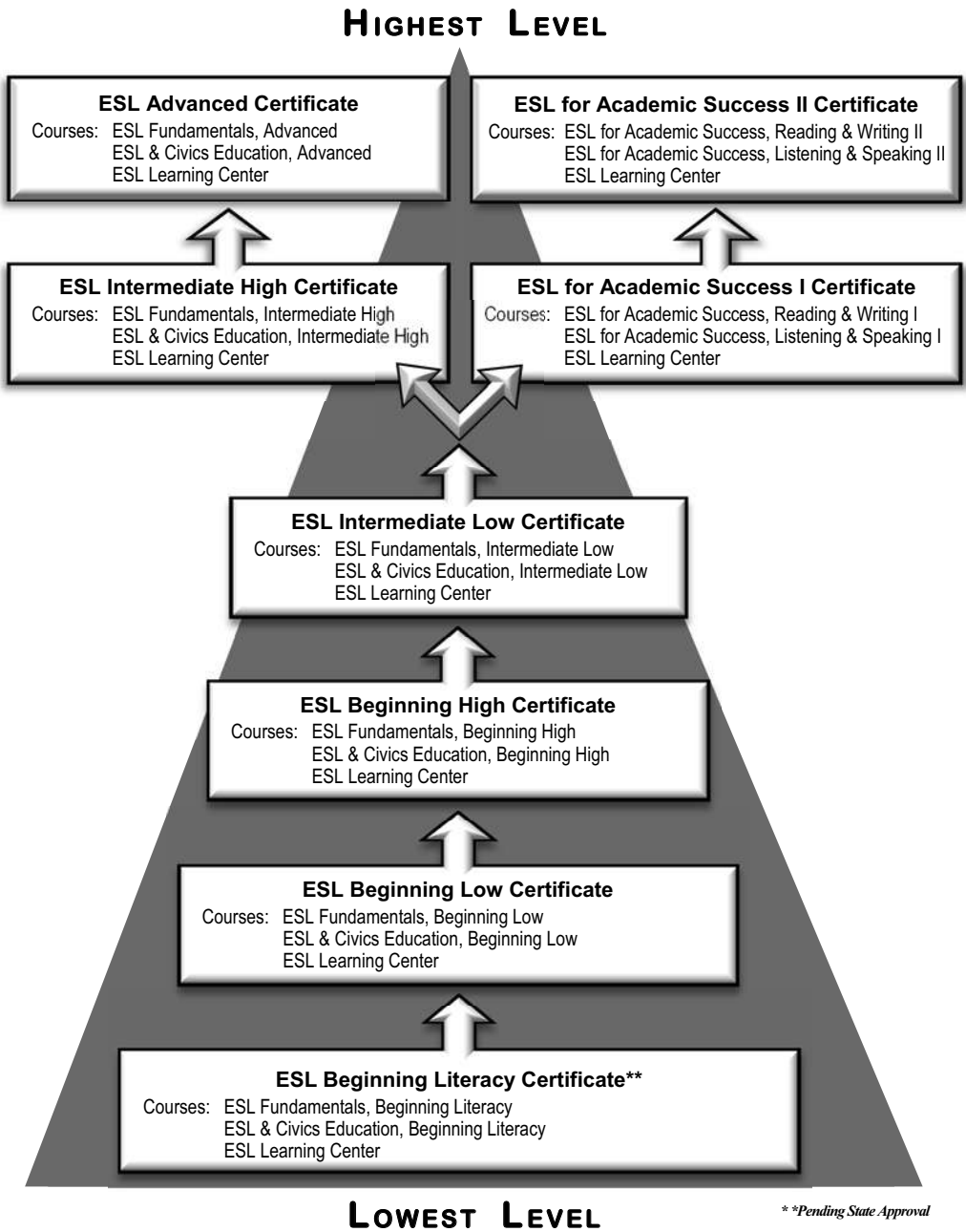
Asistir a cada reunión de clase es importante para todos los estudiantes de NOCE.

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

¡NOS VEMOS EN CLASE!

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



ESL Learning Centers

Need extra practice with English? Want help with your homework? Come to the ESL Learning Center, where students can:

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

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

ESL LEARNING CENTER ESLA/001

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 10, May 25

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21111	MW/10:30a-2:20p MW/1:30p-2:20p TTh/10:30a-1:50p F/8:30a-12:20p F/5p-8:50p	AN/121 AN/119 AN/121 AN/121 AN/121
CYPRESS CENTER		
21110	MW/11:30a-2:20p TTh/11:30a-1:50p	CYPTE2-203
31106	MTW/10:30a-11:20a	WKC/16
WILSHIRE CENTER		
21164	MW/7:30a-11:50a TTh/8:30a-1:20p	WIL/214

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.

ESL Academic Success

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

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

Dates: Mar 30-Jun 25; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE
31122	MTWTh/8a-10:20a	AN/116

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

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

Dates: Mar 30-Jun 25; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE
31124	MTWTh/8a-10:20a	WKC/16

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: Mar 30-Jun 25; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
31123	MTWTh/10:30a-12:50p	AN/119
WILSHIRE CENTER		
31125	MTWTh/8:30a-10:50a	WIL/203

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: Mar 30-Jun 25; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE
31126	MTWTh/8a-10:20a	AN/119

CalWORKs Programs at Cypress College & Fullerton College

Serving NOCE, Cypress & Fullerton College Students

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

CYPRESS COLLEGE CALWORKs

Cypress College, CC Complex, Room 201 ♦ 714.484.7237

FULLERTON COLLEGE CALWORKs

315 N. Pomona, Fullerton ♦ 714.992.7101

Citizenship

CITIZENSHIP PREPARATION ESLA/803

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 7, Apr 9-Apr 10

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
30012	TTh/11:30a-1:50p	AN/410
30002	TTh/6p-8:20p	AN/118
CYPRESS CENTER		
30011	F/9a-11:50a	CYPTE2/201
WILSHIRE CENTER		
31213	F/9a-11:50a	WIL/218



INTERMEDIATE GRAMMAR REVIEW ESLA/813

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 6-Apr 10, May 25

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
31105	MW/11:30a-12:50p	AN/110
30036	F/11a-1:50p	AN/106
CYPRESS CENTER		
30034	TTh/11:30a-12:50p	CYPTE2/217
WILSHIRE CENTER		
30018	TTh/12p-1:20p	WIL/219

ESL Specialty Classes

ESL PRONUNCIATION/ CONVERSATION SKILLS ESLA/802

This course is designed for intermediate to advanced ESL learners to improve conversation and pronunciation skills in English. It is recommended that participants have English language skills at a Beginning High level.

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 6-Apr 10, May 25

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
30003	MW/11:30a-12:50p	AN/106
31104	TTh/1:30p-2:50p	AN/119
30017	F/8a-10:50a	AN/106
30037	F/6p-8:50p	AN/104
30332	F/6p-8:50p	AN/112
CYPRESS CENTER		
30044	MW/11:30a-12:50p	CYPTE2/219
30016	MW/11:30a-12:50p	CYPTE2/221
30006	F/11a-1:50p	CYPTE2/219
WILSHIRE CENTER		
30004	MW/12p-1:20p	WIL/203
30035	F/8a-10:50a	WIL/203

Programa de CalWORKs de los Colegios de Cyprés y Fullerton

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

PARA MÁS INFORMACION LLAMEN:

Colegio de Cypress: 714.484.7237
Colegio de Fullerton: 714.992.7101

WRITING/READING ESLA/810

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 7, Apr 9-Apr 10

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
30008	T/11:30a-12:50p Th/12:30p-1:50p	AN/106
30038	F/6p-8:20p	AN/106
CYPRESS CENTER		
30009	F/8a-10:50a	CYPTE2/219
30033	TTh/11:30a-12:50p	CYPTE2/219

Cada día cuenta en NOCE



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

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

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**COMPUTER SKILLS FOR ESL -
BEGINNING
ESLA/801**

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

Dates: Apr 3-Jun 26; nc Apr 10

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
30005	F/8a-10:50a	AN/308
CYPRESS CENTER		
30014	F/8a-10:50a	CYPTE2/203
WILSHIRE CENTER		
30320	F/8a-9:50a	WIL/214

**COMPUTER SKILLS FOR ESL -
ADVANCED
ESLA/815**

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

Dates: Apr 3-Jun 26; nc Apr 10

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
30019	F/11a-1:50p	AN/308
WILSHIRE CENTER		
30319	F/8:30a-11:20a	WIL/214

**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: Mar 30-Jun 4; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE
30333	MTWTh/8a-10:50a	Higher Ground Youth Family Ser



**FAMILY LITERACY
ESLA/120**

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE
ANAHEIM HIGH SCHOOL DISTRICT		
30020	MTWTh/6p-8:50p	Ball Junior High
ANAHEIM SCHOOL DISTRICT MULTI TR		
30021	MTWTh/5p-7:50p	Thomas Edison Elementary
BUENA PARK SCHOOL DISTRICT		
30023	MTWTh/8:30a-11:20a	Whitaker Elementary
30022	MTWTh/6p-8:50p	Whitaker Elementary
FULLERTON SCHOOL DISTRICT		
30024	MTWTh/8:30a-11:20a	Pacific Drive Elementary
30025	M/8:15a-11:05a	Richman Elementary
31220	MTW/8:15a-10:35a	Orangethorpe Elementary School
LA HABRA SCHOOL DISTRICT		
30026	MTWTh/6p-9:20p	Washington Middle School
MAGNOLIA SCHOOL DISTRICT		
30027	MTWTh/8:30a-11:20a	Albert Schweitzer Elementary
30046	MTWTh/7:45a-10:35a	M L Maxwell Elementary
PLACENTIA/YORBA LINDA SCHOOL DISTRICT		
30028	MTWTh/8:30a-11:20a	Melrose Elementary School
30029	MTWTh/8:30a-11:20a	Ruby Drive Elementary School
30032	MTWTh/6p-8:50p	Ruby Drive Elementary School
30030	MTWTh/8:30a-11:20a	Rio Vista Elementary School
30031	MTWTh/8:30a-11:20a	Topaz Elementary

ESL Off-Site Classes

**ESL MULTILEVEL
ESLA/110**

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

Dates: Mar 30-Jun 25; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE
30013	MTWTh/8:45a-12:20p	Access California Services
30015	MTWTh/8:30a-10:50a	Brea Comm Ctr
30001	MTWTh/8a-10:50a	First Christian Church Anaheim
30007	MTWTh/9a-11:20a	Ponderosa Park Family Resource
30039	MTWTh/6p-8:50p	Ponderosa Park Family Resource
30010	MTWTh/8a-10:50a	St Boniface Church
31214	MTWTh/8a-10:50a	Walter Knott Education Center

English as a Second Language

NOCE NETWORKS



Connect with us! See inside back cover for details.

More Information at www.noce.edu | 47

MATURE DRIVER CLASSES



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

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

Anaheim Senior Center
250 East Center St., Anaheim - 714.765.4510
April 4, May 2, and June 6, 2020

Brea Senior Center
500 South Sievers Ave., Brea - 714.990.7750
May 13 & 14, 2020

Buena Park Senior Center
8150 Knott Ave., Buena Park - 714.236.3870
April 27 & 28, May 18 & 19, and June 22 & 23, 2020

Cypress Senior Center
9031 Grindlay St., Cypress - 714.229.2005
May 6 & 7, 2020

Fullerton Senior Center
340 W Commonwealth Ave., Fullerton - 714.738.6353
April 22 & 23, 2020

La Habra Senior Center
101 W. La Habra Blvd., La Habra - 562.905.9748
April 18, May 9, June 13, 2020

Yorba Linda Senior Center
4501 Casa Loma Dr., Yorba Linda - 714.961.7181
April 15 & 16, May 20 & 21, and June 17 & 18, 2020

EMERITUS PROGRAM

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

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

Communication

CREATIVE WRITING FOR SENIORS ABE/240

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 7-Apr 8

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

JOURNEY BACK INTO TIME FOR OLDER ADULTS ENCO/501

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 10, May 25

CRN	DAYS	PLACE	INSTR
21842	M/9:30a-11:20a	Park Regency Ret Res	Small
21692	F/1p-2:50p	New Horizon	Miller
21104	T/1p-2:50p	La Habra Villa	Small
21103	M/1p-2:50p	Morningside of Fullerton	Small
21551	M/2p-3:50p	W Anah Extended Care Hospital	Miller
21105	W/2:30p-4:20p	Brookdale Anaheim	Small
21322	Th/2:30p-4:20p	Katella Sr Living Community	Fischer

SENIOR TOPICS FOR OLDER ADULTS EDEN/100

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

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 10, May 25

CRN	DAYS	PLACE	INSTR
21296	W/8:45a-10:35a	Emerald Court	Fischer
21324	T/9a-10:50a	Cypress Sr Citizen Ctr	Heins
21676	W/9:30a-11:20a	Yorba Linda Sr Ctr	Lange-Goldstein
21583	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Gomes
21556	M/9:30a-11:20a	Brookdale Anaheim	Lange-Goldstein
21293	F/9:30a-11:20a	Park Vista Assisted Living	Powell
21287	M/9:30a-11:20a	Crescendo Senior Living of Pl	Reutzel
21271	T/9:30a-11:20a	Sunrise Assisted Living at YL	Powell
21267	M/9:30a-11:20a	Brookdale-Yorba Linda	Powell
21183	Th/9:30a-11:20a	Sunrise Asst Liv Fullerton	Hertogh
21137	F/9:45a-11:35a	Brookdale-Yorba Linda	Gable
21302	W/10a-11:50a	La Habra Villa	Edwards
21329	F/10a-11:50a	Karnton Residential Care Ctr	Hertogh
21468	F/10:30a-12:20p	Buena Park Senior Ctr	Lange-Goldstein
21298	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
21450	Th/12p-1:50p	Cottage of Artesia Gardens	Fischer
21660	T/12:30p-2:20p	Crescendo Senior Living of Pl	Reutzel
21320	W/1p-2:50p	Park Vista Assisted Living	Henan
21332	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
21266	M/1p-2:50p	Park Regency Ret Res	Gable
21030	F/1p-2:50p	La Habra Villa	Gable
21619	M/1:30p-3:20p	Karnton Residential Care Ctr	Reutzel
21280	T/1:30p-3:20p	Cambridge Court	Harris
21661	W/1:30p-3:20p	Fullerton Community Center	Lange-Goldstein
21342	Th/2p-3:50p	Park Vista Assisted Living	Gomes
21644	F/2:30p-4:20p	Orangegrove Rehab Hospital	Kim
21029	F/2:30p-4:20p	Brookdale Anaheim	Gomes
21471	W/2:30p-4:20p	Katella Sr Living Community	Fischer
21448	T/3p-4:50p	Coventry Court Health Center	Reutzel
21129	T/3p-4:50p	Katella Sr Living Community	Gomes
21870	Th/3:15p-5:05p	Sun Mar Nursing Center	Kim
21606	Th/4p-5:50p	Park Vista Assisted Living	Johnson

Creative Arts

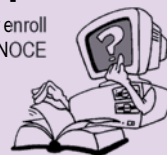
CERAMICS FOR OLDER ADULTS CRAE/101

This course in basic ceramics for older adults includes lecture, demonstration and application of ceramic artwork. Student will learn mold selection, glazing, decorating techniques, and proper firing procedures. Will learn mold selection, glazing, decorating techniques, and proper 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 3/30/2020, ends week of 5/11/2020; nc Apr 7, Apr 9			
21701	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
21699	T/12:30p-4:20p	Cypress Sr Citizen Ctr	Trapani
Starts week of 5/18/2020, ends week of 6/22/2020			
21702	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
21700	T/12:30p-4:20p	Cypress Sr Citizen Ctr	Trapani

Boost your computer skills!

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



See page 27 for more information.

CREATIVE ARTS FOR OLDER ADULTS CRAE/100

This class for older adults encourages art appreciation, self-expression, and creativity through a variety of art media. Projects are designed to expose older adult students to artistic design, and to give experience with different artistic methods, techniques, tools, and materials.

Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 9, Apr 11, May 23, May 25

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

INTERGENERATIONAL: CREATIVE ARTS EXCHANGE FOR OLDER ADULTS CRAE/310

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

Dates: Mar 31-Jun 23; nc Apr 7

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

PAINTING FOR OLDER ADULTS CRAE/105

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

Dates: Mar 31-Jun 23; nc Apr 7

CRN	DAYS	PLACE	INSTR
Starts week of 3/30/2020, ends week of 5/11/2020; nc Apr 6, Apr 8-Apr 9			
21289	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
21024	M/9a-12:50p	Buena Park Senior Ctr	Bacon
21131	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21748	W/12p-3:50p	Buena Park Senior Ctr	Hyatt Solomina
Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 7-Apr 8			
21066	W/9a-10:50a	Yorba Linda Sr Ctr	Bacon
21025	T/9a-10:50a	Cypress Sr Citizen Ctr	Bacon
21288	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
21323	T/2p-3:50p	Alamitos West Health Care Ctr	Hyatt Solomina
Starts week of 5/18/2020, ends week of 6/22/2020; nc May 25			
21609	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
21279	W/12p-3:50p	Buena Park Senior Ctr	Hyatt Solomina
21608	M/9a-12:50p	Buena Park Senior Ctr	Bacon
21610	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina

CHINA PAINTING FOR OLDER ADULTS CRAE/103

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

Dates: Mar 31-Jun 23; nc Apr 7

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

QUILTING FOR OLDER ADULTS CRAE/106

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

CRN	DAYS	PLACE	INSTR
Starts week of 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 7, Apr 10, May 25			
21028	M/10a-11:50a	Cypress Sr Citizen Ctr	Smith
21339	F/9a-10:50a	Yorba Linda Sr Ctr	Smith
Starts week of 3/30/2020, ends week of 5/11/2020; nc Apr 7-Apr 8			
21913	T/9a-12:50p	AN/402B	Gruenke
21916	T/12:30p-4:20p	Buena Park Sr Ctr	Cole
21914	W/12p-3:50p	AN/402B	Gruenke
Starts week of 5/18/2020, ends week of 6/22/2020			
31195	T/9a-12:50p	AN/TBA	Gruenke
21917	T/12:30p-4:20p	Buena Park Sr Ctr	Cole
21915	W/12p-3:50p	AN/402B	Gruenke

NEEDLECRAFTS, KNITTING, CROCHET FOR OLDER ADULTS CRAE/104

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

Dates: Mar 31-Jun 23; nc Apr 7

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

SENIOR CHORUS MUSC/303

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

Dates: Apr 3-Jun 26; nc Apr 10

CRN	DAYS	PLACE	INSTR
31197	T/12:30p-2:20p	Yorba Linda Sr Ctr	Nunez-Mason
21026	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Lassetter

TONE CHIME CHOIR FOR OLDER ADULTS MUSC/304

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

Dates: Apr 1-Jun 24; nc Apr 8

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

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

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 6-Apr 11, May 23, May 25

CRN	DAYS	PLACE	INSTR
21065	M/9a-10:50a	Bradford Square	Behrbaum
21241	Th/1p-2:50p	Bradford Square	Park
21133	W/1:30p-3:20p	Brookdale-Yorba Linda	Martin
21244	W/12:30p-2:20p	Cambridge Court	Behrbaum
21115	Th/1p-2:50p	Emerald Court	Behrbaum
21135	T/9:30a-11:20a	Harvest Retirement	Martin
21031	Th/1p-2:50p	La Habra Villa	Pope
31158	M/9:30a-11:20a	La Habra Villa	Pope
21550	Th/9:30a-11:20a	New Horizon	Lassetter
21166	W/9:30a-11:20a	New Horizon	Martin
21480	F/1p-2:50p	Park Regency Ret Res	Gerrard
21555	Th/10a-11:50a	Rehab Institute So Ca	Ward
21579	W/9:30a-11:20a	Sunrise Asst Liv Fullerton	Pope
21247	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
21294	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
21561	W/1p-2:50p	Whitten Heights	Pope
21269	S/9:30a-11:20a	Whitten Heights	Ediger
21127	Th/9:30a-11:20a	Whitten Heights	Baker
21248	M/12:30p-2:20p	Whitten Heights	Behrbaum
21290	Th/1p-2:50p	Whittier Glen	Baker
21582	M/12:30p-2:20p	Windsong Sr Activity Ctr	Pope

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

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 8-Apr 10

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

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 3/30/2020, ends week of 5/11/2020; nc Apr 6-Apr 10			
30113	MF/9a-10:50a	Capriana	Underwood
30110	TTh/9a-10:50a	Fullerton Community Center	Belknap
30176	MW/1p-2:50p	Yorba Linda Sr Ctr	Underwood
30174	MW/3:30p-5:20p	Buena Park Senior Ctr	Belknap
Starts week of 5/18/2020, ends week of 6/22/2020; nc May 25			
30177	TTh/9a-10:50a	Fullerton Community Center	Belknap
31153	MF/9a-10:50a	Capriana	Underwood
30172	MW/1p-2:50p	Yorba Linda Sr Ctr	Underwood
30173	MW/3:30p-5:20p	Buena Park Senior Ctr	Belknap

**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 3/30/2020, ends week of 6/22/2020;
nc Apr 6, Apr 10, May 25

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

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

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

Starts week of 3/30/2020, ends week of 6/22/2020;
nc Apr 7-Apr 8

CRN	DAYS	PLACE	INSTR
21165	W/10a-11:50a	Fullerton Community Center	Gable
21330	T/1p-2:50p	Fullerton Community Center	Galindo

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 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 8, May 25

CRN	DAYS	PLACE	INSTR
21899	W/9a-10:50a	Anaheim VIP Ctr	Foust
21032	M/1:30p-3:20p	Park Vista Assisted Living	Wyckhouse
21292	T/1:30p-3:20p	Brookdale-Yorba Linda	Rose
21898	W/2p-3:50p	Chapman Care Center	Foust
21622	M/2:30p-4:20p	Brookdale-Yorba Linda	Rose

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 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 10, May 25

CRN	DAYS	PLACE	INSTR
21228	W/9a-10:50a	Yorba Linda Sr Ctr	Underwood
21218	M/9a-10:50a	Fullerton Community Ctr	Wotring
21281	T/9a-10:50a	Stanton Civic Center	Zepeda
21589	W/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
21611	Th/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
21334	M/9a-10:50a	Yorba Linda Sr Ctr	Linen
21219	T/9a-10:50a	Fullerton Community Ctr	Carter-Rosenbloom
21476	F/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21215	W/9:30a-11:20a	Cypress Sr Citizen Ctr	Mastin
21212	F/9:30a-11:20a	Buena Park Senior Ctr	Knox
21231	F/9:30a-11:20a	Yorba Linda Sr Ctr	Wotring
21209	T/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21651	M/9:30a-11:20a	Buena Park Senior Ctr	Matikinyidze
21211	Th/9:30a-11:20a	Buena Park Senior Ctr	Celis
21210	W/9:30a-11:20a	Buena Park Senior Ctr	Knox
21225	Th/9:30a-11:20a	Sr Citizens Ctr Anaheim	Knox
21223	T/9:30a-11:20a	Los Alamitos Senior Center	Knox
21666	M/9:30a-11:20a	Windsong Sr Activity Ctr	Truong
21206	Th/9:30a-11:20a	Brea Senior Ctr	Matikinyidze
21207	M/9:30a-11:20a	Buena Park Senior Ctr	Knox

21216	Th/9:45a-11:35a	Cypress Sr Citizen Ctr	Mastin
21270	Th/9:50a-11:40a	Anhm Independencia Fam Reso Ct	Alcala
21327	M/9:50a-11:40a	Anhm Independencia Fam Reso Ct	Alcala
21246	T/10a-11:50a	Brea Senior Ctr	Matikinyidze
21240	M/10a-11:50a	La Habra Community Serv-Sr Ctr	Mastin
21234	T/10a-11:50a	Sr Citizens Ctr Anaheim	Wotring
21226	W/10a-11:50a	West Anaheim Sr Prog	Layne
21222	F/10a-11:50a	La Habra Community Serv-Sr Ctr	De Jong
21221	T/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen
21220	Th/10a-11:50a	Fullerton Community Ctr	Wotring
31151	Th/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
21205	M/10a-11:50a	Brea Senior Ctr	Layne
31150	F/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
21466	W/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen
21272	Th/10a-11:50a	Buena Park Senior Ctr	Carter-Rosenbloom
21230	Th/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21213	M/10:30a-12:20p	Cypress Sr Citizen Ctr	Yu
21227	T/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21557	Th/12p-1:50p	Fullerton Community Ctr	Sellens
21224	T/12:30p-2:20p	Sr Citizens Ctr Anaheim	Wotring
21328	Th/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
21667	T/12:30p-2:20p	Windsong Sr Activity Ctr	Truong
21198	T/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
21668	W/12:30p-2:20p	Windsong Sr Activity Ctr	Truong
21467	M/12:50p-2:40p	Brookdale-Yorba Linda	Alcala
21208	M/1p-2:50p	Buena Park Senior Ctr	Yu
21547	W/1p-2:50p	Buena Park Senior Ctr	Zepeda
21217	Th/1p-2:50p	Cypress Sr Citizen Ctr	Layne
21416	F/1p-2:50p	Rehab Institute So Ca	Mastin
21214	M/1p-2:50p	Cypress Sr Citizen Ctr	Mastin
21283	T/1p-2:50p	Buena Park Senior Ctr	Carter-Rosenbloom
21912	F/1:15p-3:05p	Sunrise Asst Liv Fullerton	Rothery
21641	T/1:30p-3:20p	Orangegrove Rehab Hospital	Kim
21229	W/2p-3:50p	Yorba Linda Sr Ctr	Layne
21571	T/2p-3:50p	W Anah Extended Care Hospital	Wilmington
21689	M/3:15p-5:05p	Sun Mar Nursing Center	Kim

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 3/30/2020, ends week of 6/22/2020; nc Apr 6-Apr 11, May 23, May 25

CRN	DAYS	PLACE	INSTR
21573	F/8:30a-10:20a	Rowntree Gardens	Penn
21566	M/9a-10:50a	La Habra Conv Hospital	Zepeda
21202	M/9:30a-11:20a	Park Vista Assisted Living	Smith
21199	T/9:30a-11:20a	La Habra Villa	Smith
21419	F/9:30a-11:20a	Park Regency Ret Res	Linen
21710	F/9:30a-11:20a	Senior Living Community	Matikinyidze
21648	S/9:30a-11:20a	St. Elizabeth Healthcare	Penn
21578	Th/9:30a-11:20a	Alamitos West Health Care Ctr	Penn
21420	Th/9:30a-11:20a	Windsor Gardens of Fullerton	Linen
21336	Th/9:30a-11:20a	Coventry Court Health Center	Smith
21335	W/9:30a-11:20a	Park Regency Care Ctr	Smith
21307	F/9:30a-11:20a	Harbor Villa Care Center	Adams
21306	M/9:30a-11:20a	The Pavilion at Sunny Hills	Adams
21201	T/9:40a-11:30a	Park Regency Ret Res	Randeria
21314	T/10a-11:50a	Anaheim VIP Ctr	Underwood
21262	T/10a-11:50a	Park Vista Assisted Living	Alcala
21462	Th/10a-11:50a	Anaheim VIP Ctr	Underwood
21203	Th/10:30a-12:20p	Park Vista Assisted Living	Feinstein
21612	F/10:50a-12:40p	Park Anaheim Healthcare Ctr	Penn
21204	T/12:50p-2:40p	Sunnycrest Senior Living	Alcala
21277	Th/12:50p-2:40p	Brookdale Anaheim	Alcala
21308	W/12:50p-2:40p	Sunnycrest Senior Living	Alcala
21200	W/1p-2:50p	New Horizon	Randeria
21309	T/1p-2:50p	Brookdale Anaheim	Matikinyidze
21318	T/1p-2:50p	Anaheim Crown Plaza	Feinstein
21305	F/1p-2:50p	The Pavilion at Sunny Hills	Adams
21677	Th/1p-2:50p	Anaheim Crown Plaza	Feinstein
21470	F/1:30p-3:20p	Buena Vista Care Ctr	Linen
21585	F/1:30p-3:20p	Whitten Heights	Penn
21461	W/1:30p-3:20p	Buena Park Nursing Ctr	Adams
21600	W/1:30p-3:20p	Rowntree Gardens	Penn
21447	T/1:30p-3:20p	La Habra Villa	Smith

21873	M/1:45p-3:35p	Anaheim Terrace Care Center	Penn
21455	F/2p-3:50p	Windsor Gardens of Anaheim	Zepeda
21575	Th/3p-4:50p	Park Anaheim Healthcare Ctr	Penn
21463	M/3:15p-5:05p	Anaheim Crest Nursing Ctr	Truong
21326	T/3:15p-5:05p	Gordon Lane Care Center	Yu
21458	S/3:30p-5:20p	Park Vista Assisted Living	Alcala
21319	T/3:40p-5:20p	The Pavilion at Sunny Hills	Truong

Senior Classes

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

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

PARENTING

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

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

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



DEVELOPMENTAL MOVEMENT (AGES 1 - 2)

PARN/260

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

Starts week of 3/30/2020, ends week of 6/8/2020; nc Apr 7-Apr 10

CRN	DAYS	PLACE	INSTR
31015	F/9a-9:50a	AN/134	Quintanilla
30117	T/9a-9:50a	CYP18/117	Swallows
30141	Th/9a-9:50a	CYP18/117	Quintanilla
31030	W/9a-9:50a	WIL/204	Swallows
Dates: Mar 30-Jun 15; nc Apr 6, May 25			
30144	M/9a-9:50a	AN/134	Quintanilla
30146	M/9a-9:50a	WIL/204	Brown

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 3/30/2020, ends week of 6/8/2020; nc Apr 7-Apr 10

CRN	DAYS	PLACE	INSTR
31016	F/10a-10:50a	AN/134	Quintanilla
30115	T/10a-10:50a	CYP18/117	Swallows
30147	Th/10a-10:50a	CYP18/117	Quintanilla
31032	W/10a-10:50a	WIL/204	Swallows
Dates: Mar 30-Jun 15; nc Apr 6, May 25			
30142	M/10a-10:50a	WIL/204	Brown
30151	M/10a-10:50a	AN/134	Quintanilla

DEVELOPMENTAL MOVEMENT (AGES 3 - 4.5)

PARN/262

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

CRN	DAYS	PLACE	INSTR
Starts week of 3/30/2020, ends week of 6/8/2020; nc Apr 7-Apr 9			
30116	T/11a-11:50a	CYP18/117	Swallows
31033	W/11a-11:50a	WIL/204	Swallows
30148	Th/11a-11:50a	CYP18/117	Quintanilla
Dates: Mar 30-Jun 15; nc Apr 6, May 25			
30143	M/11a-11:50a	WIL/204	Brown
30145	M/11a-11:50a	AN/134	Quintanilla

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

PARN/101

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

CRN	DAYS	PLACE	INSTR
Starts week of 3/30/2020, ends week of 6/8/2020; nc Apr 7-Apr 10			
30130	W/9a-10:50a	AN/134	Stearns
30149	Th/9a-10:50a	AN/134	Stearns
30133	T/9a-10:50a	AN/134	Stearns
30118	W/9a-10:50a	CYP18/117	Alquiza
30152	F/9a-10:50a	CYP18/117	Alquiza
30112	T/9a-10:50a	WIL/204	Brown
31018	F/9a-10:50a	WIL/204	Brown
30137	Th/9a-10:50a	WIL/204	Brown
Dates: Mar 30-Jun 15; nc Apr 6, May 25			
30114	M/9a-10:50a	CYP18/117	Alquiza

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

PARN/200

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

CRN	DAYS	PLACE	INSTR
Starts week of 3/30/2020, ends week of 6/8/2020; nc Apr 7-Apr 10			
30119	W/11a-12:50p	AN/134	Stearns
30153	Th/11a-12:50p	AN/134	Stearns
30126	T/11a-12:50p	AN/134	Stearns
30140	W/11a-12:50p	CYP18/117	Alquiza
30150	F/11a-12:50p	CYP18/117	Alquiza
30121	T/11a-12:50p	WIL/204	Brown
30123	Th/11a-12:50p	WIL/204	Brown
31019	F/11a-12:50p	WIL/204	Brown
Dates: Mar 30-Jun 15; nc Apr 6, May 25			
30125	M/11a-12:50p	CYP18/117	Alquiza

Love and Logic®



Parenting

For more information about Love and Logic® classes, please contact the Learning Education Advancement Program (LEAP) Office at 714.808.4909. For a list of class times and locations, please visit us at noce.edu/parents

Love and Logic® classes are facilitated at different sites throughout North Orange County.

Students who take Love and Logic® classes will learn how to:

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

All classes are open to the public and registration can be completed beforehand or in class.

Information has changed.

Please refer

LOVE AND LOGIC: SUPPORTING YOUTH WITH SPECIAL NEEDS™ AEBG/110

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

Dates: Apr 2-Apr 30; nc Apr 9

CRN	DAYS	PLACE	INSTR
30170	Th/6p-9p	AN/TBA	Staff

Have You Checked Your Class Start Date and Location?

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

PARENTING WITH LOVE AND LOGIC® PARN/265

This course assists parents and caregivers in developing practical skills for reinforcing the expectations their child expects to be held 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
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Dates: Mar 31-May 12; nc Apr 7

30342	T/6p-9p	Walker Jr High	Staff
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Dates: Apr 16-May 21

30324	Th/9a-12p	La Vista High School	Staff
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Dates: Apr 25-Jun 6; nc May 23

30315	S/9a-12p	CC/TBA	Staff
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Dates: May 11-Jun 22; nc May 25

30314	M/6p-9p	WJ/TBA	Staff
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30312	Th/5p-6:45p	Placentia Unified School	Staff
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LOVE AND LOGIC: SUPPORTING YOUTH WITH CHALLENGING PASTS™ AEBG/112

This course assists parents, caregivers and professionals 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 root causes of a child's behavior through practicing empathy, establishing boundaries and building healthy relationships.

CRN	DAYS	PLACE	INSTR
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Starts week of 4/13/2020, ends week of 5/25/2020

31223	F/8:30a-11:30a	Rio Vista Elementary School	Staff
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30322	T/9a-12p	Placentia Pro D Office	Staff
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30323	W/3p-6p	Rio Vista Elementary School	Staff
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31222	Th/5p-6:45p	Placentia Unified School	Staff
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30312	Th/5p-6:45p	Placentia Unified School	Staff
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30312	W/6p-9p	Placentia Middle School	Staff
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Dates: May 7-Jun 11

31224	Th/6p-9p	AN/TBA	Staff
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www.NOCE.EDU

NOCE NETWORKS



Connect with us! See inside back cover for details.

COMMUNITY SERVICES CLASSES

1

FEE-BASED CLASSES

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

2

VARIETY OF CLASSES TO REACH GOALS

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



ONLINE CLASSES

Most Online Courses \$115!



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

For more information, call 714.808.4909

ONLINE COURSES

Register here:

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

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

Popular Courses:

- ◆ A to Z Grant Writing
- ◆ Creating WordPress Website
- ◆ Certificate in Gerontology
- ◆ Digital Marketing Suite
- ◆ Introduction to Photoshop CC
- ◆ Introduction to PHP and SQL
- ◆ Introduction to QuickBooks
- ◆ Mastering your Digital SLR Camera
- ◆ Medical Terminology: A Word Association Approach
- ◆ Real Estate Investing
- ◆ Speed Spanish
- ◆ Start Your Own Small Business
- ◆ Writing Essentials

CAREER TRAINING PROGRAMS

Register here:

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

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

Popular Courses:

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

MANY MORE COURSES & PROGRAMS AVAILABLE — SEE OUR WEBSITE

www.ed2go.com/noce

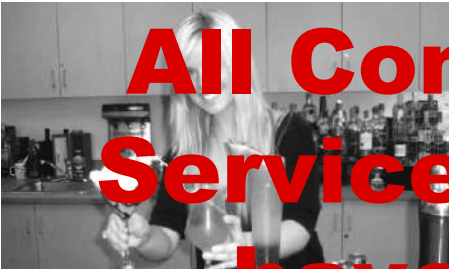
careertraining.ed2go.com/easyed

LIFESKILLS EDUCATION ADVANCEMENT PROGRAM (LEAP)

For more information about LEAP Program classes, please 714.833.1000 or visit our website at noce.edu/leap.

BUSINESS & PROFESSIONAL DEVELOPMENT

Bartending



**BARTENDING WORKSHOP
HOSM/101**

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

CRN	DAYS	PLACE	INSTR	FEE
21687	Th/13p-4:30p	CYPT2/210	Staff	\$220
21688	Th/12p-4:20p	CYPT2/210	Staff	\$220
Starts week of 5/25/2020, ends week of 6/22/2020				
21423	Th/12p-4:30p	CYPT2/210	Staff	\$220
21472	S/8:30a-1:50p	CYPT2/210	Staff	\$20

Notary

**NOTARY PUBLIC SEMINAR
BMGR/670**

State approved mandatory education for new and renewing notaries. Being a notary can mean a huge income for you! Learn the notary laws and prepare for the State of California exam. Take a practice exam, receive your Certificate of Completion, and schedule and registration information for your state exam. Bring ID and arrive early! Title: State regulations and one admitted after 6 p.m.

Dates: Apr 13-Apr 14

CRN	DAYS	PLACE	INSTR	FEE
21427	Th/6p-9:00p	N/05	Staff	\$80

Sit for the California Notary Public State Exam

The exam will be offered April 15, 2010 from 4 p.m. – 6 p.m. at the California State Bar, Rooms 105/107. For exam: \$40

For more information, including requirements and materials going to the test, visit www.csnb.org about Notary Public Seminar.

**NOTARY LOAN SIGNING CERTIFICATION
MIG/2130**

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

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

Machine Shorthand

**MACHINE SHORTHAND SPEED BUILDING 1
BUSN/492**

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

Dates: Mar 30-Jun 18; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE	INSTR	FEE
21429	Th/6p-9:50p	CYPT2/210	Staff	\$165

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

Advisory: Completion of BUSN 492 Machine Shorthand Speed Building 1. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 180 wpm to 200 wpm for ten minutes with 98 percent accuracy. This course meets the requirements of the Court Reporters Board on the National Court Reporter's Association for a professional level on question and answer dictation accuracy.

Dates: Mar 30-Jun 18; nc Apr 6-Apr 9, May 25

CRN	DAYS	PLACE	INSTR	FEE
21428	Th/6p-9:50p	CYPT2/210	Staff	\$165

NOCE NETWORKS



Connect with us! See inside back cover for details.

In Response to the COVID-19/ Coronavirus, All Community Service classes have been CANCELLED. Please refer back to our website www.noce.edu for our Summer 2020 course offerings.

MACHINE SHORTHAND SPEED BUILDING 4 BUSN/496

Advisory: Completion of Machine Shorthand Speed BUSN 490 Machine Shorthand Speed Building 1, BUSN 492 Machine Shorthand Speed Building 2, BUSN 494 Machine Shorthand Speed Building 3. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient dictation material from 160 words per minute (wpm) to 220 wpm sustained dictation with 98% accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer material. Dates: Mar 30-Jun 17; nc Apr 6, Apr 8, May 23

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

TEAM BUILDING FOR PROJECT MANAGERS BUSN/455

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

CRN	DAYS	PLACE	INSTR	FEE
21857	TTh/6:30p-9:20p	AN/119	Gandhi	\$120

USE OF MICROSOFT PROFESSIONAL IN PRODUCTION COMP/814

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

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

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for our Summer 2020 course offerings.

for our Summer 2020 course offerings.

for our Summer 2020 course offerings.

for our Summer 2020 course offerings.

Have You Checked Your Class Start Date and Location?

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

Project Management

FUNDAMENTALS OF PROJECT MANAGEMENT BUSN/440

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

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

VOICE-OVERS...NOW IS YOUR TIME!

DEDE 605
This course will show individuals how they can begin to use their speaking voice for commercials, films, videos, and more.

CRN	DAYS	PLACE	INSTR	FEE
31003	W/6p-8p	AN/119	Renshaw	\$35

FINE & APPLIED ARTS

Drawing & Painting



ESSENTIALS OF PAINTING ARTC/100

Get creative and discover the many ways of expressing yourself with paint and brush. Course covers basic color theory and principles of good composition. Students will learn basic technique through structured assignments. In order to be fully successful, students may work independently with instructor guidance. Voluntary, supportive critiques given at end of each class. Materials list provided at first class meeting.

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

**PAINTING WITH PASTELS
ARTC/225**

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

Dates:	Apr 2-Jun 11; nc Apr 9			
CRN	DAYS	PLACE	INSTR	FEE
21625	Th 5p-7:30p	AN/402B	Arreola	\$90

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

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

Dates:	Apr 3-Jun 12; nc Apr 10			
CRN	DAYS	PLACE	INSTR	FEE
21634	W/9a-10:30a	AN/402B	Arreola	\$80

Fashion Design

**SEWING TECHNIQUES FOR BEGINNERS
CC/205**

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

Dates:	Apr 1-Jun 10; nc Apr 7			
CRN	DAYS	PLACE	INSTR	FEE
21429	W/6p-7:50p	CYPTE2-204	Cowley	\$80

**SEW TAILORED PROJECTS THAT ARE RUNWAY WORTHY
CC/205**

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

Dates:	Mar 24-Jun 10; nc Apr 7			
CRN	DAYS	PLACE	INSTR	FEE
21679	T/6p-8p	CYPTE2-204	Eggan	\$80



Music

**GUITAR FOR ADULTS - BEGINNING
MUSC/108**

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

Dates:	Apr 2-Jun 11; nc Apr 9			
CRN	DAYS	PLACE	INSTR	FEE
21678	Th 7:30p-9p	WIL/207	Arreola	\$65

**GUITAR FOR ADULTS - GUITAR & BASS WORKSHOP
MUSC/5**

Students will learn music theory and concepts including notes on the guitar: major and minor keys, how to count patterns, rhythm patterns, strumming together with a kick drum, and drum patterns. Students will also be able to play songs, scales, and guitar exercises in class.

Dates:	Apr 16-Jun 18			
CRN	DAYS	PLACE	INSTR	FEE
21695	Th 7:30p-8:20p	WIL/207	Austin	\$65

**GUITAR FOR ADULTS - WORKSHOP
MUSC/570**

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

Dates:	Apr 25-Jun 6; nc May 29			
CRN	DAYS	PLACE	INSTR	FEE
21437	S/9a-9:50a	CYPTE2-201	Austin	\$65

**BASIC SEWING TECHNIQUES FOR BEGINNERS
CC/205**

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

Dates:	Mar 30-Jun 15; nc Apr 6, May 2			
CRN	DAYS	PLACE	INSTR	FEE
21430	M/6:30p-8:20p	AN/402B	Martinez	\$80

**SEWING ALTERATIONS WORKSHOP
CC/215**

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

Dates:	Apr 1-Jun 10; nc Apr 8			
CRN	DAYS	PLACE	INSTR	FEE
21693	W/10:30a-12p	CYPTE2-204	Arreola	\$80

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

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

Dates:	Apr 1-Jun 10; nc Apr 8			
CRN	DAYS	PLACE	INSTR	FEE
21457	W/6:30p-8:20p	AN/402B	Martinez	\$80

In Response to the COVID-19/ Coronavirus, All Community Service classes have been CANCELLED. Please refer back to our website WWW.NOCE.EDU for our Summer 2020 course offerings.

Photography

BASIC PHOTOGRAPHY: THE MECHANICS OF DIGITAL PHOTOGRAPHY FOTO/101

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

Dates: Apr 1-Jun 15; nc Apr 6-May 25

CRN	DAYS	PLACE	INSTR	FEE
21422	W/6:30p-9:20p	AN/401	Rosenberger	\$100

PHOTOGRAPHY: INTERMEDIATE FOTO/102

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

Dates: Apr 2-Jun 11; nc Apr 9

CRN	DAYS	PLACE	INSTR	FEE
21421	Th/6:30p-9:20p	AN/401	Rosenberger	\$100

Foreign Language

SPANISH - CONVERSATION I LANG/190

Introduces students to the culture and vocabulary of the language and covers beginning level speaking skills.

Dates: Mar 30-Jun 15; nc Apr 6-May 25

CRN	DAYS	PLACE	INSTR	FEE
21423	W/7:30p-9:20p	WIL/204	Leonard	\$87

SPANISH - CONVERSATION II LANG/200

Builds students' basic knowledge of spoken Spanish.

Dates: Apr 2-Jun 11; nc Apr 9

CRN	DAYS	PLACE	INSTR	FEE
21424	T/7:30p-9:20p	WIL/204	Leonard	\$95

In Response to the COVID-19/ Coronavirus, All Community Service classes have been CANCELLED.

LANGUAGE ARTS

NOVEL WRITING AND MEMOIRS CNE/250

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

Dates: Apr 1-Jun 15; nc Apr 6-May 25

CRN	DAYS	PLACE	INSTR	FEE
31004	W/6:30p-9:20p	AN/TB	Williams	\$85

KENPO KARATE (BEGINNING/INTERMEDIATE) FITN/42

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

Dates: Mar 31-Jun 9; nc Apr 7

Dates: Apr 2-Jun 11; nc Apr 9

CRN	DAYS	PLACE	INSTR	FEE
21683	W/7:30p-9:20p	WIL/00	Leonard	\$75
21683	Th/7p-7:50p	CYP18/118	Leonard	\$50

Sign Language

SIGN LANGUAGE - SEE LEVEL 1 SIGN/001

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

Dates: Apr 14-Jun 16

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

KENPO KARATE (ADVANCED) FITN/446

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

Dates: Mar 31-Jun 9; nc Apr 7

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

Please refer back to our website WWW.NOCE.EDU for our Summer 2020 offerings.



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

Introduction to the martial art of San Soo (Tai Chi Fut) Kung Fu. Covers defensive techniques and principles of leverage, throws, kicks, holds and more.

CRN	DAYS	PLACE	INSTR	FEE
Starts week of 3/30/2020 and 1st week of 5/4/2020 nc Apr 8, Apr 11				
21658	S/2p-2:50p	CYP/118	Kalar	\$55
21686	W/7p-7:50p	CYP18/118	Kalar	\$55
Dates: May 30-Jun 27				
21653	S/2p-2:50p	CYP/118	Kalar	\$55
Dates: May 13-Jun 10				
21654	W/7p-7:50p	CYP18/118	Kalar	\$55

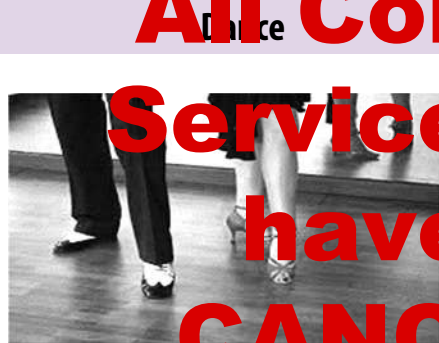


TAP DANCE FOR ADULTS
DAN/195

Students will learn the fun and American dance form of Tap. This is a beginner level tap dance class that introduces students to basic tap steps and vocabulary during rhythmic exercises. Emphasis is placed on footwork and rhythm. Tap shoes are required during floor exercises and no graining. Tap shoes required.

CRN	DAYS	PLACE	INSTR	FEE
2143	W/6:30p-7:50p	AN/134	Knighton	\$90

Dates: Apr 1-Jun 10; nc Apr 8



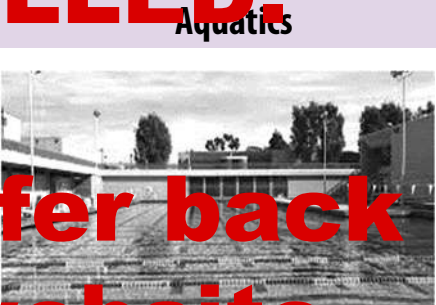
BALLROOM DANCING - SMOOTH
STYLE: FOX TROT, WALTZ, TANGO
DAN/145

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

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

Need Help Registering Online?
Give Us A Call!

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



ADULT LEAP SWIMMING
FITN/472

This class is designed to help students to not only improve their endurance, strength and technique through lap swimming, but also to learn how to swim.

CRN	DAYS	PLACE	INSTR	FEE
*Dates: Jun 1-Jun 11				
31095	MTWTh/1p-1:30p	CC/POOL	Staff	\$25
31096	MTWTh/1:40p-2:10p	CC/POOL	Staff	\$25
31097	MTWTh/2:20p-2:50p	CC/POOL	Staff	\$25
31098	MTWTh/3p-3:30p	CC/POOL	Staff	\$25
31099	MTWTh/3:45p-4:15p	CC/POOL	Staff	\$25
31100	MTWTh/4:30p-5p	CC/POOL	Staff	\$25
31101	MTWTh/5:15p-5:45p	CC/POOL	Staff	\$25
31102	MTWTh/6p-6:30p	CC/POOL	Staff	\$25
Dates: Jun 15-Jun 25				
31103	MTWTh/1p-1:30p	CC/POOL	Staff	\$25
31102	MTWTh/1:40p-2:10p	CC/POOL	Staff	\$25
31113	MTWTh/2:20p-2:50p	CC/POOL	Staff	\$25
31114	MTWTh/3p-3:30p	CC/POOL	Staff	\$25
31115	MTWTh/3:45p-4:15p	CC/POOL	Staff	\$25
31116	MTWTh/4:30p-5p	CC/POOL	Staff	\$25
31117	MTWTh/5:15p-5:45p	CC/POOL	Staff	\$25
31118	MTWTh/6p-6:30p	CC/POOL	Staff	\$25



SALSA DANCE
DAN/104

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

CRN	DAYS	PLACE	INSTR	FEE
21453	F/7p-7:50p	AN/134	Knighton	\$75

NOCE NETWORKS

Connect with us! See inside back cover for details.

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Community Services

Kids' College and Teen Program



www.noce.edu/kids

For more information about the Kids' College & Teen Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Welcome to the Kids' College and Teen Program! Most classes are held at our three NOCE Centers: Anaheim Campus, Cypress Center at Cypress College, and Wilshire Center across the street from Fullerton College. Occasionally classes are held at other locations and those are identified in the location information for the class. Class enrollment is limited and is on a first come, first served basis. Classes may be added after the schedule is printed, for the most-up-to-date listing visit www.noce.edu and check the Kids' College Schedule. Some classes require supplies; please check with the office for specific supply lists.

Parents are responsible for their own children. Each child should be accompanied by an adult to the class to verify classroom location and drop off and pick up points.

Parents/legal guardians please be prepared to show identification when registering your child or requesting information regarding your child. This will ensure the safety of your child and complies with the Family Educational Right and Privacy Act (FERPA). Please complete an emergency form for each child registering for the Kids' College & Teen Program so our records are up-to-date.

Spring Term classes will begin on April 25, 2020. Please check in to all classes at the actual start date. All NOCE classes will be held on-site. There will be no classes held on April 6-12, 2020 and May 23-25, 2019.

Register for classes on-site on Wednesdays, February 19, 2020; walk-in registration begins Thursday, February 20, 2020.

Arts and Crafts

WONDERFUL ARTS AND CRAFTS (AGES 5-7) KIDS/438			
Come and create fun in our projects using different media and surfaces.			
Dates: Apr 25-Jun 6; nc May 23			
CRN	DAYS	PLACE	INSTR FEE
21481	S/9:30a-10:20a	CYPTE2-204	Gagne \$77

ART IS FOR YOU ART IS FOR YOU (AGES 5-8) KIDS/414			
Calling young artists bold and shy! Come use different art materials each day to learn how to "draw what you see" and what you imagine.			
Dates: Apr 25-Jun 6; nc May 23			
CRN	DAYS	PLACE	INSTR FEE
21482	S/8:00a-9:00a	CYPTE2-204	Gagne \$77

ART TECHNIQUES FOR KIDS! KIDS/960			
Come make fun and beautiful art! Learn how to use levels in paintings, how to paint on paper, and canvas. We will use our imaginations, photos, and real life to create our own lively works of art!			
Dates: Apr 25-Jun 6; nc May 23			
CRN	DAYS	PLACE	INSTR FEE
21501	S/11a-11:50a	CYPTE2-204	Gagne \$77
(AGES 7+)			
21502	S/11a-12:50p	CYPTE2-204	Gagne \$77

Computers

An Acceptable Use Policy Form is required. Parents may pick up a form at registration. Some classes may require a free yahoo user account; the instructor will supply this information.

It is required that students bring a USB Flash Drive - minimum 2 GB to all Kids' College & Teen Program computer classes.



COMMON CORE: PREPARATION FOR COMPUTER KEYBOARDING (GRADES 2 & 3) KIDS/2400			
This course meets the standards and requirements of the Common Core standards beginning in 2015, students must be able to type multiple paragraph practical paragraphs as part of the Common Core implementation.			
Dates: Apr 25-Jun 6; nc May 23			
CRN	DAYS	PLACE	INSTR FEE
21631	S/12p-12:50p	CYPTE2-209	Payne \$77

In Response to the COVID-19/ Coronavirus, All Community Service classes have been CANCELLED.

Please refer back to our website WWW.NOCE.EDU for our Summer 2020 course offerings.

Kids' College

Cooking

Dance

**KIDS FUN COOKING
(AGES 6-10)
KIDS/830A**

Are you ready to be a junior chef? This class is for you. We'll make main dishes such as Lasagna Rolls, Chinese Chicken Salad, fresh steamed vegetables, breads and fun desserts, including chocolate of course. You'll learn preparation techniques, including chopping, slicing, mixing, blending and even making a sauce for one of the main dishes. You'll take home samples of foods prepared in class and will have a cookbook to try a recipe during each week. Bring a towel for clean-up.

CRN	DAYS	PLACE	INSTR	FEE
21538	S/9a-9:50a	CYP18/107	Whittenberg	\$87

**BAKING BASICS!
KIDS/1510**

Have fun learning the basics of baking in a fun environment for single class. We'll make fun breads. Students will learn about and use basic kitchen tools. Safety, cleanliness and working with others will be emphasized. Bring an apron to class and a towel for clean-up and a container for leftovers. Check if there are additional supplies required each week.

CRN	DAYS	PLACE	INSTR	FEE
21850	S/10a-11:20a	CC/104	Whittenberg	\$87
21851	S/12:30p-2:30p	CYP18/107	Whittenberg	\$120

**DANCE FOR KIDS - INTRODUCTION
(AGES 3-4)
KIDS/510**

Come and learn the fundamentals of movement and dance. This class incorporates many styles of dance using a variety of methods to learning through repetition, games and props. Students will develop self-confidence in a safe environment.

CRN	DAYS	PLACE	INSTR	FEE
21483	S/10a-10:50a	CYP18/118	Casullo Burnes	\$77



**YOUTH BALLET
(AGE 3-4)
KIDS/510**

This is a beginning class that incorporates basic ballet rhythm and strength building. Parents not allowed in the dance studio during class. The children will perform a dance learned throughout the session on the last day of class, during the fall, winter and spring sessions only.

CRN	DAYS	PLACE	INSTR	FEE
21529	S/11a-11:50a	CC/GYM 2-125	Weidman	\$77

**YOUTH BALLET
(AGES 5-7)
KIDS/510**

Beginning class that teaches basic ballet technique and coordination skills in a fun environment. There will be a performance on the last day of class during the fall, winter and spring sessions only. Parents are not allowed in the dance studio during class.

CRN	DAYS	PLACE	INSTR	FEE
21140	S/11a-12:50p	CC/GYM 2-125	Weidman	\$77

**JAZZ HIP-HOP DANCE
KIDS/510**

Jazz dance techniques with a hip-hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere.

CRN	DAYS	PLACE	INSTR	FEE
21484	S/11a-11:50a	CYP18/118	Casullo Burnes	\$77
21485	S/12p-12:50p	CYP18/118	Casullo Burnes	\$77

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

Our registration help line is 714.831.2799
Helpine Hours: Monday - Thursday, 7 a.m. - 5 p.m.
Friday, 7 a.m. - 4:30 p.m.

**Please refer back to our website
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for our Summer 2020
course offerings.**

NOCE NETWORKS



Connect with us! See inside back cover for details.

Foreign Language

**ROCK 'N LEARN SPANISH
(AGES 5-7)
KIDS/108A**

This course is a fun way to learn beginning Spanish. Students with little or no previous Spanish will experience the thrill of learning a second language. Children will learn pronunciation, colors and other basic vocabulary through songs, games, dance and other activities.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21504	S/9a-9:50a	CYPTE	17	Feltus \$77

**A TOUCH OF SPANISH
(AGES 8-12)
KIDS/108B**

This class offers an introductory program that makes Spanish acquisition a natural, personalized, enjoyable and rewarding experience. Students will learn to read and write basic Spanish and will be introduced to speaking first level Spanish.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21505	S/10a-10:50a	CYPTE	2	Feltus \$77

**GYMNASTICS - BEGINNING I
KIDS/575**

Introduces basic gymnastic tumbling skills, safety and stretching. Bridges, tripods and a variety of rolls and jumps will be some of the skills taught for boys and girls.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21496	S/11-11:50a	CC/GYM 2-123	Feltus	\$77

(AGES 8+)

21497	S/12p-12:50p	CC/GYM 2-123	Feltus	\$77
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**GYMNASTICS - BEGINNING II
(AGES 8+)
KIDS/577**

For continuing gymnasts, more advanced stretching and tumbling skills, including headstands, handstands, bridge kick-overs, cartwheels and tumbling combinations will be taught. Boys and girls are welcome. Meet the instructor before class.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21498	S/1p-1:50p	CC/GYM 2-123	Feltus	\$77

Gymnastics

**TINY TOTS TUMBLING
(AGES 18M - 3YRS)
KIDS/1330**

This class will introduce your child to stretching, locomotor and basic gymnastic skills in a fun and safe environment. Parents/guardians are required to assist the child throughout the program. Progressive gymnastic instruction each week.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21495	S/10a-10:50a	CC/GYM 2-123	Feltus	\$77

**MOMS & DADS TOTS TUMBLING
(AGES 18M - 3YRS)
KIDS/580**

Moms and Dads - bring your child to class! Through basic gymnastic skills, your child will improve coordination and developmental skills. You need to be there to assist your child at all times. Come dressed to stretch, jump and run. You'll both have a great time (boys and girls).

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21494	S/9a-9:50a	CC/GYM 2-123	Feltus	\$77

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

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

Martial Arts

**JUDO FOR KIDS (AGES 6-13)
KIDS/654**

This program is designed for children with a focus on increasing confidence, self-esteem, stamina, speed, strength and sportsmanship. The three main categories of Judo are taught, which include throwing techniques, striking techniques, and grappling techniques on the mat. Techniques for freestyle and Judo, and children's Judo are included in the program.

Dates: Apr 13-May 20

CRN	DAYS	PLACE	INSTR	FEE
21500	MW/5:30p-6:20p	WIL/204	Firestone	\$90

**KUNG FU FOR KIDS
(AGES 7-17)
KIDS/623**

Children learn ancient Chinese self-defense techniques and forms through detailed step-by-step instruction. While working together, kids develop confidence, self-esteem and teamwork. The practice of Kung Fu films, movies, and books are used to help them understand. Join us and learn one of the oldest traditional martial arts in existence today.

Dates: Apr 22-May 13

CRN	DAYS	PLACE	INSTR	FEE
21659	W/5p-5:50p	CYP18/118	Kalar	\$77

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Math

COMMON CORE: 5TH GRADE - MATH KIDS/2705

In grade 5, instructional time should focus on three critical areas: (1) developing fluency with addition and subtraction of fractions, and developing understanding of the multiplication of fractions and division of fractions in unit cases (units of fractions divided by whole numbers and whole numbers divided by unit fractions); (2) extending division to two-digit divisors, integrating decimal fractions into the place value system and developing understanding of operations with decimals to hundredths, and developing fluency with whole number and decimal operations; and (3) developing understanding of volume.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21492	S/11a-11:50a	CYPTE2-215	Emperado	\$77

COMMON CORE: 6TH GRADE - MATH KIDS/2706

In grade 6, instructional time should focus on three critical areas: (1) connecting ratios to the number multiplication and division, and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing understanding of statistical thinking.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21493	S/12p-12:50p	CYPTE2-215	Emperado	\$77

ALGEBRA (GRADES 7+) KIDS/217

Learn how to solve equations, multiply polynomials, work word problems, graph functions, and inequalities without stress.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21508	S/10a-11:50a	CYPTE2-215	Huynh	\$125

TUTORIAL: TRIGONOMETRY (GRADES 9+) KIDS/1145

The course is to introduce and study the properties of trigonometric functions. Students will learn the trigonometric relationships between the sides and angles of triangles, various techniques in taking measurements of triangles, graphing trigonometric functions, and using identities in preparation for calculus.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21614	S/1p-1:50p	CYPTE2-215	Emperado	\$77

MATH TEST PREPARATION - PSAT/NMSQT KIDS/2650

This course prepares students for the math portion of the PSAT/NMSQT test given during 10th grade year. PSAT/NMSQT is used as practice for the SAT college acceptance test and is also the qualifying test for National Merit Scholarships.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21506	S/8a-9:50a	CYPTE2-221	Huynh	\$125

MATH TEST PREPARATION - SAT/ACT PREP KIDS/1300

This course is designed for students taking the SAT (Scholastic Aptitude Test) for College Admission purposes. The focus in this course includes review with Numbers/Operations and Algebra/Functions, Geometry, Data Analysis, Statistics and Probability.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21507	S/10a-11:50a	CYPTE2-221	Huynh	\$125

Music and Drama

For all music classes, students are required to bring their own musical instrument to class.

Math Tutorials

TUTORIAL: GEOMETRY - BASICS OF GEOMETRY (GRADES 7+) KIDS/1265

Geometry-Part I includes basic concepts such as points, lines, planes, and angles. A significant part of the course deals with logic and reasoning, which is an important foundation in constructing proofs. Students will also learn about congruent triangles, quadrilaterals, and inequalities. Class is limited to 8 students.

Dates: Apr 25-May 30; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21613	S/10a-10:50a	CYPTE2-215	Emperado	\$77

MUSICAL THEATRE (AGES 7+) KIDS/2115

Enjoy this introduction to the exciting world of musical theatre. Activities include learning choreography and vocals to a musical theatre song. Family and friends are invited to a performance on the last day of class.

Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21486	S/1p-1:50p	CYP18/118	Casullo Burnes	\$77

In Response to the COVID-19/Coronavirus, All Community Service classes have been CANCELLED. Please refer back to our website WWW.NOCE.EDU for our Summer 2020 course offerings.

VOCAL FOR KIDS KIDS/325				
This class is designed to help children develop good ear-training to sing in groups or solos. It will help build confidence as well as strengthen their individual style.				
Dates: Apr 25-Jun 6; no May 23				
CRN	DAYS	PLACE	INSTR	FEE
(AGES 7-10)				
21518	S/9a-9:50a	CYP18/107	Mattoon	\$77
(AGES 11-12)				
21519	S/9a-9:50a	CYP18/107	Mattoon	\$77

VIOLIN III (AGES 4+) KIDS/355				
<i>Prerequisite: Must have completed KIDS 351 Violin I and KIDS 352 Violin II or have instructor's approval.</i>				
Learn the techniques for playing primary level songs.				
Dates: Apr 25-Jun 6, no May 23				
CRN	DAYS	PLACE	INSTR	FEE
21536	M/10a-11:00a	CYP18/107	Chan	\$110

GUITAR FOR KIDS BEGINNING KIDS/370				
Learn to play the guitar in a fun way! Play simple chords, read chord bar charts, and strumming patterns. Bring your nylon-string acoustic or steel-string guitar and medium guitar pick to class. Parents, please accompany children to class.				
Dates: Apr 25-Jun 6; no May 23				
CRN	DAYS	PLACE	INSTR	FEE
(AGES 6-8)				
21443	S/10a-11:00a	CYP18/220	Austin	\$77
(AGES 9+)				
21444	S/11a-11:50a	CYP18/201	Austin	\$77

Personal Enrichment PUBLIC SPEAKING FOR CHILDREN (AGES 8-12) KIDS/1515				
Learn the skills to confidently present a book report or a speech in front of class. Gain the skills to plan, write and give a book report or a planned speech. Learn tips to combat stage fright, project your voice, and be comfortable in a group.				
Dates: Apr 25-Jun 6, no May 23				
CRN	DAYS	PLACE	INSTR	FEE
21511	S/11a-11:50a	CYP18/103	Kuruppu	\$77

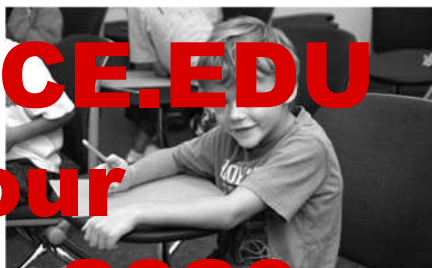
Violin - Suzuki Method

Reading and Writing

Rental information for violins will be available in class. A new parent orientation will be held the first-class meeting that covers how to create a successful practice environment at home and in the classroom.

BASIS READING SKILLS (AGES 4-5) KIDS/1335				
This class focuses on developing your child's ability to rhyme and blend sounds in words to become better readers and spellers. We will use "phonemic awareness" techniques that allow children to practice separating sounds in words with consonants and accents. Student assessments and a parent packet will be given. Each term has different activities.				
Dates: Apr 25-Jun 6; no May 23				
CRN	DAYS	PLACE	INSTR	FEE
21485	S/9a-9:50a	CYP18/220	Mtega	\$77

VIOLIN I (AGES 4-5) KIDS/351				
Learn the violin using the successful Suzuki method. Develop your child's concentration, motor skills, memory powers and self-confidence. Students learn to play easily and memorize. Class is limited to 6 students. Beginners: Pick up violin at NOCE. NOTE: Parents are required to learn and play along with their child!				
Dates: Apr 25-Jun 6; no May 23				
CRN	DAYS	PLACE	INSTR	FEE
21487	S/11a-11:45a	CYP18/107	Chan	\$110



VIOLIN II & III KIDS/2450				
<i>Prerequisite: Completion of KIDS 351 Violin I. Advisory: Experience in Pre-K.</i> This course continues to build violin skills for Violin students. Students will continue to build finger strength, intonation, phrasing and coordination of note delivery and playing songs that are appropriate for these levels of skill.				
Dates: Apr 25-Jun 6; no May 23				
CRN	DAYS	PLACE	INSTR	FEE
21488	S/9a-9:50a	CYP18/107	Chan	\$110

CREATIVE WRITING (GRADES 1-2) KIDS/139				
Students will be able to plan and write short stories. Emphasis is on the creative expression of ideas.				
Dates: Apr 25-Jun 6; no May 23				
*Dates: Apr 13-May 18				
CRN	DAYS	PLACE	INSTR	FEE
21509	S/9a-9:50a	CYP18/103	Kuruppu	\$77
21925*	M/3p-3:50p	WIL/201	Strauss	\$77

CREATIVE WRITING (GRADES 3-6) KIDS/138
 Students will work from "The Writer's Toolbox", engaging in creative writing games and exercises for inspiring the "write" side of their brains. The toolbox includes: cue cards, four spinners, specialized learning sticks and more. Great emphasis will be placed on creativity, grammar, punctuation and vocabulary skills hosted in a fun and relaxed learning environment.
 Dates: Apr 15-Jun 6; nc May 23
 *Dates: Apr 13-May 18

CRN	DAYS	PLACE	INSTR	FEE
21510	S/10a-10:50a	CYPTE2-102	Kuruppu	\$77
21924*	M/4p-4:50p	WIL/201	Strauss	\$77

COMMON CORE: ONLINE READING AND WRITING (GRADES 3-6) KIDS/2403
 This course prepares students for the Common Core English Language Assessment. Reading comprehension and writing can be challenging especially with the tasks being transitioned to an online format. Students learn to read and write more effectively using computer skills needed to be ready for the 2015 implementation of Common Core Testing in California.
 Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21632	S/11a-11:50a	CYPTE2-109	Stras	\$77



READING & COMPREHENSION (GRADES 3-6) KIDS/117A
 Students will enhance their reading comprehension, learn to read, interpret, analyze and improve interpretation and analysis skills.
 Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21524	S/10a-10:50a	CYPTE2-223	Ortega	\$77

HOW TO STUDY, TAKE TESTS AND ORGANIZE YOURSELF (GRADES 3-6) KIDS/130
 Children will learn about their individual learning styles, modalities, and the ways in which they organize themselves. They will learn how to learn new study methods and organizing techniques for both in and out of the school setting.
 Dates: Apr 25-Jun 6; nc May 23
 *Dates: Apr 13-May 18

CRN	DAYS	PLACE	INSTR	FEE
21526	S/10a-10:50a	CYPTE2-209	Payne	\$77
21926*	M/5p-5:50p	WIL/201	Strauss	\$77

MEMORY POWER FOR KIDS (GRADES 3-6) KIDS/126
 Help your child be more productive and open new doors to learning. They will receive many different opportunities to improve their capability to remember. You'll see grades go up and self-confidence will grow too.
 Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21515	S/9:30-10:30a	CYPTE2-209	Stras	\$77

GRAMMAR (GRADES 3-6) KIDS/1065
 This class will review parts of speech, punctuation, and capitalization and punctuation in grammar exercises. Students will be able to write and speak effectively.
 Dates: Apr 13-May 18

CRN	DAYS	PLACE	INSTR	FEE
2149	Tu/6-5p	WIL/201	Strauss	\$77

BASKETBALL CLINIC KIDS \$01
 Learn the fundamentals of basketball through instruction and practice. Includes these basic skills: footwork, passing, dribbling, shooting and running. Kids can improve their knowledge of the game and coordination.
 Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21440	S/8a-8:50a	CC/GYM 1-101	Bouldin	\$55

(AGES 7-9)
 21440 S/8a-9:50a CC/GYM 1-101 Bouldin \$55

(AGES 10-11)
 21441 S/10a-11a CC/GYM 1-101 Bouldin \$55

THE WRESTLING KIDS/611
 This is an introductory, non-competitive, skills-based program. Our goal is to stimulate a love for the game in young athletes by showing them how to accelerate their own progress and success. We combine training methods to form a schedule that applies conditioning techniques into game situations.
 Dates: Apr 25-Jun 6; nc May 23

CRN	DAYS	PLACE	INSTR	FEE
21535	S/10a-10:50a	SOCCE/ West	Zapata	\$77

(GRADES 1-3)
 21535 S/10a-10:50a SOCCE/ West Zapata \$77

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TENNIS FOR KIDS - BEGINNING KIDS/626
 Instruction in basic skills. Students will learn forehand, backhand, serve, volley, approach shot and footwork. Bring racquet and one can of new tennis balls. Makeup classes in case of rain.
 Dates: Apr 25-Jun 6, no May 23

CRN	DAYS	PLACE	INSTR	FEE
21520	S/9a-10a	CC/Tennis Court-10	Ya	\$77

(AGES 6-9)

CRN	DAYS	PLACE	INSTR	FEE
21522	S/10a-10:50a	CC/Tennis Court-10	Ya	\$77

(AGES 10+)

Need Help Registering Online? Give Us A Call!
 Online Registration Helpline: 714.831.4777
 Helpline Hours: Monday, Tuesday, 7 a.m. - 5 p.m.
 Friday, 7 a.m. - 4:30 p.m.



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TENNIS FOR KIDS - ADVANCED BEGINNING KIDS/627
 Permission needed from Instructor! This course will be a higher level tennis class for those who have adequate proficiency level. Students will participate in drills and instruction for tournament match play. Students will also be introduced to singles and doubles strategies. Bring racquet and one can of new tennis balls. Makeup classes in case of rain.
 Dates: Apr 25-Jun 6, no May 23

CRN	DAYS	PLACE	INSTR	FEE
21521	S/11a-11:50a	CC/Tennis Court-10	Ya	\$77



Connect with us! See inside back cover for details.

Aquatics

Classes listed below are being offered at the Cypress College Pool

SWIMMER - PARENT AND ME (6 MONTHS TO AGE 4) KIDS/1500
 This course is intended to introduce pool water to our young students. Each student must be supervised by a parent or guardian who will be instructed in the water by our swim staff. The strokes introduced at this level are: backyard pool safety, bubble blowing, submerged face, front supported kicking, supported back floating, underwater exploration and arm reaching to the side of the pool.

CRN	DAYS	PLACE	INSTR	FEE
Dates: Jun 1-Jun 11				
30255	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
30256	MTWTh/2:00p-2:30p	CC/Pool	Staff	\$70
30257	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
30292	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
30298	MTWTh/6p-6:30p	CC/Pool	Staff	\$70
Dates: Jun 15-Jun 25				
31039	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
31040	MTWTh/2:00p-2:30p	CC/Pool	Staff	\$70
31058	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
31077	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
31119	TWT/5:15p-5:45p	CC/Pool	Staff	\$70
31071	TWT/6p-6:30p	CC/Pool	Staff	\$70

SWIMMING - INTRODUCTION (AGES 5-10) KIDS/1769
 This class is for students learning to swim. Skills that must be mastered at this level to advance include: holding breath for 15 seconds, prone float, back float, front glide, prone glide, butterfly kick, iron arm stroke with rhythmic breathing, back glide, back glide with a kick, turn over, deep water jump, front dive level off and safety skills. Water safety emphasized.
 (Parents are required to swim in the Pooler)

CRN	DAYS	PLACE	INSTR	FEE
Dates: Jun 1-Jun 11				
30256	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
30257	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
30268	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
30269	MTWTh/3:30p-4:00p	CC/Pool	Staff	\$70
30280	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
30286	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
30293	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
30299	MTWTh/6p-6:30p	CC/Pool	Staff	\$70
Dates: Jun 15-Jun 25				
31035	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
31041	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
31047	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
31053	MTWTh/3:30p-4:00p	CC/Pool	Staff	\$70
31060	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
31078	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
31076	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
31072	MTWTh/6p-6:30p	CC/Pool	Staff	\$70

**SWIMMING - INTRODUCTION
(AGES 11-17)
KIDS/1770**

CRN	DAYS	PLACE	INSTR	FEE
Dates: Jun 1-Jun 11				
30257	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
30263	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
30269	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
30274	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
30281	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
30287	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
30294	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
30300	MTWTh/6p-6:30p	CC/Pool	Staff	\$70
Dates: Jun 15-Jun 25				
31036	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
31042	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
31048	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
31120	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
31061	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
31054	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
31067	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
31079	MTWTh/6p-6:30p	CC/Pool	Staff	\$70



**SWIMMER - INTERMEDIATE
(AGES 5-17)
KIDS/1774**

This class is for students who have completed class requirements for the beginner swimming level. Students will learn the side stroke, front crawl for 20 yards with rhythmic breathing, 5-minute survival float, 1 minute treading water, 10 yards of skulling, 20 yards of backstroke, elementary backstroke, breaststroke, and freestyle, and 40 yards of a 100 yard stroke. Water safety rules emphasized.

CRN	DAYS	PLACE	INSTR	FEE
Dates: Jun 1-Jun 11				
30259	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
30265	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
30271	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
30276	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
30283	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
30289	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
30296	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
30302	MTWTh/6p-6:30p	CC/Pool	Staff	\$70
Dates: Jun 15-Jun 25				
31033	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
31040	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
31046	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
31056	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
31063	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
31081	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
31090	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
31078	MTWTh/6p-6:30p	CC/Pool	Staff	\$70

Have you Checked Your Class Start Date and Location?
NOCE classes begin at various times throughout the term; be sure to note the specific dates and location of your particular class.

**SWIMMER - BEGINNER
(AGES 5-17)
KIDS/1772**

The class is for students who successfully completed the Beginner requirements. This includes holding breath, backstroke, front crawl, a pron glide, a line glide, a kick, a front crawl arm stroke with rhythmic breathing, back glide with kick, turn over, deep water jump, front dive level off and safety skills. Students might survival float, treading water, backstroke front dive and surface water swimming. Water safety emphasized. (Previously named: Advanced Beginner Swim)

CRN	DAYS	PLACE	INSTR	FEE
Dates: Jun 1-Jun 11				
30258	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
30264	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
30270	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
30275	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
30282	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
30288	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
30295	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
30301	MTWTh/6p-6:30p	CC/Pool	Staff	\$70
Dates: Jun 15-Jun 25				
31037	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
31043	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
31049	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
31121	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
31062	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
31080	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
31068	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
31074	MTWTh/6p-6:30p	CC/Pool	Staff	\$70

**SWIMMER - ADVANCED
(AGES 5-17)
KIDS/1776**

This class is for students who have completed class requirements for the beginner, and intermediate swimmer level. To pass this level students must be able to swim 100 yards from crawl, elementary backstroke, side stroke, and face stroke, 50 yards of the butterfly stroke, 25 yards of the butterfly pull, 25 yards of dolphin kick, front surface dive, front and back treading water with float with front and water probing. Water safety will be emphasized. (Previously named: Summer Swimmer)

CRN	DAYS	PLACE	INSTR	FEE
Dates: Jun 1-Jun 11				
30290	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
30296	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
30292	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
30277	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
30284	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
30290	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
30297	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
30303	MTWTh/6p-6:30p	CC/Pool	Staff	\$70
Dates: Jun 15-Jun 25				
31040	MTWTh/1p-1:30p	CC/Pool	Staff	\$70
31044	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
31051	MTWTh/2:20p-2:50p	CC/Pool	Staff	\$70
31057	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
31064	MTWTh/3:45p-4:15p	CC/Pool	Staff	\$70
31073	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
31070	MTWTh/5:15p-5:45p	CC/Pool	Staff	\$70
31076	MTWTh/6p-6:30p	CC/Pool	Staff	\$70

In Response to the COVID-19/ Coronavirus, All Community Service classes have been CANCELLED.

Please refer back to our website for our Summer 2020 course offerings.

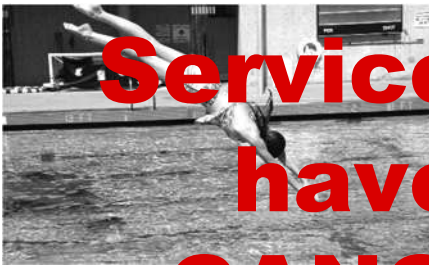
GENERAL INFORMATION

SWIMMER - PRE-COMPETITIVE KIDS/1560

This class is designed to train, and fine tune all competitive swim strokes, turns and competitive racing starts off the starting blocks, increase endurance and strength. With the completion of this course, students will master the skills needed to compete on a swim team. Students must have completed the intermediate swim level to register for this class.

Dates: Jun 15-Jun 19
 *Dates: Jun 15-Jun 19

CRN	DAYS	PLACE	INSTR	FEE
30278	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
30261	MTWTh/1:40p-2:10p	CC/Pool	Staff	\$70
31052	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
31109	MTWTh/3p-3:30p	CC/Pool	Staff	\$70
30291	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
31039	MTWTh/4:30p-5p	CC/Pool	Staff	\$70
31110	MTWTh/5p-5:40p	CC/Pool	Staff	\$70
31065	MTWTh/5p-5:40p	CC/Pool	Staff	\$70



SPRINGBOARD DIVING - BEGINNING KIDS/1565

Skills presented in this class: land drills on frontal three step approach, three step approaches on springboard, front dive, back dive and pool and diving safety. Students must have completed the advanced beginning swim level to register for this class.

Dates: Jun 15-Jun 19
 *Dates: Jun 15-Jun 19

CRN	DAYS	PLACE	INSTR	FEE
31059	MTWTh/3:50p-4:15p	CC/Pool	Staff	\$70
30285	MTWTh/3:50p-4:15p	CC/Pool	Staff	\$70

Classes are available on a non-credit basis at Fullerton College. Please refer to our website for more information.

WATER POLO FOR KIDS - BEGINNING (AGES 9-14) KIDS/669

This class is designed to provide basic instruction in the Olympic sport of Water Polo to students ages 9-14. Boys and girls will learn passing, dribbling, shooting, alternating frog kick, rules of the sport and aspects of team play. Class sessions will be in the pool. Practice games will occur on the pool deck. Students must wear a suit and have proper footwear. Swimming skills are encouraged. For additional information please read chapters found at <http://fcwaterpolo.fullcoll.edu>

Dates: Apr 3-Jun 19; nc Apr 10

CRN	DAYS	PLACE	INSTR	FEE
21445	F/6p-8:30p	Pool - FC	Nguyen Tran	\$110

In Response to the COVID-19/Coronavirus, All Community Service classes have been CANCELLED.

Please refer back to our website

WWW.NOCE.EDU

for our Summer 2020 course offerings.

NOCE COURSE EQUIVALENCY KEY
 FCN = Fullerton Campus
 CC = Cypress College
 FC = Fullerton College
 CP = Course Registration Number
 NC = No class will hold of that grade
 CYP18 = Cypress College Campus, NOCE 100 Bldg.
 CYPTE = Cypress College Campus, NOCE 100 E E 200 Bldg.
 W = Fullerton Campus (Fullerton)

By District policy, "every course, course section or class may 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 will make every reasonable effort to determine that this class schedule is accurate; however, changes may occur after press time.

CLASS SECTIONS:
UNIONIZED 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. Class 'filled' may have a waitlist already established for students wanting to attend. **Non-Union 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 must submit an Audit Request Form to the CTE Director. For more information about auditing a Pharmacy Technician or Medical Assistant course, please contact 714.800.4673. There is a \$15 fee charged for auditing. Tuition fees are charged for auditing courses. Subject to change. Auditing other NOCE courses is not permitted.

CLASS ATTENDANCE/CANCELLATIONS: Students are expected to attend all classes. If attendance drops, classes may be cancelled. Non-tuition classes may be discontinued during the term if attendance drops. Tuition classes will continue according to schedule once they have started.

WEEKEND POLICY: It is NOCE's practice that classes do not normally meet on a weekend following a Friday District holiday or preceding a Monday District holiday. If necessary for a class to be held on a holiday weekend, this would be an exception to the rule.

CLASS FIRST-TIME ONLY: Students must attend the first meeting of a non-tuition registration takes place or they may lose their seat to someone else. A minimum number of students must attend the first class meeting. In-class registration is on a first come, first served basis.

General Information

GENERAL INFORMATION

CHILDREN IN CLASS: No children are to attend adult classes.

CAMPUS BOOKSTORES:

- Anaheim 714.808.4675;
- Cypress 714.484.7336;
- Wilshire (Fullerton) 714.992.7557

REGISTRATION LOCATIONS: No matter where the class is held, students can register at any NOCE Center:

- Anaheim (Second Floor),
- NOCE Cypress Center, Bldg 100, off Parking Lot 4
- NOCE Wilshire Center, Bldg 300.

Registration is also available online at www.noce.edu.

MINOR STUDENTS: NOCE classes are open to those 18 years or older who have been admitted to NOCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the campus Dean at the site where the class is offered prior to obtaining the required permission letter from the school that the minor student is attending. If permission to enroll is granted, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College and Teen Program classes as indicated in the course schedule.

NAME CHANGE: Students are encouraged to visit one of the NOCE Centers to change their name in the student database. Students must provide a picture ID when requesting a name change.

PARKING

A parking permit is required to park in marked spaces at all three NOCE Centers; however, a purchased parking permit does not guarantee a parking space. If you do not have a permit, you will be ticketed. An NOCE parking permit applies to any space that is marked for students or any unmarked space. Parking permits are refundable prior to the first-class meeting only and must be returned to receive a refund. Please do not back into the parking space or you will be ticketed.

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

PARKING FEES: Parking is by permit only. Vehicle permits: \$40; motorcycle permits: \$20; both available at each NOCE Center's Admission and Registration Office. Daily permits available for \$3 in parking areas. Parking permits for Anaheim and Wilshire are half-year permits that are available from January 1 - June 30 OR July 1 - December 31 (not six months from purchase date). For Cypress, the parking permit dates are Jan 1 - Jun 30, July 1 - August 31, and September 1 - December 31.

BUS PASSES: OCTA bus passes are available at any NOCE Center's Admission and Registration Office. 30-day regular passes are available to all students; 30-day reduced fare passes are available for seniors 60 years and older, and for disabled students with valid ID. Passes are sold year-round. The Orange County Transportation Authority (OCTA) provides bus service to each of our three NOCE Centers. For more information, call 714.636.7433.

FEES

APPORTIONMENT CLASSES: These classes appear as free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if the attendance falls below the level needed to cover the costs of the class. There are 10 recognized areas in Title 5 that are eligible for noncredit education apportionment. NOCE offers noncredit classes in the following areas:

1. English as a Second Language
2. Citizenship for Immigrants
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. DSPS (Substantial Disabilities)
6. Parenting
7. Older Adults
8. Short-Term Vocational
9. Workforce Preparation

COMMUNITY SERVICES CLASS FEES: Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls low during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

PAYING FOR CLASSES: Full payment is required at the time of registration. Cash, checks, money orders, and credit cards (MasterCard and VISA) are accepted. \$25 will be charged to any students' account where a check is returned for non-sufficient funds.

HOLDS: NOCE will withhold transcripts, registration privileges, or any combination hereof from any student or former student who has failed to pay all outstanding fees (from current or previous terms) or for other administrative reasons.

REFUNDS: To receive a refund, a Refund Petition Form must be submitted at least two (2) full business days before the first-class meeting. A \$10 processing fee will be deducted from all refunds one time, per term, per student except for classes cancelled by NOCE. Refunds will be processed two weeks after the term begins. No refunds on books. Refund checks to students enrolled in the Kids' College & Teen Program will be made to the name of the student of record as required by State Education Code regulations. The only other criteria considered for refunds are circumstances in which the course differs from the way it was described in the class schedule, such as incorrect start date, time, or wrong location. You may request a credit valid for six months toward any fee-based course.

Requests for credits must be submitted prior to the second-class meeting of the course being dropped.

RECORDS & IDENTIFICATION CARDS

STUDENT RECORDS: California Administrative Code, Title V, and District policy states that students can review their student records any time. All student records are located at the NOCE Wilshire Center. Transcript requests are accepted in person or by mail (the Transcript Request Form may be printed through the NOCE website at www.noce.edu/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 trimester a student is in attendance. For more information, call 714. 992.9502.

CLASSIFICATION OF STUDENTS: Students are classified as full-time when enrolled and attending 12 hours or more of instruction per week. Students enrolled in fewer than 12 hours per week of instruction are considered part-time students. Enrollment and attendance can be confirmed after the student has attended two consecutive weeks of instruction.

CATALOG RIGHTS POLICY: NOCE issues a new catalog each academic year beginning in the fall term and, if needed, subsequent addendums for the winter, spring, and summer terms. The information published in the catalog or catalog addendum is in effect for the academic year beginning with the fall term and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights, established when a student first takes classes at NOCE, protect the student from being held responsible for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous four consecutive terms, including summer, resulting in an academic record symbol of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

For example:

Enrollment in the following Term	No Enrollment in the following Terms	Muse enroll in the following term to maintain Catalog Rights
Fall	Winter & Spring	Summer
Winter	Spring & Summer	Fall
Spring	Summer & Fall	Winter
Summer	Fall & Winter	Spring

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained.

The lab enrollment in CCTR/100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights either. This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

GRADING POLICY: Students enrolled in apportionment courses are awarded an evaluative symbol at the conclusion of each course. The grade issued will become part of the student's permanent academic history and will appear on their NOCE transcript.

Grading for CTE, DSS, ESL, and LEAP Courses

- P - Pass (no grade points)
- N - No Pass (no grade points)
- SP - Satisfactory Progress (no grade points)

Students enrolled in a Career Development and College Preparation (CDCP) course are advised that they will be issued a grade that will appear on their NOCE transcript and permanent academic history. If a student does not wish to be graded, they must drop the course prior to the eighth hour of instruction. While an instructor may drop a student for excessive absences, **it is the student's responsibility to officially withdraw from a class.** If a student withdraws after the eighth hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course after the start of the final quarter of the course. Please visit www.noce.edu/gradingpolicy appear in their permanent academic records. Students have a 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 the student during the next term but no later than one year assigned. Grade appeal requests should be initiated by grade is prejudicially, capriciously, or arbitrarily limited to the situations in which students believe the right to formally appeal the final grade earned. Appeals are determining grades that are assigned to students and that

Board Policy 4231. All grade appeal requests should be directed to noce.edu/policies For additional information, you may refer to the NOCE Registrar at 714.992.9502 following the award of the original grade.

OPEN ENROLLMENT: It is the policy of the North Orange County Community College District (NOCCCD) that, unless specifically exempted by statute, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or North Orange Continuing Education and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

ACADEMIC HONESTY: Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

1. Students shall not plagiarize, which is defined as:
 - a. stealing or passing off as one's own ideas or words of another, or
 - b. using a creative production without crediting the source.
 - c. The following cases constitute plagiarism:
 - paraphrasing published material without acknowledging the source;
 - making significant use of an idea or a particular arrangement of ideas, e.g. outlines;
 - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement; or
 - submitting under one's own name term papers or other reports which have been prepared by others.
2. Students shall not cheat, which is defined as:
 - a. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
 - b. misreporting or altering the data in laboratory or research projects involving the collection of data.
3. Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously-submitted papers should inform students in the course syllabus.

4. Students shall not furnish materials or in order to enable another student to plagiarize or cheat. information.

Instructors may deal with academic dishonesty in one or more of the following ways:

- a. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
- b. Assign zero points on all or a particular paper, project, or exam.
- c. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the school. Such a report will be accompanied by supporting evidence and documentation.

See Student Conduct Policy for additional information.

SEXUAL HARASSMENT, DRUG-FREE AND ALCOHOL-FREE: For a copy of these policies, please refer to the NOCCCD website at www.nocccd.edu

NON-DISCRIMINATION STATEMENT: The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more foregoing characteristics, or based on association with a person or group with one or more of these actual perceived characteristics in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504/Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: Irma Ramos
 Position: Vice Chancellor, Human Resources
 Address: 1830 West Romneya Drive
 Anaheim, CA 92801-1819
 Telephone: 714.808.4826

Students and employees who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

CAMPUS SAFETY: For any emergency dial 9-1-1 from any campus phone. To reach Campus Safety or Security, call the following numbers by NOCE Center: Anaheim 714.808.4911; Cypress: 714.484.7387; Wilshire (Fullerton): 714.992.7777.

VICTIMS OF SEXUAL ASSAULT: Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the following Campus Safety and/or Security offices:

- **Anaheim Campus Security:**
714.808.4911
- **NOCE Cypress Center**
(Cypress College Campus Safety):
714.484.7387
- **NOCE Wilshire Center**
(Fullerton College Campus Safety):
714.992.7777

Except as may otherwise be required by law, all inquiries will be maintained in confidence.

DISABILITY SUPPORT SERVICES: NOCE provides support services to enable persons with disabilities to participate in classes and programs. Support may include tutors, interpreter service, note takers, or other assistance. In addition, special classes are offered for those who are not yet ready to benefit from general continuing education offerings. See the Disability Support Services section in this schedule for class listings or call 714.484.7057.

WE'RE LOOKING FOR NEW INSTRUCTORS! DO YOU WANT TO TEACH FOR NORTH ORANGE CONTINUING EDUCATION? We are looking for new instructors for the following programs: Older Adult Classes, Kids' College, ESL, Computer Classes, Career Technical Education, and Basic Skills.

You must meet the minimum qualifications set by the State of California Chancellor's Office. For more info call 714.484.7038. If qualified, please send resume to:

Dr. Karen Bautista, Dean of Instruction
NOCE Cypress Center,
9200 Valley View, Cypress, CA, 90630

ACCREDITATION: NOCE is proudly accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC). For more information regarding NOCE's accreditation, please contact WASC at the following:

Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200,
Burlingame, CA 90410
Website: www.acswasc.org

STUDENT CONDUCT POLICY

Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 7034, 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national laws(s).

Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to the removal, suspension, or expulsion of the student." Misconduct which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of District personnel, or violating the rights of other students.
2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.
5. Misrepresentation of oneself or of an organization to be an agent of the District.
6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.
7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.
8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.
9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.

10. Causing or attempting to cause damage to District property, or to private property on District premises.
11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.
12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, North Orange Continuing Education Provost, or authorized designee.
14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.
15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.
16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.
18. Committing sexual harassment as defined by law or by District policies and procedures.
19. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.
23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.
25. Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedures 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a college or North Orange Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, North Orange Continuing Education or District activity or attendance. Also any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures of which all students are informed of the rules and regulations governing student behavior.

OFF-CAMPUS CONTINUING EDUCATION LOCATIONS

Register in Class!
Do not call location unless noted.

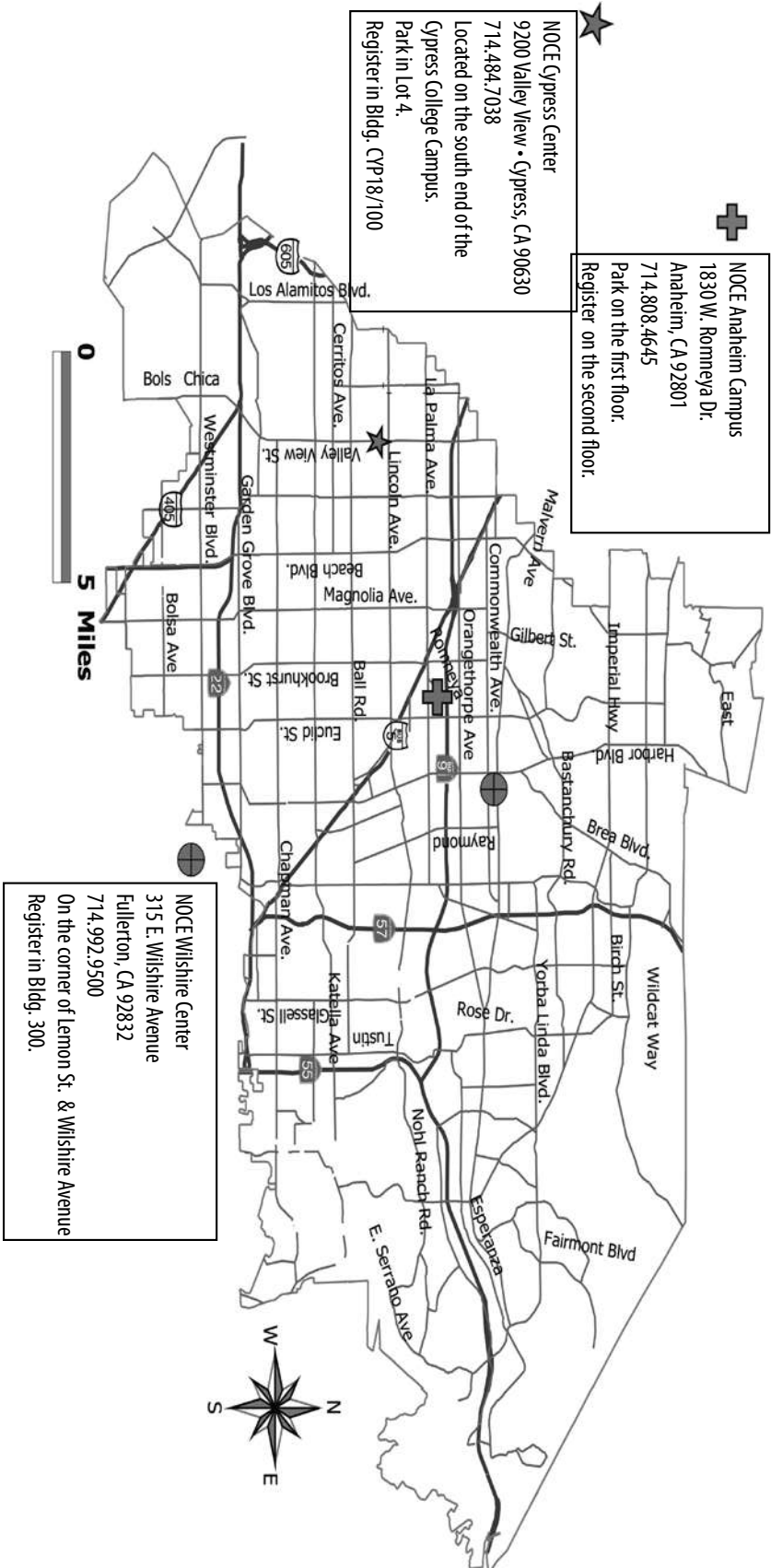
Access California Services	631 S Brookhurst St Suite 107	Anaheim
Alamitos West Health Care Ctr	3902 W Katella Ave	Los Alam
Albert Schweitzer Elem	229 S Dale Ave	Anaheim
Anaheim Crest Nurs Ctr	3067 W Orange Ave	Anaheim
Anaheim Crown Plaza	641 S Beach Blvd	Anaheim
Anaheim Healthcare Ctr	501 S Beach Blvd	Anaheim
Anaheim Terrace Care Ctr	141 S Knott Ave	Anaheim
Anaheim VIP Ctr	1158 N Knollwood Cir	Anaheim
Anhm Independencia Fam Reso Ct	10841 Garza St	Anaheim
Arbor Palms of Anaheim	3411 W. Ball Road	Anaheim
Ball Junior High	1500 W. Ball Rd.	Anaheim
Bradford Square	1180 N Bradford Ave	Placnta
Braille Institute	527 N Dale	Anaheim
Brea Comm Ctr	500 South Sievers Avenue	Brea
Brea Sr Ctr	500 Sievers Ave	Brea
Brookdale Anaheim	200 N Dale Ave	Anaheim
Brookdale-Garden Manor	10200 Chapman Ave	G G
Brookdale-Yorba Linda	17803 Imperial Hwy	Y L
Buena Pk Nurs Ctr	8520 S Western Ave	Buena Park
Buena Pk Sr Ctr	8150 Knott Ave	Buena Park
Buena Vista Care Ctr	1440 S Euclid Street	Anaheim
Cambridge Court	1621 E Commonwealth Ave	Fullerton
Chapman Care Ctr	12232 Chapman Ave	G G
Cottage of Artesia Gardens	6041 Kingman Ave	Buena Park
Coventry Court Health Ctr	2040 S Euclid Street	Anaheim
Crescendo Sr Living of Pl	351 E. Palm Dr.	Placnta
Cypress Sr Citizen Ctr	9031 Grindlay St	Cypress
Cypress Sunrise Village Apt.'s	9151 Grindlay Street	Cypress
El Camino Real High School	1351 E. Orangethorpe Avenue	Placnta
Emerald Court	1731 Medical Center Dr	Anaheim
Emerald Isle Sr Apartments	661 N Rose Dr	Placnta
First Christian Church Anaheim	520 W South St	Anaheim
Fullertonertion Community Ctr	340 W. Commonwealth Ave	Fullerton
Fullerton Gardens	1510 E Commonwealth Ave	Fullerton
Gordon Lane Care Ctr	1821 E Chapman Ave	Fullerton
Happy Brea Adult Day Hth Care	596 Apollo St.	Brea
Harbor Villa Care Ctr	861 S Harbor Blvd	Anaheim
Harvest Retirement Health Ctr of OC	9011 Knott Ave	Buena Park
Karlton Residential Care Ctr	9021 Knott Avenue	Buena Park
Katella Sr Living Community	3615 W Ball Rd	Anaheim
Katella Sr Living Community	3952 W Katella Ave	Los Alam
La Habra Community Serv-Sr Ctr	101 W La Habra Blvd	La Habra

La Habra Conv Hospital	1233 W La Habra Blvd	La Habra
La Habra Villa	1100 E Whittier Blvd	La Habra
La Palma Nurs Ctr	1130 W La Palma Ave	Anaheim
Leisure Court	1135 Leisure Ct	Anaheim
Los Alamitos Sr Ctr	10911 Oak Street	Los Alam
M L Maxwell Elem	2613 W Orange Ave	Anaheim
Melrose Elem	974 Melrose Ave	Placnta
Morningside of Fullerton	800 Morningside Dr	Fullerton
New Horizon	8541 W Cerritos Ave	Stanton
Orangegrove	12332 Garden Grove Blvd.	G G
Rehab Hospital		
Palm Retirement Ctr	312 N Roosevelt Ave	Fullerton
Park Anaheim Healthcare Ctr	3435 W Ball Rd	Anaheim
Park Regency Care Ctr	1770 W La Habra Blvd	La Habra
Park Regency Ret Res	1750 W La Habra Blvd	La Habra
Park Vista Assisted Living	2527 Brea Blvd	Fullerton
Park Vista, Morningside	2525 Brea Blvd	Fullerton
Ponderosa Park Family Resource	2100 S Haster St	Anaheim
Rehab Institute So Ca	130 Laguna Rd	Fullerton
Richman Elem	700 S. Richamn Ave.	Fullerton
Rio Vista Elem	310 N Rio Vista	Anaheim
Rowntree Gardens	12151 Dale Ave	Stanton
Ruby Dr Elem	601 Ruby Dr	Placnta
Sr Living Community	16850 Bastanchury Rd	Y L
Sr Citizens Ctr Anaheim	250 E Center St	Anaheim
St Boniface Church	120 N Janss St	Anaheim
St. Elizabeth Healthcare	2800 N Harbor Blvd	Fullerton
Stanton Civic Ctr	7800 Katella Ave	Stanton
Sun Mar Nursing Ctr	1720 W Orange Ave	Anaheim
Sunnycrest Sr Living	1925 Sunnycrest Dr	Fullerton
Sunrise Assisted Living, YL	4792 Lakeview Ave	Y L
Sunrise Asst Liv Fullerton	2226 North Euclid Avenue	Fullerton
Sunrise Asst Living La Palma	5321 La Palma Ave	La Palma
Terrace View Care Ctr	201 E Bastanchury Rd	Fullerton
The Pavilion, Sunny Hills	2222 N Harbor Blvd	Fullerton
Thomas Edison Elem	1526 E Romneya Dr	Anaheim
Topaz Elem	3232 Topaz Ln	Fullerton
Valley View Gardens	11848 Valley View St	G G
Vintage of Stonehaven	5303 Stonehaven Dr	Y L
W Anah Extended Care Hospital	645 S Beach Blvd	Anaheim
Walnut Manor Care Ctr	891 S Walnut St	Anaheim
Walter Knott Education Ctr	7300 La Palma Ave	Buena Park
West Anaheim Sr Prog	2271 W Crescent Ave	Anaheim
Whittaker Elem		
Whitten Heights	200 W Whittier Blvd	La Habra
Whittier Glen	10615 Jordan Rd	Whittier
Whittier Hills Healthcare Ctr	10426 Bogardus Ave	Whittier
Wilshire Community Church	212 E. Wilshire Ave.	Fullerton
Windsong Sr Activity Ctr	1701 S Euclid St	Anaheim
Windsor Gardens of Anaheim	3415 W Ball Rd	Anaheim
Windsor Gardens of Fullerton	245 E Wilshire Ave	Fullerton
Yorba Linda Sr Ctr	4501 Casa Loma Ave	Y L

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Every Day Counts at NOCE!



Attending every class meeting is important for all NOCE students.

Consistent attendance means...

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

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

See you in class!



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SAVE the DATE



2020 COMMENCEMENT CEREMONY

Friday, June 12, 2020
at 10 a.m.

Information has
changed,
refer to our website
at: www.noce.edu

2 p.m.



Cottonwood Center, 4505 Katella Avenue, Los Alamitos, CA 90720. For more information, call: 714.808.4654 or visit: www.noce.edu/commencement