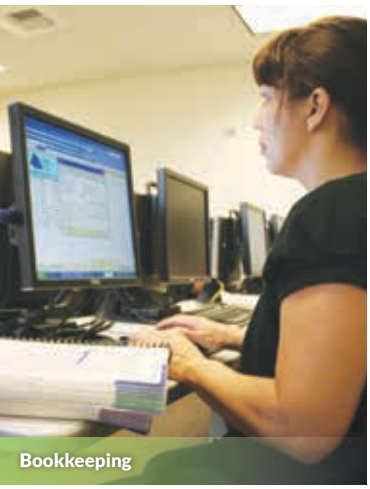
TUITION-FREE* CLASSES FOR ADULTS

High School Diploma Completion

Joyful Parenting

2022
SPRING SEMESTER
In-Person & Online Classes
January 18 – May 27, 2022

- English as a Second Language
- Citizenship Preparation
- High School Diploma/GED
- College Preparation
- Career Training
  - Administrative Professional
  - Bookkeeping –NEW!
  - Early Childhood Education
  - Management
  - Medical Assistant
  - Personal Care Aide
  - Pharmacy Technician
- Connected Parenting
- Child Wellness
- Emeritus Program for Older Adults
- Community Services
- Workforce, Academic, and Lifeskills for Adults with Disabilities


Bookkeeping

English as a Second Language

Registration Begins on December 6, 2021

NOCE
NORTH ORANGE
CONTINUING EDUCATION

Counseling and Student Services

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

#WeAreNOCE
www.noce.edu
714.808.4679

Join Us This Spring!!!

We Are Here For You!

Counseling • Technical Support • Disability Support Services

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

To Apply Online, Visit:
www.noce.edu/registration

CONTACT US TODAY!

Nosotros hablamos español
Chúng tôi nói tiếng Việt
我們有中文服務
한국어로 등록을 도와 드릴 수 있습니다

VACCINE MANDATE

ACTION REQUIRED

A vaccination mandate was established by the North Orange County Community College District Board of Trustees. The mandate requires COVID-19 vaccinations for all employees and students enrolled in 2022 Spring Semester in-person classes, labs, and learning centers with allowances for religious or medical exemptions, as defined by law.

For more information, visit: noce.edu/vaccine

Have an Important Question?

For questions regarding classes or registration, contact:

StarHelp Customer Service
714.808.4679
starhelp@noce.edu

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

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SEMESTER DATES & HOLIDAYS TO REMEMBER

2022 SPRING

January 18, 2022 — May 27, 2022

2022 SUMMER

June 6, 2022 — July 16, 2022

REGISTRATION BEGINS

Online registration:
Monday, December 6, 2021

Online registration:
Tuesday, May 3, 2022

In-person registration:
Wednesday, May 4, 2022

HOLIDAYS — NOCE CLOSED

Martin Luther King, Jr. Holiday:
January 15 - 17, 2022

Presidents' Day Holiday:
February 18 - 21, 2022

Spring Break:
March 21 - 25, 2022

Cesar Chavez Holiday:
March 24, 2022

Spring Holiday:
March 25, 2022

Memorial Day Holiday:
May 28 - 30, 2022

Fourth of July Holiday:
July 4, 2022

Labor Day Holiday
September 6, 2022

Noncredit Pathways to Opportunity

NOCE prepares students to gain skills to transition to academic, career, and life enrichment opportunities.

Programs and classes include:

- Basic Skills
- Career Technical Education
- Citizenship
- Disability Support Services
- Emeritus (Classes for Older Adults)
- English as a Second Language
- High School Diploma / GED/HiSET Preparation
- Parenting

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, and administrative costs. If attendance drops below this number, the class may be cancelled.
- Free support services include: tutoring, counseling, and college and career workshops.

HOW TO APPLY AND REGISTER FOR NOCE CLASSES

APPLY TO NOCE

Apply at **https://www.noce.edu/apply**

- Part 1: Create an OpenCCC Account
- Part 2: Complete the Noncredit College Application
- In 24-48 hours, you will receive your Student ID required for remaining steps

REGISTER FOR CLASSES

For specific details on registering, visit the registration page for the program you are interested in:

- Basic Skills Program (including High School Diploma, GED/HiSET, College Preparation and Learning Centers) – page 11
- Career Technical Education Program – page 17
- Disability Support Services Program – page 37
- English as a Second Language/Citizenship Program – page 41
- Emeritus Program – page 58
- Parenting Program – page 66

ATTEND CLASS

Attend classes throughout the 2022 Spring Semester, January 18 – May 27, 2022

Anaheim Campus
1830 W. Romneya Drive, Anaheim, CA 92801

Cypress Center
9200 Valley View Street, Cypress, CA 90630

Wilshire Center
315 E. Wilshire Avenue, Fullerton, CA 92832

Community-based locations
Check your class listing for details

Please visit: noce.edu/vaccine for latest COVID-19 vaccine mandate updates.

Are You Looking to Enroll in Fee-based Personal Enrichment Courses?

NOCE's Community Services Courses Include:

Programs for Adults

- Business/Professional Development
- Fine and Applied Arts/Sewing
- Language Arts and Foreign Language
- Fitness, Dance, Martial Arts

Programs for Kids and Teens

- Academic and Arts
- Personal Enrichment
- Sports and Fitness
- Summer Camps

For specific details on registering for these Community Services classes, visit page 71.

For registration questions, contact: 714.808.4679 or starhelp@noce.edu.

COVID-19 VACCINE MANDATE

VACCINE MANDATE

ACTION REQUIRED

A vaccination mandate was established by the North Orange County Community College District Board of Trustees. The mandate requires COVID-19 vaccinations for all employees and students enrolled in 2022 Spring Semester in-person classes, labs, and learning centers with allowances for religious or medical exemptions, as defined by law.

IF ALREADY VACCINATED

Upload Vaccination Record

Upload your vaccination records via myGateway at: **noce.edu/vaccine**.

IF NOT VACCINATED

Get Vaccinated ASAP or File an Exemption

- If unvaccinated, get the COVID-19 vaccine by 2022 Spring Semester.
- If you cannot get a COVID-19 vaccine due to medical or religious reasons, you must file an exemption via myGateway at: **noce.edu/vaccine.**

ALL STUDENTS

- By 2022 Spring Semester, students attending in-person classes, labs, and learning centers must be vaccinated or have an exemption.
- For more information on uploading your documents, visit: **noce.edu/vaccine**

Have Questions About the COVID-19 Mandate?

Contact: 714.808.4679 or starhelp@noce.edu

NOCE ON-CAMPUS GUIDELINES

WELCOME BACK, NOCE!

How to Know You Are Cleared to Be on Campus

- Starting January 1, 2022, all face-to-face enrolled students and employees must have a verified vaccination record or approved medical or religious exemption on file to comply with the NOCCCD COVID-19 vaccination mandate. Individuals with an approved exemption are required to test weekly on campus.
- Students must show their COVID-19 clearance status to access any NOCCCD campus or attend community location classes. COVID-19 clearance status is visible in your myGateway account.

COVID-19 Campus Clearance Symbols in myGateway

- **GREEN CHECKMARK** = Cleared to be on campus. Get NOCE WHITE STICKER and go to class.
- **YELLOW EXCLAMATION MARK** = Late for taking your weekly COVID-19 test.
  - Take a test, get NOCE WHITE STICKER, and go to class.
- **RED X** = Not cleared. You must do one of the following to access campus/class:
  - Take a test, get an NOCE WHITE STICKER, and go to class.
  - Submit vaccine record and have it verified.
  - Submit exemption request and have it approved. Weekly testing requirement.
  - Denied students should follow instructions as provided to them based on their submission. Students may need to re-submit documentation **or** switch to online-only classes

COVID-19 Campus Check-In Process

- **STEP 1: Show Your COVID-19 Clearance Status at Campus Check-in Station**
  - On your mobile phone, visit myGateway, show COVID-19 clearance status at campus check-in station.
  - Need help with your myGateway account? Bring your student ID **or** class schedule/bill **and** a photo ID and we will help you.
- **STEP 2: Get Your NOCE WHITE STICKER**
  - Students are required to wear an NOCE WHITE STICKER to show that they are cleared for campus.
- **STEP 3: Attend Class**
  - Show your NOCE WHITE STICKER to your instructor and enjoy your class.
- **SHORT-TERM VISITS = NOCE YELLOW STICKER**
  - Students who come to campus for a short visit will need an NOCE YELLOW STICKER to:
    - Go to Admissions and Records (help with registration, etc.)
    - Upload vaccination record or exemption form
    - Get food pantry services
    - Pick up/drop off loaned laptop
    - Go to weekly COVID-19 testing
  - COVID-19 campus clearance/NOCE WHITE STICKER is required for counseling, assessment appointments.

Positive Case and Close Contact Reporting

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

For more information, visit: www.noce.edu/vaccine

REGISTRATION ASSISTANCE AND GUIDES

Online Registration will start on Monday, December 6, 2021 at 7:30 a.m.

Need to know how to apply, register, or set-up Canvas, Zoom, or other technologies?
Click below to get yourself set-up to succeed in the 2022 Spring Semester.

In English

Apply to NOCE
- **How to Create an OpenCCC Account – Part 1:** noce.edu/openccc-info
- **How to Apply to NOCE Application – Part 2:** noce.edu/application-info
- **Apply to NOCE (Video):** noce.edu/application-video

Online Orientation: noce.edu/orientation

Online Orientation (Video): noce.edu/orientation-video

How to Register for Classes: noce.edu/registration-info

How to add yourself to the waitlist: noce.edu/waitlist

How to confirm your class schedule
- **On computer:** noce.edu/myschedule
- **On mobile:** noce.edu/myschedule-mobile

How to drop a course/class: noce.edu/drop-class

How to update your MyGateway information: noce.edu/update-info

How to login to Canvas (Video): noce.edu/canvas-video

How to print a Student Education Program Plan (SEPP)
- **PDF:** noce.edu/sepp
- **Website version:** noce.edu/counseling

How to view your unofficial transcripts: noce.edu/transcripts-info

En Espanol:

Cómo llenar tu solicitud de estudiante para NOCE: noce.edu/espanol-openccc

Cómo registrarte para las clases: noce.edu/espanol-registration

Cómo completar la orientación en línea: noce.edu/espanol-orientation

Cómo confirmar tu horario de clases: noce.edu/espanol-myschedule

Got Questions? Contact StarHelp

E-mail: starhelp@noce.edu
Call: 714.808.4679

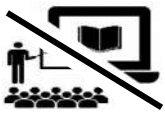
Monday – Thursday: 7:30 a.m. -7 p.m.
Friday: 7:30 a.m. - 4 p.m.

LEARNING OPTIONS - TYPES OF CLASSES

NOCE offers classes in various formats. Classes in all delivery formats meet the same academic requirements. Students should be familiar with each format before registering to ensure they choose the classes that best fit their learning styles and academic needs.

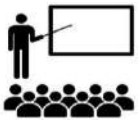
ZOOM - (Scheduled Online) These classes, sometimes called synchronous, mostly meet in Canvas on Zoom with a regular pattern of days and times indicated in the class listing. These classes may have additional instruction, coursework, and activities to be completed online.

ONLINE - These classes are completely online with few or no scheduled class meetings. Work is asynchronous in Canvas. Any required or optional meeting days/times will be listed in the class listing. If the class requires an assessment session via Zoom, the class listing will indicate this.



HYBRID - These classes have online coursework in Canvas, in addition to specific class meetings scheduled on campus. Students must attend both.

COVID-19 vaccination is required for in-person classes (except for approved medical or religious reasons, as applicable by law).



FACE-TO-FACE - These classes are in-person classes scheduled on campus with a regular pattern of days and times. Some classes may use Canvas as an instructional tool to enhance in-person learning.

COVID-19 vaccination is required for in-person classes (except for approved medical or religious reasons, as applicable by law).

What is Canvas and How to Access

WHAT IS CANVAS?

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

TO ACCESS CANVAS:

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

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

Tip: *If you are experiencing Canvas log-in issues, contact StartHelp at **714.808.4679**. For help with using Canvas (e.g. uploading and downloading assignments, navigation pages) contact the Career Skills and Resource Lab at **714.808.4717.***

HOW TO READ THE NOCE CLASS SCHEDULE

CAMPUS LOCATIONS

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

CLASS SYMBOLS

CRN = Course Reference Number
Hybrid = Online Learning
NC = No Class
Online = Online Learning
Remote = Days of Class for home/off-site location
Zoom = Online Learning

DAYS OF THE WEEK CODES

M = **M**onday
T = **T**uesday
W = **W**ednesday
Th = **Th**ursday
F = **F**riday
S = **S**aturday

NONCREDIT COURSES (NO FEES)

Ⓐ **MEDICAL ASSISTANT CLINICAL PROCEDURES LAB II**
Ⓑ **MEDA/211**

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

Ⓔ Starts week of 1/18/2022, ends week of 5/27/2022
Ⓕ nc Jul 5

CRN	DAYS	PLACE	INSTR	
50507	W/9a-12p Remote	AN/510 Zoom	Oo	
	In Person lab class Group#1 (4/7, 4/21 & 5/12) 9am-12pm, Rm 510 In Person lab class Group#2 (4/14, 4/28 & 5/19) 9am-12pm, Rm 510			Ⓝ
50630	**TTh/1p-4:05p**	**AN/510**	**Uy**	Ⓜ
Ⓖ	Ⓗ / Ⓘ	Ⓙ / Ⓚ	Ⓛ	

Above course are for illustration only

A..... Course title
B..... Subject code/Course number
C..... Prerequisite; corequisite; and/or advisory
D..... Course description
E..... Course start & end dates
F .... nc = no class
G..... Course Reference Number (CRN)
H..... Day(s) of class
I..... Class time (Start and End)
J.... Campus and/or Location
K... Room
L ... Instructor
M .. Lines that are in **bold type** indicate the class meets at 4 p.m. or later
N... Comment for online instruction

NOCE STUDENT SERVICES AND RESOURCES

Admissions and Registration Technical Support

Visit the technical support page for "How-to" guides and videos on topics regarding MyGateway and Canvas at: **noce.edu/technical-support**

E-mail: **starhelp@noce.edu** ♦ Phone: **714.808.4679**

Academic Tutoring

NOCE offers academic tutoring support at all three NOCE Centers. Students can call for support or enroll in a free Canvas course to access resources. Visit noce.edu/training

- **Anaheim Learning Center:** 714.808.4583 – or – AnaheimLearningCenter@noce.edu
- **Cypress Learning Center:** 714.484.7000, opt.4, ext.48861 – or – CypressLearningCenter@noce.edu
- **Wilshire Learning Center:** 714.992.9535 – or – WilshireLearningCenter@noce.edu

Counseling

Academic counseling helps students reach their personal or academic goals. We recommend that NOCE students see a counselor at least three times during their academic program. Visit: **noce.edu/counseling**

E-mail: **counseling@noce.edu** ♦ Phone: **714.808.4682**

Career Services

At NOCE, you will get resources and strategies to launch your career. Get one-on-one training through the Career Skills and Resource Lab. Visit: **noce.edu/career-services**.

E-mail: **careerhelp@noce.edu** ♦ Phone: **714.808.4717**

Food and Basic Needs Support

Pathways of Hope and NOCE provide students with non-perishable food, fresh produce, and resource information at the Anaheim Campus Food Pantry. Visit: **noce.edu/foodpantry**

E-mail: **emergencyaid@noce.edu** ♦ Phone: **714.808.4682**

Community Resources

The community resources page is a starting point for local assistance in the North Orange County community.
Visit: **noce.edu/community-resources**

Resources for Undocumented Students

The Grads to Be Program helps undocumented, AB540, and DACA students by providing services that support their academic goals and personal well-being. Visit: **noce.edu/grads2b**

E-mail: **grads2b@noce.edu** ♦ Phone: **714.808.4682**

NOCE STUDENT SERVICES AND RESOURCES

TEXTBOOKS

Looking for textbook information? Visit **noce.edu/textbooks**. This will take you to the Fullerton College Bookstore. Under "store" select "Anaheim Campus" for detailed NOCE textbook information.

SCHOLARSHIP INFORMATION

The NOCE Scholarship Program is designed to meet student needs and honor student achievement and leadership. Visit: **noce.edu/scholarship**

E-mail: **scholarships@noce.edu** ♦ Phone: **714.808.4682**

LAPTOP LOAN PROGRAM

NOCE students enrolled in classes can check out a computer to use for their classwork. Visit: **noce.edu/laptop-loan**

E-mail: **laptoploan@noce.edu**

TRANSITION TO COLLEGE SERVICES

NOCE supports students in their transition to college, including workshops, tours and one-on-one assistance. Visit: Adult College and Career Transitions (ACCT) Program at **noce.edu/acct**

E-mail: **counseling@noce.edu** ♦ Phone: **714.808.4682**

WI-FI INFORMATION

NOCE students can drive up to the Anaheim Campus, Cypress College or Fullerton College for internet access. Visit: **noce.edu/anaheimwifi**

E-mail: **starhelp@noce.edu** ♦ Phone: **714.808.4679**

ARISE LAB

The ARISE lab is specially designed to provide support to students with Autism Spectrum Disorder (ASD) but students are welcomed and could benefit from the services provided by ARISE. Visit: **noce.edu/arise**

E-mail: **arise@noce.edu** ♦ Phone: **714.808.4932**

CAMPUS SAFETY

The department is responsible for crime prevention; however, safety is a shared responsibility and is important to all students, faculty, staff, and visitors on campus. Visit: **noce.edu/safety**

- Anaheim Campus: **714.808.4911**
- Cypress Center: **714.484.7387**
- Wilshire Center: **714.992.7777**

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 PROGRAM

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

Adult High School Diploma Program

The NOCE High School Diploma Program is open to adult students (18+).
All instructional high school diploma subject materials, including textbooks, are provided for in-class use at no cost to the students. **Registration is ongoing.**

New High School Diploma Students

Please contact StarHelp at 714.808.4679 or starhelp@noce.edu

Continuing High School Diploma Students

Please contact your instructor to register for a high school subject.
High School labs are offered in person at:

Anaheim, Room 139	Cypress, TE2-205**	Wilshire, WIL 117/118**
Monday-Friday, 8:30 a.m.-2:45 p.m. Monday-Thursday, 5 p.m.-9 p.m. 714.808.4582	Monday-Thursday, 8:30 a.m.-2:45 p.m. Fridays, 8:30 a.m.-1 p.m. 714.484.7438	Monday-Thursday, 8:30 a.m.-2:45 p.m. Fridays, 8:30 a.m.-1 p.m. 714.992.9538

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

HIGH SCHOOL DIPLOMA PROGRAM HIGHLIGHTS

This program is designed for adults who want to complete the requirements for a high school diploma. Upon completion of these courses and competency exams, students will be able to demonstrate a level of competency for each academic subject studied.

Benefits Of Having A High School Diploma

♦ Earn more money ♦ Get a better-paying job ♦ Transition to College

High School Diploma Requirements (160 credits)

- **English** — 30 credits
- **Humanities** — 10 credits
- **Social Sciences** — 30 credits
- **Math** — 20 credits
- **Natural Science** — 20 credits
- **Electives** — 50 credits
- **Residency** — 20 credits
- **English and Math Competency Exams**

What are Your Next Steps?

Once you complete your high school diploma or equivalency, you will have many opportunities available to you!

♦ Transition to College ♦ Workforce ♦ Career Technical Education

For program videos and information visit: **noce.edu/basicskills**

HIGH SCHOOL DIPLOMA PROGRAM REGISTRATION

APPLY TO NOCE

Apply at **www.noce.edu/apply**

- Part 1: Create an OpenCCC Account
- Part 2: Complete the Noncredit College Application
- In 24-48 hours, you will receive your Student ID required for remaining steps

COMPLETE NOCE GENERAL ORIENTATION

Visit myGateway at: **mg.nocccd.edu**

- Login to myGateway
- Click on the NOCE link on the left-hand side of the homepage
- Under NOCE Orientations, click on the **NOCE General Orientation** link

TRANSCRIPTS

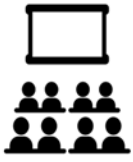
Officially-Sealed Transcripts are required

- Officially-Sealed transcripts are unopened transcripts from your previous institution (open transcripts will not be accepted) **
- Send to: NOCE Admissions and Registration Office, 315 E. Wilshire Ave, Bldg. 300, Fullerton, CA 92832
- Write Student ID# on the envelope

*** If ordering electronic transcripts, e-mail transcripts directly to: cjohnson@noce.edu*

MEET WITH COUNSELOR

- Schedule an appointment at 714.808.4682 or counseling@noce.edu
- Students must have an educational plan and complete the high school intake process to start the diploma program
- Students are not required to register for a high school diploma assessment for the 2022 Spring semester



ATTEND CLASS

Starting January 18, 2022 attend class at your selected high school lab throughout the 2022 Spring Semester (January 18 - May 27, 2022):

- **Anaheim Campus, Room 139**
  1830 W. Romneya Drive, Anaheim, CA 92801
- **Cypress Center, Room TE2-205**
  9200 Valley View Street, Cypress, CA 90630
- **Wilshire Center, Room 117/118**
  315 E. Wilshire Avenue, Fullerton, CA 92832

Please visit: **noce.edu/vaccine** for latest COVID-19 vaccine mandate updates

For registration questions, contact: 714.808.4679 or starhelp@noce.edu

LEARNING CENTERS, COLLEGE PREPARATION & GED/HiSET PREPARATION PROGRAMS REGISTRATION

APPLY TO NOCE

Apply at **www.noce.edu/apply**

- Part 1: Create an OpenCCC Account
- Part 2: Complete the Noncredit College Application
- In 24-48 hours, you will receive your Student ID required for remaining steps

REGISTER ONLINE

Registration begins on December 6, 2021 at 7:30 a.m. on myGateway

- Visit myGateway at: **mg.nocccd.edu**
- Click on the **WebStar** link on the top right of your myGateway homepage
- Click on the **Register for Classes** link
- Use the CRNs in the class schedule to find/register for your class

COLLEGE PREPARATION & GED/HISET PREPARATION PROGRAMS

ATTEND CLASS – Starting January 18, 2022 or start date listed in the schedule

- **Online/Remote Classes**
  These classes have no specific date/time reflected in the schedule (asynchronous)
  - Log into Canvas on the start date listed in the class schedule to find your lessons/assignments for the week
  - It does not matter what time of day you log into Canvas to complete your work unless otherwise noted in the schedule

LEARNING CENTERS

ATTEND LAB - Starting January 18, 2022

- Attend Learning Center Lab at your selected NOCE Center throughout the 2022 Spring Semester: January 18-May 27, 2022
- Registration is ongoing via myGateway
- Learning Centers are offered in person and are open to students in all programs; COVID-19 vaccination or approved exemption required
- GED/HiSET Preparation support is available in the Anaheim Learning Center. Please call **714.808.4583**
- High School Diploma Program students need a referral from their high school instructor
- Free tutoring services are available to all students
- Please visit: **noce.edu/vaccine** for latest COVID-19 mandate vaccine updates

For registration questions, contact: 714.808.4679 or starhelp@noce.edu

COLLEGE PREP AND GED/HiSET ATTENDANCE/WAITLIST POLICES

For In-Person Classes

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

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

For Online Classes

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

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

COLLEGE PREPARATION

The College Preparation Program provides students with an opportunity to develop their critical thinking and language skills to succeed in college-level credit courses. Noncredit College Prep Math and English courses are intended for students who desire to build or strengthen their foundational level mathematical, reading, and writing skills. The College Prep Program is tuition free.

English

COLLEGE PREP ENGLISH READING AND WRITING
ABED/150

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60009	Remote	Online Classes/ Online	Wang

Math

COLLEGE PREP - BASIC MATH
ABED/110

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60003	Remote	Online Classes/ Online	Al Rubaye

COLLEGE PREP PRE-ALGEBRA
ABED/115

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60004	Remote	Online Classes/ Online	Funaro

COLLEGE PREP ELEMENTARY ALGEBRA ABED/116

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60005	Remote	Online Classes/ Online	Lacuesta

GED/HiSET PREPARATION INTRUCTIONAL PROGRAM

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

GED/HISET: MATHEMATICS ABED/405

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 19-Mar 16			
60138	Remote	Online Classes/ Online	Tran
	This course will focus on Basic Math Skills, Problem Solving with Real Numbers, and Geometry. Optional live classes held online on Mondays and Wednesdays, 1/19/22-3/16/22, from 8 a.m. - 9 a.m.		
Dates: Mar 28-May 25			
60666	Remote	Online Classes/ Online	Tran
	This course will focus on Statistics and Probability, Algebraic Expressions, Algebraic Equations, and Functions. Optional live classes held online on Mondays and Wednesdays, 3/28/22-5/25/22, from 5 p.m. - 6 p.m.		
60139	Remote	Online Classes/ Online	Tran
	This course will focus on Statistics and Probability, Algebraic Expressions, Algebraic Equations, and Functions. Optional live classes held online on Mondays and Wednesdays, 3/28/22-5/25/22, from 8 a.m. - 9 a.m.		

GED/HISET - READING ABED/406

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

Dates: Jan 18-Mar 17			
60667	Remote	Online Classes/ Online	Jeanpierre
	Optional live classes held online on Tuesdays, 1/18/22- 3/17, from 10 a.m.-11:30 a.m.		
Dates: Mar 29-May 26			
CRN	**DAYS**	**PLACE**	**INSTR**
60669	Remote	Online Classes/ Online	Jeanpierre
	Optional live classes held online on Tuesdays, 3/29/22- 5/26/22, from 10 a.m.-11:30 a.m.		

GED/HISET: SCIENCE ABED/407

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

Dates: Jan 19-Mar 16

CRN	DAYS	PLACE	INSTR
60665	Remote	Online Classes/ Online	Tran
	Optional live classes held online on Mondays and Wednesdays, 1/19/22-3/16/22, from 5 p.m. - 6 p.m.		

GED/HISET: SOCIAL STUDIES ABED/408

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

Dates: Jan 18-Mar 17

CRN	DAYS	PLACE	INSTR
60668	Remote	Online Classes/ Online	Jeanpierre

GED/HISET: LANGUAGE ARTS AND WRITING ABED/409

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

Dates: Mar 29-May 26

CRN	DAYS	PLACE	INSTR
60140	Remote	Online Classes/ Online	Jeanpierre

Want to Go to College?

ENROLL IN THE SHORT-TERM COURSE:

Transitioning to College

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

Transitioning to College

TRANSITIONING TO COLLEGE IHSS/300

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

Dates: Jan 26-Feb 23

CRN	DAYS	PLACE	INSTR
61164	W/3p-5:50p	AN/702A	Torres Stackhouse

FREE Tutoring

and **Support Services** are available in the Learning Centers.

Learning Centers are open to students in all programs

Basic Skills Learning Center

Basic Skills Learning Centers are open to students in all programs and provide the skills necessary 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. See page 13 for registration instructions.

NOCE LEARNING CENTER ABED/105

Designed for students from beginning levels of reading and mathematics to those needing support for higher education. Through the use of small-group instruction, computer-aided instruction, audio books and workbooks, students will become better readers, writers and thinkers. Students may also improve their skills in mathematics. Skills attained can be used for personal growth, job advancement or for entry into other educational programs. Learning plans will be developed for each students based on student goals, needs, and learning style.

Dates: Jan 18-May 27; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60012	MTWTh/8:30a-2:45p	CYPTE2/209	Staff
60091	MTWTh/8:30a-8p	AN/140	Carey Staff

Optional Workshops:

- **Reading, Pronunciation, and Phonics:** Monday - Thursday, 10 a.m. - 10:45 a.m.
- **English Conversation Circle** Monday - Thursday, 11:30 a.m.
- **English Conversation Circle 2** Monday - Thursday, 1 p.m. - 1:45 p.m.

- The Basic Skills Learning Centers are open-entry and enrollment is ongoing. Regular attendance and active participation is expected.
- Computers are available for student use.
- All instructional materials, including textbooks, are provided for in-class use at no cost to the students.
- Self-paced, in-person lab style. Students work at their own pace to complete their educational goals.
- GED/HiSET Preparation tutoring, and support is available in the Anaheim Campus Basic Skills Learning Center.
- Students interested in receiving academic support and tutoring services in the Basic Skills Learning Centers may contact:
  - **Anaheim Campus Learning Center** 714.808.4583 - or - AnaheimLearningCenter@noce.edu
  - **Cypress Center Learning Center** 714.808-4651 - or - CypressLearningCenter@noce.edu

CAREER TECHNICAL EDUCATION PROGRAM

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

PROGRAM REQUIREMENTS

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

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

FOR ONLINE: FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign into your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. Regular attendance is expected of every student. For classes that are five weeks in length or less, no student will be allowed to enroll in a class after the first week of the class. For classes that are six weeks in length or more, no student will be allowed to enroll in a class after the second week of the class.

WAITLIST: Students may add themselves to the waitlist through myGateway. Go to "Registration Tools" and click "Add/Drop Classes". Make sure to select "Waitlist" and then click "Confirm Your Choices" to be added. Students adding to the waitlist are not guaranteed enrollment into any class and must meet all registration requirements.

- The waitlist process is only valid through the end of the first week of the class. During the 2nd week of classes students still interested in adding a closed class must contact StarHelp at **714.808.4679** or e-mail to **starhelp@noce.edu.**
- Through the first week of classes, students on the waitlist will be notified via e-mail as soon as seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.

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

Visit careers.noce.edu for more information on:

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

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

CAREER TECHNICAL EDUCATION REGISTRATION

APPLY TO NOCE

Apply at **www.noce.edu/apply**

- Part 1: Create an OpenCCC Account
- Part 2: Complete the Noncredit College Application
- In 24-48 hours, you will receive your Student ID required for remaining steps

NEW STUDENTS - COMPLETE NOCE ORIENTATION

Visit myGateway at: **mg.nocccd.edu**

- Login to myGateway
- Click on the **NOCE link** on the left-hand side of the homepage
- Under **NOCE Orientations**, click on orientation required for your program:
  - **NOCE General Orientation**
    - Administrative Professional
    - Bookkeeping
    - Braille Transcribing *(Recommended but not required)*
    - Business Information Worker I
    - Early Childhood Education
    - Electrical Technology
    - Funeral Service Assistant
    - Management
    - Medical Assistant
    - Personal Care Aide
    - Quality Assurance Management for Medical Devices
  - **NOCE CTE Pharmacy Technician Program**
    - Pharmacy Technician

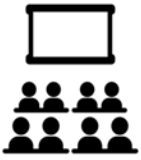
REGISTER ONLINE

Registration begins on December 6, 2021 at 7:30 a.m.

- Visit myGateway at: **mg.nocccd.edu**
- Click on the **WebStar link** on the top right of your myGateway homepage
- Click on the **Register for Classes link**
- Use the CRNs in the class schedule to find/register for your class

MEET WITH COUNSELOR

Schedule an appointment at **714.808.4682** or **counseling@noce.edu**



ATTEND CLASS

- Classes start January 18, 2022
- **Online/Remote Classes**
  - Log into Canvas on the start date listed in the class schedule to find your lessons/assignments for the week
  - It does not matter what time of day you log into Canvas to complete your work unless otherwise noted in the schedule
- **In-Person Classes** – view the course description in the class schedule for dates/time/location of the class; COVID-19 vaccination or approved exemption required
  - Please visit: **noce.edu/vaccine** for latest COVID-19 vaccine mandate updates

For registration questions, contact: 714.808.4679 or starhelp@noce.edu.

For more information about the Career Technical Education (CTE) Program contact CTE at **714.808.4915** or e-mail **careers@noce.edu** or visit **careers.noce.edu**

CTE Program Information

Want to learn more about the various Career Technical Education Certificates such as the number of courses required, length of the program, and steps to register?

Then join us for a live information session via Zoom:

noce.edu/careerinfo

Tuesday, November 30, 2021
5:30 p.m. - 6:30 p.m.

Wednesday, December 1, 2021
10 a.m. – 11:00 a.m.

Tuesday, December 7, 2021
5:30 p.m. - 6:30 p.m.

Thursday, December 9, 2021
10 a.m. - 11 a.m.

Preparing for Online Learning

Do you have questions??

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

For answers, visit:
https://cvc.edu/keeplearning

BUSINESS/OFFICE TECHNOLOGY

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

The **Administrative Professional** certificate is designed to build upon the skills learned in the Business Information 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.

For program information about Business/ Office Technology Certificates requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Customer Service/ General Office Worker (BIW I)

Median Hourly Wage*: $15.74

Administrative Professional

Median Hourly Wage*: $21.01

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

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: Jan 18-Mar 11

CRN	DAYS	PLACE	INSTR
60501	Remote	Online Classes/ Online	McClurkin
	Required: Synchronous Zoom Meeting Dates/Times: Tuesday, 1/18/22 from 12:30pm-1pm **Optional:** Synchronous Zoom Meeting Dates/Times: Weekly on Wednesday's from 12:30pm-1pm		

NOCE NETWORKS

Connect with us! See page 84 for details.

COMPUTER KEYBOARDING - BEGINNING
COMP/685

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60431	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
60645	Remote	Online Classes/ Online	Prey
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged during the 1st week and last 3 weeks of the course.		
60323	Remote	Online Classes/ Online	Kretschmar
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
60646	Remote	Online Classes/ Online	Prey
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged during the 1st week and the last 3 weeks of the course.		
Starts week of 3/28/2022, ends week of 5/23/2022			
60651	T/9a-12:50p	AN/405	Prey
60648	Remote	Online Classes/ Online	Kretschmar
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
60649	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
60650	Remote	Online Classes/ Online	Prey
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged during the 1st week and last 3 weeks of the course.		

COMPUTER KEYBOARDING - MASTERY I
COMP/510

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60324	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
Dates: Mar 28-May 20			
60658	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		

COMPUTER KEYBOARDING - MASTERY II
COMP/511

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60325	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
Dates: Mar 28-May 20			
60659	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		

Business Information Worker I
for English Language Learners

Find out more details about this Certificate Program on page 56.

MICROSOFT OUTLOOK FUNDAMENTALS
OTEC/105

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

CRN	DAYS	PLACE	INSTR
Dates: Feb 16-Mar 9			
60656	Remote	Online Classes/ Online	Loayza
	Optional Synchronous Zoom Meeting Dates/Times: Feb 16, Feb 23, and Mar 2 from 12:30pm-1:30pm		
Dates: Apr 18-May 27			
60843	Remote	Online Classes/ Online	Loayza
	Optional Synchronous Zoom Meeting Dates/Times: Apr 18, Apr 25, May 9, and May 16 from 3pm-4pm		

Need Help with:

- Resume Building
- Career Exploration
- LinkedIn
- Canvas and Computer Skills
- Job Search
- Online Application

Career Skills and Resource Lab
can help you get the answers

Call 714.808.4717
email: careerhelp@noce.edu

BUSINESS MATH FOR OFFICE TECHNOLOGY OTEC/110

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60503	Remote	Online Classes/ Online	Prey

COMPUTER CONCEPTS AND APPLICATIONS I OTEC/210

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60504	Remote	Online Classes/ Online	Kretschmar
Dates: Mar 28-May 27			
60653	Remote	Online Classes/ Online	Kretschmar

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. **E-Text/Online Software Required.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60654	Remote	Online Classes/ Online	Sedrak

COMPUTER CONCEPTS AND APPLICATIONS III OTEC/212

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

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
60506	Remote	Online Classes/ Online	Sedrak

Need Help Registering Online? Give Us a Call!

StarHelp Online Registration:
714.808.4679

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

Book Award Scholarship

Open: **December 8, 2021** through **February 9, 2022**

All NOCE students are encouraged to apply for the Book Award Scholarship!

- Students awarded this scholarship will receive a voucher for the Fullerton College Bookstore to use for books for their NOCE classes.
- Book award workshops available. For more information, visit: **noce.edu/bookaward**
- Please note that due to anticipated number of requests, not all students who apply may receive a book award.

To apply, visit: noce.edu/bookaward

BOOKKEEPING

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

For program information about Bookkeeping Certificates requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Median Hourly Wage*: $ 23.43

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

ACCOUNTING FUNDAMENTALS FOR BOOKKEEPERS BUSA/100

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
61169	Remote	Online Classes/ Online	Dunne

ACCOUNTING PRINCIPLES FOR BOOKKEEPERS BUSA/101

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

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
61170	Remote	Online Classes/ Online	Dunne

PAYROLL FUNDAMENTALS FOR BOOKKEEPERS BUSA/102

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

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
61171	Remote	Online Classes/ Online	Dunne

QUICKBOOKS FUNDAMENTALS FOR THE FINANCIAL OFFICE APPLICATIONS COMP/650

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
60492	Remote	Online Classes/ Online	Teipe

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

CAREER LAUNCH ACADEMY CAN HELP!

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

Spend 10 minutes per day to gain:

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

For more information contact the Career Skills and Resource Lab at **714.808.4717** or e-mail **careerhelp@noce.edu**

NOCE NETWORKS

Connect with us! See page 84 for details.

COMPUTERS

NOCE offers a variety of noncredit computer classes to help students develop computer skills.

Career Skills and Resource Lab

CAREER SKILLS AND RESOURCE LAB WFPR/100

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

Dates: Jan 18-May 27 nc Feb 21, Mar 21-24

CRN	DAYS	PLACE	INSTR
61223	MTWTh/10a-6p	AN/606	Staff

Online Career Skills and Resource Lab

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

VIRTUAL CAREER SKILLS AND RESOURCE LAB WFPR/101

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60717	Remote	Online Classes/ Online	McClurkin
	Required Synchronous Zoom Meeting Dates/Times: Tuesday, 1/18/2022 from 12pm - 12:30pm Optional Synchronous Zoom Meeting Dates/Times: Weekly on Wednesday's from 12pm - 12:30pm		
Dates: Mar 28-May 27			
60719	Remote	Online Classes/ Online	Teipe

Computer Keyboard

COMPUTER KEYBOARDING - BEGINNING COMP/685

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60431	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
60645	Remote	Online Classes/ Online	Prey
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged during the 1st week and last 3 weeks of the course.		
60323	Remote	Online Classes/ Online	Kretschmar
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
60646	Remote	Online Classes/ Online	Prey
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged during the 1st week and the last 3 weeks of the course.		
Starts week of 3/28/2022, ends week of 5/23/2022			
60651	T/9a-12:50p	AN/405	Prey
60648	Remote	Online Classes/ Online	Kretschmar
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
60649	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
60650	Remote	Online Classes/ Online	Prey
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged during the 1st week and last 3 weeks of the course.		

COMPUTER KEYBOARDING - MASTERY I COMP/510

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60324	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
Dates: Mar 28-May 20			
60658	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		

COMPUTER KEYBOARDING - MASTERY II COMP/511

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60325	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		
Dates: Mar 28-May 20			
60659	Remote	Online Classes/ Online	Casper
	Students required to perform synchronous assessment sessions with instructor via Zoom. Dates/Times to be arranged.		

New to computers and not sure where to start?

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

Computer Software

COMPUTER BASICS OTEC/091

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 NOCE computer course.

Dates: Jan 27-Feb 17

CRN	DAYS	PLACE	INSTR
61167	Th/9a-11:50a	AN/405	Moreno-Herrera

SOFTWARE ESSENTIALS OTEC/092

Learn the beginning basics of MS Word, MS Excel, MS PowerPoint, and MS Access in one class. This class serves as a foundation for OTEC courses.

Dates: Feb 24-Mar 17

CRN	DAYS	PLACE	INSTR
61168	Th/9a-11:50a	AN/405	Moreno-Herrera

WINDOWS OPERATING SYSTEMS - INTRODUCTION MS/104

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60660	Remote	Online Classes/ Online	Ahmed
Dates: Mar 31-May 26			
61165	**Th/6p-9:50p**	**AN/405**	**Ahmed**

MICROSOFT OFFICE - OVERVIEW MS/160

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60500	Remote	Online Classes/ Online	Kretschmar
Dates: Mar 28-May 27			
60661	Remote	Online Classes/ Online	Kretschmar

MICROSOFT WORD - INTRODUCTION MS/144

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

Dates: Jan 19-Mar 16

CRN	DAYS	PLACE	INSTR
60499	**W/6p-9:50p**	**AN/405**	**Ahmed**

MICROSOFT WORD - INTERMEDIATE MS/134

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

Dates: Mar 30-May 25

CRN	DAYS	PLACE	INSTR
60643	**W/6p-9:50p**	**AN/405**	**Ahmed**

MICROSOFT EXCEL - INTRODUCTION MS/105

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
60497	**T/6p-9:50p**	**AN/405**	**DeBiase**
60662	Remote	Online Classes/ Online	Sedrak

MICROSOFT EXCEL - POWER-USER SKILLS MS/165

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

Starts week of 3/28/2022, ends week of 5/23/2022

CRN	DAYS	PLACE	INSTR
61166	**T/6p-9:50p**	**AN/405**	**DeBiase**
60644	Remote	Online Classes/ Online	Sedrak

Scholarship Opportunities

Applications Open
March 4 – April 22, 2022

For more information, visit:
noce.edu/scholarships

MICROSOFT POWERPOINT - INTRODUCTION MS/119

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

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
60498	Remote	Online Classes/ Online	Loayza
	Optional Synchronous Zoom Meeting Dates/Times: Mar 28, Apr 11, May 2, and May 23 from 3pm-4pm		

MICROSOFT PUBLISHER - INTRODUCTION MS/143

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
60642	Remote	Online Classes/ Online	Loayza
	Optional Synchronous Zoom Meeting Dates/Times: Jan 24, Feb 7, Feb 28, and Mar 14 from 3pm-4pm		

EARLY CHILDHOOD EDUCATION

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

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

Early Childhood Education Certificates:

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

For program information about Early Childhood Education Certificates requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Median Hourly Wage*: $15.74

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

EARLY CHILDHOOD DEVELOPMENT ECED/100

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. **Textbook Required.**

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
61173	Remote	Online Classes/ Online	Hill-West
Dates: Mar 28-May 27			
61174	Remote	Online Classes/ Online	Hill-West

FAMILY AND COMMUNITY RELATIONSHIPS ECED/105

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
61175	Remote	Online Classes/ Online	Sueng
Dates: Mar 28-May 27			
61176	Remote	Online Classes/ Online	Sueng

EARLY CHILDHOOD EDUCATION: PRINCIPLES AND PRACTICE ECED/110

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
61177	Remote	Online Classes/ Online	Sueng

CHILD HEALTH AND SAFETY ECED/115

For teachers and directors of pre-schools, this course will focus on the skills and knowledge needed for developing emergency plans and responding to health and safety issues in the classroom. This course is part of a program approved by the California Department of Social Services for employment in private facilities. **Textbook Required.**

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
61178	Remote	Online Classes/ Online	Sueng

CURRICULUM FOR EARLY CHILDHOOD EDUCATION, INTRODUCTION ECED/120

Prerequisite: ECED 100: Early Childhood Development. This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. This course is part of a program approved by the California Department of Social Services for employment in private facilities. **Textbook Required.**

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
61179	Remote	Online Classes/ Online	Hill-West

LANGUAGE ARTS AND LITERACY IN EARLY CHILDHOOD ECED/215 NEW!

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. **Textbook Required.**

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
61182	Remote	Online Classes/ Online	Hill-West

EARLY CHILDHOOD EDUCATION: CREATIVE EXPERIENCES ECED/220 NEW!

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
61183	Remote	Online Classes/ Online	Sueng

INFANT-TODDLER CARE AND EDUCATION ECED/210

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
61180	Remote	Online Classes/ Online	Hill-West

CHILD CARE SUPERVISION AND ADMINISTRATION ECED/400 NEW!

Prerequisite: ECED 100 Early Childhood Development, and ECED 105 Family Community Relations, and ECED 110 ECE Program Principles and Practice, and ECED 115 Child Health and Safety, and ECED 120 Curriculum for Early Childhood Education, Introduction. This course covers the laws and regulations to operate a childcare center. Upon completion, the student will have learned business and management skills, health and safety, and parent/child relationship. This course is part of a program approved by the California Department of Social Services for employment in private facilities. **Textbook Required.**

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
61181	Remote	Online Classes/ Online	Sueng

ELECTRICAL TECHNOLOGY

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

For program information about the Electrical Technology requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Median Hourly Wage*: $14.89

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

NATIONAL ELECTRICAL CODE - COMMERCIAL ELET/191

NEW!

This course covers the National Electrical Code requirements for commercial, office, and light industrial wiring. The electrical layout and design of commercial buildings, feeder circuit calculations, branch circuit calculations and circuit overcurrent protection are included. **Textbook Required.**

Dates: Jan 20-May 26; nc Mar 24

CRN	DAYS	PLACE	INSTR
61184	Th/6p-8:50p	AN/402	Faessel

BLUEPRINT READING BASICS ELET/196

NEW!

This course uses a fundamental approach to blueprint reading. Students will become familiar with basic blueprint terms, components, and symbols. Students will also learn different type(s) of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions. **Textbook Required.**

Dates: Jan 18-May 24; nc Mar 22

CRN	DAYS	PLACE	INSTR
61185	T/6p-8:50p	AN/504	Massia

FUNERAL SERVICE ASSISTANT

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

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

For program information about the Funeral Service Certificate requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Median Hourly Wage*: $18.37

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

FUNERAL SERVICE PRACTICES AND PROCEDURES I FSRV/125

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
60633	Remote	Online Classes/ Online	Ojeda

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: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
60634	Remote	Online Classes/ Online	Ojeda

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 28-May 27

CRN	DAYS	PLACE	INSTR
60635	Remote	Online Classes/ Online	Ojeda

MANAGEMENT

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

For program information about the Management Certificate requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Median Hourly Wage*: $26.19

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

ELEMENTS OF SUPERVISION
BMGR/410

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

Dates: Jan 18-Feb 25

CRN	DAYS	PLACE	INSTR
60541	Remote	Online Classes/ Online	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. **Textbook Required.**

Dates: Jan 18-Feb 25

CRN	DAYS	PLACE	INSTR
60540	Remote	Online Classes/ Online	Baltazar

WRITTEN COMMUNICATIONS FOR BUSINESS
BMGR/415

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

Dates: Jan 18-Feb 25

CRN	DAYS	PLACE	INSTR
60542	Remote	Online Classes/ Online	Dunne

FINANCE FOR THE NON-FINANCIAL MANAGER
BMGR/431

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

Dates: Apr 18-May 27

CRN	DAYS	PLACE	INSTR
60550	Remote	Online Classes/ Online	Baltazar

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

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

Check out our 2022 Spring Semester Computer Program Courses on Pages 23-25

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. **Textbook Required.**

Dates: Feb 28-Apr 15

CRN	DAYS	PLACE	INSTR
60547	Remote	Online Classes/ Online	Baltazar

SUCCESSFUL NEGOTIATIONS
BMGR/421

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

Dates: Feb 28-Apr 15

CRN	DAYS	PLACE	INSTR
60548	Remote	Online Classes/ Online	Berry

NOCE NETWORKS

Connect with us! See page 84 for details.

INTRODUCTION TO EMPLOYMENT LAW
BMGR/423

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

Dates: Jan 18-Feb 25

CRN	DAYS	PLACE	INSTR
61172	Remote	Online Classes/ Online	Berry

UNDERSTANDING BUSINESS CONTRACTS
BMGR/452

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

Dates: Apr 18-May 27

CRN	DAYS	PLACE	INSTR
60546	Remote	Online Classes/ Online	Berry

MARKETING PRINCIPLES
BMGR/430

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

Dates: Apr 18-May 27

CRN	DAYS	PLACE	INSTR
60549	Remote	Online Classes/ Online	Baltazar

EFFECTIVE BUSINESS PRESENTATIONS
BMGR/417

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

Dates: Feb 28-Apr 15

CRN	DAYS	PLACE	INSTR
60544	Remote	Online Classes/ Online	Baltazar

MEDICAL ASSISTANT

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

For program information about the Medical Assistant Certificates requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Median Hourly Wage*: $18.41

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

MEDICAL TERMINOLOGY
(FORMERLY MEOC 104)
MEDO/105

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60560	Remote	Online Classes/ Online	Smith
60562	Remote	Online Classes/ Online	Tarango
Dates: Mar 28-May 27			
60850	Remote	Online Classes/ Online	Tarango
60561	Remote	Online Classes/ Online	Smith

MEDICAL ASSISTANT, CORE CONCEPTS MEDA/100

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60614	Remote	Online Classes/ Online	Tarango
60494	Remote	Online Classes/ Online	Tarango
Dates: Mar 28-May 27			
60616	Remote	Online Classes/ Online	Tarango
60615	Remote	Online Classes/ Online	Tarango

COMPUTERS IN HEALTHCARE AND EHR, INTRODUCTION MEDA/101

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60617	Remote	Online Classes/ Online	Kane
	Optional Synchronous Zoom Meetings - Every Monday, 11am-12pm		
Dates: Mar 28-May 27			
60618	Remote	Online Classes/ Online	Kane
	Optional Synchronous Zoom Meetings - Every Monday, 11am-12pm		

MEDICAL ASSISTANT ADMINISTRATIVE MEDA/110

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60306	Remote	Online Classes/ Online	Bacon
	Optional Synchronous Zoom Meetings - Every Tuesday, 6-6:30pm		
Dates: Mar 28-May 20			
60619	Remote	Online Classes/ Online	Bacon
	Optional Synchronous Zoom Meetings - Every Monday, 6-6:30pm		

MEDICAL ASSISTANT ADMINISTRATIVE LAB MEDA/111

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60307	Remote	Online Classes/ Online	Bacon
	Optional Synchronous Zoom Meetings - Every Tuesday, 6:30-7pm		
Dates: Mar 28-May 20			
60620	Remote	Online Classes/ Online	Bacon
	Optional Synchronous Zoom Meetings - Every Monday, 6:30-7pm		

MEDICAL ASSISTANT ELECTRONIC HEALTH RECORDS MEDA/120

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

CRN	DAYS	PLACE	INSTR
Dates: Feb 28-Apr 15			
60621	Remote	Online Classes/ Online	Echolds
Dates: Apr 18-May 27			
60622	Remote	Online Classes/ Online	Echolds

Scholarship Opportunities

Applications Open

March 4 – April 22, 2022

For more information, visit:

noce.edu/scholarships

MEDICAL ASSISTANT ELECTRONIC HEALTH RECORDS LAB MEDA/121

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

CRN	DAYS	PLACE	INSTR
Dates: Feb 28-Apr 15			
60623	Remote	Online Classes/ Online	Echolds
Dates: Apr 18-May 27			
60624	Remote	Online Classes/ Online	Echolds

Need Assistance or Guidance?
Call the Counseling Office

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

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

MEDICAL ASSISTANT FINANCIAL CONCEPTS MEDA/130

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60308	Remote	Online Classes/ Online	Bacon
	Optional Synchronous Zoom Meetings - Every Tuesday, 7-7:30pm		
Dates: Mar 28-May 20			
60625	Remote	Online Classes/ Online	Bacon
	Optional Synchronous Zoom Meetings - Every Monday, 7-7:30pm		

MEDICAL ASSISTANT FINANCIAL CONCEPTS LAB MEDA/131

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60309	Remote	Online Classes/ Online	Bacon
	Optional Synchronous Zoom Meetings - Every Tuesday, 7:30-8pm		
Dates: Mar 28-May 20			
60626	Remote	Online Classes/ Online	Bacon
	Optional Synchronous Zoom Meetings - Every Monday, 7:30-8pm		

MEDICAL BILLING, INTRODUCTION MEDA/140

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60310	Remote	Online Classes/ Online	Echolds
Dates: Mar 28-May 20			
60627	Remote	Online Classes/ Online	Echolds

MEDICAL BILLING LAB, INTRODUCTION MEDA/141

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 11			
60311	Remote	Online Classes/ Online	Echolds
Dates: Mar 28-May 20			
60628	Remote	Online Classes/ Online	Echolds

MEDICAL ASSISTANT CLINICAL PROCEDURES THEORY I MEDA/200

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60312	Remote	Online Classes/ Online	Kane
	Optional Synchronous Zoom Meeting - Every Monday, 1pm-2pm		
Dates: Mar 28-May 27			
61186	Remote	Online Classes/ Online	Kane
	Optional Synchronous Zoom Meeting - Every Monday, 1pm-2pm		

MEDICAL ASSISTANT CLINICAL PROCEDURES LAB I MEDA/201

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60629	T/9a-12p Remote	AN/510 Online Classes/ Online	Kane
	In-Person Dates/Times: Feb 22, Mar 1, and Mar 8 from 9am-12pm		
60640	**T/6:30p-9:30p Remote**	**AN/510 Online Classes/ Online**	**Kane**
	In-Person Dates/Times: Feb 22, Mar 1, and Mar 8 from 6:30pm-9:30pm		
Dates: Mar 28-May 27			
60771	T/9a-12p Remote	AN/510 Online Classes/ Online	Kane
	In-Person Dates/Times: May 3, May 10, and May 17 from 9am-12pm		
61187	**T/6:30p-9:30p Remote**	**AN/510 Online Classes/ Online**	**Kane**
	In-Person Dates/Times: May 3, May 10, and May 17 from 6:30pm-9:30pm		

MEDICAL ASSISTANT CLINICAL PROCEDURES THEORY II MEDA/210

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar18			
60313	Remote	Online Classes/ Online	Uy
Dates: Mar 28-May 27			
61188	Remote	Online Classes/ Online	Uy

MEDICAL ASSISTANT CLINICAL PROCEDURES LAB II MEDA/211

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60630	W/9a-12p Remote	AN/510 Online Classes/ Online	Oo
	In-Person Dates/Times: Feb 9, Feb 23, Mar 2, and Mar 9 from 9am-12pm		
60641	**W/6:30p-9:30p Remote**	**AN/510 Online Classes/ Online**	**Uy**
	In-Person Dates/Times: Feb 9, Feb 23, Mar 2, and Mar 9 from 6:30pm-9:30pm		
Dates: Mar 28-May 27			
60781	W/9a-12p Remote	AN/510 Online Classes/ Online	Oo
	In-Person Dates/Times: Apr 20, May 4, May 11, and May 18 from 9am-12pm		
61189	**W/6:30p-9:30p Remote**	**AN/510 Online Classes/ Online**	**Uy**
	In-Person Dates and Times: Apr 20, May 4, May 11, and May 18 from 6:30pm-9:30pm		

PERSONAL CARE AIDE

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

For program information about the Personal Care Aide Certificate requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Median Hourly Wage*: $ 13.41

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

NOCECareerConnect

New Online Job Board

Available to all NOCE students and alumni

Benefits of Using **NOCECareerConnect:**

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

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

PERSONAL CARE AIDE 1
MEDO/311

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

Dates: Jan 18-Feb 25

CRN	DAYS	PLACE	INSTR
61190	Remote	Online Classes/ Online	Uy

PERSONAL CARE AIDE
for English Language Learners

Find out more details about this NEW Certificate Program on page 57.

PERSONAL CARE AIDE 2
MEDO/312

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

Dates: Feb 28-Apr 15; nc Mar 21

CRN	DAYS	PLACE	INSTR
60769	M/6:30p-9:30p Remote	AN/611 Online Classes/ Online	Uy
	In-Person Dates/Times: Monday Mar 14 from 6:30pm-9:30pm; Monday Apr 4 from 6:30pm-9:30pm. All other hours not listed to be done asynchronously online.		

PERSONAL CARE AIDE 3
MEDO/313

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

Dates: Apr 18-May 27

CRN	DAYS	PLACE	INSTR
60770	M/6:30p-9:30p Remote	AN/611 Online Classes/ Online	Uy
	In-Person Dates/Times: Monday Apr 25 from 6:30pm-9:30pm; and Monday May 16 from 6:30pm-9:30pm. All other hours not listed to be done asynchronously online.		

PHARMACY TECHNICIAN

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

For program information about the Pharmacy Technician Certificates requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Median Hourly Wage*: $17.77

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

PHARMACY TECHNICIAN, INTRODUCTION
(Formerly MEOC 130)
PTEC/100

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60315	Remote	Online Classes/ Online	Dunne
Dates: Mar 28-May 27			
60563	Remote	Online Classes/ Online	Dunne

NOCE NETWORKS

Connect with us! See page 84 for details.

MEDICAL TERMINOLOGY
(FORMERLY MEOC 104)
MEDO/105

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60560	Remote	Online Classes/ Online	Smith
60562	Remote	Online Classes/ Online	Tarango
Dates: Mar 28-May 27			
60850	Remote	Online Classes/ Online	Tarango
60561	Remote	Online Classes/ Online	Smith

PHARMACOLOGY I
(FORMERLY MEOC 121)
PTEC/115

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
60318	Remote	Online Classes/ Online	Shields

PHARMACY OPERATIONS LAB
(FORMERLY MEDO 230)
PTEC/105

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

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
60316	Remote	Online Classes/ Online	Shields

HUMAN RELATIONS FOR HEALTHCARE WORKERS
(FORMERLY MEOC 135)
PTEC/125

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60320	Remote	Online Classes/ Online	Dunne
Dates: Mar 28-May 27			
60567	Remote	Online Classes/ Online	Dunne

PHARMACEUTICAL MATHEMATICS
(FORMERLY MEOC 140)
PTEC/110

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

Dates: Jan 18-Apr 15

CRN	DAYS	PLACE	INSTR
60317	Remote	Online Classes/ Online	Shields

Looking for **TEXTBOOK NFORMATION?**

Look on the
Fullerton College Bookstore page:

noce.edu/textbooks

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

PHARMACOLOGY II
(FORMERLY MEOC 122)
PTEC/120

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

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
60319	Remote	Online Classes/ Online	Shields

PHARMACY TECHNICIAN, LAB FOR THE IN-PATIENT
(FORMERLY MEDO 221)
PTEC/200

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

Dates: Jan 18-Mar 18

60321	**Th/6p-8p Remote**	**AN/408 Online Classes/ Online**	**Shields**
	In-Person Dates/Times: Jan 20, Jan 27, Feb 3, Feb 10, Feb 17 Feb 24, Mar 3, Mar 10, and Mar 17 from 6pm-8pm		

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
61191	W/9a-11a Remote	AN/408 Online Classes/ Online	Shields
	In-Person Dates/Times: Mar 30, Apr 6, Apr 13, Apr 20, Apr 27 May 4, May 11, May 18, and May 25 from 9am-11am		

PHARMACY TECHNICIAN, LAB FOR THE OUT-PATIENT
(FORMERLY MEDO 220)
PTEC/205

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60322	Remote	Online Classes/ Online	Dunne
Dates: Mar 28-May 27			
60566	Remote	Online Classes/ Online	Dunne

PHARMACY TECHNICIAN PRACTICAL CAREER TRAINING - ENTRY
(FORMERLY MEDO 316)
PTEC/300

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
61192	Remote	Online Classes/ Online	Dunne

PHARMACY TECHNICIAN CERTIFICATION EXAM REVIEW
PTEC/310

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
60580	Remote	Online Classes/ Online	Shields

QUALITY ASSURANCE MANAGEMENT FOR MEDICAL DEVICES

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

For program information about the Medical Devices Certificate requirements: orientation, class attendance, grades, grading policy, and counseling see page 17.

Median Hourly Wage*: $ 20.34

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

Career Tech Ed

MEDICAL DEVICE QUALITY ASSURANCE SPECIALIST, INTRODUCTION QAMD/400 NEW!

This course introduces students to the medical device industry in preparation for an entry-level position as a quality assurance specialist. Learn the role and responsibilities of a quality assurance specialist within the medical device industry. Learn about the industry's size and scope, current trends, and products used in healthcare settings.

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
61193	W/5:30p-9:20p	AN/610	Vu

For more information about the Career Technical Education (CTE) Program, contact CTE at **714.808.4915** or e-mail **careers@noce.edu** or visit **careers.noce.edu**

REGULATORY AFFAIRS FOR MEDICAL DEVICES QAMD/405 NEW!

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

Dates: Jan 18-Mar 18

CRN	DAYS	PLACE	INSTR
61194	Th/5:30p-9:20p	AN/610	Goyal

QUALITY ASSURANCE FOR MEDICAL DEVICES QAMD/415 NEW!

This course provides students with an in-depth overview of quality assurance and its role within the medical device industry. The course covers the role of assurance during the manufacturing and production stages. Topics will include the step-by-step process of ensuring quality requirements are met for a product or service.

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
61195	W/5:30p-9:20p	AN/610	Vu

QUALITY AUDITING FOR MEDICAL DEVICES QAMD/425 NEW!

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 28-May 27

CRN	DAYS	PLACE	INSTR
61196	Th/5:30p-9:20p	AN/610	Goyal

Every Day Counts at NOCE

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

Your attendance is directly related to how NOCE receives state funding to offer your classes.

Your consistent attendance also helps you achieve your goals.

See you in class!

DISABILITY SUPPORT SERVICES PROGRAM REGISTRATION

APPLY TO NOCE

Apply at **www.noce.edu/apply**

- Part 1: Create an OpenCCC Account
- Part 2: Complete the Noncredit College Application
- In 24-48 hours, you will receive your Student ID number required for remaining steps

MEET WITH COUNSELOR

Schedule an intake appointment at **714.484.7057** or **disabilitysupport@noce.edu**. Please bring the following available to the appointment:

- Disability verification (ex: recent IEP, Psycho-Educational Evaluation, Triennial Evaluation signed by school psychologist; verification from medical/licensed professional; Regional Center IPP/CDER; etc.)
- Names and phone numbers for two emergency contacts
- List of current medication the student is taking, dosage, and purpose information for each medication
- Service coordinator contact – Name, phone number, and email of the student's service coordinator if receiving Regional Center services
- A student or California ID – We request an ID to verify identity; we will then take a photo for our student database

ATTEND CLASS

Starting January 18, 2022, or start date listed in schedule, attend your DSS class

- **Online/Remote Classes**
  Log into Canvas on the start date listed in the class schedule to find your lessons/assignments for the week
- **In-Person Classes**
  View the course description in the class schedule for dates/time/location of the class; COVID-19 vaccination or approved exemption required.
  - Please visit: **noce.edu/vaccine** for latest COVID-19 vaccine mandate updates.

For registration questions, contact:
714.484.7057 or e-mail: disabilitysupport@noce.edu.

DISABILITY SUPPORT SERVICES PROGRAM

Disability Support Services (DSS) services (counseling, accommodations, alternate media, interpreter services, and more) are available for students with verified disabilities enrolled in general NOCE classes. Students are encouraged to make arrangements for support services at least four weeks prior to the start of class. DSS Program classes provide an academic foundation that enables students to transition to inclusive noncredit and credit classes, employment, and living more independently. Many of our DSS classes begin in the fall semester and run through the spring semester. 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 program class.

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

DSS Program Certificates

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

DSS Programs

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

Academic Track

READING: USE IN REAL LIFE SITUATIONS DSSS/117

This course is designed to assist students in increasing their functional reading comprehension and writing skills found in real life and vocational situations.

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60592	Remote	Zoom/ Zoom	Ferrier
	Online class meetings - Tuesdays & Thursdays, from 10:00a - 11:00a (01/18/22 - 05/27/22) Zoom link provided by instructor.		
60590	Remote	Zoom/ Zoom	Sorooshian-Tafti
	Online class meetings - Mondays, from 12:30p - 1:30p (01/18/22 - 5/27/22) Zoom link provided by instructor.		

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

DSS DISABILITY SUPPORT SERVICES

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

MONEY SKILLS: SMART SHOPPING & COMPLETING TRANSACTION DSSS/133

This course is designed to provide students with the skills necessary for accurately making money exchanges, as well as saving and shopping smartly. Course topics will include counting the appropriate amounts of money for purchases, making change, tip calculations and tools, comparison shopping techniques and online deals to find the best bargain.

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60511	Remote	Zoom/ Zoom	Prell
	Online class meetings - Mondays & Wednesdays from 9:15a - 10:00a (01/18/22 - 5/27/22) Zoom link provided by instructor.		

Community Track

COMMUNITY RESOURCES, ADVANCED DSSS/111

This course is designed for students to utilize public transportation to access community agencies and resources. Topics include occupational resources in the community and more advanced public transportation skills.

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
61100	Remote	Zoom/ Zoom	Yago
	Online class meeting - Wednesdays, from 11:00a - 12:30p (01/18/22 - 5/27/22) Zoom link provided by instructor.		
60604	Remote	Zoom/ Zoom	Stanojkovic
	Online class meetings - Tuesdays from 2:15p - 3:15p (01/18/22 - 5/27/22) Zoom link provided by instructor.		

Computer Track

COMPUTER FUNDAMENTALS: BASIC WORD PROCESSING EDITING DSSS/121

This course is designed for students interested in learning basic word processing editing and problem-solving skills using technology. Topics include keyboarding, editing, and exploration of basics in word processing software.

Dates: Jan 18-May 27; nc Feb 21, Mar 21-24

CRN	DAYS	PLACE	INSTR
61104	MW/12:30p-2:50p	AN/302	Cunningham
60589	TTh/12:30p-2:50p	CYPTE2-200	Van Gelder

COMPUTERS: WORD PROCESSING AND ELECTRONIC MAIL DSSS/123

Designed for students interested in increasing their basic knowledge of word processing and training in the use of the Internet and operation of e-mail accounts.

Dates: Jan 18-May 27; nc Feb 21, Mar 21, Mar 23

CRN	DAYS	PLACE	INSTR
60609	MW/12:30p-2:50p	WIL/201	Stanojkovic
60588	Remote	Zoom/ Zoom	Van Gelder
	Online class meetings - Mondays & Wednesdays, from 12:30p - 2:30p (01/18/22 - 5/27/22) Zoom link provided by instructor.		

PHOTOSHOP ELEMENTS: LAYERING AND SPECIAL EFFECTS DSSS/125

Designed for individuals interested in increasing their basic knowledge of photo editing software. Topics include introduction to layering special effects and adding text.

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60596	Remote	Zoom/ Zoom	Stanojkovic
	Online class meetings - Fridays, from 11:00a - 12:00p (01/18/22 - 5/27/22) Zoom link provided by instructor.		
60584	Remote	Zoom/ Zoom	Van Gelder
	Online class meetings - Fridays, from 9:00a - 11:00a (01/18/22 - 5/27/22) Zoom link provided by instructor.		

Core Skills Track

SELF ADVOCACY: COMMUNICATION WITH AUTHORITY & EMERGENCY PERSONNEL DSSS/151

This course prepares students with the skills necessary 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.

Dates: Jan 18-May 27; nc Mar 22, Mar 24

CRN	DAYS	PLACE	INSTR
60597	TTh/9a-11:20a	AN/312	Yago
60603	Remote	Zoom/ Zoom	Ferrier
	Online class meetings - Tuesdays & Thursdays from 9:00a - 10:00a (01/18/22 - 5/27/22) Zoom link provided by instructor.		
60582	Remote	Zoom/ Zoom	Van Gelder
	Online class meetings - Monday & Wednesdays from 9:00a - 11:15a (01/18/22 - 5/27/22) Zoom link provided by instructor.		

SOCIAL SKILLS: CONFLICT MANAGEMENT AND RESOLUTION BASICS DSSS/153

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

Dates: Jan 18-May 27; nc Feb 21, Mar 21, Mar 23

CRN	DAYS	PLACE	INSTR
61103	MW/9a-11:20a	AN/302	Cunningham
60587	Remote	Zoom/ Zoom	Pietrzak
	Online class meetings - Mondays & Wednesdays, from 1:00p - 2:00p (01/18/22 - 5/27/22) Zoom link provided by instructor.		
60601	Remote	Zoom/ Zoom	Calsita
	Online class meetings - Tuesdays & Thursdays, from 2:30p - 3:30p (01/18/22 - 5/27/22) Zoom link provided by instructor.		

Employment Track

JOB SKILLS: WORK ATTITUDE & EMPLOYER EXPECTATIONS DSSS/141

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

Dates: Jan 18-May 27; nc Mar 22, Mar 24

CRN	DAYS	PLACE	INSTR
60599	TTh/12:30p-2:50p	AN/312	Yago
60585	Remote	Zoom/ Zoom	Sorooshian-Tafti
	Online class meetings - Mondays from 9:00a - 10:00a (01/18/22 - 05/27/22) Zoom link provided by instructor.		

COMMUNICATION ON THE JOB: EFFECTIVELY DEALING WITH WORK RELATED PROBLEMS DSSS/143

A class designed for students interested in enhancing their communication skills in relationship to employment. Course topics will include communication styles, making good first impressions, workplace bullying, Title IX, basics in professional verbal and written communication

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60610	Remote	Zoom/Zoom	Calsita
	Online class meetings - Tuesdays & Thursdays from 12:30p - 1:30p (01/18/22 - 5/27/22) Zoom link provided by instructor.		

Interpersonal Skills Track

BOUNDARIES & RELATIONSHIPS: PERSONAL DEVELOPMENT AND SAFETY DSSS/163

This course is designed to provide students the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal values, making choices, dating and sexual relationships, human development, sexual activity, birth control, and pregnancy.

Dates: Jan 18-May 27; nc Mar 22, Mar 24

CRN	DAYS	PLACE	INSTR
61102	TTh/12:30p-2:50p	CYPTE2/223	Prell
60591	Remote	Zoom/Zoom	Prell
	Online class meetings - Mondays & Wednesdays from 1:00p - 2:00p (01/18/22 - 5/27/22) Zoom link provided by instructor.		

HUMAN SEXUALITY: HUMAN DEVELOPMENT & HEALTHY RELATIONSHIPS DSSS/165

This course is designed to provide students an overview of the basic human sexuality concepts. Topics include having children, healthy relationships, healthy sexual behaviors, expression and attitudes, consistent with personal values.

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60607	Remote	Zoom/ Zoom	Ferrier
	Online class meetings - Wednesdays, from 12:30p - 2:00p (01/18/22 - 5/27/22) Zoom link provided by instructor.		

Life Skills Track

BANKING & BILL PAYING: BUDGETING DSSS/131

A quick-paced course designed to provide money-management skills for students interested in living in their own apartment and managing finances.

Dates: Jan 18-May 27; nc Mar 22, Mar 24

CRN	DAYS	PLACE	INSTR
60583	TTh/9a-11:20a	CYPTE2/TE2-200	Van Gelder
60606	Remote	Zoom/ Zoom	Torrez
	Online class meetings - Mondays & Wednesdays from 9:00a - 10:00a (01/18/22 - 5/27/22) Zoom link provided by instructor.		
60595	Remote	Zoom/ Zoom	Breen
	Online class meetings - Tuesdays & Thursdays, from 10:00a - 11:00a (01/18/22 - 5/27/22) Zoom link provided by instructor.		

NOCE NETWORKS

Connect with us! See page 84 for details.

BASIC COOKING: ADVANCED SKILLS DSSS/135

This course is designed for students interested in learning more advanced skills of cooking and food preparation concepts and activities. Topics include kitchen cleanliness and safety, nutrition, and grocery shopping skills, using a variety of basic skills.

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60578	Remote	Zoom/ Zoom	Prell
	Online class meetings - Fridays from 10:00a - 12:00p (01/18/22 - 5/27/22) Zoom link provided by instructor.		
60605	Remote	Zoom/ Zoom	Stanojkovic
	Online class meetings - Tuesdays & Thursdays from 10:15a - 11:15a (01/18/22 - 5/27/22) Zoom link provided by instructor.		

INDEPENDENT LIVING: HEALTH, SAFETY & LIVING WITH ROOMMATES DSSS/138

This course is designed to help students to learn about the responsibilities of maintaining a home. Students will be presented with strategies for cooperative living and problem solving, identifying needs and safety.

Dates: Jan 18-May 27; nc Mar 21-24

CRN	DAYS	PLACE	INSTR
60586	TTh/9a-11:20a	CYPTE2/223	Prell
61106	MW/9a-11:20a	WIL/201	Stanojkovic
60608	Remote	Zoom/ Zoom	Stanojkovic
	Online class meeting - Tuesdays & Thursdays, from 1p - 2p (01/18/22 - 5/27/22 Zoom link provided by instructor		

WISE Program

WISE - SAFETY SKILLS DSSS/303

NEW!

This class is designed to teach adults with developmental and intellectual disabilities to improve their personal awareness and safety in the workplace, community and at home

Dates: Jan 18-May 27; nc Feb 18, Feb 21, Mar 21-Mar 25

CRN	DAYS	PLACE	INSTR
61098	MTWThF/9a-2:20p	WIL/207	Reeves Breen

WISE - INDEPENDENT LIVING SKILLS IN THE COMMUNITY DSSS/307

This course is designed to teach adults with developmental and intellectual disabilities how to access public transportation and integrate into their community more independently.

Dates: Jan 18-May 27; nc Feb 18, Feb 21, Mar 21-Mar 25

CRN	DAYS	PLACE	INSTR
61101	MTWThF/9a-2:20p	CYP18/103	Brown Pietrzak

DSPS OFF-SITE CLASS LOCATIONS

CRN	LOCATION
61108	My Day Counts
61109	My Day Counts

ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

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

SEE PAGE 43 FOR STEPS TO REGISTER

For questions about ESL/Citizenship, call or e-mail: **714.808.4638, ESL4ALL@noce.edu;** Monday-Thursday: 8 a.m.- 8:30 p.m.; Friday 8 a.m. – 4:30 p.m.

ENGLISH AS A SECOND LANGUAGE CLASSES

- ESL Beginning Literacy
- ESL Beginning Low
- ESL Beginning High
- ESL Intermediate Low
- ESL Intermediate High
- ESL Advanced
- ESL Learning Center
- Academic Success
- Career Pathways
- Citizenship
- Job Skills
- Specialty Classes

ESL Classes are Online and In-Person for 2022 Spring Semester

For Zoom links and directions - or - schedule an in-person or online registration appointment: call **714.808.4638** or e-mail: **ESL4ALL@noce.edu**

In-Person Assessment Dates and Location		
Location	**ANAHEIM CAMPUS** **7TH FLOOR, ROOM 709** 1830 W. ROMNEYA DRIVE ANAHEIM, CA 92801	**CYPRESS CENTER** **TE2 (BLDG12), ROOM 211** 9200 VALLEY VIEW STREET CYPRESS, CA 90630
Hours	9 a.m. ♦ 11 a.m. ♦ 1 p.m. 4:30 p.m. ♦ 6:30 p.m.	9 a.m. ♦ 11 a.m. ♦ 1 p.m.
Dates for Spring 2022	**Monday,** January 10, 2022 **Tuesday,** January 11 - or- January 18, 2022 **Wednesday,** January 12 - or- January 19, 2022 **Thursday**, January 13 - or- January 20, 2022	

Online ESL Information Sessions
Time: 11 a.m. & 6 p.m.
~~
Monday, December 6, 2021
Wednesday, December 8, 2021
Friday, December 10, 2021
Tuesday, December 14, 2021
Thursday, December 16, 2021
Friday, January 28, 2022

Weekly In-Person ESL Q&A Information Sessions		
Anaheim Campus **ESL Learning Center** Room 121	**Cypress Center** **ESL Learning Center** TE2 (Bldg 12), Room 203	**Wilshire Center** **ESL Learning Center** Room 219
Monday, November 29, 2021 11 a.m.-12 p.m. **Tuesday, November 30, 2021** 5 p.m.- 6 p.m. **Tuesday, January 25, 2022** 12 p.m. – 1 p.m. **Wednesday, January 26, 2022** 5 p.m.- 6 p.m.	**Monday, January 24, 2022** 12 p.m. – 1 p.m.	**Wednesday, December 1, 2021** 12 p.m. – 1 p.m. **Thursday, January 27, 2022** 12 p.m. – 1 p.m.

*COVID-19 vaccination or approved exemption required for in-person assessment and/or in-person information sessions. Please visit: **noce.edu/vaccine** for latest COVID-19 vaccine mandate updates.*

PROGRAMA DE INGLES COMO SEGUNDO IDIOMA INFORMACIÓN PARA INSCRIBIRSE

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

Consulte La Página 44 Y Siga Los Pasos Para Registrarse.

Para preguntas sobre ESL / Ciudadanía, llame o envíe un correo electrónico: **714.808.4638**, **ESL4ALL@noce.edu**; Lunes a jueves: 8 a.m.-- 8:30 p.m.; Viernes 8 am - 4:30 pm.

Clases de ingles como segundo idioma

- **ESL Beginning Literacy**
- **ESL Beginning Low**
- **ESL Beginning High**
- **ESL Intermediate Low**
- **ESL Intermediate High**
- **ESL Advanced**
- **ESL Learning Center**
- **Academic Success**
- **Career Pathways**
- **Citizenship**
- **Job Skills**
- **Specialty Classes**

CLASES EN LÍNEA O EN PERSONA EN EL SEMESTRE DE Primavera 2022.

Para más información y links de Zoom (Videoconferencia): - or - para agendar una cita (en línea o en persona) para su realizar su inscripción. Contáctenos al **714.808.4638** o **ESL4ALL@noce.edu**

Horarios de exámenes de colocación e inscripciones (en persona)		
Lugar	**Anaheim Campus** **7th piso, Cuarto 709** 1830 W. Romneya Drive Anaheim, CA 92801	**Cypress Center** **(Edificio TE2), Cuarto 211** 9200 Valley View Street Cypress, CA 90630
Horarios	9 a.m. ♦ 11 a.m. ♦ 1 p.m. 4:30 p.m. ♦ 6:30 p.m.	9 a.m. ♦ 11 a.m. ♦ 1 p.m.
Fechas Para Primavera 2022	**Lunes**, 10 de enero, 2022 **Martes**, 11 de enero - o - 18 de enero, 2022 **Miércoles**, 12 de enero - o - 19 de enero, 2022 **Jueves**, 13 de enero - o - 20 de enero, 2022	

ESL Sesiones semanales de Preguntas y Respuestas (En linea)
Horarios: 11 a.m. & 6 p.m. ~~~~~~~~~~ Lunes, Diciembre 6, 2021 Miércoles, Diciembre 8, 2021 Viernes, Diciembre 10, 2021 Martes, Diciembre 14, 2021 Jueves, Diciembre 16, 2021 Viernes, Enero 28, 2022

Sesiones informativas de preguntas y respuestas de ESL semanales en persona		
Anaheim Campus **ESL Learning Center** Salón 121	**Cypress Center** **ESL Learning Center** Edificio TE2, Salón 203	**Wilshire Center** **ESL Learning Center** Salón 219
Lunes, Noviembre 29, 2021 11 a.m.-12 p.m. **Martes, Noviembre 30, 2021** 5 p.m.- 6 p.m. **Martes, Enero 25, 2022** 12 p.m. – 1 p.m. **Miércoles, Enero 26, 2022** 5 p.m.- 6 p.m.	**Lunes, Enero 24, 2022** 12 p.m. – 1 p.m.	**Miércoles, Diciembre 1, 2021** 12 p.m. – 1 p.m. **Jueves, Enero 27, 2022** 12 p.m. – 1 p.m.

Vacuna COVID-19 o exención aprobada requerida para evaluación en persona y / o sesiones de información en persona. Visite: **noce.edu/vaccine** para obtener las últimas actualizaciones del mandato de la vacuna COVID-19.

ENGLISH AS A SECOND LANGUAGE REGISTRATION

APPLY TO NOCE

Apply at **www.noce.edu/apply**

- Part 1: Create an OpenCCC Account
- Part 2: Complete the Noncredit College Application
- In 24-48 hours, you will receive your Student ID required for remaining steps

COMPLETE NOCE ESL ORIENTATION

Visit myGateway at: **mg.nocccd.edu**

- Login to myGateway
- Click on the **NOCE link** on the left-hand side of the homepage

Under **NOCE Orientations**

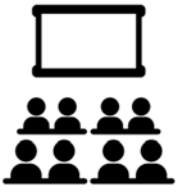
- Click on the **NOCE ESL Orientation** link

In-person or online orientation options are available

- Contact **714.808.4682** for more information

COMPLETE ESL ASSESSMENT AND REGISTRATION

- Make an appointment with the ESL Program at **714.808.4638** or **ESL4ALL@noce.edu**
- Complete your assessment and registration with the program
- Once registered, your instructor or a staff member will reach out to you regarding how to access your course



ATTEND CLASS

Starting January 18, 2022 attend class at the location listed in the course description in the class schedule

- Attend throughout the 2022 Spring Semester (January 18 – May 27, 2022)
- If your class is held in-person, COVID-19 vaccination or approved exemption is required
- Please visit: **noce.edu/vaccine** for latest COVID-19 vaccine mandate updates

For registration questions, contact: 714.808.4638 or ESL4ALL@noce.edu.

REGISTRO DE INGLÉS COMO SEGUNDO IDIOMA

INSCRÍBASE A NOCE

Regístrese en la página web: **www.noce.edu/apply**

- Paso 1: Cree una cuenta OpenCCC
- Paso 2: Complete la solicitud de ingreso (Noncredit College Application)
- En 24-48 horas, recibirá su número de estudiante que utilizará para completar los siguientes pasos

REVISE LA ORIENTACIÓN DEL PROGRAMA DE ESL

Visite la página web de MyGateway en: **mg.nocccd.edu**

- Entre a MyGateway
- Haga clic en el enlace" NOCE" en el lado izquierdo de la página de inicio

Ubique la sección "NOCE Orientations"

- Haga clic en el enlace **NOCE ESL Orientation**

Hay opciones de orientación en persona o en línea disponibles

- Comuníquese con el **714.808.4682** para obtener más información

COMPLETE SU EXAMEN DE COLOCACIÓN E INSCRIPCIÓN

- Contáctenos y, agende una cita con el programa de ESL a través de **714.808.4638** o **ESL4ALL@noce.edu**
- Realice su examen de colocación y nosotros le inscribiremos a la clase adecuada de inglés
- Una vez registrado, su instructor o un miembro de nuestro equipo se comunicará con usted para darle la información sobre cómo acceder a su curso

COMIENCE CON SU CLASE

- Nuestro primer día de clases es el 18 de enero, revise y asista a su clase en el lugar y horario que se indica la descripción del curso. Si tiene dudas comuníquese con nosotros al **714.808.4638** o **ESL4ALL@noce.edu**
- Asista a su curso durante el semestre de primavera del 18 de enero al 27 de mayo de 2022
- Si su clase se lleva a cabo en persona, vacunación COVID-19 o se requiere una exención aprobada
- Visite: noce.edu/vaccine para obtener las últimas actualizaciones del mandato de la vacuna COVID-19

Dudas sobre inscripciones, contáctenos: 714.808.4638 o ESL4ALL@noce.edu.

ESL PROGRAM CERTIFICATES

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

ESL Advanced Certificate
- ESL Integrated Skills, Advanced (ESLA 234)
- ESL Learning Center (ESLA 001) - 18 Hours

ESL for Academic Success II Certificate
- ESL for Academic Success, Reading & Writing II (ESLA 1065)
- ESL for Academic Success, Listening & Speaking II (ESLA 1067)

ESL Intermediate High Certificate
- ESL Integrated Skills, Intermediate High (ESLA 233)
- ESL Learning Center (ESLA 001) - 18 Hours

ESL for Academic Success I Certificate
- ESL for Academic Success, Reading & Writing I (ESLA 1060)
- ESL for Academic Success, Listening & Speaking I (ESLA 1062)

ESL Intermediate Low Certificate
- ESL Integrated Skills, Intermediate Low (ESLA 232)
- ESL Learning Center (ESLA 001) - 18 Hours

ESL Beginning High Certificate
- ESL Integrated Skills, Beginning High (ESLA 231)
- ESL Learning Center (ESLA 001) - 18 Hours

ESL Beginning Low Certificate
- ESL Integrated Skills, Beginning Low (ESLA 230)
- ESL Learning Center (ESLA 001) - 18 Hours

ESL Beginning Literacy Certificate
- ESL Integrated Skills, Beginning Literacy (ESLA 229)
- ESL Learning Center (ESLA 001) - 18 Hours

ADDITIONAL STATE APPROVED CERTIFICATES

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

ESL Grammar Review

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

ESL Multiskills Off-site/Community Classes

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

ESL Reading and Writing Skills, Beginning

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

ESL Reading and Writing Skills, Intermediate to Advanced

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

ESL Specialty Courses

- ESL Learning Center (ESLA 001) - 36 Hours
- Choose one ESL Specialty Class
  (ESLA 802; ESLA 809; ESLA 810; ESLA 813; or ESLA 814)

ESL Speaking Skills, Beginning

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

ESL Vocabulary Review

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

ESL for Workforce Preparation, Basic

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

ESL for Workforce Preparation, Advanced

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

ENGLISH AS A SECOND LANGUAGE

For questions about ESL & Citizenship classes, call **714.808.4638** from:

- Monday-Thursday 8 a.m – 8:30 p.m.
- Friday 8 a.m – 4:30 p.m.

or e-mail **ESL4ALL@noce.edu.**

Para preguntas sobre clases de ESL & Ciudadanía, llame al **714.808.4638**

- Lunes a jueves 8 a.m - 8:30 p.m.
- Viernes 8 a.m - 4:30 p.m.

o envíe un correo electrónico a **ESL4ALL@noce.edu.**

IN-PERSON CLASSES

In-Person Learning Center

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

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

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

Questions: 714.808.4638 or **ESL4ALL@noce.edu**

ESL LEARNING CENTER ESLA/001

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60984	MTWTh/8a-11:50a M/12p-1:50p W/12p-1:50p TTh/12p-3:50p MW/2p-5:50p T/4p-5:50p Th/4p-5:50p	AN/121	Palacio Pyo Glicker McFarland McFarland Serrano Robinson
	Anaheim Lab open M-Th/8a-6p		
60979	MW/12p-2:50p TTh/12p-2:20p	CYPTE2/203	Niyondagara
60983	MTWTh/12p-1:50p	WIL/219	Lynch

In-Person Core Classes

ESL INTEGRATED SKILLS, BEGINNING LITERACY ESLA/229

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60964	MTWTh/8:30a-11:50a	AN/124	Takeda
60967	**MTWTh/6p-9:20p**	**AN/124**	**Witt**

ESL INTEGRATED SKILLS, BEGINNING LOW ESLA/230

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60965	MTWTh/8:30a-11:50a	AN/104	Arellano
60976	MTWTh/8:30a-11:50a	CYPTE2/217	Koh
60968	**MTWTh/6p-9:20p**	**AN/104**	**Robinson**

ESL INTEGRATED SKILLS, BEGINNING HIGH ESLA/231

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60977	MTWTh/8:30a-11:50a	CYPTE2/221	Pena
60966	MTWTh/8:30a-11:50a	AN/128	Glicker
60980	MTWTh/8:30a-11:50a	WIL/218	Lorge
60969	**MTWTh/6p-9:20p**	**AN/128**	**Fu**

ESL INTEGRATED SKILLS, INTERMEDIATE LOW ESLA/232

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
61238	MTWTh/8:30a-11:50a	AN/130	Pyo
60978	MTWTh/8:30a-11:50a	CYPTE2/219	Niyondagara
60981	MTWTh/8:30a-11:50a	WIL/203	Sanchez
60970	**MTWTh/6p-9:20p**	**AN/130**	**Labiento**

ESL INTEGRATED SKILLS, INTERMEDIATE HIGH ESLA/233

This is a four-skill language course using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students.

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60982	MTWTh/8:30a-11:50a	WIL/219	Lynch
60971	**MTWTh/6p-9:20p**	**AN/106**	**Serrano**

ESL INTEGRATED SKILLS, ADVANCED ESLA/234

This is a four-skill language course using topics and information sources related to students' lives, experiences and goals. Students will expand English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students feel competent and capable in their communities. Civics topics will be chosen each term based on the needs of the students.

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60900	MTWTh/8:30a-11:50a	WIL/217	Wasby
60972	**MTWTh/6p-8:50p**	**AN/110**	**Warner**

Scholarship Opportunities

Applications Open
March 4 – April 22, 2022

For more information, visit:
noce.edu/scholarships

In-Person Academic Success

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: Jan 18-May 26;
nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60973	MTWTh/8a-10:20a	AN/119	Mang

Counseling and Student Services

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

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

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

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

Dates: Jan 18-May 26;
nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60974	MTWTh/10:30a-12:50p	AN/119	Mang

In-Person ESL Specialty Classes

ESL AND THE ARTS ESLA/804

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

Dates: Jan 18-May 26;
nc Feb 21, Mar 21, Mar 24

CRN	DAYS	PLACE	INSTR
60975	MTh/1:30p-3:50p	AN/119	Mang

In-Person/Off-Site ESL Community Classes

Some NOCE ESL Program classes taught at K-12 schools and community-based locations will be offered in-person during Spring 2022. Questions? Call **714.808.4638** or e-mail: **ESL4ALL@noce.edu** to register.

ESL MULTILEVEL ESLA/110

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

Dates: Jan 18-Apr 15

CRN	DAYS	PLACE	INSTR
60985	MTWTh/ 8:30a-11:20a	Higher Ground Youth Family Ser	Zabayle
	Call or email to register: (714) 808-4638, ESL4ALL@noce.edu. No walk-ins.		
60987	**MTWTh/ 6p-8:50p**	**Sycamore Junior High School**	**Alvarez**
	Call or email to register: (714) 808-4638, ESL4ALL@noce.edu. No walk-ins.		

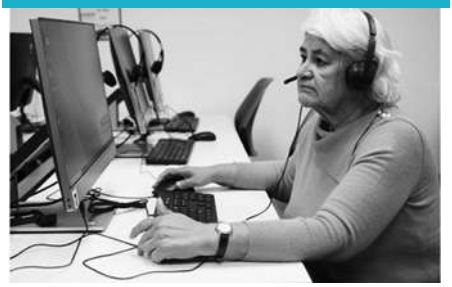
FAMILY LITERACY ESLA/120

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: Apr 18-May 27

CRN	DAYS	PLACE	INSTR
60986	MTWTh/ 8:30a-11:20a	Higher Ground Youth Family Ser	Zabayle
	Call or email to register: (714) 808-4638, ESL4ALL@noce.edu. No walk-ins.		
60988	**MTWTh/ 6p-8:50p**	**Sycamore Junior High School**	**Alvarez**
	Call or email to register: (714) 808-4638, ESL4ALL@noce.edu. No walk-ins.		

ONLINE CLASSES



Online Learning Center

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

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

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

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

ESL LEARNING CENTER ESLA/001

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

Starts week of 1/17/2022, ends week of 5/23/2022;
nc Feb 18-21, Mar 21-Mar 25

CRN	DAYS	PLACE
60990	Remote	Zoom/ Zoom
	Class hours per week varies by instructor. Zoom links from: NOCE.EDU/ESL/LC • MW / 12p-3:50p Hong • MTWTh / 5p-8:50p Khan • F / 8:30a-11:50p Hong • F / 12p-4:20p FitzMaurice • F / 5p-8:50p Sersea	

NOCE NETWORKS

Connect with us! See page 84 for details.

Online Core Classes

ESL INTEGRATED SKILLS, BEGINNING LITERACY ESLA/229

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

61099	Remote	ZOOM/Zoom	Pico
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30-11:00a (1/18-5/27/22). Zoom link from teacher.		
60869	Remote	Zoom/ Zoom	Choi
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30 - 11:00a (1/18-5/27/22). Zoom link from teacher.		
60870	**Remote**	**Zoom/ Zoom**	**Lee**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30 - 9:00p (1/18-5/27/22). Zoom link from instructor.		

Need help with technology?

ESL Program instructors can help you learn how to use technology and take online classes. See ESL Learning Center on page 47 (in-person) and 49 (online). Laptop loans may also be available.

For more information:
714.808.4638 | ESL4ALL@noce.edu

ESL INTEGRATED SKILLS, BEGINNING LOW ESLA/230

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60872	Remote	Zoom/ Zoom	Howie
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:00 - 11:15a (1/18 - 5/27/22). Zoom link from teacher.		
60873	**Remote**	**Zoom/ Zoom**	**Billiter**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30 - 8:45p (1/18 - 5/27/22). Zoom link from teacher.		
60874	**Remote**	**Zoom/ Zoom**	**Jedruszczak**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:45p (1/18 - 5/27/22). Zoom link from teacher.		

ESL INTEGRATED SKILLS, BEGINNING HIGH ESLA/231

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60878	Remote	Zoom/ Zoom	Smith
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-11:00a (1/18 - 5/27/22). Zoom link from teacher.		
60877	Remote	Zoom/ Zoom	Moore
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-11:00a (1/18 - 5/27). Zoom link from teacher.		
60876	Remote	Zoom/ Zoom	Hasan
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-11:00a (1/18 - 5/24/22). Zoom link from teacher.		
60875	Remote	Zoom/ Zoom	Kim
	Class is 12 hrs/wk. Live online class meetings MTWTh 9:00-10:30a (1/18 - 5/27/22). Zoom link from teacher.		
60879	**Remote**	**Zoom/ Zoom**	**Lewis**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (1/18 - 5/27/22). Zoom link from teacher.		
60882	**Remote**	**Zoom/ Zoom**	**Pabla**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (1/18 - 5/27/22). Zoom link from teacher.		
60883	**Remote**	**Zoom/ Zoom**	**Stasiuk**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (1/18 - 5/27/22). Zoom link from teacher.		
60881	**Remote**	**Zoom/ Zoom**	**Kunimoto**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30-8:30p (1/18 - 5/27/22). Zoom link from teacher.		

Looking for a job?

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

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

Register for a workshop: noce.edu/workshops

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

ESL INTEGRATED SKILLS, INTERMEDIATE LOW ESLA/232

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60884	Remote	Zoom/ Zoom	Diaz
	Class is 14 hrs/wk. Live online class meetings M 8:00-10:00a (1/18 - 5/27/22). Zoom link from teacher.		
60886	Remote	Zoom/ Zoom	Azarcon
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-10:45a (1/18 - 5/27/22). Zoom link from teacher.		
60889	Remote	Zoom/ Zoom	FitzMaurice
	Class is 12 hrs/wk. Live online class meetings MTWTh 9:00-10:45a (1/18 - 5/27/22). Zoom link from teacher.		
60891	Remote	Zoom/ Zoom	Jimenez
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:00-10:45a (1/18 - 5/27/22). Zoom link from teacher.		
60885	**Remote**	**Zoom/ Zoom**	**Murillo**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30 - 8:15p (1/18 - 5/27/22). Zoom link from teacher.		
60880	**Remote**	**Zoom/ Zoom**	**Khssassi**
	Class is 12 hrs/wk. Live online class meetings MTWTh 7:00-8:30p (1/18 - 5/27/22). Zoom link from teacher.		
60887	**Remote**	**Zoom/ Zoom**	**Peterson**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30 - 8:15p (1/18 - 5/27/22). Zoom link from teacher.		

ESL INTEGRATED SKILLS, INTERMEDIATE HIGH ESLA/233

This is a four-skill language course using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students.

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60892	Remote	Zoom/ Zoom	Kopydlowska
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30 - 10:15a (1/18 - 5/27/22). Zoom link from teacher.		
60893	Remote	Zoom/ Zoom	Sahakian
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30 - 10:15a (1/18 - 5/27/22). Zoom link from teacher.		
60890	Remote	Zoom/ Zoom	Kahlon
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30 - 10:15a (1/18 - 5/27/22). Zoom link from teacher.		
60888	Remote	Zoom/ Zoom	Carson
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30 - 10:15a (1/18 - 5/27/22). Zoom link from teacher.		
60897	**Remote**	**Zoom/ Zoom**	**Lee**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30 - 8:15p (1/18 - 5/27/22). Zoom link from teacher.		
60895	**Remote**	**Zoom/ Zoom**	**Croteau**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30 - 8:15p (1/18 - 5/27/22). Zoom link from teacher.		
60896	**Remote**	**Zoom/ Zoom**	**Gray**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30 - 8:15p (1/18 - 5/27/22). Zoom link from teacher.		

ESL INTEGRATED SKILLS, ADVANCED ESLA/234

This is a four-skill language course using topics and information sources related to students' lives, experiences and goals. Students will expand English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students feel competent and capable in their communities. Civics topics will be chosen each term based on the needs of the students.

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 21, Mar 21-Mar 24

CRN	DAYS	PLACE	INSTR
60899	Remote	Zoom/ Zoom	Pham
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:00 - 10:30a (1/18 - 5/27/22). Zoom link from teacher.		
60898	Remote	Zoom/ Zoom	Filloy
	Class is 14 hrs/wk. Live online class meetings MTWTh 9:00 - 10:30a (1/18 - 5/27/22). Zoom link from teacher.		
60902	**Remote**	**Zoom/ Zoom**	Santostefano
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30 - 8:00p (1/18 - 5/27/22). Zoom link from teacher.		
60903	**Remote**	**Zoom/ Zoom**	**Usary**
	Classis 14 hrs/wk. Live online class meetings MTWTh 6:30 - 8:00p (1/18 - 5/27/22). Zoom link from teacher.		
60901	**Remote**	**Zoom/ Zoom**	**Hug**
	Class is 14 hrs/wk. Live online class meetings MTWTh 6:30 - 8:00p (1/18 - 5/27/22). Zoom link from teacher.		

Online Academic Success

Online Academic Success classes are being offered in 9-week sections starting in 2022 Spring Semester. Students registering through the first week of Spring semester should enroll in both courses for the semester, as recommended below:

60904 (AS I Listening & Speaking, 1/18-3/18/22) - Kepler
60905 (AS I Reading & Writing, 3/28-5/27/22) - Kepler

60906 (AS I Reading & Writing, 1/18-3/18/22) - Pederson
60907 (AS I Listening & Speaking, 3/28-5/27/22) - Pederson

60909 (AS II Listening & Speaking, 1/18-3/18/22) - Stehly
60908 (AS II Reading & Writing, 3/28-5/27/22) - Stehly

Students registering after the first week of spring semester can enroll in the second section (March 28-May 27, 2022) and complete the other course in the following term.

Questions? 714.808.4638 or ESL4ALL@noce.edu

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

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

Dates: Jan 18-Mar 18

60906	Remote	Zoom/ Zoom	Pederson
	Class is 14 hrs/wk. Live online class meetings MTWTh 10:00 - 11:45a (1/18 - 3/18/22). Zoom link from teacher.		

Dates: Mar 28-May 27

CRN	DAYS	PLACE	INSTR
60905	Remote	Zoom/ Zoom	Kepler
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:00 - 9:45a (3/28 - 5/27/22). Zoom link from teacher.		

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

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 18			
60904	Remote	Zoom/ Zoom	Kepler
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:00 - 9:45a (1/18 - 3/18/22). Zoom link from teacher.		
Dates: Mar 28-May 27			
60907	Remote	Zoom/ Zoom	Pederson
	Class is 14 hrs/wk. Live online class meetings MTWTh 10:00 - 11:45a (3/28 - 5/27/22). Zoom link from teacher.		

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: Jan 18 – Mar 18

CRN	DAYS	PLACE	INSTR
60909	Remote	Zoom/ Zoom	Stehly
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30 - 10:15a (1/18 – 3/18/22). Zoom link from teacher.		

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

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

Dates: Mar 28-May27

CRN	DAYS	PLACE	INSTR
60908	Remote	Zoom/ Zoom	Stehly
	Class is 14 hrs/wk. Live online class meetings MTWTh 8:30 - 10:15a (3/28 - 5/27/22). Zoom link from teacher.		

Online 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.

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60938	Remote	Zoom/ Zoom	Hong
	Class is 5 hrs/wk. Live online class meetings MW 8:30-10:00a (1/18 - 5/27/22). Zoom link from teacher.		
60911	Remote	Zoom/ Zoom	Lopez
	Class is 5 hrs/wk. Live online class meetings TTh 11:00a - 1:00p (1/18 - 5/27/22). Zoom link from teacher.		
60916	**Remote**	**Zoom/ Zoom**	**Khssassi**
	Class is 4.5 hrs/wk. Live online class meetings TTh 5:30 - 7:00p (1/18 - 5/27/22). Zoom link from teacher.		
60914	Remote	Zoom/ Zoom	Kim
	Class is 4.5 hrs/wk. Live online class meetings F 8:30 - 11:30a (1/18 - 5/27/22). Zoom link from teacher.		

Online ESL Specialty Classes for Beginning Students

COMPUTER SKILLS FOR ESL - BEGINNING ESLA/801

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60915	Remote	Zoom/ Zoom	Carson
	Class is 2 hrs/wk. Live online class meetings F 8:30-10:00a (1/18 - 5/27/22). Zoom link from teacher.		
60918	Remote	Zoom/ Zoom	Peterson
	Class is 2 hrs/wk. Live online class meetings F 10:00-11:30a (1/18 - 5/27/22). Zoom link from teacher.		

ESL GRAMMAR REVIEW, BEGINNING ESLA/222

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60934	**Remote**	**Zoom/ Zoom**	**Hug**
	Class is 2 hrs/wk. Live online class meetings MW 5:45 - 6:30p (1/18 - 5/27/22). Zoom link from teacher.		
60931	Remote	Zoom/ Zoom	Sattler
	Class is 2 hrs/wk. Live online class meetings F 9:00 - 10:30a (1/18 - 5/27/22). Zoom link from teacher.		

ESL SPEAKING SKILLS, BEGINNING ESLA/182

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60919	Remote	Zoom/ Zoom	Azarcon
	Class is 2 hrs/wk. Live online class meetings MW 11:30a-12:15p (1/18 - 5/27/22). Zoom link from teacher.		
60923	**Remote**	**Zoom/ Zoom**	**Rezai**
	Class 2 hrs/wk. Live online class meetings TTh 5:45-6:30p (1/18 - 5/27/22). Zoom link from teacher.		

ESL VOCABULARY REVIEW, BEGINNING ESLA/225

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60912	Remote	Zoom/ Zoom	Smith
	Class is 2 hrs/wk. Live online class meetings MW 11:30a-12:15p (1/18 - 5/27/22). Zoom link from teacher.		

ESL WRITING SKILLS, BEGINNING ESLA/185

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60926	Remote	Zoom/ Zoom	Pham
	Class is 2 hrs/wk. Live online class meetings TTh 11:30a - 12:15p (1/18 - 5/27/22). Zoom link from teacher.		

Need help with technology?

ESL Program instructors can help you learn how to use technology and take online classes. See ESL Learning Center on page 47 (in-person) and 49 (online). Laptop loans may also be available.

For more information:
714.808.4638 | ESL4ALL@noce.edu

Online ESL Specialty Classes for Intermediate/Adv Students

COMPUTER SKILLS FOR ESL - ADVANCED ESLA/815

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60945	Remote	Zoom/ Zoom	Alvarez-Morales
	Class is 4 hrs/wk. Live online class meeting F 8:30 - 11:00a (1/18 - 3/18/22). Zoom link from teacher.		
60948	Remote	Zoom/ Zoom	Alvarez-Morales
	Class is 4 hrs/wk. Live online class meetings F 8:30 - 11:00a (3/28 - 5/27/22). Zoom link from teacher		

ESL GRAMMAR REVIEW, INTERMEDIATE - ADVANCED ESLA/223

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60937	Remote	Zoom/ Zoom	Kopydlowska
	Class is 2 hrs/wk. Live online class meetings MW 11:30a - 12:15p (1/18 - 5/27/22). Zoom link from teacher		
60940	Remote	Zoom/ Zoom	Hasan
	Class is 2 hrs/wk. Live online class meetings T 11:30a - 1:00p (1/18 - 5/27/22). Zoom link from teacher		
60942	**Remote**	**Zoom/ Zoom**	**Pederson**
	Class is 2 hrs/wk. Live online class meetings TTh 5:45 - 6:30p (1/18 - 5/27/22). Zoom link from teacher.		

ESL SPEAKING SKILLS, INTERMEDIATE TO ADVANCED ESLA/183

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60925	Remote	Zoom/ Zoom	Stehly
	Class is 2 hrs/wk. Live online class meetings MW 11:30a-12:15p (1/18 - 5/27/22). Zoom link from teacher.		
60928	Remote	Zoom/ Zoom	Sahakian
	Class is 2 hrs/wk. Live online class meetings TTh 11:30a-12:15p (1/18 - 5/27/22). Zoom link from teacher.		
60932	**Remote**	**Zoom/ Zoom**	**Usary**
	Class is 2 hrs/wk. Live online class meetings TTh 5:45-6:30p (1/18 - 5/27/22). Zoom link from teacher.		

ESL VOCABULARY REVIEW, INTERMEDIATE - ADVANCED ESLA/226

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60913	Remote	Zoom/ Zoom	Myers
	Class is 2 hrs/wk. Live online class meetings TTh 11:00a-11:45p (1/18 - 5/27/22). Zoom link from teacher.		

ESL WRITING SKILLS, INTERMEDIATE TO ADVANCED ESLA/186

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60929	**Remote**	**Zoom/ Zoom**	**Espinoza**
	Class is 2 hrs/wk. Live online class meetings TTh 5:45 - 6:30p (1/18 - 5/27/22). Zoom link from teacher.		

ESL SKILL BUILDING, INTERMEDIATE TO ADVANCED ESLA/211

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60910	Remote	Zoom/ Zoom	Diaz
	Class is 10 hrs/wk. Live online class meetings M 7:00-8:00a (1/18 - 5/27/22). Zoom link from teacher.		

Online ESL Specialty Classes / Multilevel

AMERICAN IDIOMS ESLA/809

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

Dates: Jan 18-May 27

CRN	DAYS	PLACE	INSTR
60920	**Remote**	**Zoom/ Zoom**	**Gray**
	Class is 2 hrs/wk. Live online class meetings TTh 5:30 - 6:15p (1/18 - 5/27/22). Zoom link from teacher.		
60917	Remote	Zoom/ Zoom	Rezai
	Class is 2 hrs/wk. Live online class meetings F 8:30 - 10:00a (1/18 - 5/27/22). Zoom link from teacher.		

NOCE NETWORKS

Connect with us! See page 84 for details.

Counseling and Student Services

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

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

Online Off-Site ESL Community Classes

Most NOCE ESL Program classes taught at K-12 schools and community-based locations will be offered online during 2022 Spring Semester. Questions? Call **714.808.4638** or e-mail: **ESL4ALL@noce.edu** to register.

ESL MULTILEVEL ESLA/110

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

Dates: Jan 18-Apr 15

CRN	DAYS	PLACE	INSTR
60244	Remote	Access California Services/ Zoom	Rezai
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30 - 10:30a (1/18 - 4/15/22). Zoom link from teacher.		
60240	Remote	Brea Comm Ctr/ Zoom	Allen
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30 - 10:30a (1/18 - 4/15/22). Zoom link from teacher.		
60389	**Remote**	**Ponderosa Park Family Resource/ Zoom**	**Sersea**
	Class is 12 hrs/wk. Live online class meetings MTWTh 6:30 - 8:30p (1/18 - 4/15/22). Zoom link from teacher.		
60251	Remote	Rio Vista Elementary School/ Zoom	Myers
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30 - 10:30a (1/18 - 4/15/22). Zoom link from teacher.		
60242	Remote	St Boniface Church/ Zoom	Espinoza
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30 - 10:30a (1/18 - 4/15/22). Zoom link from teacher.		
60383	Remote	Topaz Elementary/ Zoom	Jackson
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30 - 10:30a (1/18 - 4/15/22). Zoom link from teacher.		

Scholarship Opportunities

Applications Open
March 4 – April 22, 2022

For more information, visit:
noce.edu/scholarships

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: Apr 18-May 27

CRN	DAYS	PLACE	INSTR
60245	Remote	Access California Services/ Zoom	Rezai
	Class is 12 hr/wk. Live online class meetings MTWTh 8:30 - 10:30a (4/18 -5/27/22). Zoom link from teacher.		
60241	Remote	Brea Comm Ctr/ Zoom	Allen
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30 - 10:30a (4/18 - 5/27/22). Zoom link from teacher.		
60390	**Remote**	**Ponderosa Park Family Resource/ Zoom**	**Sersea**
	Class is 12 hrs/wk. Live online class meetings MTWTh 6:30 - 8:30p (4/18 - 5/27/22). Zoom link from teacher.		
60252	Remote	Rio Vista Elementary School/ Zoom	Myers
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30 - 10:30a (4/18 - 5/27/22). Zoom link from teacher.		
60243	Remote	St Boniface Church/ Zoom	Espinoza
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30 - 10:30a (4/18 - 5/27/22). Zoom link from teacher.		
60384	Remote	Topaz Elementary/ Zoom	Jackson
	Class is 12 hrs/wk. Live online class meetings MTWTh 8:30 - 10:30a (4/18 - 5/27/22). Zoom link from teacher.		

Cada día cuenta en NOCE

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

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

¡NOS VEMOS EN CLASE!

Career Pathways: Business Information Worker I

Business Information Worker I

Program for English Language Learners (2022 Spring Semester only; 16 hours/week)

This program welcomes ESL Program students with Intermediate High writing skills or above. 16 hours every week includes ten (10) hours of live online class meetings and six (6) hours of independent online course work in Canvas. Keyboarding speed of 15-20 WPM recommended.

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

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

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

Business Information Worker

Median Hourly Wage*: $15.74

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

BIW I Registration/Information

To register for all classes in the program or for more information:
714.808.4638 | ESL4ALL@noce.edu

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

Friday, December 3, 2021
9 a.m. – 10 a.m.

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

Live Online Class Meetings

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

January 18 – May 27, 2022

- **Mondays, 9 a.m. – 12 p.m.**
- **Tuesdays, 9 a.m. – 12 p.m.**
- **Wednesdays, 9 a.m. – 10 a.m.**
- **Thursdays, 9 a.m. – 12 p.m.**

All other independent course work will be in Canvas.

Earn Two State-Approved Certificates:

Business Information Worker I (CTE)

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

ESL for Workforce Preparation, Advanced (ESL)

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

Career Pathways: Personal Care Aide

Personal Care Aide

Program for English Language Learners (2022 Spring Semester only; 16 hours/week)

This program welcomes ESL Program students only at Intermediate High level or above. 16 hours every week includes online and on-campus instruction and course work in canvas.

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

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

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

Earn Two State-Approved Certificates:

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

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

PCA Registration/Information

To register for all classes in the program or for more information:
714.808.4638 | ESL4ALL@noce.edu

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

Thursday, December 2, 2021
10 a.m. – 11 a.m.

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

Live Online Class Meetings

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

Tuesdays, January 18 – May 27, 2022
9 a.m. – 12 p.m.
~ ~ ~ and ~ ~ ~
Thursdays, January 18 – May 27, 2022
9 a.m. – 12 p.m.
(except when in-person meetings scheduled)

In-Person Class Meetings

In-Person Class Meetings from 9 a.m. – 12 p.m. at Anaheim Campus, Room 611:

WEEK 8
- **Thursday, March 10, 2022**

WEEK 10
- **Thursday, March 31, 2022**

WEEK 14
- **Thursday, April 28, 2022**

WEEK 16
- **Thursday, May 12, 2022**

*COVID-19 vaccination or approved exemption is required for in-person classes. Visit **noce.edu/vaccine** for more information*

Personal Care Aide

Median Hourly Wage*: $ 13.41

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

EMERITUS PROGRAM REGISTRATION

APPLY TO NOCE

Apply at **www.noce.edu/apply**

- Part 1: Create an OpenCCC Account
- Part 2: Complete the Noncredit College Application
- In 24-48 hours, you will receive your Student ID required for remaining steps

OPTION 1 – CLASSES AT COMMUNITY/SENIOR CENTERS

FIND COURSE REGISTRATION NUMBERS (CRN) – for each course on pages 59-65 of the 2022 Spring Semester class schedule at: **noce.edu/schedule**

REGISTER ONLINE

Registration begins on December 6, 2021 at 7:30 a.m. on myGateway

- Visit myGateway at: **mg.nocccd.edu**
- Click on the **WebStar link** on the top right of your myGateway homepage
- Click on the **Register for Classes** link
- Use the CRNs in the class schedule to find/register for your class
- Upload COVID-19 vaccination record or exemption document at **noce.edu/vaccine/upload**

ATTEND CLASS – Starting January 18, 2022 or the start date listed in schedule, attend your Emeritus class

- **Online/Remote Classes** – Your instructor will contact you with the Zoom link or log into **noce.edu/canvas** on the first day of class to find Zoom link

  In-Person Classes – view the course description in the class schedule for dates/time/location of the class; COVID-19 vaccination or approved exemption required

- Please visit: **noce.edu/vaccine** for latest COVID-19 vaccine mandate updates

OPTION 2 – CLASSES AT SKILLED NURSING, OR REHABILITATION CENTERS AND MEMORY CARE CENTERS

Available for residents only due to the COVID-19 pandemic

For registration questions, contact: 714.808.4679 or starhelp@noce.edu.

MATURE DRIVER CLASSES

Please register one week in advance prior to the start of the class. Please see page 81 for location addresses.

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

MATURE DRIVER IMPROVEMENT SAFE/205

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 1/17/2022; nc Jan 20			
60933	WTh/1p-4:50p	Fullerton Community Center	Marlowe
60867	S/8:30a-4:50p	Senior Citizens Center Anaheim	Marlowe
Dates: Jan 26-Jan 27			
60939	WTh/1p-4:50p	Yorba Linda Sr Center	Marlowe
Dates: Feb 2-Feb 3			
60947	WTh/1p-4:50p	Cypress Senior Citizen Center	Marlowe
Starts week of 2/7/2022, ends week of 2/7/2022			
60952	WTh/1p-4:50p	Brea Senior Center	Marlowe
60954	S/8a-4:20p	La Habra Community Serv-Sr Center	Marlowe
Dates: Feb 14-Feb 15			
60959	MT/1p-4:50p	Buena Park Senior Center	Marlowe
Starts week of 4/4/2022, ends week of 4/4/2022			
60949	WTh/1p-4:50p	Cypress Senior Citizen Center	Marlowe
60956	S/8a-4:20p	La Habra Community Serv-Sr Center	Marlowe
Dates: Apr 13-Apr 14			
60936	WTh/1p-4:50p	Fullerton Community Center	Marlowe
Dates: Apr 20-Apr 21			
60944	WTh/1p-4:50p	Yorba Linda Senior Center	Marlowe
Dates: Apr 25-Apr 26			
60961	MT/1p-4:50p	Buena Park Senior Center	Marlowe
Dates: May 11-May 12			
60953	WTh/1p-4:50p	Brea Senior Center	Marlowe

EMERITUS PROGRAM

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.

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

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

Communication

BOOKS COME ALIVE FOR OLDER ADULTS ENCO/180

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

Dates: Jan 18-May 24; nc Mar 22

CRN	DAYS	PLACE	INSTR
60339	T/9:30a-11:20a	Gordon Lane Care Center	Hertogh

JOURNEY BACK INTO TIME FOR OLDER ADULTS ENCO/501

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 5/23/2022; nc Mar 23			
60845	W/2:30p-4:20p	Brookdale Anaheim	Small
60735	Remote	New Horizon/ Online	Miller
Dates: Jan 24-May 23; nc Feb 21, Mar 21			
60810	M/9:30a-11:20a	Park Regency Ret Res	Small
60846	M/1p-2:50p	Morningside of Fullerton	Small
60736	M/2p-3:50p	W Anah Extended Care Hospital	Miller

CREATIVE WRITING FOR SENIORS ABE/240

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

Dates: Jan 18-May 24; nc Mar 22

CRN	DAYS	PLACE	INSTR
60411	**T/6:30p-8:20p**	**Morningside of Fullerton**	**Edwards**

SENIOR TOPICS FOR OLDER ADULTS EDEN/100

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 18, Feb 21, Mar 21-Mar 25			
60292	T/9:30a-11:20a	Anaheim Terrace Care Center	Henan
60265	Th/2:30p-4:20p	Brookdale Anaheim	Fischer
60727	F/2:30p-4:20p	Brookdale Anaheim	Gomes
60344	W/1:30p-3:20p	Buena Vista Care Ctr	Hertogh
60729	F/9:30a-11:20a	Buena Vista Care Ctr	Gomes
60856	F/10:30a-12:20p	Buena Park Senior Ctr	Lange-Goldstein
60837	T/1:30p-3:20p	Cambridge Court	Harris
60836	Remote	Chapman Care Center/ Online	Harris
60263	Th/12p-1:50p	Cottage of Artesia Gardens	Fischer
60412	Remote	Crescendo Senior Living of Pl/ Online	Staff
60423	T/1:30p-3:20p	Crescent Landing Garden Grove	Johnson
60404	W/9:30a-11:20a	Crescent Landing Garden Grove	Belknap
60432	T/9a-10:50a	Cypress Sr Citizen Ctr	Heins
60280	T/9:30a-11:20a	Emerald Court	Gable
60264	W/8:45a-10:35a	Emerald Court	Fischer
60416	T/9a-10:50a	Fullerton Gardens	Johnson
60296	F/9:30a-11:20a	Gordon Lane Care Center	Henan
60274	F/3:15p-5:05p	Gordon Lane Care Center	Gable
61163	Th/1p-2:50p	Harvest Retirement	Miller
60273	F/1:30p-3:20p	Ivy Park at Bradford	Johnson
60343	F/10a-11:50a	Karlton Residential Care Ctr	Hertogh
60731	T/3p-4:50p	Katella Sr Living Community	Gomes
60266	W/2:30p-4:20p	Katella Sr Living Community	Fischer
60418	W/10a-11:50a	La Habra Conv Hospital	Johnson
60840	W/9:30a-11:20a	La Palma Nurs Ctr	Harris
60737	W/2p-3:50p	Leisure Court	Miller
60739	**W/5:30p-7:20p**	**Leisure Court**	**Miller**
60402	Th/1:30p-3:29p	Leisure Court	Belknap
60848	Remote	Online Classes/ Online	Staff
60728	W/1:30p-3:20p	Palm Retirement Center	Gomes
60738	T/3p-4:50p	Park Anaheim Healthcare Ctr	Miller
60741	**T/6p-7:50p**	**Park Anaheim Healthcare Ctr**	**Miller**
60732	W/10a-11:50a	Park Anaheim Healthcare Ctr	Gomes
60730	Th/1:30p-3:20p	Park Vista Assisted Living	Gomes
60422	Th/3:30p-5:20p	Park Vista Assisted Living	Johnson
60291	W/1p-2:50p	Park Vista Assisted Living	Henan
60277	W/1:30p-3:20p	Park Vista at Morningside	Gable
60276	F/9:45a-11:35a	Serento Rosa Senior Living	Gable
60275	Th/9:45a-11:35a	St. Elizabeth Healthcare	Gable
60841	F/1:30p-3:20p	St. Elizabeth Healthcare	Harris
60734	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Gomes
60268	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
60340	Th/9:30a-11:20a	Sunrise Asst Liv Fullerton	Hertogh
60839	Remote	Terrace View Care Ctr/ Online	Harris
60997	T/2:30p-4:20p	The Pavilion at Sunny Hills	Gable
60420	W/1p-2:50p	The Pavilion at Sunny Hills	Johnson
60295	W/3:15p-5:05p	The Pavilion at Sunny Hills	Henan
60342	Th/1p-2:50p	The Pavilion at Sunny Hills	Hertogh
Starts week of 1/24/2022, ends week of 5/23/2022; nc Feb 21, Mar 21			
60838	M/1:30p-3:20p	Buena Park Nurs Ctr	Harris
60294	M/2p-3:50p	La Habra Conv Hospital	Henan
60293	M/9:15a-11:05a	Park Regency Care Ctr	Henan
60279	M/1p-2:50p	Park Regency Ret Res	Gable
60419	M/10a-11:50a	Park Vista at Morningside	Johnson
60740	**M/5p-6:50p**	**Rowntree Gardens**	**Miller**
60417	M/2p-3:50p	St Catherine	Johnson
60301	Th/3:15p-5:05p	Sun Mar Nursing Center	Kim
60403	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
60278	M/3:15p-5:05p	The Pavilion at Sunny Hills	Gable
Dates: Jan 19-May 18; nc Mar 23			
60341	W/9:30a-11:20a	Whittier Hills Healthcare Ctr	Hertogh

Creative Arts

CERAMICS FOR OLDER ADULTS CRAE/101

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 3/14/2022; nc Jan 20			
60571	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
60573	T/12:50p-4:40p	Cypress Sr Citizen Ctr	Trapani
Dates: Mar 24-May 26; nc Mar 24			
60574	Th/8a-11:50a	Buena Park Senior Ctr	Trapani
Dates: Mar 29-May 24			
60575	T/12:50p-4:40p	Cypress Sr Citizen Ctr	Trapani

CREATIVE ARTS FOR OLDER ADULTS CRAE/100

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 18-Feb 19, Mar 22-Mar 26			
60298	F/2p-3:50p	Alamitos West Health Care Ctr	Harry
60745	Th/2p-3:50p	Buena Park Nurs Ctr	Yoo
60763	Th/9:30a-11:20a	Buena Vista Care Ctr	Hyatt Solomina
60300	Remote	Chapman Care Center/ Online	Harry
60744	F/9:45a-11:35a	Crescent Landing Garden Grove	Yoo
60299	Th/9a-10:50a	Fullerton Gardens	Harry
60479	W/2p-3:50p	Gordon Lane Care Center	Thakkar
60259	Remote	Happy Brea Adult Day Hth Care/ Online	Clary
60855	W/9:30a-11:20a	Harbor Villa Care Center	Harry
60438	T/2:30p-4:20p	Karlton Residential Care Ctr	Ngo
60742	T/2p-3:50p	La Habra Conv Hospital	Yoo
60440	W/2:30p-4:20p	Orangegrove Rehab Hospital	Ngo
60798	Remote	Orangegrove Rehab Hospital/ Online	Staff
60457	W/9:30a-11:20a	Palm Retirement Center	Pope
60480	F/2:30p-4:20p	Park Anaheim Healthcare Ctr	Thakkar
60439	Remote	Park Regency Ret Res/ Online	Staff
60456	F/1p-2:50p	Rehab Institute So Ca	Pope
60803	W/1p-2:50p	Sunrise Asst Liv Fullerton	Shneezai
60762	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
60761	Remote	TBA	Staff
60477	T/9a-10:50a	Whittier Hills Healthcare Ctr	Thakkar
Dates: Jan 24-May 23; nc Feb 21, Mar 21			
60441	M/9a-10:50a	St Catherine	Ngo
60481	M/9a-10:50a	Leisure Court	Thakkar
60743	M/9:30a-11:20a	Harbor Villa Care Center	Yoo
60458	M/12:30p-2:20p	La Habra Community Serv-Sr Ctr	Pope
60860	M/1:30p-3:20p	Orangegrove Rehab Hospital	Shneezai

Boost your computer skills!

NOCE offers quality instructors, state-of-the-art computer labs, and all the latest software!

See page 23 for more information.

PAINTING FOR OLDER ADULTS CRAE/105

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

CRN	DAYS	PLACE	INSTR
Dates: Mar 28-May 23			
60262	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
60863	M/9a-12:50p	Buena Park Senior Ctr	Bacon
Dates: Jan 24-Mar 21; nc Feb 21, Mar 21			
60261	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
60862	M/9a-12:50p	Buena Park Senior Ctr	Bacon
Starts week of 1/17/2022, ends week of 5/23/2022; nc Mar 22-Mar 23			
60260	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
60865	W/9a-10:50a	Yorba Linda Sr Ctr	Bacon
Starts week of 3/21/2022, ends week of 5/23/2022; nc Mar 23-Mar 24			
60768	W/12p-1:50p	Buena Park Senior Ctr	Hyatt Solomina
60767	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
Starts week of 1/17/2022, ends week of 3/14/2022; nc Jan 20			
CRN	**DAYS**	**PLACE**	**INSTR**
60766	W/12p-3:50p	Buena Park Senior Ctr	Staff
60764	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina

SENIOR CHORUS MUSC/303

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 21-May 27; nc Jan 21, Feb 18, Mar 25			
60434	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Lassetter

CHINA PAINTING FOR OLDER ADULTS CRAE/103

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

Dates: Jan 18-May 23; nc Mar 22

CRN	DAYS	PLACE	INSTR
60864	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 1/17/2022, ends week of 3/21/2022; nc Mar 22-Mar 23			
60253	T/12:30p-4:20p	Buena Park Senior Ctr	Cole
60289	W/12p-3:50p	AN/402B	Cole
Dates: Jan 21-Mar 18; nc Jan 21, Feb 18			
60520	F/8:30a-12:20p	Yorba Linda Sr Ctr	Smith
Dates: Jan 24-May 23; nc Feb 21, Mar 21			
60483	M/10a-11:50a	Cypress Sr Citizen Ctr	Smith
Dates: Mar 25-May 27; nc Mar 25			
60521	F/8:30a-12:20p	Yorba Linda Sr Ctr	Smith
Starts week of 3/28/2022, ends week of 5/23/2022			
60254	T/12:30p-4:20p	Buena Park Senior Ctr	Cole
60290	W/12p-3:50p	AN/402B	Cole

NEEDLECRAFTS, KNITTING, CROCHET FOR OLDER ADULTS CRAE/104

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 18, Mar 24-Mar 25

CRN	DAYS	PLACE	INSTR
60257	Th/9a-10:50a	Fullerton Community Center	Bowman
60255	Th/1p-2:50p	Yorba Linda Sr Ctr	Bowman
60256	T/1p-2:50p	Brookdale Anaheim	Bowman
60258	Remote	Vintage of Stonehaven/ Online	Bowman

TONE CHIME CHOIR FOR OLDER ADULTS MUSC/304

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Mar 23-Mar 24

CRN	DAYS	PLACE	INSTR
60435	W/12p-1:50p	Sr Citizens Ctr Anaheim	Lassetter

MUSIC ARTS FOR OLDER ADULTS MUSC/200

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 18-Feb 19, Mar 22-Mar 26			
60446	Th/9:30a-11:20a	Alamitos West Health Care Ctr	Park
60866	W/9:30a-11:20a	Alamitos West Health Care Ctr	Baker
60722	Remote	Anaheim VIP Ctr/ Online	Baesler
60447	F/1p-2:50p	Arbor Palms of Anaheim	Park
60828	F/1:30p-3:20p	Buena Vista Care Ctr	Martin
60835	W/9a-10:50a	Cambridge Court	Behrbaum
60461	T/9a-10:50a	Cottage of Artesia Gardens	Pope
60463	T/9a-10:50a	Crescent Landing Garden Grove	Proppe
60396	Th/1p-2:50p	Emerald Court	Behrbaum
60283	F/9a-10:50a	Fullerton Gardens	Gerrard
60784	W/1p-2:50p	Fullerton Gardens	Baker
60821	F/1p-2:50p	Harvest Retirement	Baker
60286	W/9:30a-11:20a	Health Center of Orange County	Gerrard
60442	Remote	Ivy Park at Bradford	Park
60462	Th/9a-10:50a	La Habra Conv Hospital	Proppe
60824	Th/9:03a-11:20a	La Palma Nurs Ctr	Martin
60818	F/9:30a-11:20a	Leisure Court	Mastin
60395	Remote	New Horizon/ Online	Martin
60285	Th/1:30p-3:20p	Orangegrove Rehab Hospital	Gerrard
60724	Th/10a-11:50a	Park Anaheim Healthcare Ctr	Baesler
60287	W/1:45p-3:35p	Park Anaheim Healthcare Ctr	Gerrard
60284	F/1p-2:50p	Park Regency Ret Res	Gerrard
60782	Remote	Park Regency Ret Res/ Online	Staff
60721	T/9:30a-11:20a	Park Vista at Morningside	Baesler
60779	W/3:30p-5:20p	Park Vista at Morningside	Baker
60410	F/9:30a-11:20a	Park Vista at Morningside	Ediger
60399	T/9a-10:50a	Rowntree Gardens	Behrbaum
60820	W/1:30p-3:20p	Serento Rosa Senior Living	Martin
60831	Th/2p-3:50p	St Catherine	Martin
60723	W/10a-11:50a	St. Elizabeth Healthcare	Baesler
60413	Remote	St. Elizabeth Healthcare/ Online	Staff
60288	Th/9:30a-11:20a	The Pavilion at Sunny Hills	Gerrard
60445	W/1p-2:50p	The Pavilion at Sunny Hills	Park
60400	Th/9:30a-11:20a	The Pavilion at Sunny Hills	Behrbaum
60414	Remote	The Pavilion at Sunny Hills/ Online	Staff
60409	S/9:30a-11:20a	Whitten Heights	Ediger
60783	Th/9:30a-11:20a	Whitten Heights	Baker
60830	Th/1p-2:50p	Whittier Glen	Baker
60459	F/9:30a-11:20a	Whittier Hills Healthcare Ctr	Pope
60780	Th/3:15p-5:05p	Whittier Hills Healthcare Ctr	Baker
60444	Remote	Windsor Gardens of Anaheim/ Online	Staff
Dates: Jan 24-May 23; nc Feb 21, Mar 21			
60397	M/9a-10:50a	Ivy Park at Bradford	Behrbaum
60825	M/1:30p-3:20p	Park Regency Care Ctr	Martin
60425	M/1:30p-3:20p	Sunrise of Seal Beach	Lassetter
60398	M/12:30p-2:20p	Whitten Heights	Behrbaum
60809	M/9:30a-11:20a	Whittier Hills Healthcare Ctr	Mastin
Dates: Jan 20-May 19; nc Mar 23			
60720	W/2p-3:50p	W Anah Extended Care Hospital	Baesler

Body & Mind

HELP YOURSELF TO HEALTH FOR OLDER ADULTS HLTH/163

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Jan 21, Feb 18, Mar 22-Mar 23, Mar 25

CRN	DAYS	PLACE	INSTR
60527	F/3p-4:50p	Cypress Sr Citizen Ctr	Yu
60528	W/12:30p-2:20p	Fullerton Community Center	Yu
60529	F/12:30p-2:20p	Fullerton Community Center	Yu
60757	T/12:30p-2:20p	Sr Citizens Ctr Anaheim	Mastin
60515	W/9a-10:50a	Stanton Civic Center	Matikinyidze

STAYING MENTALLY SHARP FOR OLDER ADULTS HLTH/167

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Mar 17; nc Jan 20			
60407	TTh/9a-10:50a	Fullerton Community Center	Belknap
Starts week of 4/4/2022, ends week of 5/23/2022			
60406	MW/3:30p-5:20p	Buena Park Senior Ctr	Belknap
60408	TTh/9a-10:50a	Fullerton Community Center	Belknap
Dates: Jan 24-Mar 30; nc Feb 21, Mar 21, Mar 23			
60405	MW/3:30p-5:20p	Buena Park Senior Ctr	Belknap

Need Help Registering Online? Give Us a Call!

StarHelp Online Registration:
714.808.4679

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

HISTORY OF COMEDY AND HUMOR FOR OLDER ADULTS HLTH/161

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Mar 22-Mar 24

CRN	DAYS	PLACE	INSTR
60271	T/9:30a-11:20a	Alamitos West Health Care Ctr	Fischer
60269	W/12p-1:50p	Cottage of Artesia Gardens	Fischer
60270	Th/9a-10:50a	Park Regency Care Ctr	Fischer
60401	T/1:30p-3:20p	Park Vista at Morningside	Belknap

FOOD PREPARATION AND GOOD NUTRITION FOR OLDER ADULTS HLTH/109

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 18, Mar 22-Mar 25			
60854	Th/2p-3:50p	Alamitos West Health Care Ctr	Whittenberg
60859	Th/2p-3:50p	Anaheim Terrace Care Center	Salgado
60652	W/9:30a-11:20a	Coventry Court Health Center	Salgado
60777	Th/9:30a-11:20a	Gordon Lane Care Center	Villarreal
60853	T/9:30a-11:20a	Harbor Villa Care Center	Whittenberg
60774	Remote	New Horizon/ Online	Villarreal
60647	T/3:15p-5:05p	Orangegrove Rehab Hospital	Salgado
60788	T/9a-10:50a	Serento Rosa Senior Living	Rose
60858	T/1p-2:50p	Serento Rosa Senior Living	Rose
60778	T/9:30a-11:20a	The Pavilion at Sunny Hills	Villarreal
60775	F/2p-3:50p	Whittier Hills Healthcare Ctr	Villarreal
Starts week of 1/24/2022, ends week of 5/23/2022; nc Feb 21, Mar 21			
60851	M/9:30a-11:20a	Crescent Landing Garden Grove	Whittenberg
60773	M/9:30a-11:20a	La Palma Nurs Ctr	Villarreal

NOCE NETWORKS

Connect with us! See page 84 for details.

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.

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 18, Mar 22-Mar 25			
60512	T/10a-11:50a	Brea Senior Ctr	Matikinyidze
60513	Th/9:30a-11:20a	Brea Senior Ctr	Matikinyidze
60753	T/9:30a-11:20a	Buena Park Senior Ctr	Mastin
60758	T/12:30p-2:20p	Buena Park Senior Ctr	Carter-Rosenbloom
60532	W/1p-2:50p	Buena Park Senior Ctr	Wotring
60485	Th/9:30a-11:20a	Buena Park Senior Ctr	Celis
60760	Th/10a-11:50a	Buena Park Senior Ctr	Carter-Rosenbloom
60754	F/9:30a-11:20a	Buena Park Senior Ctr	Mastin
60755	Th/9:45a-11:35a	Cypress Sr Citizen Ctr	Mastin
60487	Th/1p-2:50p	Cypress Sr Citizen Ctr	Layne
60536	Th/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda
60524	T/12:30p-2:20p	Emerald Isle Senior Apts	Yu
60525	Th/12:30p-2:25p	Emerald Isle Senior Apts	Yu
60759	T/9a-10:50a	Fullerton Community Ctr	Carter-Rosenbloom
60484	Th/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
60748	T/10a-11:50a	Sr Citizens Ctr Anaheim	Wotring
60746	T/12:30p-2:20p	Sr Citizens Ctr Anaheim	Wotring
60533	T/9a-10:50a	Stanton Civic Center	Zepeda
60303	M/3:15p-5:05p	Sun Mar Nursing Center	Kim
60531	F/9:30a-11:20a	Sunrise Asst Liv Fullerton	Zepeda
60488	W/10a-11:50a	W Anah Extended Care Hospital	Layne
60490	T/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
60812	W/10a-11:50a	Yorba Linda Sr Ctr	Yu
60486	Th/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
60750	F/9:30a-11:20a	Yorba Linda Sr Ctr	Wotring
Starts week of 1/24/2022, ends week of 5/23/2022; nc Feb 21, Mar 21			
60495	M/10a-11:50a	Brea Senior Ctr	Layne
60514	M/9:30a-11:20a	Buena Park Senior Ctr	Matikinyidze
60523	M/1p-2:50p	Buena Park Senior Ctr	Yu
60526	M/10:20a-12:20p	Cypress Sr Citizen Ctr	Yu
60752	M/1p-2:50p	Cypress Sr Citizen Ctr	Mastin
60749	M/9a-10:50a	Fullerton Community Ctr	Wotring
60751	M/10a-11:50a	La Habra Com Serv-Sr Ctr	Mastin

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

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

Starts week of 1/17/2022, ends week of 5/23/2022; nc Feb 18-Feb 19, Mar 22-Mar 26			
60449	Th/9:30a-11:20a	Alamitos West Health Care Ctr	Penn
60336	Th/1p-2:50p	Anaheim Crown Plaza	Feinstein
60455	T/9:30a-11:20a	Anaheim Terrace Care Center/ Online	Staff
60861	T/9:30a-11:20a	Brea Memory Care Community	Smith
60469	Remote	Brea Memory Care Community/ Online	Staff
60517	T/1p-2:50p	Brookdale Anaheim	Matikinyidze
60235	W/1:30p-3:20p	Buena Park Nurs Ctr	Adams
60471	Th/9:30a-11:20a	Coventry Court Health Center	Smith
60519	Th/1p-2:50p	Fullerton Gardens	Matikinyidze
60530	Th/3p-4:50p	Gordon Lane Care Center	Yu
60172	F/9:30a-11:20a	Harbor Villa Care Center	Adams
60450	Th/3p-4:50p	Park Anaheim Healthcare Ctr	Penn
60454	F/10:50a-12:40p	Park Anaheim Healthcare Ctr	Penn
60473	W/9:30a-11:20a	Park Regency Care Ctr	Smith
60811	Th/9:30a-11:20a	Park Regency Ret Res	Yu
60337	Th/10a-11:50a	Park Vista Assisted Living	Feinstein
60453	W/1:30p-3:20p	Rowntree Gardens	Penn
60518	Remote	Senior Living Community/ Online	Matikinyidze
60452	W/9:30a-11:20a	St. Elizabeth Healthcare	Penn
60234	F/1p-2:50p	The Pavilion at Sunny Hills	Adams
60448	F/1:30p-3:20p	Whitten Heights	Penn
Starts week of 1/24/2022, ends week of 5/23/2022; nc Feb 21, Mar 21			
CRN	**DAYS**	**PLACE**	**INSTR**
60516	M/1p-2:50p	Brookdale Anaheim	Matikinyidze
60535	M/9a-10:50a	La Habra Conv Hospital	Zepeda
60470	M/9:30a-11:20a	Park Vista Assisted Living	Smith
60238	M/9:30a-11:20a	The Pavilion at Sunny Hills	Adams

PARENTING PROGRAM REGISTRATION

APPLY TO NOCE

Apply at www.noce.edu/apply

- Part 1: Create an OpenCCC Account
- Part 2: Complete the Noncredit College Application
- In 24-48 hours, you will receive your Student ID required for remaining steps

REGISTER ONLINE

Registration begins on December 6, 2021 at 7:30 a.m. on myGateway

- Visit myGateway at: **mg.nocccd.edu**
- Click on the **WebStar link** on the top right of your myGateway homepage
- Click on the **Register for Classes** link
- Use the CRNs in the class schedule to find/register for your class

OPTIONAL - MEET WITH COUNSELOR

Schedule an appointment at 714.808.4682 or **counseling@noce.edu**

ATTEND CLASS

Starting on the date listed in schedule, attend your Parenting Program class.

- **Online/Remote Classes**
  - With **no specific date/time** in the schedule (asynchronous)
    - Log into Canvas on the start date listed in the NOCE class schedule to find your lessons/assignments for the week
    - It does not matter what time of day you log into Canvas
  - With **a specific date/time** in the schedule (asynchronous with one synchronous Zoom weekly meeting)
    - Log into Canvas on the start date listed in the NOCE class schedule to find your lessons/assignments for the week
    - It does not matter what time of day you log into Canvas
    - Attend the weekly Zoom meeting at the day/time listed in the NOCE class schedule. The link to the Zoom weekly meeting can be found in Canvas
- **In-Person Classes**
  Attend each in-person class meeting at the date/time/location listed in the NOCE class schedule; COVID-19 vaccination or approved exemption required
  - Please visit: **noce.edu/vaccine** for the latest COVID-19 vaccine mandate updates

For registration questions, contact: 714.808.4679 or starhelp@noce.edu.

PARENTING PROGRAM

NOCE Parenting courses help adults adopt purposeful techniques so that children, families, and the community flourish. Parenting classes provide an excellent opportunity for students to bond with the children in their lives. Courses include activities that stimulate social, emotional, physical, and intellectual growth.

The student registering for class must be an adult. Those registered for Developmental Movement and Joyful Parenting classes must attend with children (maximum of two [2] children per adult student). Children are not allowed to attend or participate in other Parenting courses.

Students must register for class at least one week in advance.

For additional information and questions regarding the Parenting classes, please email the Parenting Program at **parenting@noce.edu or** visit our website at **noce.edu/parenting.**

Parenting Classes with Children

DEVELOPMENTAL MOVEMENT (AGES 1 - 2) PARN/260

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 3/14/2022; nc Jan 20			
60694	T/9a-10:50a	CYP18/117	Quintanilla
60693	Th/9a-10:50a	CYP18/117	Quintanilla
Starts week of 3/28/2022, ends week of 5/23/2022			
60692	T/9a-10:50a	CYP18/117	Quintanilla
60695	Th/9a-10:50a	CYP18/117	Quintanilla

DEVELOPMENTAL MOVEMENT (AGES 3 - 4.5) PARN/262

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 3/14/2022; nc Jan 20			
60709	T/11a-12:50p	CYP18/117	Quintanilla
60706	Th/11a-12:50p	CYP18/117	Quintanilla
60708	Remote	Zoom	Quintanilla
	Live zoom meetings on Wednesdays at 5:00pm - 6:00pm		
Starts week of 3/28/2022, ends week of 5/23/2022			
60705	T/11a-12:50p	CYP18/117	Quintanilla
60704	Th/11a-12:50p	CYP18/117	Quintanilla
60707	Remote	Zoom	Quintanilla
	Live zoom meetings on Tuesdays at 5:00pm - 6:00pm		

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 3/14/2022; nc Jan 20			
60674	W/9a-11a	AN/134	Staff
60680	Th/9a-11a	WIL/204	Brown
60673	T/9a-11a	WIL/204	Brown
Dates: Feb 11-Apr 22; nc Feb 18, Mar 25			
60679	F/9a-11a	AN/134	Quintanilla
Dates: Feb 28-May 2; nc Mar 21			
60676	M/9a-11a	AN/134	Quintanilla
Starts week of 3/28/2022, ends week of 5/23/2022			
61161	W/9a-11a	AN/134	Staff
60675	T/9a-11a	WIL/204	Brown
61162	Th/9a-11a	WIL/204	Brown

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

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

CRN	DAYS	PLACE	INSTR
Starts week of 1/17/2022, ends week of 3/14/2022; nc Jan 20			
60686	W/11a-12:50p	AN/134	Staff
60687	T/11a-12:50p	WIL/204	Brown
60684	Th/11a-12:50p	WIL/204	Brown
60685	Remote	Zoom	Brown
	Live zoom meetings on Tuesdays at 5:00pm - 5:50pm		
Dates: Feb 11-Apr 22; nc Feb 18, Mar 25			
60690	F/11a-12:50p	AN/134	Alquiza
Dates: Feb 28-May 2; nc Mar 21			
60691	M/11a-12:50p	AN/134	Alquiza
Starts week of 3/28/2022, ends week of 5/23/2022			
61201	W/11a-12:50p	AN/134	Staff
61200	T/11a-12:50p	WIL/204	Brown
61202	Th/11a-12:50p	WIL/204	Brown
61197	Remote	Zoom	Brown
	Live zoom meetings on Wednesdays at 5:00pm - 5:50pm		

Parenting Classes for Adults

The following NOCE parenting courses bring adults together to learn how to support their children's development and wellbeing. Parenting courses are not only for parents; they are also for family members, caregivers, educators and other adults. Courses are helpful for adults whose children are any age, from birth to adulthood.

Focus areas include:

- Connected Parenting
- Love & Logic® courses
- Child Wellness courses

NOTE: The courses listed below and on the following pages are for adults to attend alone. (Children are not permitted to attend the following courses.)

Students must register for class at least one week in advance.

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

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

CONNECTED PARENTING PARN/102

This class focuses on strengthening the caregiver-child connections, essential methods in helping children regulate their emotions, improving feelings of safety and security and decrease challenging behaviors. These are simple, research-based techniques for every parent who wants to build a life-long positive relationship with their child.

Dates: Feb 7-Mar 18			
61203	Remote	Zoom	Sherard
	Live zoom meetings on Wednesdays at 10:00am - 10:50am		
61204	Remote	Zoom	Sherard
	Live zoom meetings on Wednesdays at 6:00pm - 6:50pm		
Dates: Apr 18-May 27			
CRN	**DAYS**	**PLACE**	**INSTR**
61206	Remote	Zoom	Sherard
	Live zoom meetings on Thursdays at 7:00pm - 7:50pm. Spanish interpretation available.		
61205	Remote	Zoom	Sherard
	Live zoom meetings on Wednesdays at 9:00am - 9:50am		

Earn a Student Success Award in Parenting!

NOCE hosts an annual Student Success event. Did you know you can earn an NOCE Student Success Award in Parenting?

Child Wellness: Building Trauma Informed Communities Award Requirements

- BTIC: Adverse Childhood Experiences (PARN 300)
- And four additional BTIC courses of your choice.

Love and Logic® Award Requirements

- Parenting the Love and Logic Way® (PARN 265)
  -- or --
  Love and Logic Early Childhood: Parenting Made Fun® (PARN 267)
- Love and Logic: Supporting Youth with Special Needs™ (PARN 268)
- Love and Logic: Adults Supporting Youth with Challenging Pasts™ (PARN 269)

For more information, contact Counseling for an appointment. A counselor will help you map out the courses you need to earn your Student Success Award(s) in Parenting. Phone: **714.808.4682,** e-mail: **counseling@noce.edu**

Love and Logic®

Stress-free strategies for creating self-controlled, self-regulated, happy kids. Learn how to:

- Establish healthy boundaries and avoid destructive power struggles
- Understand the unique needs of each child
- Create strategies for reaching discouraged and resistant learners
- Teach kids essential life skills
- Put an end to exhausting whining or arguing
- Handle misbehavior calmly with confidence
- Teach kids to behave without raising your voice or repeating yourself
- Raise kids who are respectful and responsible
- and much more!

Students must register for class at least one week in advance.

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

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

Love and Logic® is a registered trademark of the Love and Logic Institute, Inc

PARENTING WITH LOVE AND LOGIC® PARN/265

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

CRN	DAYS	PLACE	INSTR
Dates: Jan 18-Apr 15			
60156	Remote	Zoom	Sherard
	Live zoom meetings on Wednesdays at 9:00 am - 9:50 am. Spanish interpretation available.		
Dates: Jan 20-Apr 29			
60158	Remote	Zoom	Sherard
	Live zoom meetings on Tuesdays at 9:00am - 9:50am. No class week of March 21 and April 18.		
60157	**Remote**	**Zoom**	**Sherard**
	Live zoom meetings on Thursdays at 6:30pm - 7:20pm. No class on March 24 and April 14. Spanish interpretation available.		
Starts week of 2/28/2022, ends week of 5/23/2022; nc Mar 25			
61208	F/9a-11:50a	AN/151	Sherard
61207	Remote	Zoom	Sherard
	Live zoom meetings on Thursdays at 9:00am - 9:50am		
60159	**Remote**	**Zoom**	**Sherard**
	Live zoom meetings on Wednesdays at 7:00pm - 7:50pm		

Love and Logic® Information Sessions

Learn more about each course and how to register online.

Love and Logic: Supporting Youth with Special Needs™

Monday, December 6, 2021
6:30 p.m.
Monday, January 10, 2022
6:30 p.m.

Parenting the Love and Logic Way®

Wednesday, January 5, 2022
9 a.m.
Thursday, January 6, 2022
6 p.m.
Tuesday, January 11, 2022
9 a.m.

Join us via Zoom:
noce.edu/parenting-info

LOVE AND LOGIC: SUPPORTING YOUTH WITH SPECIAL NEEDS™ PARN/268

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

Dates: Jan 18-Apr 29

CRN	DAYS	PLACE	INSTR
60162	**Remote**	**Zoom**	**Carter**
	Live zoom meetings on Mondays at 6:30 pm - 7:20 pm. Spanish interpretation available.		

LOVE AND LOGIC: ADULTS SUPPORTING YOUTH WITH CHALLENGING PASTS ™ PARN/269

This course assists parents and caregivers in understanding how trauma and hurtful events affect a child's brain. Students will learn the importance of bonding and relationships and how to address the root causes of a child's behavior through practicing empathy, establishing boundaries, and building healthy relationships.

Dates: Feb 28-May 27

CRN	DAYS	PLACE	INSTR
60160	**Remote**	**Zoom**	**De La Mora**
	Live zoom meetings on Mondays at 6:00pm - 6:50pm. Spanish interpretation available.		

Child Wellness

(Building Trauma Informed Communities)

Trauma-informed child wellness classes are designed for everyone with the desire to positively affect the children in their care. Students who enroll in NOCE's Child Wellness - Building Trauma-Informed Communities (BTIC) courses will learn how to contribute to the critical factors that ensure children's lifelong health and wellness.

Expand your knowledge so you can better support, encourage, and connect with the children in your care! NOCE's Child Wellness courses are for adults who love and care for children of any age, birth to adulthood.

Students must register for class at least one week in advance.

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

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

BUILDING TRAUMA INFORMED COMMUNITIES: ADVERSE CHILDHOOD EXPERIENCES PARN/300

This course assists parents and caregivers in learning about the effects of childhood adversity, toxic stress, and the impact on health and well-being. Tools are provided to help parents and caregivers address their personal histories in order to provide attuned, nurturing care. Tools are also provided to promote healing and resilience in children.

Dates: Apr 4-May 27

CRN	DAYS	PLACE	INSTR
61210	Remote	Zoom	Sherard
	Live zoom meetings on Thursdays at 10:00am - 10:50am		
61209	Remote	Zoom	**Sherard**
	Live zoom meetings on Wednesdays at 6:00pm - 6:50pm. Spanish interpretation available.		

BUILDING TRAUMA INFORMED COMMUNITIES: FAMILY DYNAMICS PARN/303

This course assists parents and caregivers in learning the characteristics needed for healthy environments and relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and caregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children.

Dates: Apr 4-May 27

CRN	DAYS	PLACE	INSTR
61212	Remote	Zoom	Carter
	Live zoom meetings on Tuesdays at 9:00am - 9:50am.		
61211	**Remote**	**Zoom**	**Carter**
	Live zoom meetings on Thursdays at 6:00pm - 6:50pm. Spanish interpretation available.		

BUILDING TRAUMA INFORMED COMMUNITIES: MENTAL HEALTH IN OUR HOMES PARN/304

This course provides parents and caregivers an overview on mental health in order to provide awareness and understanding. The focus is on exploring factors that influence mental health in our homes, protective measures, and skills needed to aid in healthy coping and regulation strategies for parents, caregivers, and youth in the community.

CRN	DAYS	PLACE	INSTR
Starts week of 5/2/2022, ends week of 5/23/2022			
61217	Th/9a-11:50a	AN/151	De La Mora
	Spanish interpretation available.		
61216	Remote	Zoom	**De La Mora**
	Live zoom meetings on Tuesdays at 6:00pm - 6:50pm		
Starts week of 2/21/2022, ends week of 3/14/2022			
61214	**W/6p-8:50p**	**AN/151**	**De La Mora**
	Spanish interpretation available.		
61213	Remote	Zoom	Carter
	Live zoom meetings on Thursdays at 9:00am - 9:50am		
Dates: Apr 4-Apr 29			
61215	Remote	Zoom	De La Mora
	Live zoom meetings on Wednesdays at 9:00am - 9:50am		

BUILDING TRAUMA INFORMED COMMUNITIES: UNDERSTANDING LGBTQ+ YOUTH PARN/305

NEW!

This course will provide an understanding of the LGBTQ+ population, terminology, and stressors/traumas that potentially impact youth. Student will gain insight that will advance awareness of the challenges faced by LGBTQ+ youth and simple tools to break down barriers. Each week will involve engaging discussions and activities that incorporate empathy and affirmation to build safer spaces.

Dates: Mar 29-Apr 19

CRN	DAYS	PLACE	INSTR
61218	**T/6p-8:50p**	**AN/151**	**Armstrong**

BTIC: HUMAN TRAFFICKING AWARENESS AND PREVENTION PARN/306

This course provides an overview on Human Trafficking from a survivor's perspective in order to provide awareness in our homes, schools, and communities. The focus is on exploring definitions, risk factors, and skills needed to aid in prevention and protection for our youth.

Dates: Mar 7-May 6

CRN	DAYS	PLACE	INSTR
61219	Remote	Zoom	De La Mora
	Live zoom meetings on Mondays at 12:00pm - 12:50pm		

COMMUNITY SERVICES AND KIDS' COLLEGE REGISTRATION

CHECK OUT OUR NEW SITE

To register or view classes, go to: **www.noce.grow**

CREATE A STUDENT OR HOUSEHOLD PROFILE

- On the main homepage, click on "**Login/Create Account**" on the top left
- Select "**Create a New Student Profile**"
- Choose either a "**Student Profile**" or a "**Household Profile**"
  - **Student Profile**
    – for one student using one e-mail address
  - **Household Profile**
    – for more than one student,
    using the same e-mail address
- Enter e-mail address as your username

SEARCH AVAILABLE CLASSES

To view available classes, click on the "**Browse**" dropdown button and select the category of interest

REGISTER FOR CLASSES

- Once you have selected a class, click on "**Add to Cart**" *(note: you can select/add multiple classes to your cart before checkout)*
- Once your class has been added to your cart, go to the top-right and click "**Checkout**"
  - Once you click "**Checkout**,"
  - review your "**Shopping Cart**," and
  - "**Agree to Policies**" before proceeding
- Follow the remaining directions to enter your credit card information, then click "**Process Payment**"
- You will receive a confirmation e-mail of the class(es) you have purchased

ATTEND CLASS

Attend your Community Service / Kids' College class at the location listed in the class schedule. For in-person classes, COVID-19 vaccination or approved exemption required

For registration questions, contact the Lifeskills Education Advancement Program (LEAP) at 714.808.4909 or e-mail us at grow@noce.edu.

COMMUNITY SERVICES, KIDS' COLLEGE, AND Ed2Go

For Community Services class schedule and course descriptions, visit NOCE.EDU/GROW.

For assistance with registration, please contact the Lifeskills Education Advancement Program (LEAP) at **714.808.4909** or e-mail us at **grow@noce.edu**.

Classes are updated on **noce.edu/grow** throughout the semester. Check website regularly for new course offerings and dates.

Community Services Classes

Business & Professional Development

- **Notary**
  - Notary Public Seminar
  - Notary Loan Signing Certification
- **Machine Shorthand**
  - Machine Shorthand Speed Building 2 - 4

Fine & Applied Arts

- **Fashion Design**
  - Basic Sewing Techniques for Beginners
  - Fashion Design
  - Fitting & Alterations: Pants, Part 1
  - Sewing Lab
  - T-Shirt Makeover
  - Sew Tailored Projects that are Runway Worthy
  - Sew What You Wish
  - Sewing Techniques for Beginners
- **Music**
  - Adult Guitar & Bass Workshop
  - Guitar for Adults

Language Arts

- **Language Skills**
  - Sign Language - SEE Level 1 -3
  - Voice-Overs...Now Is Your Time!
- **Foreign Language**
  - Spanish - Conversation I & II

Physical Fitness

- **Adult Martial Arts**
  - Kenpo Karate
    - Beginning, Intermediate, and Advanced
  - Kung Fu San Soo
    - Beginning, Intermediate, and Advanced
  - Tennis
    - Beginning, Intermediate, and Advanced
- **Dance**
  - Ballet - Adult Beginning
  - Salsa Dance
- **Fitness**
  - Yoga for Relaxation
  - Zumba Toning

Kids' College Classes

Kids' College Classes to return in 2022 Summer Semester

Ed2Go

Fee-Based Online Courses for Personal and Professional Development

A wide range of highly interactive courses. These online courses are affordable, fun, fast, convenient, and geared just for you. Classes start on the following dates: January 12, February 10, March 17, April 14, May 12.

https://www.ed2go.com/noce/

Business
- A to Z Grant Writing Series
- Achieving Top Search Engine Positions
- Adobe Value Suite
- Become a Veterinary Assistant
- Growing Plants for Fun and Profit

Language Arts
- Beginning Conversational French
- Conversational Japanese
- Discover Sign Language

Writing
- Beginner's Guide to Getting Published

Fee-Based Online Courses for Career Training

Online courses and career training prepare you for a new career, or help you advance within your current occupation. Learn new skills, start anytime, and set your own pace.

https://careertraining.ed2go.com/easyed/

Art and Design
- Certified Residential Interior Designer

Business
- Advertising & Outreach Specialist
- Call Center Representative
- Veterinary Office Manager
- Project Management

Hospitality
- COVID Readiness for Servers and Waitstaff
- Retail Customer Service Skills Training
- Corporate Event Planner
- Event Management and Design
- Certified Master Wedding and Event Planner
- Fundamentals and Intermediate Floral Design

NOCE MISSION, VISION, AND CORE VALUES

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

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

NOCE CORE VALUES

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

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

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

GENERAL INFORMATION

NOCE 2022 Spring Semester SYMBOL KEY

LOCATIONS (IN-PERSON CLASSES)

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

CLASS SYMBOLS

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

By District policy, "every course, course section or class shall be open to enrollment and participation by any person who has been admitted to North Orange Continuing Education (NOCE)."

CLASS SCHEDULE SUBJECT TO CHANGE: NOCE has made every reasonable effort to determine that this class schedule is accurate; however, changes may occur after press time.

CLASSES

ADMISSION TO CLASSES: Students are admitted on a first come, first served basis. Students are not permitted to attend classes in which they are not officially enrolled. Classes 'filled' may have a 'waitlist' already established for students wanting to attend.

TUITION-FREE CLASSES: Students must attend the first day of class or lose their spot to a petitioning student.

AUDITING CLASSES: If a student has received a passing grade in a Pharmacy Technician Certificate Program or Medical Assistant Certificate Program course and wishes to repeat the course, the student should submit an Audit Request Form to the CTE Director. For more information about auditing a Pharmacy Technician or Medical Assistant course, please contact 714.808.4673. There is a $15 fee charged for auditing a course. Fees charged for auditing a course are subject to change. Auditing other NOCE courses is not permitted.

CLASS ATTENDANCE/CANCELLATIONS: Students are expected to attend all classes. If attendance drops, classes may be cancelled. Tuition-free classes may be discontinued during the term if attendance drops. Tuition-based classes will continue according to schedule once they have started.

WEEKEND POLICY: It is NOCE's practice that classes do not normally meet on a weekend following a Friday District holiday or preceding a Monday District holiday. If it is necessary for a class to be held on a holiday weekend, this would be an exception to the rule.

IN-CLASS REGISTRATION: Students must attend the first meeting where in-class registration takes place or they may lose their seat to someone else. A minimum number of students must attend the first class meeting. In-class registration is on a first come, first served basis.

CHILDREN IN CLASS: No children are to attend adult classes.

CAMPUS BOOKSTORES: Please visit the Fullerton College Bookstore page at noce.edu/textbooks. For store, choose "Anaheim Campus Store" and then select the term.

- Cypress 714.484.7336
- Wilshire (Fullerton) 714.992.7557

REGISTRATION LOCATION: No matter where the class is held, students can register at any NOCE Center:

- Anaheim Campus, Second Floor
- NOCE Cypress Center, Bldg 18, Room 100, off Parking Lot 4
- NOCE Wilshire Center, Bldg 300

For registration assistance, contact: NOCE StarHelp: 714.808.4679 or e-mail: starhelp@noce.edu. Registration is also available online at noce.edu/registration.

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

MINOR STUDENTS: NOCE classes are open to those 18 years or older who have been admitted to NOCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the campus administrator at the site where the class is offered prior to obtaining the required permission letter from the school that the minor student is attending. If permission to enroll is granted, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College and Teen Program classes as indicated in the course schedule.

INFORMATION CHANGE

A student may submit a request to update their legal or chosen name as well as sex in compliance with AP 5041 as outlined in brief below.

LEGAL NAME/LEGAL SEX: A request to update or change a student's legal name or legal sex in our records must be submitted to Admissions & Records with acceptable supporting documentation. Official government government-issued documents such as birth certificates, passports, social security cards, immigration documents, and identification cards or permits. In the state of California, legal sex includes "female," "male," and "nonbinary".

CHOSEN NAME/GENDER IDENTITY: The name that a student wishes to be known or identified by which is different from their legal name; can be used on unofficial documents and records, as defined below, in place of the student's legal name. The chosen name appears on the instructor rosters, can be added in Canvas, and other student systems. Please be advised, the legal name will remain on documents such as academic records, financial records, human resources records, and the like.

GENDER AND GENDER IDENTITY: A student's internal sense of being masculine, feminine, nonbinary, genderqueer, agender, etc. A student's gender may be the same as their legal sex (cisgender) or different from their legal sex (transgender), and their gender may change over time. Please see AP 5041 for a complete listing of definitions and further information, Students, please fill out the Information Change Form online and submit to A&R as instructed to update gender identity.

PARKING

Parking permits are required to park at Fullerton College and at the Wilshire Center. Permits will be available in the 300 building, Admissions and Records office at the Wilshire Center at no charge for registered students. Anaheim Campus and Cypress Center do not require permits to park. Students must park in marked spaces for on-campus classes in 2022 Spring Semester at the Anaheim Campus, Cypress Center and Wilshire Center. Please do not back into the parking space or you will be ticketed.

FEES

APPORTIONMENT CLASSES: These classes appear as free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if the attendance falls below the level needed to cover the costs of the class. There are 10 recognized areas in Title V that are eligible for noncredit education apportionment. NOCE offers noncredit classes in the following areas:

1. English as a Second Language
2. Citizenship for Immigrants
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. DSS (Substantial Disabilities)
6. Parenting
7. Home Economics
8. Older Adults
9. Short-Term Vocational
10. Workforce Preparation

COMMUNITY SERVICES CLASS FEES: Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls low during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

PAYING FOR CLASSES: Full payment is required at the time of registration, only credit cards (MasterCard and VISA) are accepted.

HOLDS: NOCE will withhold, registration privileges, form any student or former student who has failed to pay all outstanding fees (from current or previous terms) or for other administrative reasons.

REFUNDS: To receive a refund, a Refund Petition Form must be submitted at least two (2) full business days before the first-class meeting. A $10 processing fee will be deducted from all refunds one time, per term, per student except for classes cancelled by NOCE. Refunds will be processed two weeks after the term begins. No refunds on books or materials. Approved refunds will be placed back on the credit card used when the original payment was made. Please allow 3 - 4 days for the refund to show on your credit card statement.

The only other criteria considered for refunds are circumstances in which the course differs from the way it was described in the class schedule, such as incorrect start date, time, or wrong location. You may request a credit valid for six months toward any fee-based course. Requests for credits must be submitted prior to the second-class meeting of the course being dropped.

RECORDS & IDENTIFICATION CARDS

STUDENT RECORDS: California Administrative Code, Title V, and District policy states that students can review their student records any time. All student records are located at the NOCE Wilshire Center. Transcript requests are accepted by mail (the Transcript Request Form may be printed through the NOCE website at www.noce.edu/records). Allow 10 business days for processing.

RECORDS & RELEASE OF RECORDS: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They have the right to:

- inspect and review their education records
- have some control over the disclosure of information from their education record
- seek to amend incorrect education records

In accordance with FERPA, NOCE may release or publish, without the student's prior consent, items in the category of public (directory) information. The NOCCCD Board of Trustees has identified the following as public (directory) information:

- Degrees and awards received by students, including honors, scholarships, athletic awards, and Dean's List recognition;
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation for athletic team members;
- Dates of attendance.

Students who wish to restrict this information must submit a written request to the Registrar's Office at the NOCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each term a student is in attendance. For more information, call 714.992.9502.

CLASSIFICATION OF STUDENTS: Students are classified as full-time when enrolled and attending 12 hours or more of instruction per week. Students enrolled in fewer than 12 hours per week of instruction are considered part-time students. Enrollment and attendance can be confirmed after the student has attended two consecutive weeks of instruction.

CATALOG RIGHTS POLICY: North Orange Continuing Education (NOCE) issues a new catalog each academic year beginning in the fall semester and, if needed, subsequent addendums for the spring and summer terms. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the fall semester and concluding with the summer term.

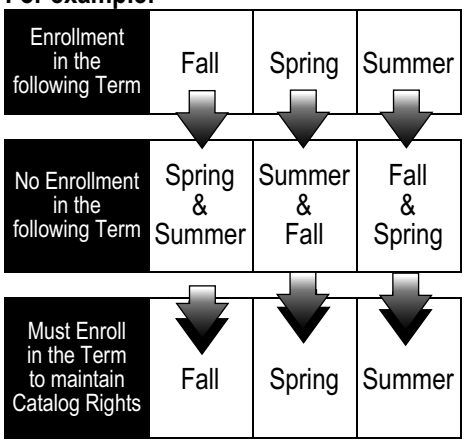
The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: *Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is* enrollment in any two of the previous consecutive terms, including summer, resulting in an academic record of:

- A, B, C, D, F, P (Pass),
- NP (No Pass),
- SP (Satisfactory Progress), or
- W (Withdrawal).

Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

For example:



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 WFPR 100, WFPR101, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution nor course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

GRADING POLICY: Students enrolled in apportionment courses are awarded an evaluative symbol at the conclusion of each course. The grade issued will become part of the student's permanent academic history and will appear on their NOCE transcript.

Grading for CTE, DSS, ESL, and LEAP Courses

P - Pass (no grade points)
N - No Pass (no grade points)
SP - Satisfactory Progress (no grade points)

Students enrolled in a Career Development and College Preparation (CDCP) course are advised that they will be issued a grade that will appear on their NOCE transcript and permanent academic history. If a student does not wish to be graded, they must drop the course prior to the eighth hour of instruction. While an instructor may drop a student for excessive absences, **it is the student's responsibility to officially withdraw from a class.**

If a student withdraws after the eighth hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course after the start of the final quarter of the course. Please visit www.noce.edu/records for further information.

GRADE APPEAL POLICY: NOCE recognized the legal right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to formally appeal the final grade earned. Appeals are limited to the situations in which students believe the grade is prejudicially, capriciously, or arbitrarily assigned.

Grade appeal requests should be initiated by the student during the next term but no later than one year following the award of the original grade. All grade appeal requests should be directed to the NOCE Registrar at 714.992.9502. For additional information, you may refer to Board Policy 4231. Grade appeal request forms can be found online at noce.edu/records.

OPEN ENROLLMENT: It is the policy of the North Orange County Community College District (NOCCCCD) that, unless specifically exempted by statue, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or North Orange Continuing Education and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title V of the California Administrative Code, commencing with Section 51820.

ACADEMIC HONESTY: Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

1. Students shall not plagiarize, which is defined as:
   a. stealing or passing off as one's own ideas or words of another, or
   b. using a creative production without crediting the source.
   c. The following cases constitute plagiarism:
      - paraphrasing published material without acknowledging the source;
      - making significant use of an idea or a particular arrangement of ideas, e.g. outlines;
      - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement; or
      - submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as:
   a. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
   b. misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously-submitted papers should inform students in the course syllabus,

4. Instructors may deal with academic dishonesty in one or more of the following ways:
   a. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
   b. Assign zero points on all or a particular paper, project, or exam.
   c. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the school. Such a report will be accompanied by supporting evidence and documentation.

See Student Conduct Policy for additional information.

SEXUAL HARASSMENT, DRUG-FREE AND ALCOHOL-FREE: For a copy of these policies, please refer to the NOCCCD website at noce.edu/safetypolicy.

NON-DISCRIMINATION STATEMENT: The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status, or as otherwise prohibited by state and federal statues, or because he or she is perceived to have one or more foregoing characteristics, or based on association with a person or group with one or more of these actual perceived characteristics in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504/Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title V of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: Irma Ramos
Position: Vice Chancellor, Human Resources
Address: 1830 West Romneya Drive
Anaheim, California 92801-1819
Telephone: 714.808.4826

Students and employees who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

CAMPUS SAFETY: For any emergency dial 9-1-1. To reach Campus Safety, call the following numbers by NOCE Center:

- **Anaheim Campus Safety:** 714.808.4911
- **NOCE Cypress Center** (Cypress College Campus Safety): 714.484.7387
- **NOCE Wilshire Center** (Fullerton College Campus Safety): 714.992.7777

VICTIMS OF SEXUAL ASSAULT: Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the following Campus Safety Security offices:

- **Anaheim Campus Safety:** 714.808.4911
- **NOCE Cypress Center** (Cypress College Campus Safety): 714.484.7387
- **NOCE Wilshire Center** (Fullerton College Campus Safety): 714.992.7777

Except as may otherwise be required by law, all inquiries will be maintained in confidence.

For more information or additional assistance, contact:
Name: Martha Gutierrez
Position: NOCE Title IX Coordinator/
Vice President of Student Services

Address: North Orange Continuing Education
1830 W. Romneya Drive
Anaheim, CA 92801

Telephone: 714.808.4660
E-mail: mgutierrez@noce.edu

DISABILITY SUPPORT SERVICES: NOCE provides support services to enable persons with disabilities to participate in classes and programs. Support may include tutors, interpreter service, note takers, or other assistance. In addition, special classes are offered for those who are not yet ready to benefit from general continuing education offerings. See the Disability Support Services section in this schedule for class listings or call 714.484.7057.

ACCREDITATION: NOCE is proudly accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC). For more information regarding NOCE's accreditation, visit noce.edu/accreditation or contact WASC at the following:

Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200
Burlingame, California 90410
Website: https://www.acswasc.org/

STUDENT CONDUCT POLICY

Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 7034, 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national laws(s).

Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to the removal, suspension, or expulsion of the student." Misconduct which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of District personnel, or violating the rights of other students.

2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.

4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.

5. Misrepresentation of oneself or of an organization to be an agent of the District.

6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.

7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.

8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.

9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.

10. Causing or attempting to cause damage to District property, or to private property on District premises.

11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.

12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, North Orange Continuing Education Provost, or authorized designee.

14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.

15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.

16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

18. Committing sexual harassment as defined by law or by District policies and procedures.

19. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.

20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.

23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.

25. Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedures 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a college or North Orange Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, North Orange Continuing Education or District activity or attendance. Also any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures of which all students are informed of the rules and regulations governing student behavior.

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 Katellla Ave	Los Alam
Anaheim Crown Plaza	641 S Beach Blvd	Anaheim
Anaheim Terrace Care Ctr	141 S Knott Ave	Anaheim
Anaheim VIP Ctr	1158 N Knollwood Cir	Anaheim
Arbor Palms of Anaheim	3411 W. Ball Road	Anaheim
Brea Comm Ctr	500 South Sievers Avenue	Brea
Brea Memory Care Community	149 W Lambert Rd	Brea
Brea Sr Ctr	500 Sievers Ave	Brea
Brookdale Anaheim	200 N Dale Ave	Anaheim
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	Garden Grove
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
Crescent Landing Garden Grove	11848 Valley View St	Garden Grove
Cypress Sr Citizen Ctr	9031 Grindlay St	Cypress
Cypress Sunrise Village Apt.'s	9151 Grindlay Street	Cypress
Emerald Court	1731 Medical Center Dr	Anaheim
Emerald Isle Sr Apartments	661 N Rose Dr	Placnta
Fullerton 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	9011 Knott Ave	Buena Park
Health Ctr of OC	9021 Knott Ave	Buena Park
Ivy Park, Bradford	1180 N Bradford Ave	Placnta
Karlton Residential Care Ctr	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 Palma Nurs Ctr	1130 W La Palma Ave	Anaheim
Leisure Court	1135 Leisure Ct	Anaheim
Leisure World Seal Beach	13533 Seal Beach Blvd	Seal Beach
Morningside of Fullerton	800 Morningside Dr	Fullerton
New Horizon	8541 W Cerritos Ave	Stanton
Orangegrove Rehab Hospital	12332 Garden Grove Blvd.	Garden Grove
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
Rio Vista Elem	310 N Rio Vista	Anaheim
Rowntree Gardens	12151 Dale Ave	Stanton
Sr Living Community	16850 Bastanchury Rd	Yorba Linda
Serento Rosa Sr Living	17803 Imperial Hwy	Yorba Linda
Sr Citizens Ctr Anaheim	250 E Center St	Anaheim
St Boniface Church	120 N Janss St	Anaheim
St Catherine	245 E Wilshire Ave	Fullerton
St. Elizabeth Healthcare	2800 N Harbor Blvd	Fullerton
Stanton Civic Ctr	7800 Katella Ave	Stanton
Sun Mar Nursing Ctr	1720 W Orange Ave	Anaheim
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
Topaz Elem	3232 Topaz Ln	Fullerton
Vintage of Stonehaven	5303 Stonehaven Dr	Yorba Linda
W Anah Extended Care Hospital	645 S Beach Blvd	Anaheim
Whitten Heights	200 W Whittier Blvd	La Habra
Whittier Glen	10615 Jordan Rd	Whittier
Whittier Hills Healthcare Ctr	10426 Bogardus Ave	Whittier
Windsor Gardens of Anaheim	3415 W Ball Rd	Anaheim
Yorba Linda Sr Ctr	4501 Casa Loma Ave	Yorba Linda

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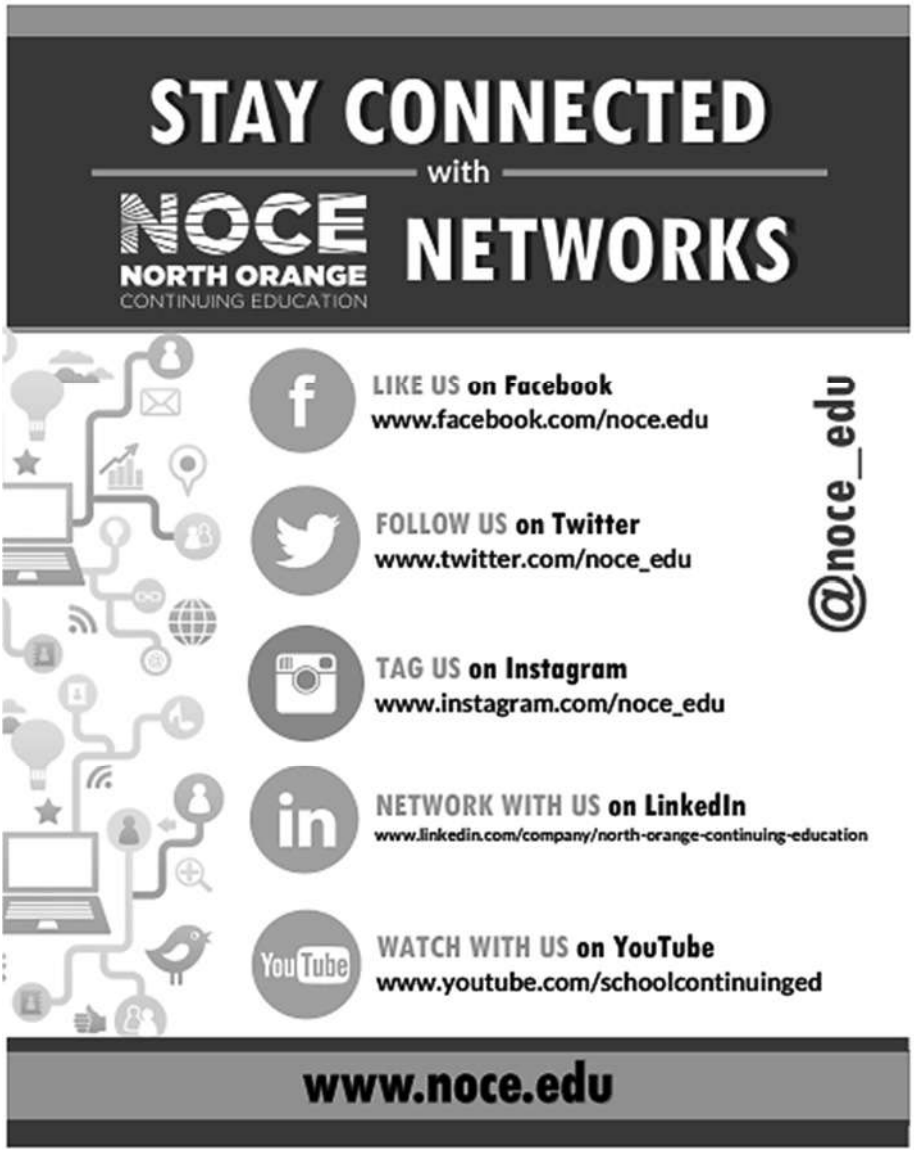
Accountability
Diversity
Equity
Excellence
Innovation
Integrity
Learning



More information at noce.edu/schedule

NOCE CENTERS

Open For Limited In-Person Classes.
See Course Description For More Information.

ANAHEIM CAMPUS

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

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
Bldg 18, Room 100 (Parking Lot 4)
Cypress, CA 90630

Office Hours:
M-Th: 8 a.m. — 5 p.m.
Fri: 8 a.m. — 4 p.m.
Sat: Closed

WILSHIRE CENTER

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

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

For questions regarding classes or registration, contact:
StarHelp Customer Service
714.808.4679
starhelp@noce.edu

Pathways of Opportunity

FREE Classes for the Entire Family!*

NOCE 2022 Spring Semester Important Dates

- **December 6, 2021**: Registration begins online at : noce.edu/registration
- **January 18, 2022**: Spring semester begins; See individual courses for specific start dates

Staff is Standing by to Help You Enroll:

714.808.4679

starhelp@noce.edu

Class Schedule:
noce.edu/schedule

Contact Us Today!

Nosotros hablamos español
Chúng tôi nói tiếng Việt
我們有中文服務
한국어로 등록을 도와 드릴 수 있습니다

You Can Do It! We Can Help!

**Although most NOCE courses are tuition-free, some require fees. See specific courses for details.*

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NOCE
NORTH ORANGE
CONTINUING EDUCATION

North Orange County Community College District
1830 W. Romneya Drive
Anaheim, CA 92801

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December 4, 2021

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