

Career Technical Education Guide

ACCREDITATION

The School of Continuing Education (SCE) was founded in 1930. It is a part of North Orange County Community College District, and is accredited by the Western Association of Schools and Colleges.

ACADEMIC CALENDAR

The school operates on a trimester system, each being approximately 12 weeks in length, in addition to a 6 week summer session.

ACADEMIC PROGRESS

SCE is based on a competency model that allows students the ability to achieve their educational or developmental goals.

ACADEMIC REPEAT

Duplicate courses are not omitted and all courses are reflected on the student's current transcript.

COURSE INFORMATION

SCE courses are non-credit and therefore are not designed for transfer to secondary institutions. Most courses are remedial, occupational and/or technical. All SCE courses are non-credit and do not apply toward an upper division degree. SCE courses are designed to assist students in developing the skills needed for individual growth and development. *These courses are not counted toward athletic eligibility, social security benefits, work study, financial aid, veteran benefits, and associated student body office.*

SCE CERTIFICATE PROGRAMS

SCE offers a variety of programs designed to provide students with proficiency in a variety of career and technical areas. Some programs meet specific State requirements for employment in a particular field. SCE programs include, but are not limited to, Administrative Assistant, Business Management, Early Childhood Education, Medical Assistant, and Pharmacy Technician. A grade of "P" or "CR" for a course indicates the student has met the minimum instructional hours for that course and has demonstrated competency in the subject through examination and course assignments. When a student successfully completes the prescribed course work and program requirements of an SCE program, the student is awarded a Program Certificate, which is indicated on the top of their academic transcript.

EARLY CHILDHOOD EDUCATION (ECE)

This program is recognized by the State of California Department of Social Services, Community Care Licensing Division as a non-credit training program for teachers and care givers in licensed proprietary infant, toddler, preschool and daycare centers. Program requirements are successful completion of five required course and two elective courses.

A grade of "P" or "CR" noted on the academic transcript indicates the student has met the minimum instructional hours for state licensing requirements and has demonstrated competency in the subject area through examination and course assignments.

Most ECE courses are equivalent to two (2) units of instructional time in compliance with State licensing requirements for private facilities, excluding Pediatric First Aid/CPR and Preventive Health and Safety. The following ECE courses are equivalent to three (3)

units of instructional time in compliance with State licensing requirements for private facilities; ECE 142 Supervision and Administration, ECE 108 Program Principles and Practice, and ECE 175 Infant-Toddler Care. Certificates may be awarded as evidence of successful class completion.

PHARMACY TECHNICIAN

This program provides theoretical and practical instruction in preparation for State of California registration as a Pharmacy Technician. The didactic component of the program includes the following courses: Introduction to Pharmacy Technician, Pharmaceutical Mathematics, Medical Terminology, Pharmacy Operations Lab, Pharmacology I and II, and Human Relations for Healthcare Workers. The simulated component includes Out-Patient Lab and In-Patient Lab. Student may also complete 120 hours in an out-patient externship and 200 hours in an in-patient externship as part of the experiential component of the program. A grade of "P" or "CR" noted on the academic transcript indicates the student has demonstrated competency in the subject area through examination and course assignment.

VERIFICATION OF ENROLLMENT/ATTENDANCE

A verification of enrollment is a document which includes any or all of the following information: your program of study, your first date of attendance at SCE, the total number of hours you have attended to date, and/or the number of hours attended for the previous and current term.

ACADEMIC TRANSCRIPTS

Students may view and/or download an unofficial transcript through the NOCCCD myGateway portal if the course was taken from the 1989 Fall Term or after.

GRADING SCALE

P	Pass	0 grade point
CR	Credit	0 grade point
NP	No Pass	0 grade point
NC	No Credit	0 grade point
IP	In Progress	0 grade point
NG	Not-graded	0 grade point

Letter grades of A, B, C, D, F are not issued for non-credit, career technical education programs.

TOTAL ATTENDANCE HOURS

Total Attendance Hours is the number of hours the student attended the class during the term specified.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In accordance with FERPA, records may not be released to a third party without the prior written authorization of the students.