# Career Technical Education Guide

### ACCREDITATION

**North Orange Continuing Education (NOCE), formerly known as School of Continuing Education,** 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 operated on a trimester system until Fall 2020 with each being approximately 12 weeks in length, in addition to a 6-week summer session. Fall 2020 forward, the school operates on a semester system with each session being 18 weeks in length, in addition to a 6 week summer session.

### ACADEMIC PROGRESS

NOCE 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

NOCE courses are noncredit and therefore are not designed for transfer to secondary institutions nor do they apply toward an upper division degree. Most courses are remedial, occupational and/or technical. NOCE 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.*

### NOCE CERTIFICATE PROGRAMS

NOCE 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. NOCE programs include, but are not limited to, Business Information Worker, 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 NOCE 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 noncredit training program for teachers and care givers in licensed proprietary infant, toddler, preschool and daycare centers.

A grade of "P" or "CR"" 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.

Early Childhood Education courses are equivalent to two, or three units of instructional time in compliance with State licensing requirements for private facilities. An ECE Program Completion Certificate is additional evidence of successful class completion.

| Course | Course Hours | Equivalent Units |
|---|---|---|
| ECED 100: Early Childhood Development | 54 | 3 |
| ECED 105: Family and Community Relationships | 36 | 2 |
| ECED 110: Early Childhood Education: Principles and Practice | 54 | 3 |
| ECED 115: Child Health and Safety | 36 | 2 |
| ECED 120: Curriculum for Early Childhood Education, Introduction | 54 | 3 |
| ECED 200: Early Childhood Education: Science and Math | 36 | 2 |
| ECED 205: Children with Special Needs | 36 | 2 |
| ECED 210: Infant Toddler Care and Education | 54 | 3 |
| ECED 215: Language Arts and Literacy in Early Childhood | 36 | 2 |
| ECED 220: Early Childhood Education: Creative Experiences | 36 | 2 |
| ECED 225: Early Childhood Education: Music and Movement | 36 | 2 |
| ECED 400: Child Care Supervision and Administration | 54 | 3 |

### 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. Students may also complete 130 hours in an out-patient externship and 160 hours in an in-patient externship as part of the experiential component of the program. A grade of "P" or "CR" indicates the student has demonstrated competency in the subject area through examination and course assignment.

### 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 |
| I | Incomplete | 0 grade point |
| RD | Report Delayed | 0 grade point |
| UG | Ungraded | 0 grade point |
| NG | Not Graded | 0 grade point |
| W | Withdrawal | 0 grade point |

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

### DEPARTMENT CODES

Codes indicate the subject area and may vary according to dates of attendance. A sample list of codes is listed below.

| SUBJ | NO. | TITLE |
|---|---|---|
| ECE | 108 | Program Principles and Practice |
| ECED | 100 | Early Childhood Development |
| MEOC | 130 | Intro to Pharmacy Technician |
| SCE | CONV | Course completed prior to June 2001 |

### NOTATIONS

*Total Attendance Hours* are the number of hours the student attended the class during the term specified. Attendance hours were not collected during remote emergency Pandemic instruction, or for online classes.

### INSTITUTION CREDIT

Earned at resident school (NOCE).

### WAIVED (WV)

Applicable requirement waived based on completed coursework at another institution.

The receiving institution will determine the transferability of all courses. Course descriptions are available upon request**.**