2016 FALL TERM
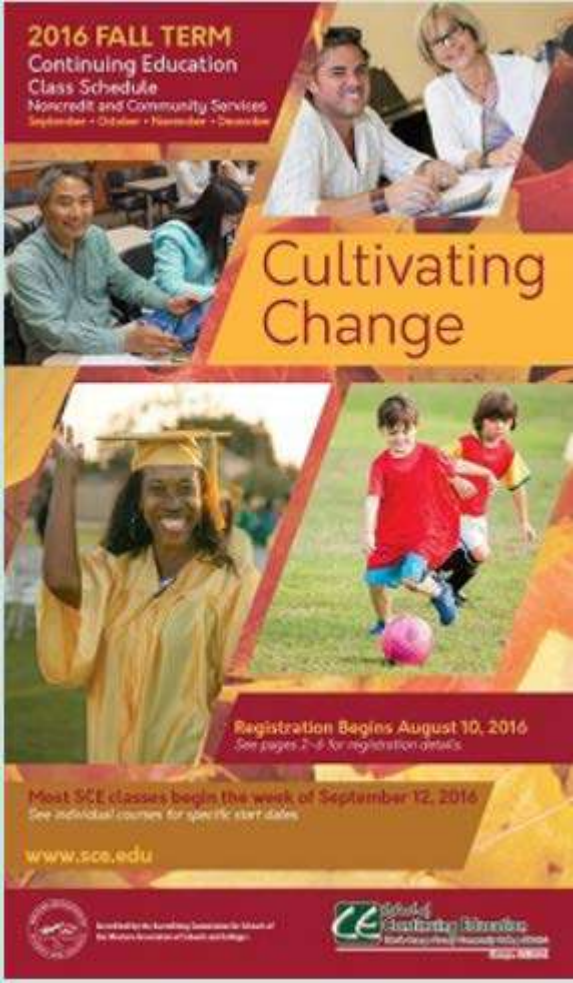## Continuing Education
Class Schedule
Noncredit and Community Services
September • October • November • December

Cultivating
Change

Registration Begins August 10, 2016
See pages 2–6 for registration details.

Most SCE classes begin the week of September 12, 2016
See individual courses for specific start dates.

www.sce.edu

School of
Continuing Education

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

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

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

ATTENTION SCE STUDENTS, FACULTY AND STAFF: *JOIN OUR WINNING TEAM FOR WASC 2017*

SCE would like to invite you to participate in our accreditation self-study. SCE is accredited through the Western Association of Schools and Colleges (WASC) and we are currently working on our self-study which will be completed in March 2017. SCE needs input from all stakeholders and there are a number of ways to participate. Currently, SCE is putting together 10 workgroups that will gather information on a wide variety of topics ranging from institutional mission and school wide learner outcomes to instructional programs and resource management. SCE would love your participation in these workgroups! In the near future, SCE will also be surveying students, faculty, and staff for additional input for the self-study.

To volunteer for one of the groups, or for further information, please contact **Adam Gottdank**, Ph.D. at 714.808.4689 or agottdank@sce.edu.

FIRST-TIME STUDENTS... READ HERE

NEW TO SCE?
Becoming a student is as easy as 1, 2, 3!

1   APPLY FOR AN SCE BANNER ID

First-time students can apply for a Banner identification (ID) number online at www.sce.edu*
OR in person at an SCE Center location.

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

2   REGISTER FOR CLASSES

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

3   PURCHASE A PARKING PERMIT AND BOOK(S)

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

TERM DATES & HOLIDAYS TO REMEMBER

2016 FALL TERM

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

September 12, 2016—December 4, 2016
REGISTRATION OPTIONS
- **Wednesday, August 10, 2016:** Medical Assistant Certificate Program Online Registration <u>ONLY</u>
- **Tuesday, August 16, 2016**: Online Registration for Career Technical Education Classes <u>ONLY</u>
- **Wednesday, August 17, 2016**: Online Registration for ALL SCE Classes
- **Thursday, August 18, 2016**: Walk-In Registration for ALL SCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE FALL SEMESTER
- August 22—December 10, 2016

HOLIDAYS—SCE CENTERS CLOSED
- Veterans' Day Holiday: November 11-13, 2016
- Thanksgiving Holiday: November 24-27, 2016

In December 2016 administrative office hours will be adjusted to the following:

December 5-17, 2016:
⟹   Anaheim Campus: M-Th/8a-5:30p; F/8a-4p; S/CLOSED
⟹   Cypress & Wilshire Centers: M-Th/8a-5:30p; F/8a-4p; S/8a-2p

December 19, 2016—Jan 2, 2017:
⟹   All SCE Centers CLOSED

Starting January 3, 2017, SCE will resume regular operating hours. See page 6 for details.

2017 WINTER TERM

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

January 9, 2017—April 2, 2017
REGISTRATION OPTIONS
- **Wednesday, November 9, 2016:** Medical Assistant Certificate Program Online Registration <u>ONLY</u>
- **Tuesday, November 15, 2016**: Online Registration for Career Technical Education Classes <u>ONLY</u>
- **Wednesday, November 16, 2016**: Online Registration for ALL SCE Classes
- **Thursday, November 17, 2016**: Walk-In Registration for ALL SCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER
- January 30, 2017—May 27, 2016

HOLIDAYS—SCE CENTERS CLOSED
- Martin Luther King, Jr. Holiday: January 16-18, 2017
- Presidents' Day Holiday: February 17-20, 2017
- Spring Holiday: April 14-16, 2017

For Spring Recess, the week of April 10-16, 2017, administrative office hours will be adjusted to the following:

SCE Anaheim, Cypress and Wilshire Centers:
⟹   M-Th/8a-5:30p
⟹   F-Su/CLOSED

READY TO REGISTER?
Get started with this checklist

HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN REGISTERING ONLINE:

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

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

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

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

ONLINE REGISTRATION WORKSHOPS

Save Time, Save Gas, Don't Wait in Line!
LEARN THE ESSENTIALS TO REGISTERING ONLINE AT ONE OF OUR ONE-HOUR WORKSHOPS

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

- ☑ **Tuesday, August 2, 2016 at 6 p.m.**
- ☑ **Wednesday, August 3, 2016 at 6 p.m.**

Workshops are free. No reservation required.

Online Registration will open at 7:30 a.m.
Log in to mg.nocccd.edu at 7:30 a.m.

Wednesday, August 10, 2016: for Medical Assistant classes
Tuesday, August 16, 2016: for CTE classes
Wednesday, August 17, 2016: for all SCE classes

AN ONLINE REGISTRATION TUTORIAL VIDEO AND WORKSHEET ARE AVAILABLE AT

http://sce.edu/registration

SCHOOL OF CONTINUING EDUCATION REGISTRATION WORKSHEET

STEP 1 – Go to myGateway

Go to www.sce.edu and click on the myGateway logo on the left hand side of the page:

STEP 2 – Log In

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

STUDENT ID

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Enter your **six-digit PIN (Personal Identification Number)**. Your temporary PIN is typically your six-digit date of birth (mmddyy) unless you have changed it or created a personalized PIN when you applied for a student ID online via our website.

PIN NUMBER

☐ ☐ ☐ ☐ ☐ ☐

- **CHANGE PIN:** If you used your date of birth to log in, myGateway may require that you change your PIN.
- **Security Question/Answer:** myGateway may also ask you to enter a security question and answer in the event that you forget your PIN.
- **Disabled PIN:** If your PIN is disabled due to "multiple login attempts," use the PIN Reset Feature on the User Login page or contact the myGateway Help Line at (714) 808-4679 or starhelp@sce.edu.

STEP 3 – Register for Classes

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

COURSE PLANNING SHEET

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

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

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

STEP 5 – Complete Registration

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

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

- Following the registration is the *Account Summary by Term*. The amount shown next to your Account Balance is due and payable within 72 hours of registering. If payment is not submitted within 72 hours, you may be dropped from your classes.
- Full payment is required. You may use a Visa or MasterCard to pay online or pay in person with cash or check. To pay by credit card, select **Credit Card Payment**, select the term, and follow the prompts. $25 is charged to any students' account for returned check or non-sufficient funds.
- If the account balance reflected is ZERO, **you may r**eturn to the *Student Tab* of myGateway (click on the link located on the top left hand corner of the screen) and click on **PRINT SCHEDULE/BILL** to print out your registration receipt or log out if do not want to print out a receipt.

ONLINE REGISTRATION INFORMATION

Online Registration will Open at 7:30 a.m.
HELPLINE FOR ONLINE REGISTRATION: 714.808.4679 or starhelp@sce.edu
HELPLINE HOURS: Monday-Thursday 7 a.m.—5 p.m.; Friday 7 a.m.—4:30 p.m.

1. WEDNESDAY, AUGUST 10, 2016

Online Registration for Medical Assistant* Certificate Program Classes ONLY

Students can register online for the Medical Assistant Certificate Program courses at 7:30 a.m. on Wednesday, August 10, 2016.*

*Students must complete the ONLINE ORIENTATION prior to registration; ASSESSMENT required to enroll in some classes. See pages 35-36 for more information or call 714.808.4915 with questions.

2. TUESDAY, AUGUST 16, 2016

Online Registration for Career Technical Education (CTE) Program Classes ONLY

Students can register online for courses in the following eligible programs beginning at 7:30 a.m. on Tuesday, August 16, 2016 (those designated with a clock in this schedule): Administrative Assistant*, Computers, Early Childhood Education*, Management, and Pharmacy Technician*

*Students must complete the ONLINE ORIENTATION prior to registering for these CTE programs; ASSESSMENT required to enroll in some classes. See pages 35-36 for more information or call 714.808.4915 with questions.

3. WEDNESDAY, AUGUST 17, 2016

Online Registration for All SCE Classes

Students can register online for ALL SCE courses beginning at 7:30 a.m. on Wednesday, August 17, 2016.

CASH * CHECK

BASIC ONLINE REGISTRATION INSTRUCTIONS

1. To register online, go to: **www.sce.edu.**
2. Click on the **"myGateway" logo**.
3. Enter your **8-DIGIT** student identification number (ID) as your **"BANNER ID."**
4. Enter your **6-DIGIT** personal identification number as your **"PIN;"** your default PIN is your date of birth (MMDDYY), unless you have changed it or self-selected your PIN through the CCCApply online application.
5. Click **"ADD OR DROP CLASSES"** in the Registration Tools Box.

NEED ASSISTANCE WITH ONLINE REGISTRATION?

- Use the **CHECKLIST** on **Page 3** of this class schedule when preparing to register for classes online.
- Attend one of our free **ONLINE REGISTRATION WORKSHOPS**; details on **Page 3** of this class schedule.
- View the **ONLINE REGISTRATION TUTORIAL** and print a **WORKSHEET** at **www.sce.edu/registration**.
- Computers are available by the registration counters at the three SCE Center locations for online registration; technical assistance provided if needed.

WALK-IN REGISTRATION INFORMATION

3. THURSDAY, AUGUST 18, 2016

Walk-In Registration for All SCE Classes

Students can register at the Admissions and Registration Office at any of the three SCE Centers beginning on Thursday, August 18, 2016.

CASH * CHECK

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

SCE CYPRESS CENTER
9200 Valley View Street
Pkg Lot 4, SCECYP/100
Cypress, CA 90630
714.484.7038

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

OFFICE HOURS:
M-Th: 8 a.m.—7:30 p.m.
Fri: 8 a.m.—4 p.m.
Sat: Closed

OFFICE HOURS:
M-Th: 8 a.m.—7:30 p.m.
Fri: 8 a.m.—4 p.m.
Sat: 8 a.m.—2 p.m.

OFFICE HOURS:
M-Th: 8 a.m.—7:30 p.m.
Fri: 8 a.m.—4 p.m.
Sat: 8 a.m.—2 p.m.

Registration Information for English as a Second Language Program: SEE PAGES 8-9

Registration Information for High School Diploma Program: SEE PAGES 13-15

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

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

DO YOU KNOW YOUR BANNER ID#?

Students are now required to use their 8-digit **BANNER ID** to access myGateway; for security protection, students will no longer be able to use a Social Security Number. To obtain the 8-digit **BANNER ID NUMBER**, visit myGateway at **mg.nocccd.edu** and click **"FORGOT BANNER ID."** Follow the prompts to have your Banner ID e-mailed to you. If you did not provide a valid e-mail address at the time that you applied, you will need to visit an SCE Center and provide a valid photo ID to obtain your Banner ID.

SCE CLASS SCHEDULE SYMBOL KEY

AN	**Anaheim Campus**
CC	**Cypress College**
CRN	**Course Registration Number**
FC	**Fullerton College**
NC	**No class will be held on that date**
SCECYP	**Cypress College, SCE 100 Bldg**
SCE/TE2	**Cypress College, SCE/TE2 200 Bldg**
WIL	**Fullerton College, Wilshire Center**

Off-campus continuing education location addresses are listed on page 69 of this class schedule.

= **Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.**

STUDENT SUCCESS & SUPPORT PROGRAM

Counseling and Educational Planning

WHAT IS SSSP?

The School of Continuing Education's (SCE) Student Success and Support Program (SSSP), formerly known as Matriculation, is responsible for the orientation, assessment, counseling, and development of student educational plans for SCE students. SSSP can assist students with the following services:

1. Define a course of study
2. Develop student educational plans
3. Provide academic counseling and referrals
4. Assist with transition to college

SSSP helps students make informed choices about the following programs:

- English as a Second Language Program
- Basic Skills
- High School Diploma Program
- Vocational short-term certificates

HOW CAN I MAKE AN APPOINTMENT?

Students can call or visit one of the following SCE SSSP offices to make an appointment with a counselor:

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

2nd floor, Room 215
714.808.4682

SCE Cypress Center
9200 Valley View Drive
Cypress, CA 90630

Room TE2-207
714.484.7440

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

100 Building, Room 112
714.992.9565

Adult College & Career Transitions (ACCT) Program

ARE YOU READY TO ACCT?
INTERESTED IN TRANSITIONING TO COLLEGE OR CAREER?
WE CAN HELP YOU!

The Adult College and Career Transitions (ACCT) program is available to currently registered SCE students who are considering going to college or are searching for work.

Services include:
- Group outings and special events at local colleges such as tours
- Presentations and workshops on college, career options, financial aid, job search skills, interview techniques, resume tips and more
- Individual guidance and resources

Check out the SCE website or Facebook page for upcoming workshops. For more information, contact ACCT Coordinator Linda Langgle at 714.808.4677 or llanggle@sce.edu.

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM REGISTRATION INFORMATION

ESL classes fill up each term—be first to register!
You may be placed onto a waiting list until space is available.
(714) 808-4638

Students who attended after WINTER 2016 need to visit the ESL Learning Center for your class schedule information.

Student orientation is MANDATORY for ALL STUDENTS.

PARKING: If you are driving, you will need to purchase a one-day ($2.00) parking permit.

STEPS TO REGISTER

New students or students who attended before SPRING 2016 MUST complete the following steps to enter the ESL Program:

➡ **STEP 1: APPLY FOR AN SCE STUDENT ACCESS CARD** at any campus registration office.
Registration office hours vary at each campus.
Students MUST have their Access Card in order to register for ESL classes.
<u>**Once you have your SCE Student Access Card, you may proceed to step 2:**</u>

➡ **STEP 2: SELECT YOUR CAMPUS AND TEST TIME:** Don't be late! Please arrive 10-15 minutes before the test as all testing will begin promptly at the scheduled time.

ANAHEIM CAMPUS ROOM 121	CYPRESS CENTER ROOM TE2-203	WILSHIRE CENTER ROOM 110
1830 W. Romneya Drive Anaheim, CA 92801	9200 Valley View Street Cypress, CA 90630	315 E. Wilshire Avenue Fullerton, CA 92832
Tuesday, September 6, 2016 Tuesday, September 20, 2016 Tuesday, October 4, 2016 Tuesday, October 18, 2016	Tuesday, September 6, 2016 Tuesday, September 13, 2016 Tuesday, September 20, 2016 Tuesday, September 27, 2016 Tuesday, October 4, 2016	Tuesday, September 6, 2016 Tuesday, September 13, 2016 Tuesday, September 20, 2016 Tuesday, September 27, 2016 Tuesday, October 4, 2016
8:30 a.m., 10:30 a.m., 5:00 p.m. & 7:00 p.m.	8:30 a.m., 10:30 a.m., 5:00 p.m. & 7:00 p.m.	8:30 a.m., 10:30 a.m., 5:00 p.m. & 7:00 p.m.

ENGLISH AS A SECOND LANGUAGE CLASSES

SIX LEVELS OF ENGLISH INSTRUCTION:
- **ESL BEGINNING LITERACY**
- **ESL BEGINNING LOW**
- **ESL BEGINNING HIGH**
- **ESL INTERMEDIATE LOW**
- **ESL INTERMEDIATE HIGH**
- **ESL ADVANCED LOW**

CLASS SCHEDULES AT OUR THREE CAMPUSES:
- **8:00 a.m.—10:30 a.m.**
- **10:30 a.m.—1:00 p.m.**
- **5:00 p.m.—7:30 p.m.**
- **7:30 p.m.—10:00 p.m.**

PASOS PARA INSCRIBIRSE

Nuevos estudiantes o estudiantes que asistieron antes de la PRIMAVERA de 2016 TIENEN que completar los siguientes pasos para entrar al programa de ESL:

PASO 1: APLIQUE PARA UNA TARJETA DE ACCESO ESTUDIANTIL DE SCE en la oficina de inscripción de cualquier escuela (Las horas de oficina varían en cada escuela). Estudiantes TIENEN que tener su tarjeta de acceso estudiantil para inscribirse en las clases de ESL.

Una vez que obtenga su tarjeta de acceso estudiantil, puede continuar con el paso 2:

PASO 2: SELECCIONE LA ESCUELA Y LA HORA A LA QUE DESEA ASISTIR:

ANAHEIM CAMPUS SALON 121	CYPRESS CENTER SALON TE2-203	WILSHIRE CENTER SALON 110
1830 W. Romneya Drive Anaheim, CA 92801	9200 Valley View Street Cypress, CA 90630	315 E. Wilshire Avenue Fullerton, CA 92832
martes, Septiembre 6, 2016 martes, Septiembre 20, 2016 martes, Octubre 4, 2016 martes, Octubre 18, 2016	martes, Septiembre 6, 2016 martes, Septiembre 13, 2016 martes, Septiembre 20, 2016 martes, Septiembre 27, 2016 martes, Octubre 4, 2016	martes, Septiembre 6, 2016 martes, Septiembre 13, 2016 martes, Septiembre 20, 2016 martes, Septiembre 27, 2016 martes, Octubre 4, 2016
8:30 a.m., 10:30 a.m., 5:00 p.m. & 7:00 p.m.	8:30 a.m., 10:30 a.m., 5:00 p.m. & 7:00 p.m.	8:30 a.m., 10:30 a.m., 5:00 p.m. & 7:00 p.m.

Course Expiration Policy

All students are required to take a placement test upon entering ESL courses; placement test results are valid for six months after the students' last attendance. It is required that the student retake the placement test if he/she returns after leaving the program for a period of six months.

Se requiere que todos los estudiantes tomen el exámen de ubicación para entrar a las clases de ESL. El resultado del exámen es válido por seis meses a partir del último día que el/ella asistió a clase. Es necesario que el estudiante tome el exámen de ubicación de nuevo si el/ella regresa a clases después de una ausencia de seis meses.

ENGLISH AS A SECOND LANGUAGE PROGRAM
LEARNING CENTERS (ESLA/001)

ESL LEARNING CENTER ESLA/001

Dates: September 12– December 2

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21182	MTWTh/8a-9p F/8a-4p	AN/121
SCE CYPRESS CENTER		
21175	MTWTh/7:30a-9p F/7:30a-4p	SCE/TE2-203
WILSHIRE CENTER		
21287	MTWTh/7:30a-9p F/8a-12p	WIL/110

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.

ENGLISH AS A SECOND LANGUAGE PROGRAM

For more information about English as a Second Language (ESL) classes, please call the ESL Program Office at 714.808.4638.

ESL Academic Success Program

LISTENING/SPEAKING FOR ACADEMIC SUCCESS ESLA/1040

Learn how to listen to and take lecture notes; participate in classroom discussions; give presentations; and take exams in college, career technical education, high school, and GED programs. Acquire technological skills necessary for academic success. Experience campus life through field trips to local colleges. For Intermediate High thru Advanced level students.

Dates: Sep 12-Dec 1; nc Nov 24

CRN	DAYS	PLACE
21811	MTWTh/8a-10:50a	SCE/TE2-201

READING/WRITING FOR ACADEMIC SUCCESS ESLA/1045

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 Intermediate High through Advanced level students.

Dates: Sep 12-Dec 1; nc Nov 24

CRN	DAYS	PLACE
SCE CYPRESS CENTER		
21812	MTWTh/11a-1:50p	SCE/TE2-217
SCE WILSHIRE CENTER		
21814	MTWTh/10:30a-12:50p	WIL/203

ESL Specialty Classes

CITIZENSHIP PREPARATION ESLA/803

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-25

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21668	TTh/10:30a-12:50p	AN/410
21180	**MW/7:30p-9:50p**	**AN/118**
SCE CYPRESS CENTER		
21714	F/8a-10:20a	SCE/TE2-201
21606	F/10:30a-12:50p	SCE/TE2-201
SCE WILSHIRE CENTER		
21676	MW/10:30a-12:50p	WIL/202
21461	**TTh/6p-8:50p**	**WIL/202**

ESL PRONUNCIATION/ CONVERSATION SKILLS ESLA/802

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-25

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21719	F/8a-9:50a	AN/104
21192	MW/10:30a-12:50p	AN/106
SCE CYPRESS CENTER		
21459	F/10:30a-12:50p	SCE/TE2-219
21174	S/10:30a-12:50p	SCE/TE2-221
SCE WILSHIRE CENTER		
21195	F/9a-11:50a	WIL/203
21197	TTh/1p-3:20p	WIL/217

CalWORKs Programs at Cypress College & Fullerton College
Serving SCE, Cypress & Fullerton College Students

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

Cypress College CalWORKs
Cypress College CC Complex, Room 201 * 714.484.7237

Fullerton College CalWORKs
315 N. Pomona, Fullerton * 714.992.7101

WRITING/READING ESLA/810

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21466	TTh/10:30a-12:50p	AN/128
21575	**F/6p-9:20p**	**AN/106**
SCE CYPRESS CENTER		
21594	S/8a-10:20a	SCE/TE2-221
21593	F/8a-10:20a	SCE/TE2-219
21418	F/10:30a-12:50p	SCE/TE2-217

INTERMEDIATE GRAMMAR REVIEW ESLA/813

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-25

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21456	F/10a-11:50a	AN/104
SCE CYPRESS CENTER		
21275	F/1p-2:50p	SCE/TE2-215

SCE is SOCIAL

Connect with us! See inside back cover for details.

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: Sep 12-Dec 1; nc Nov 24

CRN	DAYS	PLACE
SCE CYPRESS CENTER		
22168	MTWTh/8a-10:20a	SCE/TE2-201
SCE WILSHIRE CENTER		
21596	**MTWTh/5p-7:20p**	**WIL/219**

Having academic difficulties?
Meet with a Learning Disability Specialist.

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

*Call **Disability Support Services** at **714.484.7057** to schedule an appointment today.*

Programa de CalWORKs de los Colegios de Cypréss y Fullerton
Asistiendo los Estudiantes de SCE, Cypréss y Fullerton

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

PARA MÁS INFORMACION LLAMEN:
Colegio de Fullerton: 714.992.7101
Colegio de Cypress: 714.484.7237

PUBLIC SPEAKING FOR ESL ESLA/1035

This ESL course builds students' public speaking skills with direct focus on the preparation, practice, presentation and evaluation of formal speaking. Students will learn the elements and organization of a speech, the most common types of speeches, the use of verbal and nonverbal techniques in formal speaking, and the evaluation standards of speeches.

Dates: Sep 16-Dec 2; nc Nov 25, Nov 11

CRN	DAYS	PLACE
21702	F/8:30a-10:50a	AN/126

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: Sep 16-Dec 2; nc Nov 25, Nov 11

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21448	F/8a-10:20a	AN/302
SCE CYPRESS CENTER		
22165	F/8a-10:20a	SCE/TE2-209
21321	F/10:30a-12:50p	SCE/TE2-209
21458	**F/5p-7:20p**	**SCE/TE2-211**

VOCATIONAL ESL: PHARMACY TECHNICIAN
ESLA/1025

This ESL course covers basic English communication skills in a pharmacy setting for students who are at an intermediate ESL level or higher. Students will practice typical in-person and phone conversations with pharmacy customers and co-workers.

Dates: Sep 12-Nov 30

CRN	DAYS	PLACE
21859	MW/10:30a-12:20p	AN/410

DRAMA FOR COMMUNICATION
ESLA/805

This ESL course builds students' reading, speaking, and pronunciation skills in the context of theatrical performances. Students will examine human experiences and cultural norms through imagined roles and expand creative thinking. Students will learn history and terminology of the performing arts and build social skills and confidence necessary for public speaking.

Dates: Sep 12-Dec 1; nc Nov 24

CRN	DAYS	PLACE
21672	MTh/1:30p-4:20p	AN/119

ESL Off-Site Classes

ESL MULTILEVEL
ESLA/110

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE
FULLERTON SCHOOL DISTRICT		
51166	MTWTh/8:30a-11:20a	Commonwealth Elem
51168	MTThF/8:30a-12:20p	Pacific Drive Elem
VARIOUS OFF-SITE LOCATIONS		
21084	MTWTh/8:30a-11:20a	Anaheim Comm Ctr
21848	MTWTh/9a-12:20p	Access CA Services
21680	MTWTh/8:45a-12:20p	Access CA Services
31188	MTWTh/8:30a-10:50a	Brea Comm Ctr
21729	MTWTh/8:30a-10:50a	Brea Comm Ctr
21083	MTWTh/8a-10:50a	First Christian Church Anaheim
21241	TTh/1p-3:50p	Korean Comm Services Buena Park
21276	MWF/1p-3:50p	Korean Comm Serv Garden Grove
21463	MTWTh/9a-11:20a	Ponderosa Park Family Resource
21440	**MTW/6p-8:50p**	**Stanton Cultural Arts Center**
21597	MTWTh/9:30a-11:50a	St Boniface Church

FAMILY LITERACY
ESLA/120

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE
ANAHEIM CITY SCHOOL DISTRICT		
51147	MTWTh/8a-11:50a	Abraham Lincoln Elem
51148	MTWTh/8a-11:50a	Betsy Ross Elem
51149	**MTWTh/5p-7:50p**	**Melbourne Gauer Elementary**
51152	MTWTh/9a-12:50p	Westmont Elementary
51150	**MTWTh/5p-7:50p**	**Patrick Henry Elem**
ANAHEIM SCHOOL DISTRICT MULTI TRACK		
51153	**MW/6p-9:20p**	**Horace Mann Elemen**
51156	**TTh/6p-9:20p**	**Horace Mann Elemen**
51158	**MTWTh/5p-8:20p**	**Thomas Edison Elem**
BUENA PARK SCHOOL DISTRICT		
51160	MW/8a-10:50a	Bordon H Beatty Elem
51162	TTh/8:30a-11:20a	Pendelton Elementary
51164	TTh/8a-10:50a	Whitaker Elementary
LA HABRA SCHOOL DISTRICT		
51169	MTWTh/8:30a-11:20a	Los Lomas Elem
51171	**MTWTh/6p-9:20p**	**Washington MS**
MAGNOLIA SCHOOL DISTRCIT		
51170	MTWTh/8:30a-11:20a	Albert Schweitzer Elementary
51173	MTWTh/8:30a-11:20a	Baden-Powell Elem
51174	**MTWTh/6p-8:50p**	**Esther L Walter Elem**
51175	MTWTh/8:30a-11:20a	Juliette Low Elem
51177	**MTWTh/6p-8:50p**	**Jonas Salk Elem**
51179	**MTWTh/6p-8:50p**	**M L Maxwell Elem**
51180	**MTWTh/6p-8:50p**	**Robert M Pyle Elem**
PLACENTIA/YORBA LINDA SCHOOL DISTRICT		
51167	**MTWTh/6p-8:50p**	**Hansen School**
51151	MTWTh/8:20a-12:20p	Melrose Elementary
51154	MTWTh/8:30a-12:20p	Melrose Elementary
51155	MTWTh/8:30a-12:20p	Ruby Drive Elem
51157	MTWTh/8:30a-12:20p	Ruby Drive Elem
51159	MTWTh/8:30a-12:20p	Rio Vista Elementary
51163	MTWTh/8:30a-12:20p	Topaz Elementary
51161	MTWTh/8:30a-12:20p	Topaz Elementary
51165	**MTWTh/6p-8:50p**	**Valencia HS**

Every Day Counts at SCE!

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

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

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FOUR EASY STEPS TO ENROLL

1

OBTAIN TRANSCRIPTS

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

2

APPLY ONLINE OR IN-PERSON

⇒ New students apply to the school at www.sce.edu
⇒ Or visit any SCE Admissions and Registration Office:
    ⇒ Anaheim Campus: 1830 W. Romneya Drive, Anaheim
    ⇒ SCE Cypress Center: 9200 Valley View Street, Cypress
    ⇒ SCE Wilshire Center: 315 E. Wilshire Avenue, Fullerton

3

COMPLETE ONLINE ORIENTATION

Students are required to complete the High School Diploma Program online orientation at http://mg.nocccd.edu

4

REGISTER & ATTEND ASSESSMENT

Students are required to register for a high school diploma assessment session
    ⇒ Assessment tests reading comprehension
    ⇒ Assessment is timed (two hours) and offered in English <u>only</u>

HIGH SCHOOL DIPLOMA PROGRAM LOCATIONS & HOURS*

*Days/hours subject to change.

Anaheim Campus: Rm 139
- Monday——Friday: 8:30 a.m. - 2:45 p.m.
- Monday——Thursday: 5 p.m. - 9 p.m.

SCE Cypress Center: Rm SCE/TE2-205
- Monday——Friday: 8:30 a.m. - 2:45 p.m.
- Monday——Thursday: 5 p.m. - 9 p.m.

SCE Wilshire Center: Rm 118
- Monday——Friday: 8:30 a.m. - 2:45 p.m.
- Monday——Thursday: 5 p.m. - 9 p.m.

FOR MORE INFORMATION: Call the High School Diploma Program information line at 714.808.4683 for additional information. Students can also visit www.sce.edu and click *Programs* and then click *High School Information* for more information, including frequently asked questions and more about the Adult (18+) High School Diploma Program.

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

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FOUR EASY STEPS TO ENROLL

1 OBTAIN OFFICIALLY-SEALED TRANSCRIPTS

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

2 APPLY FOR AN SCE BANNER ID

Apply online at www.sce.edu or visit any SCE Admissions and Registration Office. You will need a BANNER ID number before you can complete steps 3 and 4.

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

3 COMPLETE THE HIGH SCHOOL DIPLOMA PROGRAM ONLINE ORIENTATION

Once you have a BANNER ID number, students must complete the required High School Diploma Program online orientation.
A. Visit **myGateway** at mg.nocccd.edu. Use your **8-digit BANNER ID** and **6-digit PIN** to log in.
B. In the top left corner of the screen, click on the **SCE** tab.
C. In the **SCE Orientations** box, scroll down and select **High School Diploma Program**.
D. Follow the directions and complete all sections of the **SCE High School Online Orientation** and **pass a series of short quizzes**.
E. NOTE: If you do not pass the High School Online Orientation and try to register, you will receive an error message, "cohort restriction," and you will not be able to register for an assessment session. You can take the online orientation several times to successfully complete and pass.

NEED HELP?

View the **Online Registration Tutorial** and print a worksheet at www.sce.edu/registration.
Note: Although it states in the tutorial that you can use your Social Security Number (SSN), as of July 1, 2013, students will NO LONGER be able to use the SSN to access your account.

If you need additional assistance, contact the **SCE Helpline: 714.808.4679** or **starhelp@sce.edu**.

Helpline hours are Monday through Thursday 7 a.m.—5 p.m. and Friday 7 a.m.—4:30 p.m.

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4 REGISTER FOR A HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

24 hours after you successfully pass the online orientation, you will be eligible to register for a scheduled assessment session.
Students are assessed in English reading comprehension. Students must register for and complete the required two-hour assessment to enroll in the High School Diploma Program. **The Center at which you take your assessment is the center you must attend to complete your high school diploma.**
Refer to the chart on the **next page** for assessment session **course reference numbers (CRNs)** and note the **registration period** dates and times. The **registration period** will close early if the session fills before the close date and time.

A. Go to **myGateway** at mg.nocccd.edu and log in by entering your **8-digit BANNER ID** and **6-digit PIN**.
B. Next, go to the **Registration Tools** box and select **Add or Drop Classes**.
C. Select the term: **School of Continuing Ed** and then click **Submit**.
D. Complete the short survey and click **Submit**.
E. On the **Registration** page, scroll down to the **Add Classes Worksheet** section and, in the first box under the CRNs section, **enter the 5-digit CRN** for the assessment session you wish to attend **(listed in the chart on the next page)**.
F. Next, click **Confirm Your Choices**.
G. Now, click **Complete Registration**.
H. Go to the upper left corner of the screen and click **Back to Student Tab** to return to the main menu.
I. Under the **Registration Tools** box, select **Print Schedule/Bill**. Under **Print Schedule/Bill** select the term you want to view and then click **Submit**. Click **View Schedule/Bill**, then **right click your mouse anywhere on the page** and select **Print**.
J. **Bring this printed copy of the Schedule/Bill to the assessment session as proof of your registration. Also bring your officially-sealed transcripts and BANNER ID number.**

HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSIONS

The Center where you take your assessment is the Center you must attend to complete your high school diploma. You must attend the assessment session you register for in myGateway and CANNOT switch Center locations, times, or dates. Unregistered students WILL NOT be admitted under any circumstance. Please arrive 10-15 minutes before your assessment session begins; all testing will begin promptly at the scheduled time. Latecomers WILL NOT be admitted to the assessment sessions.

AUGUST

Please select 'SCE Continuing Ed Summer 2016' term when registering via myGateway.

Assessment Location	Registration Period	CRN	Assessment Date	Assessment Time
Anaheim, 1st Floor, Board Room	Aug 8-Aug 18	41136	Mon, Aug 22	10 a.m.
Anaheim, 1st Floor, Room 107	Aug 8-Aug 18	41137	Mon, Aug 22	5:30 p.m.
Cypress, Bldg. 100, Room 118	Aug 11-Aug 22	41138	Wed, Aug 24	10 a.m.
Cypress, Bldg. 100, Room 118	Aug 11-Aug 22	41139	Wed, Aug 24	5:30 p.m.
Wilshire, Bldg. 200, Room 215	Aug 15-Aug 24	41140	Fri, Aug 26	10 a.m.
Wilshire, Bldg. 200, Room 202	Aug 17-Aug 28	41141	Mon, Aug 29	5:30 p.m.

SEPTEMBER

Please select 'SCE Continuing Ed Fall 2016' term when registering via myGateway.

Assessment Location	Registration Period	CRN	Assessment Date	Assessment Time
Anaheim, 1st Floor, Board Room	Sept 5-Sept 15	50185	Mon, Sept 19	10 a.m.
Anaheim, 1st Floor, Room 107	Sept 5-Sept 15	50186	Mon, Sept 19	5:30 p.m.
Cypress, Bldg. 100, Room 118	Sept 8-Sept 19	50188	Wed, Sept 21	10 a.m.
Cypress, Bldg. 100, Room 118	Sept 8-Sept 19	50189	Wed, Sept 21	5:30 p.m.
Wilshire, Bldg. 200, Room 215	Sept 12-Sept 21	50190	Fri, Sept 23	10 a.m.
Wilshire, Bldg. 200, Room 202	Sept 14-Sept 25	50187	Mon, Sept 26	5:30 p.m.

OCTOBER

Please select 'SCE Continuing Ed Fall 2016' term when registering via myGateway.

Assessment Location	Registration Period	CRN	Assessment Date	Assessment Time
Anaheim, 1st Floor, Board Room	Sept 27-Oct 6	50191	Mon, Oct 10	10 a.m.
Anaheim, 1st Floor, Room 107	Sept 27-Oct 6	50192	Mon, Oct 10	5:30 p.m.
Cypress, Bldg. 100, Room 118	Sept 29-Oct 10	50193	Wed, Oct 12	10 a.m.
Cypress, Bldg. 100, Room 118	Sept 29-Oct 10	50194	Wed, Oct 12	5:30 p.m.
Wilshire, Bldg. 200, Room 215	Oct 3-Oct 12	50195	Fri, Oct 14	10 a.m.
Wilshire, Bldg. 200, Room 202	Oct 5-Oct 16	50196	Mon, Oct 17	5:30 p.m.

Each Registration Period opens at 7:30 a.m. on start date and closes at 5 p.m. on end date.

ASSESSMENT LOCATIONS:

Anaheim Campus: 1830 West Romneya Drive, Anaheim, CA 92801 (1st Floor)
Cypress Center: 9200 Valley View Street, Cypress, CA 90630 (Parking Lot 4, Bldg, 100)
Wilshire Center: 315 E. Wilshire Avenue, Fullerton, CA 92832 (Building 200)

DON'T FORGET TO BRING:

1) Officially-sealed transcripts
2) BANNER ID number
3) Schedule/Bill

GED/HiSET PREPARATION PROGRAM

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

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

For more information and tips to help you decide if the GED/HiSet is your best option, go to www.sce.edu and select "Programs" and then "Basic Skills, GED & High School Diploma."
1. Go to the Wilshire Center Admissions and Registration Office (Bldg 300) and obtain an SCE Student ID/Access Card.
2. Attend the Wilshire Learning Center GED/HiSet Preparation Lab to prepare for the GED/HiSet.

GED/HiSet PREPARATION LAB & HOURS*

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

- Monday——Thursday: 8:30 a.m. - 2:45 p.m.
- Monday——Thursday: 5 p.m. - 8 p.m.
- Saturday: 8:30 a.m. - 11:30 a.m.

For more information about the GED/HiSet Preparation Lab, call 714.992.9535   *Days/hours subject to change.*

SCE LEARNING CENTERS

A Tutoring and Support Service for SCE Adult Students (18 and older)
Individualized teaching * Flexible hours

ABOUT THE LEARNING CENTERS

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

LEARNING CENTER LOCATIONS & HOURS*

Set your own schedule during these hours:

- **Anaheim Campus (Rms 138, 140, & 142)**
  M-Th: 8:30 a.m.——2:45 p.m.
  M-Th: 5 p.m.——8 p.m.

- **SCE Cypress Center**
  Rm SCE/TE2-209: M-Th: 8:30 a.m.——2:45 p.m.

  SCE-Cypress College Math Co-Lab
  Rm SCE/TE2-211: M-Th: 8:30 a.m.——4 p.m.*
  F: 8:30 a.m.——3 p.m.*
  W-Th: 5:30 p.m.——8:30 p.m.*
  For Cypress College students referred to Math 10 and 15 only.

- **SCE Wilshire Center, Fullerton (Rm 105)**
  M-Th: 8:30 a.m.——2:45 p.m.
  M-Th: 5 p.m.——8 p.m.
  Sat: 8:30 a.m.——11:30 a.m.

NEED HELP WITH MATH?
Visit the Anaheim Campus Learning Center, Room 138!

FREE math tutoring for current allied health students and students interested in enrolling in the Pharmacy Technician or Medical Assistant Certificate Programs.

BASIC SKILLS

For more information about Basic Skills classes, please call the Basic Skills/High School Diploma/GED Preparation Program Office at 714.808.4683.

TRANSITIONING TO COLLEGE
IHSS/300

This course is designed to help SCE High School Diploma Program and ESL Academic Success students successfully transition to a college campus. 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: Oct 3-Oct 18
*Dates: Sep 15-Oct 6

CRN	DAYS	PLACE	INSTR
51128	MT/3p-5:20p	SCECYP/118 SCE/TE2-200	Stackhouse
51106*	TTh/5p-6:50p Th/5p-7:50p	FC/-2027	Cagley

FOREIGN LANGUAGE

For more information about Foreign Language classes, please call the English as a Second Language (ESL) Program Office at 714.808.4638.

SPANISH - CONVERSATION I
LANG/190

Beginning level class introduces students to the culture and customs of Latin America and covers beginning level speaking skills.

Dates: Sep 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
51107	M/7p-8:50p	WIL/201	Chavez	$75

SCE is SOCIAL

Connect with us! See inside back cover for details.

ENGLISH & COMMUNICATION

For more information about the English & Communication classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909

NOVEL WRITING AND MEMOIRS
CNED/250

A practical, hands-on course to help writers polish their manuscripts and learn skills necessary for publishing both novels and memoirs. Student manuscripts will be critiqued in detail. Students will receive lessons in plot, common mistakes, characterization, beginnings - plus query letters and synopses.

Dates: Sep 14-Nov 23

CRN	DAYS	PLACE	INSTR	FEE
50096	W/6:30p-9:20p	AN/110	Wills	$65

BRAILLE TRANSCRIBING: BASIC RULES
ENCO/535

This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into braille.

Dates: Sep 14-Nov 30

CRN	DAYS	PLACE	INSTR
51139	W/5:30p-8:20p	Braille Institute	Burkhardt

SCE STUDENT SUCCESS SPOTLIGHT: ELENA CRUZ

Elena Cruz is a diligent student juggling the responsibilities of a family, a job, and attending school. Difficult for anyone to navigate, Elena also has an added challenge of being blind. However, an independent and fiercely determined individual, Elena learned Braille as a young girl at a special school for the blind in her native country of Mexico. Showing promise in her studies and enjoying working with others, Elena became a Braille teacher to help other blind students learn to read. In addition to being a respected Braille teacher today, Elena is a dedicated English-language learner, taking her SCE classes very seriously by finishing in the top 10% of her class. Her instructor Norma Olivares shared, "Our class admires and respects Elena. She is a true example of what an individual can accomplish in spite of perceived obstacles." Elena plans to complete the ESL program, get her GED, and continue with her education at Fullerton or Cypress College. Her dream is to get a certificate in Specialized Technology for the Visually Impaired to help her community reach their goals. Congratulations, Elena!

SIGN LANGUAGE - SEE LEVEL 1
SIGN/001

This course gives an overview of the Signing Exact English (SEE) model of sign language. Students will explore the philosophy and rationale of the sign system while developing both expressive and receptive delivery skills. It is designed to introduce students to a 700 word working vocabulary and to prepare them to continue on to Sign Language - SEE Level 2/3.
Dates: Sep 13-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
50119	T/6:30p-9:20p	SCECYP/107	Zawolkow	$65

SIGN LANGUAGE - SEE LEVEL 2/3
SIGN/002

Students will acquire approximately 1,000 additional signs and will improve expressive and receptive fluency with both signs and fingerspelling. Students will continue to address the rationale and philosophy of using the English sign model: Signing Exact English.
Dates: Sep 13-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
50201	T/6:30p-9:20p	SCECYP/103	Bodewig	$65

INCREASING BUSINESS EFFECTIVENESS

For more information about Increasing Business Effectiveness classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808-4909.

PUBLIC SPEAKING: SPEAKING WITH CONFIDENCE
ENCO/520

Many of us are required or asked to give presentations in class, at work, or at social events, yet we are too fearful or lack the knowledge to give a presentation effectively and confidently. By understanding the fear and by offering exercises in a safe and positive growth environment, the published author of "31 Tips to Becoming an Effective Presenter," will gently guide you in transcending your presentation fears and becoming confident in presenting to others. You may even learn to enjoy giving presentations.
Dates: Sep 15-Oct 13

CRN	DAYS	PLACE	INSTR	FEE
51102	Th/7p-8:50p	SCECYP/107	Adamo	$55

BE AN EFFECTIVE PRESENTER AND SPEAKER
ENCO/515

Are you giving presentations but you're not getting the results you expect? Learn from the published author of "31 Tips to Becoming an Effective Presenter." The author will guide you through a series of exercises, assignments and demonstrations to improve your effectiveness in giving presentations. You will learn how to use your voice; how to use proper and appropriate gestures; and what to do before, during and after your presentations, and much more.
Dates: Oct 20-Nov 17

CRN	DAYS	PLACE	INSTR	FEE
51101	Th/7p-8:50p	SCECYP/107	Adamo	$55

CAREER PLANNING

Educational planning services are available to students currently enrolled in: English as a Second Language (ESL), Citizenship, Disability Support Services, Parenting, High School Subjects, Basic Skills, Short-term Vocational classes and Certification Programs.

If you have enrolled in one of these programs and would like to meet with a counselor regarding your educational plan, contact the Counseling Office nearest you:

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

BUSINESS SKILLS

For more information about Business Skills classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

NOTARY PUBLIC SEMINAR
BMGR/670

State approved mandatory education for new and renewing notaries. Being a notary can mean a bigger income for you! Learn the notary laws and prepare for the State of California exam. Take a practice exam, receive your Certificate of Completion, and schedule and registration information for upcoming State exams. Bring ID and arrive early. Due to State regulations, no one admitted after 6 p.m.
Dates: Sep 19-Sep 20

CRN	DAYS	PLACE	INSTR	FEE
50148	MT/6p-9:50p	AN/105	Reed	$80

$80 class fee includes materials

Sit for the California Notary Public State Exam
The exam will be offered
September 21, 2016 from 4 p.m-6 p.m.
Anaheim Campus, Room 105/107 *For exam: $40
For more information, including requirements and what to bring to the test, contact 714-808-4909.

NOTARY LOAN SIGNING CERTIFICATION
BMGR/680

Prerequisite: Successfully completed six hours of notary education or have notary commission. Become a certified notary loan signing agent. This course covers proper notarization of real estate documents and loan packages. It emphasizes the ethical and administrative role of the notary and the notary's sense of duty associated with being a loan document signing agent. Marketing and customer service are also covered.
Dates: Sep 22-Sep 22

CRN	DAYS	PLACE	INSTR	FEE
50149	Th/6p-9:50p	AN/105	Reed	$60

MACHINE SHORTHAND SPEED BUILDING 1
BUSN/490

This course promotes further development of speed and accuracy in taking dictation on the steno machine. Students will develop sufficient skills to take new material dictation at 160 words per minute (wpm) through 230 wpm for one minute at 98% accuracy. This class meets the state of California licensing requirements.

Dates: Sep 12-Nov 17

CRN	DAYS	PLACE	INSTR	FEE
51130	MTWTh/8a-8:50a	CC/BUS-306	Straughter	$110

Download the SCE mobile app for Android, Blackberry, iPhone & iPod/iPad at
www.nocccd.edu/mobile

Course schedule, maps, transit routes, contact lists, grades and more available through the app!

*Registration is not available through this mobile application.

MACHINE SHORTHAND SPEED BUILDING 2
BUSN/492

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

Dates: Sep 12-Nov 17

CRN	DAYS	PLACE	INSTR	FEE
51131	MTWTh/9a-9:50a	CC/BUS-306	Straughter	$110

Need help registering online? Give us a call!
Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.;
F, 7 a.m. – 4:30 p.m.

MACHINE SHORTHAND SPEED BUILDING 3
BUSN/494

Advisory: Completion of Machine Shorthand Speed Building 2. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 180 wpm to 200 wpm for ten minutes with 98 percent accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

Dates: Sep 12-Nov 17

CRN	DAYS	PLACE	INSTR	FEE
51132	MTWTh/10a-10:50a	CC/BUS-306	Straughter	$110

MACHINE SHORTHAND SPEED BUILDING 4
BUSN/496

Advisory: Completion of Machine Shorthand Speed Building 1, 2, or 3. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material from 160 words per minute (wpm) to 220 wpm sustained dictation with 98% accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony.

Dates: Sep 16-Dec 2

CRN	DAYS	PLACE	INSTR	FEE
51133	F/9:30a-12:20p	CC/BUS-304	Straughter	$110

BUSINESS OPPORTUNITIES

For more information about Business Opportunities classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

AUTO WHOLESALE HOME-BASED BUSINESS
BUSN/500

Supplement your income $3,000 to $5,000 with your DMV auto dealer license home-based business. Students will learn six to eight techniques to create profit and generate cash flow. Dealers obtain automobiles and parts at wholesale and are sales-tax exempt. They are not required to register inventory vehicles. List of 400+ dealer only auctions also included in course. DMV approved.

Dates: Sep 12-Sep 14

CRN	DAYS	PLACE	INSTR	FEE
50303	MW/6p-8:50p	AN/132	Williams	$125

STARTING A HOME-BASED BUSINESS
BUSN/470

Learn the key elements to starting a home-based business and becoming self-employed. This course provides students with an introduction to starting a home-based business, including marketing, finance, self-management skills, risk management and available resources.

Dates: Sep 12-Dec 4

CRN	DAYS	PLACE	INSTR
50307	M/10:30a-12:20p	AN/110	Lange-Goldstein

PROJECT MANAGEMENT CERTIFICATE PROGRAM

For more information about the Project Management Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

Project Management careers include positions in diverse areas such as aerospace, construction, computer and information systems, engineering, and health care. The Project Management Certificate Program focuses on developing the professional skills needed to lead teams and employees on projects. Coursework includes topics such as leadership in the project process, planning and control, risk management, and using MS Project Management software for scheduling and budgeting. Required courses include: Fundamentals of Project Management, Project Planning and Scheduling Techniques, Project Cost Management, Team Building for Project Managers, and Intro to Microsoft Project Professional 2010. The certificate can be completed in six months. Classes may also be taken individually.

FUNDAMENTALS OF PROJECT MANAGEMENT
BUSN/440

This class is designed for individuals interested in learning how to use project management techniques to lead teams and complete projects efficiently. You will learn the tools and techniques of project management including the product initiation stage.

Dates: Sep 13-Sep 27

CRN	DAYS	PLACE	INSTR	FEE
50143	TTh/6:30p-9:20p	AN/116	Paradiso	$80

PROJECT PLANNING AND SCHEDULING TECHNIQUES
BUSN/445

This course covers project management techniques to help individuals successfully execute projects on time and meet organizational and customer expectations. Topics include creating time estimates, assigning responsibilities for time management, and creating a management plan.

Dates: Sep 29-Oct 13

CRN	DAYS	PLACE	INSTR	FEE
50144	TTh/6:30p-9:20p	AN/116	Paradiso	$80

PROJECT COST MANAGEMENT
BUSN/450

This course covers simplified techniques to monitor and control the cost of a project. You will learn how proper cost management helps you complete a project on time and meet customer and organization expectations. Topics include cost estimation methods, forecasting methods, and identification of resources.

Dates: Oct 18-Nov 1

CRN	DAYS	PLACE	INSTR	FEE
50145	TTh/6:30p-9:20p	AN/116	Paradiso	$80

TEAM BUILDING FOR PROJECT MANAGERS
BUSN/455

This class covers the basic principles of team building, leadership techniques, and management techniques for project teams. Topics include motivating teams, building loyalty in teams, conflict resolution, and the responsibilities of a project leader. Learn how to lead successful project teams.

Dates: Nov 3-Nov 17

CRN	DAYS	PLACE	INSTR	FEE
50146	TTh/6:30p-9:20p	AN/116	Gandhi	$80

INTRO TO MICROSOFT PROJECT PROFESSIONAL
COMP/814

This course is designed to teach you how to create, modify, update and implement project plans using Microsoft Project. You will learn the essentials for managing time, people, and budgets for projects large and small with Microsoft Project.

Dates: Nov 21-Nov 30

CRN	DAYS	PLACE	INSTR	FEE
50147	MW/6p-9:50p	AN/301	Gandhi	$100

FINANCIAL PLANNING & INVESTING

For more information about Financial Planning and Investing classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

RETIREMENT PLANNING TODAY
FINC/338

Learn how to make your retirement comfortable and free of money worries through this information packed seminar. Learn about basic investment products and strategies which can maximize return, lower taxes and provide financial security. Topics: Retirement and Financial Planning, Tax Planning, Investments, Health, Life, Medicare and Long Term Care Insurance.

Starts week of 9/13/2016, ends week of 9/20/2016
*Starts week of 9/17/2016, ends week of 9/24/2016

CRN	DAYS	PLACE	INSTR	FEE
50308	T/6:30p-9:20p	WIL/201	Bowman	$60
*50309	S/9a-11:50a	WIL/216	Bowman	$60

REJUVENATING YOUR RETIREMENT
FINC/370

This course is for retired individuals to consider changes to their current retirement strategies. They will review their current retirement plans and make adjustments such as risk management, new investments and adjustments to their health care planning.
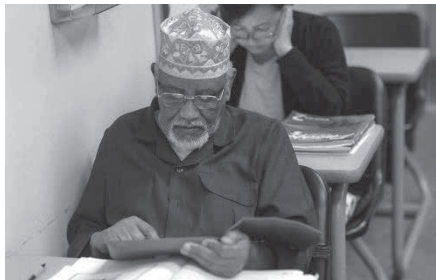
Dates: Sep 29-Oct 6

CRN	DAYS	PLACE	INSTR	FEE
51129	Th/9:30a-11:20a	AN/136	Mosley	$45

MEDICARE 101
FINC/390

Understanding Medicare is more relevant than ever before in the retirement community. This course gives an overview of   the Medicare program with in-depth details of Parts A - D.   The course also provides information on Medicare Supplemental insurance and how policies may provide coverage and benefits to fill the gaps in current Medicare coverage.

Dates: Oct 22-Oct 22

CRN	DAYS	PLACE	INSTR	FEE
51011	S/11:30a-12:50p	WIL/217	Pak	$30

PASSPORT TO RETIREMENT
FINC/397

This course has been developed for students to better plan for a comfortable retirement through the use of relevant   financial tools and   decision-making processes.

Dates: Oct 11-Oct 18
*Dates: Sep 29-Oct 6

CRN	DAYS	PLACE	INSTR	FEE
50254	T/6p-8:20p	SCE/TE2-223	Mosley	$45
50252*	Th/6p-8:20p	SCE/TE2-223	Mosley	$45

SOCIAL SECURITY SECRETS
FINC/385

This informative workshop will help students understand what they need to know to maximize Social Security benefits.   Topics will include elements of retirement income flow and lifespan income strategies.

Dates: Oct 22-Oct 22

CRN	DAYS	PLACE	INSTR	FEE
51013	S/9a-11:20a	WIL/217	Pak	$49

Every Day Counts at SCE

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

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

COMPUTERS

For more information about Computer classes, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu

The School of Continuing Education (SCE) offers a variety of noncredit computer classes to help students develop computer skills and/or earn certificates. **Students MAY TAKE any of the computer classes individually or as part of a certificate program.**

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

Regular attendance is expected of every student in all computer classes. Students on the wait list should attend the first session. No students will be allowed to enroll in a class after the second week of the term.

Note: SCE noncredit computer classes are not transferable and will not be recognized for credit by other institutions, including Fullerton College and Cypress College. These are noncredit computer classes and cannot be considered equivalent to or prerequisites for computer classes at a community college.

GRADING POLICY: Some SCE Computer courses are considered Career Development and College Preparation by SCE. Students will receive a grade of Pass, No Pass, or Withdrawal. 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 or visit www.sce.edu/gradingpolicy for more information regarding withdrawal dates specific to each course.

 = Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.

BUSINESS/COMPUTER
SKILLS LAB
CCTR/100

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

Dates: Sep 12-Dec 3; nc Nov 24-Nov 25, Nov 11-Nov 12, Nov 26

CRN	DAYS	PLACE	INSTR
21206	MTWTh/8a-9p F/8a-4p S/8a-1p	AN/304	Staff

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BEGINNING KEYBOARDING
COMP/685

Stop hunting and pecking at the keyboard with this short course. Learn the keyboard layout to build speed and accuracy. Course covers proper technique at the computer keyboard as well as 10-key keyboarding. Students will be required to purchase an Online Access Code.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE	INSTR
50046	T/9a-11:50a	AN/310	Prey
50106	F/9a-12:20p	AN/403	Prey
50085	W/12:30p-3:20p	AN/403	Kretschmar
50047	**T/6:30p-9:20p**	**AN/302**	**Casper**
50050	**Th/6:30p-9:20p**	**AN/302**	**Casper**

INTRODUCTION TO COMPUTERS
COMP/100

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 12, Nov 26

CRN	DAYS	PLACE	INSTR
50071	S/9a-12:20p	AN/302	Ahmed
50078	W/9a-11:50a	AN/403	Kretschmar
50074	M/3:30p-6:20p	AN/405	Kretschmar
50072	**W/6:30p-9:20p**	**AN/302**	**Moreno-Herrera**

Boost your computer skills!

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

DISCOVER THE INTERNET
COMP/105

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

Dates: Oct 24-Nov 30

CRN	DAYS	PLACE	INSTR
50299	MW/9a-11:50a	AN/302	Ahmed

INTRODUCTION TO WINDOWS OPERATING SYSTEMS
MS/104

Advisory: Knowledge of Windows. 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.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50109	F/9a-12:20p	AN/405	Tilak
50120	**T/6:30p-9:20p**	**AN/303**	**Sedrak**

MS OFFICE - OVERVIEW
MS/160

Advisory: Knowledge of Windows and keyboarding. 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.

Dates: Sep 12-Oct 19
*Starts week of 9/12/2016, ends week of 11/28/2016

CRN	DAYS	PLACE	INSTR
50177	MW/9a-11:50a	AN/302	Ahmed
50073*	M/12:30p-3:20p	AN/405	Kretschmar
50067*	**W/6:30p-9:20p**	**AN/403**	**Sedrak**

INTRODUCTION TO WORD
MS/144

Advisory: Introduction to Computers, 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.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50121	W/12:30p-3:20p	AN/302	Ahmed
50178	**M/6:30p-9:20p**	**AN/313**	**Alvarado**

INTERMEDIATE WORD
MS/134

Advisory: Introduction to Computers, Introduction to Windows, Introduction to Word 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.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50115	F/9a-12:20p	AN/310	Grane
51197	**M/6:30p-9:20p**	**AN/302**	**Loayza**

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INTRODUCTION TO EXCEL
MS/105

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

Starts week of 9/13/2016, ends week of 11/29/2016; nc Nov 11, Nov 24
*Nc Oct 11

CRN	DAYS	PLACE	INSTR
50083	T/9a-11:50a	AN/302	Garmon
50066	**W/6:30p-9:20p**	**AN/312**	**Alvarado**
50077*	**T/6:30p-9:20p**	**SCE/TE2-200**	**Fiske**

MS EXCEL - POWER-USER SKILLS
MS/165

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Oct 3
*Nc Oct 3

CRN	DAYS	PLACE	INSTR
50300	T/12p-2:50p	AN/302	Garmon
50084*	**M/6:30p-9:20p**	**AN/312**	**Fiske**

Every Day Counts at SCE

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

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

INTRODUCTION TO ACCESS
MS/106

Advisory: Introduction to Computers, Introduction to Windows or equivalent. Design databases using this popular software package. Includes creating tables, forms, reports and labels.

Dates: Sep 13-Nov 29
*Nc Oct 12

CRN	DAYS	PLACE	INSTR
50065	**T/6:30p-9:20p**	**AN/313**	**Alvarado**
51207*	**W/6:30p-9:20p**	**SCE/TE2-200**	**Fiske**

INTRODUCTION TO POWERPOINT
MS/119

Advisory: Knowledge of Windows. Learn how to create on-screen presentations using text, graphics, sound effects and movies.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
50070	M/3p-5:50p	AN/302	Loayza

INTRODUCTION TO PUBLISHER
MS/143

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

Dates: Sep 15-Dec 1; nc Nov 24

CRN	DAYS	PLACE	INSTR
50123	**Th/6:30p-9:20p**	**AN/313**	**Alvarado**

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

ADOBE PHOTOSHOP ELEMENTS
COMP/119

Advisory: Knowledge of Windows. Utilize photo editing software to enhance graphic design capabilities. This class introduces tools used by professional designers in an easy to use, powerful, digital- image editing program. Textbook may be required.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 12, Nov 26

CRN	DAYS	PLACE	INSTR
50058	S/10:30a-12:20p	AN/313	Alvarado
50075	T/1p-2:50p	AN/313	Nelson

= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016
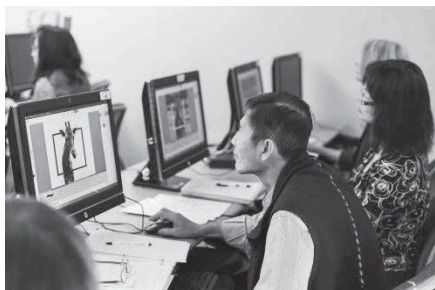
ADOBE PHOTOSHOP ELEMENTS TOOLS FOR INTERMEDIATE USERS COMP/700

Advisory: Knowledge of Windows and Adobe Photoshop Elements For intermediate- or advanced-level photographers or scrapbookers. Covers tools and techniques for creating text with character, custom shapes and layer styles to add pizzazz, using and creating brushes for embellishments, adding blend modes and filters to give dimension, and automating pages using templates.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
50076	T/9a-10:50a	AN/313	Nelson

DIGITAL PHOTO ALBUMS FOR BEGINNERS COMP/121

Advisory: MS 104 Introduction to Windows Operating Systems and COMP 105 Discover the Internet. Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos email photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book. Textbook may be required.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 12, Nov 26

CRN	DAYS	PLACE	INSTR
50057	S/8:30a-10:20a	AN/313	Alvarado
50060	M/9a-10:50a	AN/313	Loayza

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.;
F, 7 a.m. – 4:30 p.m.

DIGITAL PHOTO RESTORATION AND PORTRAIT MAKEOVERS COMP/705

Advisory: COMP 119 Adobe Photoshop Elements and knowledge of Windows For photographers and scrapbookers who want to advance their skills to repair old photos and touch up portraits. Topics include repairing scratches and tears on old photos; fixing hair, teeth, skin, red eyes, and blemishes; enhancing photos; combining images; creating backgrounds and frames; and selecting photo papers. Textbook Required.

Dates: Sep 14-Nov 30

CRN	DAYS	PLACE	INSTR
50180	M/11a-12:50p	AN/313	Loayza

DIGITAL MEDIA, WEB & VIDEO

For more information about Digital Media, Web and Video classes, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu

WEB AND MOBILE DESIGN CERTIFICATE PROGRAM courses are taught at the NOCCCD Anaheim Campus in PC Labs.

Step 1 - Enroll in one at a time or up to four at a time:
Adobe Photoshop (Beginning)*
Adobe Illustrator (Beginning)*
Adobe Dreamweaver (Beginning)*
Introduction to Programming JavaScript (Beginning)* Web Site Design (HTML 5)*

Step 2 - Enroll in one at a time or up to four at a time:
Adobe Dreamweaver (Intermediate)*
JavaScript (Intermediate)*
Introduction to Animation (Adobe Edge)
Adobe InDesign*
PHP with MySQL (Beginning)*
Introduction to WordPress

Step 3 - Enroll in **Adobe Dreamweaver Intermediate with PHP*** then, enroll in three more courses:
PHP with MySQL (Intermediate)*
Introduction to Video Editing (Adobe Premiere)
Adobe Illustrator (Intermediate)*
Word Press Websites

Alternatives: If a class is cancelled, enroll in one digital media/programming online course at www.easyed.org
Need 12 courses to complete the certificate.
*=Mandatory courses for the certificate program.

REQUIREMENTS: Students must bring a flash drive; some textbooks required. Prices subject to change. Fees pay for the instructor; minimum of ten students required for each class.

GRADING POLICY Some SCE Computer courses as considered Career Development and College Preparation by SCE. Student will receive a grade of Pass, No Pass, or Withdrawal. 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 or visit www.sce.edu/gradingpolicy for information regarding withdrawal dates specific to each course.

REFUNDS: See GENERAL INFORMATION section in the back of this schedule for policy. A refund petition must be filled out 48 hours before the class starts. No refunds after the class starts.

ARE YOU ON TRACK TO FINISH YOUR CERTIFICATE?

Meet with a counselor to review your
Student Educational Plan!

Contact the SCE Student Success & Support Program Office nearest you:
Anaheim Campus: 714.808.4682
Cypress Center: 714.484.7440
Wilshire Center: 714.992.9565

ADOBE PHOTOSHOP (BEGINNING)
DIG/102

Adobe Photoshop is the world's leading image editing software, and the tool of choice for computer graphic artists and web designers. Learn the basics of digital imagining, and how to use Photoshop's common tools, palettes, and commands for manipulating images and compressing them for the fastest downloads. Exercises include color corrections, image retouching, photo montaging and other uses. Discover how to alter photographs, create digital collages, and scan images. Need to know basic computer and typing skills.

Dates: Sep 15-Oct 20

CRN	DAYS	PLACE	INSTR	FEE
50010	Th/5:45p-9:35p	AN/303	Herrera	$125

ADOBE ILLUSTRATOR (BEGINNING)
DIG/103

Advisory: COMP 100 Introduction to Computers and MS 160 MS Office - Overview The Adobe Illustrator beginning course covers the basic concepts and techniques of computer graphics. The principles of art and design are taught in a studio setting emphasizing hands-on experience. Students create original illustrations using vector-based graphics software.

Dates: Sep 13-Oct 18

CRN	DAYS	PLACE	INSTR	FEE
50181	T/5:45p-9:35p	AN/310	Ward	$125

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ADOBE ILLUSTRATOR (INTERMEDIATE)
DIG/215

Advisory: Current working knowledge of beginning Adobe Illustrator or have used Adobe Illustrator in the past. Use pen tool. This course explores more advanced vector artwork; font manipulation; isometrics; shadows and shading; and other 3-dimensional effects.

Dates: Oct 25-Nov 29

CRN	DAYS	PLACE	INSTR	FEE
50302	T/5:45p-9:35p	AN/310	Ward	$125

ADOBE DREAMWEAVER (BEGINNING)
DIG/105

Prerequisite: Knowledge of internet, operating system navigation, basic computer skills, opening/saving documents. Learn the principles of web design and how to edit HTML documents. Integrate web graphics find resources on the Web and survey advanced techniques related to E-commerce websites. Create your own site and demo your work in last class. Bring Flash Drive. PC lab only. Textbook Required.

Dates: Sep 12-Oct 17

CRN	DAYS	PLACE	INSTR	FEE
50011	M/5:45p-9:35p	AN/303	Herrera	$125

Boost your computer skills!

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

JAVASCRIPT PROGRAMMING, INTRODUCTION
DIG/240

Advisory: Basic computer skills and knowledge of HTML and CSS fundamentals. This course explores the fundamentals of JavaScript programming, one of the leading web development languages. Learn how to incorporate JavaScript code into HTML documents to produce stunning interactive Web pages. Students will be introduced to basic computer programming concepts including variables, operators, arrays, conditional statements, loops and functions. Hands-on exercises are performed each day to demonstrate key concepts and make web development with JavaScript fun and exciting. Bring USB Flash Drive.

Dates: Sep 14-Oct 19

CRN	DAYS	PLACE	INSTR	FEE
50183	W/5:45p-9:35p	AN/310	Luckas	$125

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

JAVASCRIPT PROGRAM (INTERMEDIATE)
DIG/242

Advisory: JavaScript Programming basics, HTML and CSS fundamentals. This course is designed for students who have a solid foundation in the basics of using and writing JavaScript (either through completion of the Intro to JavaScript course or with instructor approval). This course is an intermediate level JavaScript course, which focuses on JavaScript's object-based features, and creating practical JavaScript applications.

Dates: Oct 26-Nov 30

CRN	DAYS	PLACE	INSTR	FEE
51194	W/5:45p-9:35p	AN/310	Luckas	$125

Download the SCE mobile app for Android, Blackberry, iPhone & iPod/iPad at
www.nocccd.edu/mobile

Course schedule, maps, transit routes, contact lists, grades and more available through the app!

*Registration is not available through this mobile application.

Online Classes

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School of
Continuing Education
North Orange County Community College District

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

For more information, call 714.808.4915

Online Courses

• Instructor-Facilitated
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• 6 Weeks of Instruction

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DISABILITY SUPPORT SERVICES

For more information about Disability Support Services (DSS), please call 714.484.7057.

DSS services (interpreter services, adaptive equipment, etc.) are available for students with verified disabilities enrolled in general SCE classes. Students are encouraged to make arrangements for support services at least four weeks prior to the start of class. Special classes provide students with the opportunity to enhance skills necessary for them to transition into living and working more independently in the community. Many of our special classes begin in the fall term and run through the spring term. Please note that regardless of when the class begins, students are able to add at any time if space permits. Students are expected to follow the Student Code of Conduct and maintain good attendance in their classes. Excessive absences may result in a student being dropped from a DSS special class. Please contact the DSS Office at 714.484.7057 to enroll in our special classes or to obtain support services.

INTRODUCTION TO COMPUTERS
DSPS/410

Designed for individuals with disabilities, this course provides a basic introduction to computers.
Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51017	TTh/9a-11:20a	AN/308	Barrett
51035	MW/9a-11:20a	WIL/214	Stephens
51054	MW/12:30p-2:50p	SCE/TE2-200	Day

INTERMEDIATE WORD PROCESSING
DSPS/420

Designed for individuals with disabilities wanting to increase their basic knowledge of word processing
Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51055	TTh/12:30p-2:50p	SCE/TE2-200	Day
51023	MW/12:30p-2:50p	AN/308	Bennett

COMMUNITY RESOURCES
DSPS/129

A class geared for students with developmental or learning disabilities designed to teach skills necessary to independently take part in typical community activities by traveling to various locations in the area. Lessons learned in the classroom will be practiced in the community.
Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
51025	F/9a-2:50p	AN/308	Bennett
51058	T/9a-2:50p	SCECYP/118	Cunningham
51033	F/9a-2:50p	WIL/201	Stephens

EDUCATIONAL SUPPORT AND EMPLOYMENT PREP LAB
DSPS/531

This course is designed to provide students who have disabilities with the knowledge to develop vocational and educational skills.
Dates: Sep 12-Dec 4; nc Nov 24

CRN	DAYS	PLACE	INSTR
51094	TThF/9a-11:20a	AN/TBA	Stanojkovic

PHOTOSHOP: DIGITAL CAMERA OPERATION FOR STUDENTS WITH DISABILITIES
DSPS/535

Designed for individuals with developmental or learning disabilities wanting to increase their basic knowledge of operating a digital camera.
Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE	INSTR
51036	F/9a-2:50p	WIL/214	Barrett
51045	MW/9a-11:20a	SCE/TE2-200	Day
51024	TTh/12:30p-2:50p	AN/308	Barrett

WORKPLACE SAFETY AND JANITORIAL SKILLS FOR STUDENTS WITH DISABILITIES
DSPS/327

This course will provide students who have disabilities with hands-on training in basic cleaning tasks that may be expected of them in an entry-level job. Topics include appropriate dress, hygiene, on-the-job safety and safety equipment related to janitorial tasks.
Dates: Sep 13-Dec 1; nc Nov 24

CRN	DAYS	PLACE	INSTR
51038	TTh/12:30p-2:50p	WIL/201	Stephens

SURVIVAL VOCABULARY AND BASIC READING AND WRITING
DSPS/380

This course is the first in a series of three courses designed for adults with disabilities to learn survival vocabulary and basic reading and writing skills.
Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51019	TTh/9a-11:20a	AN/610	Bennett
51030	MW/9a-11:20a	WIL/201	Ferrier
51052	MW/12:30p-2:50p	SCECYP/107	Hill

BEGINNING COMPUTERS / OPEN LAB FOR ADULTS WITH DISABILITIES
DSPS/190

This course is designed to provide students who have developmental disabilities with the knowledge to develop or maintain skills in basic computer applications such as, but not limited to: Windows, word processing, data entry, Internet navigation, keyboarding, and remedial academic software.
Dates: Sep 16-Dec 2; nc Nov 25, Nov 11

CRN	DAYS	PLACE	INSTR
51049	F/9a-11:20a	SCE/TE2-200	Day

OPTIONS FOR INDEPENDENT LIVING FOR STUDENTS WITH DISABILITIES
DSPS/330

This course is an overview of living options for students with disabilities who are considering living independent of their family homes. The advantages and disadvantages of various living options will be presented. Students will also explore the process of choosing and renting an apartment.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51050	MW/9a-11:20a	SCE/TE2-223	Cunningham
51093	TTh/9a-11:20a	AN/118	Guevara
51037	MW/12:30p-2:50p	WIL/201	Stephens

BEGINNING MONEY FOR STUDENTS WITH DISABILITIES
DSPS/430   **NEW!**

A course designed for students with developmental or learning disabilities to learn the skills necessary for accurate money exchanges. Students will learn how to count money, give appropriate amounts of money for purchases, make change, and how to calculate a tip.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE	INSTR
51027	TTh/12:30p-2:50p	AN/610	Bennett
51053	TTh/12:30p-2:50p	SCE/TE2-223	Toubak

BASIC COOKING: BEGINNING SKILLS
DSPS/450

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11-Nov 12, Nov 24-Nov 26

CRN	DAYS	PLACE	INSTR
51034	TTh/9a-11:20a	WIL/207	Ferrier
51048	F/9a-11:20a	SCECYP/107	Sorooshian-Tafti
	F/12:30p-2:50p	SCECYP/107	
51042	S/9a-12:20p	WIL/207	Guevara

SCE is SOCIAL

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HUMAN SEXUALITY: HUMAN DEVELOPMENT, PUBERTY, AND CONCEPTION
DSPS/480

This course is designed to give students with disabilities an overview of basic human sexuality concepts of boundaries, human development, and puberty in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills.

Starts week of 9/12/2016, ends week of 11/28/2016

CRN	DAYS	PLACE	INSTR
51018	MW/9a-11:20a	AN/610	Sibley-Smith
51040	MW/12:30p-2:50p	WIL/219	Ferrier

FIRST IMPRESSIONS ON THE JOB
DSPS/492

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51092	MW/9a-11:20a	AN/118	Anderson
51057	TTh/12:30p-2:50p	SCECYP/107	Quitugua

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

DSS
DISABILITY SUPPORT SERVICES

For more information, contact Disability Support Services at 714.484.7057.

RELATIONSHIPS AND BOUNDARIES FOR STUDENTS WITH DISABILITIES
DSPS/520

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

Dates: Sep 12-Nov 30

CRN	DAYS	PLACE	INSTR
51056	MW/12:30p-2:50p	SCE/TE2-223	Cunningham

MAKING A PLAN FOR SELF-ADVOCACY
DSPS/360

Students will examine personal strengths and skills as well as areas that need improvement in order to be successful in advocating for their chosen life or vocational goal. Students will also research resources pertaining to their goal in order to prepare a plan for advocating for their life or vocational goal.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51044	TTh/9a-11:20a	SCECYP/107	Quitugua
51022	TTh/12:30p-2:50p	AN/118	Anderson

INTRODUCTION TO CHECKING ACCOUNTS
DSPS/260

A quick paced course designed to provide students with disabilities with basic banking skills including writing checks and depositing paychecks.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51016	MW/9a-11:20a	AN/308	Bennett
51046	TTh/9a-11:20a	SCE/TE2-200	Day
51039	MW/12:30p-2:50p	WIL/214	Breen

SOCIAL SKILLS: FOUNDATIONAL BASICS
DSPS/460

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51043	MW/9a-11:20a	SCECYP/107	Pietrzak
51021	MW/12:30p-2:50p	AN/120	Uriarte-Feld
51041	TTh/12:30p-2:50p	WIL/202	Sorooshian-Tafti

Download the SCE mobile app for Android, Blackberry, iPhone & iPod/iPad at
www.nocccd.edu/mobile

Course schedule, maps, transit routes, contact lists, grades and more available through the app!

*Registration is not available through this mobile application.

EXPLORING YOUR OCCUPATIONAL PATH FOR STUDENTS WITH DISABILITIES
DSPS/265

This course is intended to assist adults with disabilities in establishing a clear and realistic occupational goal. Students will assess their interests and abilities in order to establish attainable objectives to achieve their goal. Students will also explore resources for seeking employment in their chosen occupational field.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51032	TTh/9a-11:20a	WIL/201	Stephens
51051	TTh/9a-11:20a	SCE/TE2-223	Sorooshian-Tafti
51026	MW/12:30p-2:50p	AN/610	Stanojkovic
51142	TTh/3:15p-5:35p	AN/TBA	Alire

INDEPENDENT LIVING SKILLS: PRACTICAL LIVING SKILLS
DSPS/580

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

Dates: Sep 12-Dec 4; nc Nov 24-Nov 25, Nov 11

CRN	DAYS	PLACE	INSTR
51059	MTWThF/9a-2:30p	SCECYP/103	Brown/Pietrzak
51202	MTWThF/9a-2:30p	WIL/214	Anderson/Breen

DSS Off-Site Class Locations

CRN	LOCATION
51136	BRAILLE
51137	BRAILLE
51138	BRAILLE
51140	OCAAC
51141	WATRC
51020	WESTVIEW

SCE STUDENT SUCCESS SPOTLIGHT: JOSHUA HARTMAN

Joshua Hartman has reached several milestones since he started in the Disability Support Services WISE Program five years ago. The WISE Program stands for Work, Independence, Self-Advocacy, and Education. In his time at SCE, Josh has grown to be an independent worker at school as well as at his three volunteer jobs on campus, at the Cypress Senior Center, and at the Anaheim Public Library. Josh enjoyed learning about teamwork and competition playing with the SCE Sea Otters, the DSS Special Olympics basketball team, where he and his teammates recently earned the silver medal at the regional games. Always interested in a challenge, Josh gained mobility skills by learning how to ride the bus; his favorite trip was a fieldtrip to Gamestop where he purchased a video game with money that he had learned to save. His instructor Mary Faro shared, "Josh is very helpful and kind to all of his classmates." After completing the WISE program, Josh plans to attend Social Vocational Services in Norwalk. Congratulations, Josh!

FASHION

For more information about Fashion classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Clothing Design

SEWING TECHNIQUES FOR BEGINNERS
CC/205

Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use and making clothing alterations will be covered.

Dates: Sep 14-Nov 9

CRN	DAYS	PLACE	INSTR	FEE
50237	W/6p-8:20p	SCE/TE2-204	Hashimoto	$60

BASIC SEWING TECHNIQUES FOR BEGINNERS
CC/206

Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use, hand stitching and making clothing alterations will be covered.

Dates: Oct 17-Nov 14
*Dates: Sep 12-Oct 10

CRN	DAYS	PLACE	INSTR	FEE
50277	M/6:30p-8:50p	AN/402B	Martinez	$35
50276*	M/6:30p-8:50p	AN/402B	Martinez	$35

SEW WHAT YOU WISH
CC/215

Using the newest sewing machine methods create garments or accessory items that fit your unique style. Projects include personal computer fashion analysis, alterations, sewing plaids and knits.

Dates: Sep 14-Nov 9

CRN	DAYS	PLACE	INSTR	FEE
50069	W/10:30a-12:50p	SCE/TE2-204	Eggan	$60

FASHION DESIGN: SEWING LAB
CC/410

A sewing lab to allow completion of unfinished projects. Learn to use sewing notions and machine accessories to expedite completion of project. Garment fitting and alteration included.

Dates: Sep 14-Oct 12

CRN	DAYS	PLACE	INSTR	FEE
51135	W/6:30p-8:50p	AN/402B	Martinez	$35

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FASHION DESIGN: FITTING AND ALTERATIONS: PANTS, PART 1
CC/425

This course will teach students to custom fit a commercial pants pattern. Student will complete alterations to the garments and practice pattern changes to create a variety of pant styles.

Dates: Sep 16-Oct 14

CRN	DAYS	PLACE	INSTR	FEE
51029	F/9a-11:20a	AN/402B	Martinez	$35

FASHION DESIGN: FITTING AND ALTERATIONS: PANTS, PART 2
CC/426

This course will teach students to custom fit a commercial pants pattern. Students will also learn how to create a master pattern-sloper. They will complete alterations to the garments and practice pattern changes to create even more pant styles.

Dates: Oct 21-Nov 18

CRN	DAYS	PLACE	INSTR	FEE
51031	F/9a-11:20a	AN/402B	Martinez	$35

Have You Checked Your Class Start Date?

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

EXPLORING KNITTING AND CROCHETING
CC/225

Students will be introduced to hand-knit and crochet designs and techniques. Through hands-on experience they will improve their skills and learn to make attractive garments for family and friends.

Starts week of 9/12/2016, ends week of 11/14/2016

CRN	DAYS	PLACE	INSTR	FEE
50061	T/9a-10:50a	AN/132	Brainard	$65
50062	Th/12p-1:50p	SCECYP/118	Brainard	$65
50064	Th/6p-7:50p	SCECYP/118	Brainard	$65

SEW TAILORED PROJECTS THAT ARE RUNWAY WORTHY
CC/245

Enhance your image by creating garments that are sewn professionally and fit precisely. A personal computer fashion analysis, techniques for sewing faux fur, using specialty machines, proper interfacings, pressing and alterations will result in finished designer outfits at significant savings. May include men's tailoring.

Dates: Sep 13-Nov 8

CRN	DAYS	PLACE	INSTR	FEE
50068	T/6p-8:20p	SCE/TE2-204	Eggan	$65

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.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE	INSTR
22005	F/9a-10:50a	Yorba Linda Sr Ctr	Smith
22002	Th/9:30a-11:20a	Muckenthaler Cultural Center	Smith
21042	M/10a-11:50a	Cypress Sr Citizen Ctr	Smith
21861	T/10a-11:50a	AN/402B	Smith
21117	W/12p-1:50p	AN/402B	Schultz
41092	W/2p-3:50p	AN/402B	Schultz
21082	T/12:30p-2:20p	Buena Park Senior Ctr	Smith
21724	T/2:30p-4:20p	Buena Park Senior Ctr	Smith

FINE & APPLIED ARTS

For more information about Fine & Applied Arts classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Drawing & Painting

PASTELS AND MORE
ARTC/225

This class teaches students to paint with pastels and charcoal. Content includes instruction regarding color, value and pastel techniques. Compositions are student-selected, composed, and created with instruction. Beginning to advanced students are welcomed.

Dates: Sep 12-Dec 4; nc Nov 24

CRN	DAYS	PLACE	INSTR	FEE
50245	Th/1p-3:50p	AN/402A	Black	$75

PAINTING
ARTC/160

Students will develop the skills of painting using their selected media. Students will apply and practice a creative approach to achieve an understanding of color, space, form, and composition. Beginning students will have assignments in acrylic paint. Intermediate/advanced students work independently with individual instructor guidance. Critique held each week.

Dates: Sep 13-Nov 22

CRN	DAYS	PLACE	INSTR	FEE
50025	T/1p-3:50p	AN/402A	Innes	$75

DRAWING: BASICS AND BEYOND
ARTC/165

Drawing is the foundation of all visual arts. Learn fundamentals of drawing in this exciting hands-on class. Acquire technical and perceptual skills while exploring properties of line, shape, value, perspective, and composition. All levels welcome.

Dates: Sep 13-Nov 15

CRN	DAYS	PLACE	INSTR	FEE
50041	T/9a-11:50a	AN/402A	Innes	$75

BASIC DRAWING
CRAE/320

This course will begin with basic skill development in contour drawing, shading, creating texture, basic composition and perspective. The drawing medium will include graphite, charcoal and ink. A short lecture/demonstration is followed by a related drawing assignment.

Dates: Sep 15-Nov 17

CRN	DAYS	PLACE	INSTR	FEE
50097	Th/9a-11:50a	AN/402A	Innes	$75

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.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

*Dates: Sep 12-Dec 11

CRN	DAYS	PLACE	INSTR
21619	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
21037	T/9a-10:50a	Cypress Sr Citizen Ctr	Bacon
21095	W/9a-10:50a	Yorba Linda Sr Ctr	Bacon
21620*	M/9a-10:50a	Yorba Linda Sr Ctr	Clary
21034	M/9a-10:50a	Buena Park Senior Ctr	Bacon
21710*	M/11:30a-1:20p	Buena Park Senior Ctr	Bacon
21233	Th/12p-1:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21767	Th/1p-2:50p	Palacio Senior Apartments	Clary
21039	T/1p-2:50p	Sunnycrest Senior Living	Kortz
21700	W/1p-2:50p	Capriana	Bacon
21584	W/1p-2:50p	Buena Park Senior Ctr	Hyatt Solomina
21614	Th/2p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21616	Th/2p-3:50p	La Habra Art Assoc & Gallery	Kortz
21741	T/2:30p-4:20p	Alamitos West Health Care Ctr	Hyatt Solomina
21683	T/3p-4:50p	Sunnycrest Senior Living	Kortz
21617	**Th/4p-5:50p**	**La Habra Art Assoc & Gallery**	**Kortz**

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: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
21548	T/11:30a-1:20p	Buena Park Senior Ctr	Bacon

Photography

BASIC PHOTOGRAPHY: THE MECHANICS OF DIGITAL PHOTOGRAPHY
FOTO/101

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

Starts week of 9/12/2016, ends week of 11/14/2016

CRN	DAYS	PLACE	INSTR	FEE
50015	W/6:30p-9:20p	WIL/201	Rosenberger	$70
50014	T/6:30p-9:20p	AN/117	Rosenberger	$70

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PHOTOGRAPHY (INTERMEDIATE)
FOTO/102

Sharpen your photographic skills. Become familiar with current day equipment and express your creative talents. Covers portrait photography, special effects, night-time digital photography. Field trip with instruction included.

Dates: Sep 15-Nov 17

CRN	DAYS	PLACE	INSTR	FEE
50012	Th/6:30p-9:20p	AN/117	Rosenberger	$70

PARENTING

For more information about Parenting classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

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

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

Yorba Linda Parenting Classes with code YLC will be held at the Yorba Linda Church of Christ at 4382 Eureka Avenue, Yorba Linda, CA 92886.

DEVELOPMENTAL MOVEMENT (AGES 1 - 2)
PARN/260

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

Starts week of 9/12/2016, ends week of 11/14/2016
*Dates: Sep 16-Dec 2; nc Nov 25, Nov 11

CRN	DAYS	PLACE	INSTR
51065	T/9a-9:50a	AN/134	Dodson
51068	Th/9a-9:50a	AN/134	Brown
51073	T/9a-9:50a	SCECYP/117	Wahhab
51089	M/9a-9:50a	Yorba Linda Church of Christ	Martinez
51081*	F/9a-9:50a	WIL/204	Swallows
51082	W/9a-9:50a	WIL/204	Dodson
51078	Th/9a-9:50a	SCECYP/117	Amaradio

DEVELOPMENTAL MOVEMENT (AGES 2 - 3)
PARN/261

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

Starts week of 9/12/2016, ends week of 11/14/2016
*Dates: Sep 16-Dec 2; nc Nov 25, Nov 11

CRN	DAYS	PLACE	INSTR
51066	T/10a-10:50a	AN/134	Dodson
51069	Th/10a-10:50a	AN/134	Brown
51074	T/10a-10:50a	SCECYP/117	Wahhab
51090	M/10a-10:50a	Yorba Linda Church of Christ	Martinez
51079	Th/10a-10:50a	SCECYP/117	Amaradio
51084	W/10a-10:50a	WIL/204	Dodson
51086*	F/10a-10:50a	WIL/204	Swallows
51083	**T/6p-6:50p**	**WIL/204**	**Dodson**

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.

Starts week of 9/12/2016, ends week of 11/14/2016
*Dates: Sep 16-Dec 2; nc Nov 25, Nov 11

CRN	DAYS	PLACE	INSTR
51067	T/11a-11:50a	AN/134	Dodson
51070	Th/11a-11:50a	AN/134	Brown
51075	T/11a-11:50a	SCECYP/117	Wahhab
51091	M/11a-11:50a	Yorba Linda Church of Christ	Martinez
51085	W/11a-11:50a	WIL/204	Dodson
51087*	F/11a-11:50a	WIL/204	Swallows
51080	Th/11a-11:50a	SCECYP/117	Amaradio

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).

Starts week of 9/12/2016, ends week of 11/14/2016
*Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11-Nov 12, Nov 25-Nov 26

CRN	DAYS	PLACE	INSTR
50031	Th/9a-10:50a	Yorba Linda Church of Christ	Stearns
50032	T/9a-10:50a	Yorba Linda Church of Christ	Stearns
50034	W/9a-10:50a	AN/134	Stearns
50037	Th/9a-10:50a	WIL/204	Dodson
50038*	F/9a-10:50a	SCECYP/117	Wahhab
51076	W/9a-10:50a	SCECYP/117	Wahhab
50214*	F/9a-10:50a	AN/134	Brown
50215	M/9a-10:50a	SCECYP/117	Wahhab
50249	T/9a-10:50a	WIL/204	Martinez
51063	M/9a-10:50a	AN/134	Amaradio
51071*	S/9a-10:50a	AN/134	Brown
50048	M/9a-10:50a	WIL/204	Brown

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.;
F, 7 a.m. – 4:30 p.m.

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.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11-Nov 12, Nov 25-Nov 26
*Starts week of 9/12/2016, ends week of 11/14/2016

CRN	DAYS	PLACE	INSTR
50087	F/11a-12:50p	SCECYP/117	Wahhab
50088*	T/11a-12:50p	WIL/204	Martinez
50089	F/11a-12:50p	AN/134	Brown
50090*	Th/11a-12:50p	Yorba Linda Church of Christ	Stearns
50091*	T/11a-12:50p	Yorba Linda Church of Christ	Stearns
51077*	W/11a-12:50p	SCECYP/117	Wahhab
50093*	M/11a-12:50p	WIL/204	Brown
50095*	Th/11a-12:50p	WIL/204	Dodson
50216*	M/11a-12:50p	SCECYP/117	Wahhab
51064*	M/11a-12:50p	AN/134	Amaradio
51072	S/11a-12:50p	AN/134	Brown
50092*	W/11a-12:50p	AN/134	Stearns

DISCOVER THE RIGHT PROGRAM FOR YOU!

Before enrolling, attend a **FREE INFORMATION SESSION** and learn more about the program, required courses, and how to register.

No reservation required!

LOCATION:

| AN | SCE Anaheim Campus |
| WIL | SCE Wilshire Center |

*See back for map and addresses

TIME:
Morning: 11 a.m.—12 p.m.
Evening: 6 p.m.—7 p.m.
Please arrive on time.
No children allowed.

PARKING:
A one-day parking permit can be purchased for $2 at a parking kiosk; exact change required.

Administrative Assistant Certificate Program

Morning Sessions
Mon, Jul 25, 2016 - AN/107
Fri, Aug 12, 2016 - AN/107

Evening Sessions
Tues, Jul 26, 2016 - AN/107
Thurs, Aug 18, 2016 - AN/107

Early Childhood Education Certificate Program

Morning Sessions
Tues, Jul 26, 2016 - AN/107
Fri, Aug 5, 2016 - AN/107

Evening Sessions
Mon, Jul 25, 2016 - AN/107
Wed, Aug 17, 2016 - AN/107

Medical Assistant Certificate Program

Morning Sessions
Wed, Jul 27, 2016 - AN/101
Fri, Jul 29, 2016 - AN/107

Evening Sessions
Thurs, Jul 28, 2016 - AN/107
Wed, Aug 3, 2016 - AN/107

Pharmacy Technician Certificate Program

Morning Sessions
Thurs, Jul 28, 2016 - AN/101
Thurs, Aug 11, 2016 - AN/101

Evening Sessions
Wed, Jul 27, 2016 - AN/107
Mon, Aug 15, 2016 - AN/107

Management Certificate Program

Morning Sessions
Wed, Aug 3, 2016 - WIL/108
Thurs, Aug 4, 2016 - WIL/108

Evening Sessions
Mon, Aug 1, 2016 - WIL/108
Tues, Aug 2, 2016 - WIL/108

PREPARE FOR NEW CAREER OPPORTUNITIES!

A career certificate will provide:
⇒ **Upgraded job skills**
⇒ **Hands-on, quality training**
⇒ **Higher wages**

Take the NEXT STEP and earn your noncredit certificate in as little as six months!

For more information, contact the SCE Student Success and Support Program Office at 714.808.4682.

ADVANCE CAREER GOALS WITH COMPUTER SKILLS!

REGISTER FOR A SINGLE CLASS OR ENROLL IN A CERTIFICATE PROGRAM.
A leader in computer instruction, SCE offers quality instructors, state-of-the-art computer labs, and all of the latest software <u>free</u> of cost to you.

See the Computers section on page 21 for more information.

CAREER TECHNICAL EDUCATION PROGRAM

FIVE EASY STEPS TO ENROLL

NEW STUDENTS: Complete Steps 1—5

1 APPLY ONLINE OR IN-PERSON

⇒ <u>New students</u> apply to the school at www.sce.edu
⇒ Or visit the Admissions and Registration Office at any SCE Center

2 ORIENTATION

<u>New students</u> are required to complete an online orientation in order to enroll in the following Career Technical Education (CTE) Certificate Programs:
⇒ Administrative Assistant
⇒ Early Childhood Education
⇒ Medical Assistant
⇒ Pharmacy Technician

RETURNING STUDENTS: Complete Steps 4—5 (and 3, if necessary)

3 ASSESSMENT

Students must complete an assessment to enroll in the following classes:
⇒ Administrative Assistant Program: BUSN/320, BUSN/340
⇒ Early Childhood Education Program: ECE/136, ECE/140
⇒ Medical Assistant Program: MEDO/260, MEOC/104
⇒ Pharmacy Technician Program: MEOC/104, MEOC/130

4 REGISTRATION

CTE Online registration will open at 7:30 a.m. on the following dates for the 2016 Fall Term:
⇒ Medical Assistant Certificate Program Classes— Wednesday, August 10, 2016
⇒ All other CTE Certificate Program Classes—Tuesday, August 16, 2016

5 COUNSELING

⇒ Meet with a counselor by appointment or walk-in
⇒ <u>New students</u> must meet with a counselor during their first term to develop a Student Educational Plan
⇒ <u>Returning students</u> are highly encouraged to meet with a counselor to update their Student Educational Plan

For more information, call the Career Technical Education Program Office at 714.808.4915 or email cteinfo@sce.edu.

CAREER TECHNICAL EDUCATION PROGRAM

FIVE EASY STEPS TO ENROLL

❶ APPLY FOR AN SCE BANNER ID

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

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

❷ COMPLETE A REQUIRED ORIENTATION

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

A. **Visit myGateway** at mg.nocccd.edu. Use your **8-digit BANNER ID** and **6-digit PIN** to log-in.
B. In the top left corner of the screen, click on the **SCE** tab.
C. In the **SCE Orientations** box, select the SCE Online Orientation for the certificate program you want to enroll: **Administrative Assistant, Early Childhood Education, Medical Assistant,** or **Pharmacy Technician.**
D. Follow the directions and complete all sections of your selected certificate program's **Online Orientation** and **pass a series of short quizzes**. NOTE: If you do not pass the Online Orientation and try to register, you will receive an error message, "cohort restriction," and you will not be able to register. You can take the Online Orientation several times to successfully complete and pass.
E. **24 hours after** you successfully pass the **Online Orienation, you will be eligible to register** for classes in the certificate program. The Online Orientations are unique to each SCE Certificate Program. You must take and pass the Online Orientation for the certificate program's classes in which you wish to enroll.
F. Although you have successfully passed the Online Orientation, **some classes also require completing an Assessment (step 3) and you will also still need to register for classes (step 4).**

❸ COMPLETE A REQUIRED ASSESSMENT

Students are assessed in reading, listening, and mathematics. Students must complete an assessment to enroll in the following classes:

- Administrative Assistant Program: BUSN/320, BUSN/340
- Early Childhood Education Program: ECE/136, ECE/140
- Medical Assistant Program: MEDO/260, MEOC/104
- Pharmacy Technician Program: MEOC/104, MEOC/130

Select and attend ONE assessment session from the following dates and times:

AUGUST Anaheim Campus Room 606	Monday, Aug 1—10 a.m. or 5:30 p.m. Tuesday, Aug 2—10 a.m. or 5:30 p.m. Wednesday, Aug 3—10 a.m. Thursday, Aug 4—10 a.m. or 5:30 p.m. Monday, Aug 8—5:30 p.m. Tuesday, Aug 9—10 a.m. or 5:30 p.m. Wednesday, Aug 10—10 a.m. or 5:30 p.m. Thursday, Aug 11—5:30 p.m. Tuesday, Aug 16—5:30 p.m. Wednesday, Aug 17—10 a.m.
SEPTEMBER Anaheim Campus Room 606	Wednesday, Sep 7—10 a.m. Thursday, Sep 8—5:30 p.m. Wednesday, Sep 14—5:30 p.m. Thursday, Sep 15—5:30 p.m. Friday, Sep 16—10 a.m.

DON'T BE LATE! Please arrive 10-15 minutes before the test as all testing will begin promptly at the scheduled time. **Latecomers will NOT be admitted to the assessment session.** Students arriving late will be directed to another session date and time.

Allow at least two hours for the assessment.

You MUST BRING the following items with you for your assessment testing:
- Photo ID
- BANNER ID card

❹ REGISTER ONLINE FOR 2016 SPRING TERM COURSES

2016 Fall Term Online Registration opens on these dates:
- Medical Assistant Certificate Program: Wednesday, August 10, 2016; opens at 7:30 a.m.
- All other CTE Programs: Tuesday, August 16, 2016; opens at 7:30 a.m.

See page 5 of this printed class schedule for more information on how to register online using myGateway.

HELPFUL TIPS:
- Spaces are limited and available on a first-come, first-served basis. Registration opens at 7:30 a.m. on both August 10, 2016 and August 16, 2016.
- **FIRST TIME REGISTERING ONLINE?** See page 3 of this class schedule for details about Online Registration Workshops or visit www.sce.edu/registration for a tutorial and a handy worksheet.

❺ COUNSELING

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

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

For more information, call the Career Technical Education Program Office at 714.808.4915. To make an appointment with a counselor, call the Student Success and Support Program Office at 714.808.4682.

CAREER TECHNICAL EDUCATION PROGRAM

For more information about the programs listed below, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

- Administrative Assistant Certificate Program
- Early Childhood Education (ECE) Certificate Program
- Electrical Trainee Certificate Program
- Funeral Service Assistant Certificate Program
- Management Certificate Program
- Medical Assistant Certificate Program
- Quality Assurance Management Certificate for Medical Devices
- Pharmacy Technician Certificate Program

Program Attendance and Grading Requirements

- **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the wait list. **Students on the wait list should attend the first class.** Regular attendance is expected of every student.
- 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.

GRADING POLICY: These courses are considered Career Development and College Preparation by SCE. 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 or visit www.sce.edu/gradingpolicy for information regarding withdrawal dates specific to each course.

🕐 **= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See pg 5 for details.**

For more information about Bartending Workshops, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909. For more information about Healthcare Medical Interpreter Training, please call Magnus Corporation at 909.718.1185.

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

For more information about the Administrative Assistant Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

The Administrative Assistant Certificate Program prepares students for a career as a secretary or an administrative assistant. Training includes Keyboarding and Speed Building, current Windows operating system, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet, Microsoft Outlook, Customer Service, Communication and Problem Solving, Telephone Techniques, Business Mathematics, Proofreading and Spelling, Filing, Job Hunting Skills.

Administrative Assistant Certificate Requirements

- For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
- **Additional program requirements include:**
  1) CCTR/100: Business/Computer Skills Lab (120 hours; averaging a minimum of five hours per week during the fall, winter, and spring terms).
  2) Meet the keyboarding requirement: pass a five minute, 35 wpm with no more than five errors keyboarding challenge exam OR pass COMP/685: Beginning Keyboarding.
  3) Complete all program requirements within one year and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within one year and/or not maintaining catalog rights will be required to repeat any classes that are not within the one year time frame and/or take any further program requirements.

Registration

Students must begin with either BUSN/320: Office Skills I or BUSN/340: Computer Applications for the Administrative Assistant I. Students may also take both classes concurrently.

🕐 **= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.**

Discover if the Administrative Assistant Certificate Program is right for YOU!

Attend a FREE Information Session and get answers to all of your questions about how the program is set up, how long it will take you to obtain your certificate, and how to register.

Morning Sessions (11 a.m. – 12 p.m.)
Monday, July 25, 2016 – AN/107
Friday, August 12, 2016 – AN/107

Evening Sessions (6 p.m. – 7 p.m.)
Tuesday, July 26, 2016 – AN/107
Thursday, August 18, 2016 – AN/107

No reservation required! A one-day parking permit can be purchased for $2 at a parking kiosk; exact change required.

For more information, contact the SCE Student Success and Support Program Office at 714.808.4682.

COMPUTER APPLICATIONS FOR THE ADMINISTRATIVE ASSISTANT I
BUSN/340

First in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Keyboarding and Word. Textbook Required.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50310	TTh/9a-10:50a	AN/405	McClurkin
50079	**MW/6:30p-8:20p**	**AN/405**	**Benson**

CRN 50310 is part of SCE's I-BEST Pilot Project and is open to all students. For more information, please call the Career Technical Education Program Office at 714.808.4915 or email cteinfo@sce.edu.

OFFICE SKILLS I
BUSN/320

First in a series of two levels that prepare students for an entry-level position as an administrative assistant. Includes units on the office environment, career opportunities, attitude, human relationships, and work ethics. Textbook Required.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50311	TTh/11a-11:50a	AN/405	McClurkin
50080	**MW/8:30p-9:20p**	**AN/405**	**Benson**

CRN 50311 is part of SCE's I-BEST Pilot Project and is open to all students. For more information, please call the Career Technical Education Program Office at 714.808.4915 or email cteinfo@sce.edu.

COMPUTER APPLICATIONS FOR THE ADMINISTRATIVE ASSISTANT II
BUSN/341

Prerequisite: BUSN 340 Computer Applications for Administrative Assistant I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Windows and Internet. Textbook Required.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50281	MW/8:30a-10:20a	AN/405	Grane
50105	**TTh/6:30p-8:20p**	**AN/405**	**Teipe**

OFFICE SKILLS II
BUSN/321

Prerequisite: BUSN 320 Office Skills I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on telephone procedures, filing and managing records, processing business documents, sending and receiving mail, and managing office activities. Textbook Required.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50282	MW/10:30a-11:20a	AN/405	Grane
50104	**TTh/8:30p-9:20p**	**AN/405**	**Teipe**

BARTENDING

For more information about Bartending classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

BARTENDING WORKSHOPS
HOSM/101

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

CRN	DAYS	PLACE	INSTR	FEE
Starts week of 9/12/16, ends week of 10/10/16				
50242	S/8:30a-12:50p	SCE/TE2-210	Salisbury	$165
50019	Th/12p-4:20p	SCE/TE2-210	Salisbury	$165
50020	**Th/5:30p-9:50p**	**SCE/TE2-210**	**Salisbury**	**$165**
Dates: Oct 20-Nov 17				
51119	Th/12p-4:20p	SCE/TE2-210	Salisbury	$165
51118	**Th/5:30p-9:50p**	**SCE/TE2-210**	**Salisbury**	**$165**
Dates: Oct 22-Dec 3				
50243	S/8:30a-12:50p	SCE/TE2-210	Salisbury	$165

Discover if the Early Childhood Education (ECE) Certificate Program is right for YOU!

Attend a FREE Information Session and get answers to all of your questions about how the program is set up, how long it will take you to obtain your certificate, and how to register.

Morning Sessions (11 a.m. – 12 p.m.)
Tuesday, July 26, 2016 – AN/107
Friday, August 5, 2016 – AN/107

Evening Sessions (6 p.m. – 7 p.m.)
Monday, July 25, 2016 – AN/107
Wednesday, August 17, 2016 – AN/107

No reservation required! A one-day parking permit can be purchased for $2 at a parking kiosk; exact change required.

For more information, contact the SCE Student Success and Support Program Office at 714.808.4682.

EARLY CHILDHOOD EDUCATION (ECE) CERTIFICATE PROGRAM

For more information about the Early Childhood Education Certificate Program, please call the Career Technical Education (CTE) Office at 714.808.4915 or email cteinfo@sce.edu.

The Early Childhood Education 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 Certificate Requirements
• For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
• **Additional program requirements include:**
   1) A current Pediatric First Aid/CPR card through an EMSA approved trainer or completion of MEDO/305 Heartsaver Pediatric First Aid or American Red Cross: California Childcare: Pediatric First Aid and CPR course.
   2) Complete all program requirements within seven years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within seven years and/or not maintaining catalog rights will be required to repeat any classes that are not within the seven year time frame and/or take any further program requirements.

Registration
Students should begin with ECE/140: Early Childhood Development and/or ECE 136: Family Community Relationships.

= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.

EARLY CHILDHOOD DEVELOPMENT ECE/140

Intro to age-related child growth, development, learning characteristics, self-concept, mechanics and techniques of positive learning.
Dates: Sep 15-Dec 1; nc Nov 24

CRN	DAYS	PLACE	INSTR
51208	M/9a-11:50a	AN/108	Sueng
50134	Th/6:30p-9:20p	AN/112	Hill-West

CRN 51208 is part of SCE's I-BEST Pilot Project and is open to all students. For more information, please call the Career Technical Education Program Office at 714.808.4915 or email cteinfo@sce.edu.

FAMILY COMMUNITY RELATIONSHIPS ECE/136

Examination of the sociological relationships between family and society; institutional, racial, social, and economic factors affecting the family and the child.
Starts week of 9/12/2016, ends week of 11/28/2016

CRN	DAYS	PLACE	INSTR
50135	T/6:30p-9:20p	AN/112	Martin

ECE PROGRAM PRINCIPLES AND PRACTICE ECE/108

Course examines the history, basic principles, and philosophies of various types of early childhood programs, emphasizing the role of the adult and characteristics of quality programs. This course is part of a program approved by the California Department of Social Services, Community Care Licensing, for employment in private facilities only.
Dates: Sep 13-Nov 17

CRN	DAYS	PLACE	INSTR
50136	TTh/6:30p-9:20p	AN/104	Sueng

CHILD HEALTH AND SAFETY ECE/100

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.
Dates: Sep 14-Nov 30

CRN	DAYS	PLACE	INSTR
50137	W/6:30p-9:20p	AN/106	Sueng

INTRODUCTION TO CURRICULUM FOR EARLY CHILDHOOD EDUCATION ECE/170

Prerequisite: ECE 140 Early Childhood Development. This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities.
Dates: Sep 14-Nov 30

CRN	DAYS	PLACE	INSTR
50138	W/6:30p-9:20p	AN/112	Martin

PROGRAM MUSIC & MOVEMENT ECE/116

Explores areas of music and movement appropriate to child's development through participating and experimenting.
Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
50140	M/6:30p-9:20p	AN/108	Le

CHILDREN WITH SPECIAL NEEDS ECE/165

This course offers a broad study of children with special needs and early childhood education as it relates to inclusion. This course covers federal and state laws and regulations, terminology and definitions, appropriate practices and intervention. This course is part of a program approved by Department of Social Services, Community Care Licensing.
Dates: Sep 14-Nov 30

CRN	DAYS	PLACE	INSTR
51198	W/9a-11:50a	AN/108	Sueng
50139	W/6:30p-9:20p	AN/108	Cheng

INFANT-TODDLER CARE
ECE/175

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

Dates: Sep 26-Nov 30
*Dates: Sep 13-Nov 17

CRN	DAYS	PLACE	INSTR
50283	MW/9a-11:50a	AN/116	Hill-West
50141*	**TTh/6:30p-9:20p**	**AN/108**	**Pagalidis**

HEARTSAVER PEDIATRIC FIRST AID
MEDO/305

This 8-hour course teaches individuals to respond to breathing and cardiac emergencies, pediatric first aid and injury prevention. Upon successful completion, students will receive an Adult, Infant, Child CPR and Pediatric First Aid certificate valid for 2 years. This class meets California requirements for daycare providers.

Dates: October 8, 2016

CRN	DAYS	PLACE	INSTR	FEE
50142	S/8a-2:50p	AN/504	Staff	$80

ELECTRICAL TRAINEE CERTIFICATE PROGRAM

For more information about the Electrical Trainee Certificate Program, please call the Career Techincal Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

This program will prepare students to work in an entry level position in the construction industry assisting with the electrical installation and repair of electrical wiring in buildings. Students will receive an overview of the construction industry with a focus on the career path of an electrical trainee. Topics include safety, construction math, tools and materials handling, electrical theory, code requirements and application for residential commercial and industrial wiring, prints and specifications.

Electrical Trainee Certificate Requirements
• For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
• **Additional program requirements include:**
1) Complete all program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.

Registration
Students should begin with ELET/140: Introduction to Electrical Trainee.

=Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.

INTRODUCTION TO ELECTRICAL TRAINEE
ELET/140

Course provides an overview of the construction industry with focus on the career path of an electrical trainee. Students will learn about the skills needed to launch a successful career in the electrical trade. Topics include safety, construction math, tools and materials handling, job site management, and State certification requirements for electricians.

Dates: Sep 13-Nov 17

CRN	DAYS	PLACE	INSTR
50131	TTh/6:30p-9:20p	AN/106	Hauck

ELECTRICITY FUNDAMENTALS
ELET/145

Prerequisite: ELET 140 Introduction to Electrical Trainee. Course covers basic electrical concepts, including electrical measurements, basic electrical theory, and an understanding of how common electrical components work. Course provides a basis for understanding electrical safety concepts.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
50132	T/6p-9:50p	AN/402B	Famolaro

WIRING FUNDAMENTALS: RESIDENTIAL
ELET/150

Prerequisite: ELECT 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to residential wiring. Topics include electrical standards, residential wiring techniques, grounding, basic switching circuits, residential load calculations, and electrical services in accordance with the NEC.

Dates: Sep 14-Nov 30

CRN	DAYS	PLACE	INSTR
50238	W/6:30p-9:20p	AN/402A	Faessel

INTRODUCTION TO BLUEPRINT READING
CONS/230

An introduction to blueprint reading using a fundamental approach, this course will familiarize trainees with basic blueprint terms, components and symbols. Trainees will learn the different types of blue print drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions.

Dates: Sep 12-Nov 28

CRN	DAYS	PLACE	INSTR
50133	M/6:30p-9:20p	AN/611	Massia

FUNERAL SERVICE ASSISTANT CERTIFICATE PROGRAM

For more information about the Funeral Service Assistant Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

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

Funeral Service Assistant Certificate Requirements
• For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
• **Additional program requirements include:**
1)   Complete all program requirements within two years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within two years and/or not maintaining catalog rights will be required to repeat any classes that are not within the two-year time frame and/or take any further program requirements.

Registration
Students must begin with MEOC/210: Introduction to Computers for Health Care Workers or be concurrently enrolled in MEOC/210 and FSRV/100: Introduction to Funeral Service Practice.

= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.

INTRODUCTION TO FUNERAL SERVICE PRACTICE FSRV/100

Co-requesite: MEOC/210 Introduction of Computers for Health Care Workers. This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills.

Dates: Sep 27-Dec 1; nc Nov 24
*Dates: Sep 12-Nov 30

CRN	DAYS	PLACE	INSTR
51200	TTh/6:30p-9:20p	AN/607	Wright
50304*	MW/6:30p-8:50p	AN/607	Wright

INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS IMAGE MEOC/210

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50239	M/9a-12:50p	AN/403	McClurkin
50286	**T/5p-8:50p**	**AN/312**	**Prey**
51193	Th/6p-9:50p	AN/403	Kane

Online registration for Intro of Computers for Healthcare Workers is Tuesday, August 16, 2016. See page 5 for details. MEOC/210 classes are open to both Medical Assistant Certificate Program students and Pharmacy Technician Certificate Program students.

MANAGEMENT CERTIFICATE PROGRAM

For more information about the Management Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

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.

Management Certificate Requirements
• For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
• **Additional program requirements include:**
1)   Complete all of the program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.

= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.

MANAGEMENT SKILLS I BMGR/412

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

Dates: Sep 13-Oct 18

CRN	DAYS	PLACE	INSTR
50128	T/6:30p-9:20p	WIL/203	Baltazar

Discover if the Management Certificate Program is right for YOU!

Attend a FREE Information Session

and get answers to all of your questions about how the program is set up, how long it will take you to obtain your certificate, and how to register.

Morning Sessions (11 a.m. – 12 p.m.)
Wednesday, August 3, 2016 – WIL/108
Thursday, August 4, 2016 – WIL/108

Evening Sessions (6 p.m. – 7 p.m.)
Monday, August 1, 2016 – WIL/108
Tuesday, August 2, 2016 – WIL/108

No reservation required! A one-day parking permit can be purchased for $2 at a parking kiosk; exact change required.

For more information, contact the SCE Student Success and Support Program Office at 714.808.4682.

MANAGEMENT SKILLS II
BMGR/610

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

Dates: Oct 25-Nov 29

CRN	DAYS	PLACE	INSTR
50129	T/6:30p-9:20p	WIL/203	Baltazar

SCE is SOCIAL

Connect with us! See inside back cover 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.

Dates: Sep 14-Oct 19

CRN	DAYS	PLACE	INSTR
51144	W/6:30p-9:20p	WIL/203	Berry

UNDERSTANDING BUSINESS CONTRACTS
BMGR/452

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

Dates: Oct 26-Nov 30

CRN	DAYS	PLACE	INSTR
51145	W/6:30p-9:20p	WIL/203	Berry

ARE YOU ON TRACK TO FINISH YOUR CERTIFICATE?

Meet with a counselor to review your Student Educational Plan!

Contact the SCE Student Success & Support Program Office nearest you:
Anaheim Campus: 714.808.4682
Cypress Center: 714.484.7440
Wilshire Center: 714.992.9565

SCE STUDENT SUCCESS SPOTLIGHT: TORI GRAY

Practicing to become a medical assistant was not always easy for Tori Gray. At the start of the program, Tori was nervous and uncomfortable, shying away from the laboratory procedures. Tori knew she had to confront her fears in order to be successful. At SCE, Tori was able to realize her potential as she overcame one obstacle at a time. As Tori grew more confident in her skills and abilities over time, Tori pushed herself to gain hands-on experience and began volunteering at a local physician's office. This additional experience and dedication to her profession led to a paid employment opportunity at the doctor's office. Today, she has grown in her abilities and performs procedures with grace. Her instructor, Jennifer Oo, is proud of Tori's patience and determination to be successful. Tori looks forward to continuing her education in the medical industry. Congratulations, Tori!

MEDICAL ASSISTANT CERTIFICATE PROGRAM

For more information about the Medical Assistant Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

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 students are required to purchase and wear a uniform for all classes.**

Medical Assistant Certificate Requirements

• For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
• **Additional program requirements include:**
1) Meet the keyboarding requirement: Pass Comp/685 beginning Keyboarding OR pass a three minute, 30 words per minute keyboarding challenge exam.
2) Complete all program requirements within five years and maintain catalog rights. **NO EXTENSIONS and or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within five years and/or not maintaining catalog rights will be required to repeat any classes that are not within the five year time frame and/or take any further program requirements.

Registration Students should begin with MEDO/260: Introduction to Medical Assisting. MEOC/104: Medical Terminology.

⏰ = **Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.**

INTRODUCTION TO MEDICAL ASSISTING
MEDO/260

This course is an introduction to the medical assisting profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, health care settings, medical law, and therapeutic communication skills.
Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 12, Nov 24, Nov 26

CRN	DAYS	PLACE	INSTR
50285	S/9a-1:20p	AN/112	Murray
50165	Th/1p-4:50p	AN/611	Oo
50166	**T/6p-9:50p**	**AN/611**	**Kane**

Online registration for Medical Assistant Certificate Program classes is Wednesday, August 10, 2016. See page 5 for details.
CRN 50165 is part of SCE's I-BEST Pilot Project and is open to all students. For more information, please call the Career Technical Education Program Office at 714.808.4915 or email cteinfo@sce.edu.

Discover if the Medical Assistant Certificate Program is right for YOU!

Attend a FREE Information Session
and get answers to all of your questions about how the program is set up, how long it will take you to obtain your certificate, and how to register.

Morning Sessions (11 a.m. – 12 p.m.)
Wednesday, July 27, 2016 – AN/107
Friday, July 29, 2016 – AN/107

Evening Sessions (6 p.m. – 7 p.m.)
Thursday, July 28, 2016 – AN/107
Wednesday, August 3, 2016 – AN/107

No reservation required! A one-day parking permit can be purchased for $2 at a parking kiosk; exact change required.

For more information, contact the SCE Student Success and Support Program Office at 714.808.4682.

MEDICAL TERMINOLOGY MEOC/104 ⏰

Required course for Medical Assistant Certificate program but also welcomes all students preparing for a variety of professional/paraprofessional careers in the medical field. Learn medical terms or strengthen prior knowledge. Offers basics of terminology, anatomy and diagnostics.
Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 12, Nov 26

CRN	DAYS	PLACE	INSTR
50168	S/9a-1:20p	AN/611	Kane
50153	M/9a-12:50p	AN/504	Oo
50154	W/12:30p-4:20p	AN/504	Yeon
50167	**W/6p-9:50p**	**AN/504**	**Wahba**
50152	**M/6p-9:50p**	**AN/504**	**Wiley**

Online registration for Medical Terminology is Tuesday, August 16, 2016. See page 5 for details. MEOC/104 classes are open to both Medical Assistant Certificate Program students and Pharmacy Technician Certificate Program students.

MED ASSIST & PHARM TECH STUDENTS:
Need Help with Math?

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

Visit the Anaheim Learning Center for details.

INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS
MEOC/210

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50239	M/9a-12:50p	AN/403	McClurkin
50286	**T/5p-8:50p**	**AN/312**	**Prey**
51193	**Th/6p-9:50p**	**AN/403**	**Kane**

Online registration for Intro of Computers for Healthcare Workers is Tuesday, August 16, 2016. See page 5 for details. MEOC/210 classes are open to both Medical Assistant Certificate Program students and Pharmacy Technician Certificate Program students.

MEDICAL ASSISTING: FRONT OFFICE
MEDO/115

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

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
50170	T/9a-11:50a	AN/403	Oo
50169	**T/6:30p-9:20p**	**AN/403**	**Echolds**

Online registration for Medical Assistant Certificate Program classes is Wednesday, August 10, 2016. See page 5 for details.

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

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

Dates: Sep 13-Dec 1; nc Nov 24

CRN	DAYS	PLACE	INSTR
50172	TTh/2p-4:50p	AN/403	Echolds
50171	**TTh/6:30p-9:20p**	**AN/301**	**Collie Corzine**

Online registration for Medical Assistant Certificate Program classes is Wednesday, August 10, 2016. See page 5 for details.

MEDICAL CODING-INTRODUCTION
MEOC/225

Prerequisite: MEOC 104 Medical Terminology. This course covers the practical application of CPT-4 coding as well as both ICD-9-CM and ICD-10-CM coding for correct reimbursement in the physician's office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical and physiology concepts will be covered in this course: (a) integumetary system, (b) musculoskeletal system (c) respiratory system (d) cardiovascular system (e) hemic and lymphatic systems.

Dates: Sep 13-Dec 1; nc Nov 24

CRN	DAYS	PLACE	INSTR
50305	TTh/1p-4:50p	AN/607	Collie Corzine

Online registration for Medical Assistant Certificate Program classes is Wednesday, August 10, 2016. See page 5 for details.

MEDICAL ASSISTING: BACK OFFICE PROCEDURES I
MEDO/235

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50174	TTh/1p-4:05p	AN/510	Wayne
50173	**MW/6p-9:05p**	**AN/510**	**Oo**

Online registration for Medical Assistant Certificate Program classes is Wednesday, August 10, 2016. See page 5 for details.

MEDICAL ASSISTING: BACK OFFICE PROCEDURES II
MEDO/240

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50175	MW/1p-4:05p	AN/510	Oo
50221	**TTh/6p-9:05p**	**AN/510**	**Wiley**

Online registration for Medical Assistant Certificate Program classes is Wednesday, August 10, 2016. See page 5 for details.

PHYSICAL THERAPY AIDE

For more information about Physical Therapy Aide classes, please call the Career Technical Education Program Office at 714.808.4915 or email cteinfo@sce.edu.

= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.

PHYSICAL THERAPY AIDE
MEDO/166

Equips the motivated student to function safely and efficiently as a Physical Therapy Aide or Restorative Aide in a hospital, convalescent hospital or home setting. Certificate of Completion to those meeting requirements.

Dates: Sep 12-Nov 30

CRN	DAYS	PLACE	INSTR
50130	3 Wks MW/6:30p-9:20p	SCECYP/103	Landgreen
	9 Wks MW/6:30p-9:30p	St. Jude Ctrs for Rehab	Pirkle

HEALTHCARE MEDICAL INTERPRETER TRAINING

For more information about Medical Interpreting classes and assessment questions, please contact Magnus Corporation at 909.718.1185.

HEALTHCARE MEDICAL INTERPRETER
HLTH/210

Prerequisite: Must pass the MAGNUS bi-lingual, bi-cultural assessment prior to course enrollment. This is a 40-hour course designed to prepare a bi-cultural and bi-lingual individuals to work as a Healthcare Medical Interpreter. Those who complete and pass the course exit exam qualify to sit for national certification as a Healthcare Medical Interpreter.

Dates: Sep 13-Oct 27

CRN	DAYS	PLACE	INSTR	FEE
51105	TTh/6:30p-9:20p	AN/136	Staff	$605

MEDICAL DEVICE INDUSTRY

For more information about the Quality Assurance Management for Medical Devices Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

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

Quality Assurance Management for Medical Devices Certificate Requirements
• For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
• **Additional program requirements include:**
1) Complete all program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.

= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.

Quality Assurance Management Certificate for Medical Devices

REGULATORY AFFAIRS FOR MEDICAL DEVICES
BMGR/648

Course will provide students with an in-depth understanding 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: Sep 15-Dec 1; nc Nov 24

CRN	DAYS	PLACE	INSTR
51192	Th/6:30p-9:20p	AN/610	Goyal

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Connect with us! See inside back cover for details.

QUALITY ASSURANCE FOR MEDICAL DEVICES
BMGR/654

This course provides students with an in-depth definition of quality assurance and its role with medical devices. The course covers the responsibilities of assurance during the manufacturing and production of a product. Topics will include management responsibilities, process controls, and other subjects providing an overall understanding of quality assurance.

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
51199	**T/6:30p-9:20p**	**AN/610**	**Vu**

TECHNICAL WRITING FOR BIO-MEDICAL INDUSTRIES
BMGR/657

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

Dates: Sep 14-Nov 30

CRN	DAYS	PLACE	INSTR
51195	**W/6:30p-9:20p**	**AN/610**	**McIntyre**

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

For more information about the Pharmacy Technician Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email cteinfo@sce.edu.

This program prepares students for an entry-level position as a pharmacy technician at a community and 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.**

Pharmacy Technician Certificate Requirements
• For program requirements, please refer to the **SCE Catalog** at www.sce.edu/catalog.
• **Additional program requirements include:**
  1) Meet the keyboarding requirement: Pass COMP/685: Beginning Keyboarding OR pass a three minute, 30 words per minute keyboarding challenge exam.
  2) Complete all program requirements within five years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within five years and/or not maintaining catalog rights will be required to repeat any classes that are not within the five year time frame and/or take any further program requirements.

Registration
Students must begin with MEOC/130: Introduction to Pharmacy Technician and MEOC/104: Medical Terminology.

= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.

INTRODUCTION TO PHARMACY TECHNICIAN
MEOC/130

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

Dates: Sep 12-Nov 30
*Dates: Sep 13-Nov 17

CRN	DAYS	PLACE	INSTR
50295	MW/9a-11:20a	AN/611	Dunne
50151·	**TTh/6:30p-9:20p**	**AN/504**	**Shields**

CRN 50295 is part of SCE's I-BEST Pilot Project and is open to all students. For more information, please call the Career Technical Education Program Office at 714.808.4915 or email cteinfo@sce.edu.

MEDICAL TERMINOLOGY
MEOC/104

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 12, Nov 26

CRN	DAYS	PLACE	INSTR
50168	S/9a-1:20p	AN/611	Kane
50153	M/9a-12:50p	AN/504	Oo
50154	W/12:30p-4:20p	AN/504	Yeon
50167	**W/6p-9:50p**	**AN/504**	**Wahba**
50152	**M/6p-9:50p**	**AN/504**	**Wiley**

Online registration for Medical Terminology is Tuesday, August 16, 2016. See page 5 for details. MEOC/104 classes are open to both Medical Assistant Certificate Program students and Pharmacy Technician Certificate Program students.

PHARMACOLOGY I
MEOC/121

Prerequisite: MEOC 104 Medical Terminology. Equips students with the necessary beginning theoretical knowledge. Includes categorizing, differentiating between drug classifications and inventorying. Provides a basic knowledge and understanding of drug effects on the body.

Dates: Sep 13-Oct 20
*Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
50155	TTh/9a-11:50a	AN/504	Shields
50296·	**T/6:30p-9:20p**	**AN/110**	**Smith**

Discover if the Pharmacy Technician Certificate Program is right for YOU!

Attend a FREE Information Session

and get answers to all of your questions about how the program is set up, how long it will take you to obtain your certificate, and how to register.

Morning Sessions (11 a.m. – 12 p.m.)
Thursday, July 28, 2016 – AN/101
Thursday, August 11, 2016 – AN/101

Evening Sessions (6 p.m. – 7 p.m.)
Wednesday, July 27, 2016 – AN/107
Monday, August 15, 2016 – AN/107

No reservation required! A one-day parking permit can be purchased for $2 at a parking kiosk; exact change required.

For more information, contact the SCE Student Success and Support Program Office at 714.808.4682.

PHARMACOLOGY II
MEOC/122

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

Dates: Oct 25-Dec 1; nc Nov 24
*Dates: Sep 15-Dec 1; nc Nov 24

CRN	DAYS	PLACE	INSTR
50156	TTh/9a-11:50a	AN/504	Shields
51196*	**Th/6:30p-9:20p**	**AN/110**	**Smith**

PHARMACEUTICAL MATHEMATICS
MEOC/140

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

Starts week of 9/12/2016, ends week of 11/28/2016

CRN	DAYS	PLACE	INSTR
50157	W/9a-11:50a	AN/504	Yeon
50158	**T/6:30p-9:20p**	**AN/132**	**Diaz**

PHARMACY OPERATIONS LAB
MEDO/230

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51146	Th/9a-11:50a	AN/408	Dunne
50161	**W/6:30p-9:20p**	**AN/408**	**Dunne**

HUMAN RELATIONS FOR HEALTHCARE WORKERS
MEOC/135

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

Starts week of 9/12/2016, ends week of 11/28/2016

CRN	DAYS	PLACE	INSTR
50160	**M/6:30p-9:20p**	**AN/110**	**Dunne**

OUT-PATIENT LAB FOR THE PHARMACY TECHNICIAN
MEDO/220

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
50162	F/9a-12:50p	AN/408	Dunne
50163	**M/6p-9:50p**	**AN/408**	**Shields**

MED ASSIST & PHARM TECH STUDENTS:
Need Help with Math?

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

Visit the Anaheim Learning Center for details.

IN-PATIENT LAB FOR THE PHARMACY TECHNICIAN MEDO/221

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
50224	T/6p-9:50p	AN/408	Magtoto
50164	Th/6p-9:50p	AN/408	Pham

IN-PATIENT EXTERNSHIP FOR THE PHARMACY TECHNICIAN MEDO/316

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

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
50226	T/6p-7:50p	AN/607	Dunne

OUT-PATIENT EXTERNSHIP FOR THE PHARMACY TECHNICIAN MEDO/317

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

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
50225	T/6p-7:50p	AN/607	Dunne

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.;
F, 7 a.m. – 4:30 p.m.

PHYSICAL FITNESS

For more information about Physical Fitness classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

YOGA FOR RELAXATION FITN/465

This course is designed for all levels of yoga students. The class will focus on flexibility, breathing and gentle stretching. This class encourages a non-competitive, restorative setting. Students should bring a sticky mat and a towel. Class will end with a quiet meditative period.

Dates: Sep 12-Nov 14

CRN	DAYS	PLACE	INSTR	FEE
50124	M/6p-7:20p	AN/134	Lin	$65

TAI CHI FOR HEALTHY LIVING FITN/500

In this course students are introduced to the principles of Tai Chi with an emphasis on the benefits associated with healthy living. Learn the psychological and physical health benefits of Tai Chi, as well as the history, techniques and philosophy of the various Tai Chi forms.

Dates: Sep 16-Oct 21

CRN	DAYS	PLACE	INSTR	FEE
50278	F/6p-6:50p	AN/134	Pineiro	$55

ZUMBA® FITNESS FITN/370

The ZUMBA® fitness program fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program that feels more like a party than a work out. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat.

Dates: Sep 16-Oct 21

CRN	DAYS	PLACE	INSTR	FEE
50179	F/6:15p-7:05p	SCECYP/118	Li	$50

FULL BODY STRETCH FITN/365

Take one hour to stretch your body from head to toe. Improve your posture, circulation and general feeling of well being through a full body stretch.

Dates: Sep 15-Oct 20

CRN	DAYS	PLACE	INSTR	FEE
51109	Th/6p-6:50p	AN/134	Knighton	$65

Dance

ARGENTINE TANGO DAN/175

Students will learn basic steps, coordination, and partnering skills, along with styling and more intricate footwork. Once you experience this dance form, you will want to continue your Tango journey forever!

Dates: Sep 16-Oct 21

CRN	DAYS	PLACE	INSTR	FEE
50210	F/7p-7:50p	AN/134	Knighton	$45

LATIN SOCIAL DANCE
DAN/185

Classes will cover Merengue. By the end of these six weeks, you will have developed lots of partnering and styling skills, and you'll know what to do when you hear some fabulous Latin music!

Dates: Sep 16-Oct 21

CRN	DAYS	PLACE	INSTR	FEE
50211	F/8p-8:50p	AN/134	Knighton	$45

SALSA BOOT CAMP
DAN/170

Students will learn eight count Salsa basics and how to lead and follow in this intensive class. Learn this popular dance, have fun and exercise.

Dates: Sep 14-Oct 19

CRN	DAYS	PLACE	INSTR	FEE
50213	W/7p-8:20p	AN/134	Knighton	$50

TAP DANCE FOR ADULTS
DAN/195

Students will learn the unique American dance form of Tap. This is a beginner level tap dance class that introduces students to basic tap steps and vocabulary during rhythmic exercises. Emphasis is placed on footwork and rhythmic   movement during floor choreography and short routines. Tap shoes required.

Dates: Sep 14-Oct 19

CRN	DAYS	PLACE	INSTR	FEE
50280	W/6p-6:50p	AN/134	Knighton	$55

EAST COAST SWING DANCE
DAN/180

Students will learn various Swing dance styles such as: Jitterbug, East Coast Triple Step, Charleston, Lindy, and Balboa. The course will focus on learning the steps, body mechanics, and partnering skills to get you Swingin' with style!

Dates: Sep 16-Oct 21

CRN	DAYS	PLACE	INSTR	FEE
51108	F/9p-9:50p	AN/134	Knighton	$55

Adult Martial Arts

KENPO KARATE
(BEGINNING/INTERMEDIATE)
FITN/442

This course will include basic self-defense techniques, kicking, striking, blocking and fighting stances. For repeating students more advanced skills are presented. Class provides an aerobic workout and pilates exercise program.

Dates: Sep 17-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
51110	S/10a-11:20a	WIL/204	Leonard	$60

KENPO KARATE
(ADVANCED)
FITN/446

Course provides advanced impact training, heavy aerobic workout and advanced pilates exercise program.   Advanced   level self-defense skills, techniques and theory presented.   Three trimesters of intermediate level class recommended before enrolling in the advanced class.

Dates: Sep 17-Nov 19

CRN	DAYS	PLACE	INSTR	FEE
50098	S/8:30a-9:50a	WIL/204	Leonard	$60

JUDO, JUJITSU AND SELF-DEFENSE
(BEGINNING/INTERMEDIATE)
FITN/450

Self-defense class for beginners teaches coordination and quick reflexes; build stamina, speed and strength. Includes all phases of judo and karate throws and free sparring. Learn to protect yourself.

Dates: Sep 12-Nov 16

CRN	DAYS	PLACE	INSTR	FEE
51111	MW/6:30p-7:20p	WIL/204	Gallegos	$80

SCE is SOCIAL

Connect with us! See inside back cover for details.

MUSIC

For more information about Music classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

GUITAR FOR ADULTS
MUSC/108

Learn to play the guitar! Students will learn chords, strum pattern styles, new songs, simple ear training and rhythm training. Students will also learn a I, IV, V blues progression and how to read the tablature for guitar. Bring a nylon-string or acoustic steel-string guitar and a medium pick.

Dates: Sep 15-Oct 20

CRN	DAYS	PLACE	INSTR	FEE
50018	Th/6:30p-7:20p	WIL/207	Parent	$65

ADULT GUITAR & BASS WORKSHOP
MUSC/355

Students will learn music theory and concepts including notes on the guitar: major and minor keys, how to count and construct rhythm patterns that go together with each other and drums. Students will be able to play simple songs together by the end of classes.

Dates: Sep 15-Oct 20

CRN	DAYS	PLACE	INSTR	FEE
51100	Th/7:30p-8:20p	WIL/207	Parent	$65

GUITAR WORKSHOP FOR ADULTS
MUSC/370

Learn guitar in a friendly group environment. If you are a beginner, or already know how to play some things, this is the class for you! Learn to play the chords, strumming and picking techniques of your favorite classic songs. Bring your guitar and a medium or heavy pick to class.

Dates: Oct 8-Nov 19

CRN	DAYS	PLACE	INSTR	FEE
51120	S/9a-9:50a	SCE/TE2-201	Austin	$65

MATURE DRIVER CLASSES

For more information about Mature Driver classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

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

La Habra Sr. Ctr.
101 W. La Habra, La Habra -562.905.9746
September 24, October 8, October 22, November 12, 2016

Yorba Linda Sr. Ctr.
4501 Casa Loma Dr., Yorba Linda -714.961.7181
September 28 & 29, October 19 & 20, 2016

Anaheim Senior Ctr.
250 E. Center St., Anaheim -714.765.4510
October 1, November 5, December 3, 2016

Fullerton Community Center
340 W Commonwealth Ave., Fullerton -714.738.6305
October 12 & 13, 2016

Cypress Sr. Ctr.
9031 Grindlay, Cypress -714.229.2005
November 2 & 3, 2016

Brea Sr. Ctr.
500 South Sievers Ave., Brea -714.990.7750
November 9 & 10, 2016

Learn Computer Skills!

Register for a computer course and learn how to operate your home computer. SCE offers quality instructors, state-of-the-art computer labs, and all of the latest software!

See the Computers section on page 21 for more information.

OLDER ADULTS PROGRAM

For more information about the Older Adults Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

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

Communication

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.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 25
*Dates: Sep 12-Dec 11

CRN	DAYS	PLACE	INSTR
21036	F/10:30a-12:20p	Buena Park Senior Ctr	Johnson
21579*	M/1:30p-3:20p	Cambridge Court	Johnson
21221	W/2:30p-4:20p	Katella Sr Living Community	Johnson

CREATIVE WRITING FOR SENIORS
ABE/240

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

Starts week of 9/12/2016, ends week of 11/28/2016

CRN	DAYS	PLACE	INSTR
21409	W/1p-2:50p	West Anaheim Sr Prog	French
21410	T/1p-2:50p	Cypress Sr Citizen Ctr	French
21607	**W/6p-7:50p**	**Buena Park Senior Ctr**	**McFall**
21411	**T/6:30p-8:20p**	**Morningside of Fullerton**	**Edwards**

JOURNEY BACK INTO TIME FOR OLDER ADULTS
ENCO/501

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

Dates: Sep 12-Dec 11
*Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
21652	M/10a-11:50a	Cambridge Court	Small
21142*	M/1p-2:50p	Morningside of Fullerton	Small
21143*	T/1:30p-3:20p	La Habra Villa	Small
21646*	Th/2p-3:50p	Capriana	Small
21144*	W/2:30p-4:20p	Brookdale Anaheim	Small
21737*	Th/2:45p-4:35p	Katella Sr Living Community	Fischer

SENIOR TOPICS FOR OLDER ADULTS
EDEN/100

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11-Nov 12, Nov 24-Nov 26
*Dates: Sep 12-Dec 11

CRN	DAYS	PLACE	INSTR
21640	W/9a-10:50a	Emerald Court	Fischer
21673	W/9a-10:50a	Sunnycrest Senior Living	Schultz
21246	F/9:30a-11:20a	Brookdale-Yorba Linda	Gable
21628	F/9:30a-11:20a	Park Vista Assisted Living	Powell
21618*	M/9:30a-11:20a	DePalma Terrace Sr Living	Belknap
21049	T/9:30a-11:20a	Sunnycrest Senior Living	Freeman
21565	T/9:30a-11:20a	Sunrise Assisted Living at YL	Powell
21654	T/9:30a-11:20a	DePalma Terrace Sr Living	Dunnam
21742	T/9:30a-11:20a	Cypress Sr Citizen Ctr	Heins
21217	W/9:30a-11:20a	Brookdale Anaheim	Jenkins Orr
22003*	M/9:30a-11:20a	Anaheim Healthcare Center	Staff
21332	Th/9:30a-11:20a	Sunrise Asst Liv Fullerton	Belknap
21553	M/9:30a-11:20a	Brookdale-Yorba Linda	Powell
21756	W/10a-11:50a	Karlton Residential Care Ctr	Heins
21727	S/10a-11:50a	Park Vista Assisted Living	Henan
21655	W/10a-11:50a	La Habra Villa	Edwards
21647	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
21044	F/12:30p-2:20p	La Habra Villa	Gable
21653	T/1p-2:50p	Park Vista Assisted Living	Dunnam
21813	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
21554	M/1p-2:50p	New Horizon	Jenkins Orr
21549	M/1p-2:50p	Park Regency Ret Res	Gable
21041	W/1p-2:50p	La Palma Royale	Gomes
21046	Th/1p-2:50p	Park Regency Ret Res	Henan
22010	F/1p-2:50p	Acacia Villas	Henan
21146	Th/1:30p-3:20p	Whitten Heights	Jenkins Orr
21586	T/1:30p-3:20p	Cambridge Court	Harris
22051	Th/2p-3:50p	Park Vista Assisted Living	Gomes
21043	F/2:30p-4:20p	Brookdale Anaheim	Gomes
21230	T/3p-4:50p	Katella Sr Living Community	Gomes

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.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
21035	Th/8a-9:50a	Buena Park Senior Ctr	Reynolds
22163	Th/10a-11:50a	Buena Park Senior Ctr	Reynolds
21096	T/12:30p-2:20p	Cypress Sr Citizen Ctr	Reynolds
21450	T/2:30p-4:20p	Cypress Sr Citizen Ctr	Reynolds

CREATIVE ARTS FOR OLDER ADULTS
CRAE/100

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 12, Nov 24, Nov 26

CRN	DAYS	PLACE	INSTR
21420	Th/9:30a-11:20a	DePalma Terrace Sr Living	Martin
21552	W/9:30a-11:20a	Windsong Sr Activity Ctr	Solis
21408	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
21557	W/10a-11:50a	Sunrise Asst Liv Fullerton	Miller
21324	Th/10a-11:50a	Sunrise Assisted Living at YL	Miller

INTERGENERATIONAL: CREATIVE ARTS EXCHANGE FOR OLDER ADULTS
CRAE/310

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

Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
21198	T/3p-4:50p	Park Vista at Morningside	Martin

PAINTING FOR OLDER ADULTS
CRAE/105

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24
*Dates: Sep 12-Dec 11

CRN	DAYS	PLACE	INSTR
21619	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
21037	T/9a-10:50a	Cypress Sr Citizen Ctr	Bacon
21095	W/9a-10:50a	Yorba Linda Sr Ctr	Bacon
21620*	M/9a-10:50a	Yorba Linda Sr Ctr	Clary
21034	M/9a-10:50a	Buena Park Senior Ctr	Bacon
21710*	M/11:30a-1:20p	Buena Park Senior Ctr	Bacon
21233	Th/12p-1:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21767	Th/1p-2:50p	Palacio Senior Apartments	Clary
21039	T/1p-2:50p	Sunnycrest Senior Living	Kortz
21700	W/1p-2:50p	Capriana	Bacon
21584	W/1p-2:50p	Buena Park Senior Ctr	Hyatt Solomina
21614	Th/2p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21616	Th/2p-3:50p	La Habra Art Assoc & Gallery	Kortz
21741	T/2:30p-4:20p	Alamitos West Health Care Ctr	Hyatt Solomina
21683	T/3p-4:50p	Sunnycrest Senior Living	Kortz
21617	**Th/4p-5:50p**	**La Habra Art Assoc & Gallery**	**Kortz**

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: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
21548	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.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE	INSTR
22005	F/9a-10:50a	Yorba Linda Sr Ctr	Smith
22002	Th/9:30a-11:20a	Muckenthaler Cultural Center	Smith
21042	M/10a-11:50a	Cypress Sr Citizen Ctr	Smith
21861	T/10a-11:50a	AN/402B	Smith
21117	W/12p-1:50p	AN/402B	Schultz
21082	T/12:30p-2:20p	Buena Park Senior Ctr	Smith
41092	W/2p-3:50p	AN/402B	Schultz
21724	T/2:30p-4:20p	Buena Park Senior Ctr	Smith

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 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
21007	W/9a-10:50a	Vintage of Stonehaven	Carlson
21040	Th/9a-10:50a	Fullerton Community Center	Carlson
21612	Th/1p-2:50p	Yorba Linda Sr Ctr	Carlson
21720	W/2p-3:50p	Emerald Isle Senior Apartments	Carlson
21583	T/2:30p-4:20p	Capriana	Carlson

SENIOR CHORUS
MUSC/303

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

Dates: Sep 30-Dec 2; nc Nov 25, Nov 11
*Dates: Sep 12-Dec 11
†Dates: Sep 13-Nov 29

CRN	DAYS	PLACE	INSTR
21038	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Lassetter
21638*	M/10a-11:50a	West Anaheim Sr Prog	Kubiak
21079†	T/12:30p-2:20p	Yorba Linda Sr Ctr	Hamilton

TONE CHIME CHOIR FOR OLDER ADULTS
MUSC/304

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

Dates: Sep 28-Nov 30

CRN	DAYS	PLACE	INSTR
21033	W/12p-1:50p	Sr Citizens Ctr Anaheim	Lassetter

MUSIC ARTS FOR OLDER ADULTS
MUSC/200

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11-Nov 12, Nov 24-Nov 26
*Dates: Sep 12-Dec 11

CRN	DAYS	PLACE	INSTR
21093	M/9a-10:50a	Bradford Square	Behrbaum
21556	S/9:30a-11:20a	Whitten Heights	Ediger
21443	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
21004	Th/9:30a-11:20a	Brookdale-Yorba Linda	Matlock
21223	Th/9:30a-11:20a	Whitten Heights	Baker
21240	T/9:30a-11:20a	Knott Ave Res	Martin
41001	F/10a-11:50a	Sunnycrest Senior Living	Matlock
21629*	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
21422	W/12:30p-2:20p	Cambridge Court	Behrbaum
21449	M/12:30p-2:20p	Whitten Heights	Behrbaum
21191	W/12:30p-2:20p	Katella Sr Living Community	Edwards
21417	F/1p-2:50p	Bradford Square	Park
21291	T/1p-2:50p	New Horizon	Martin
21807	Th/1p-2:50p	Sunrise Asst Living La Palma	Baesler
21203	Th/1p-2:50p	Emerald Court	Behrbaum
21149	F/1p-2:50p	Park Regency Ret Res	Hamilton

CRN	DAYS	PLACE	INSTR
21621	Th/1p-2:50p	Brookdale Casa Whittier	Baker
21045	Th/1p-2:50p	La Habra Villa	Edwards
21238	W/1:30p-3:20p	Brookdale-Yorba Linda	Martin
21810	W/2:30p-4:20p	Sunrise Asst Liv Fullerton	Harding
21806	T/2:30p-4:20p	Sunnycrest Senior Living	Baesler
21237	T/3p-4:50p	Brookdale Brea	Hamilton
21215	W/3p-4:50p	Brookdale-Garden Manor	Edwards
21278	Th/3:15p-5:05p	Park Regency Ret Res	Edwards

Learn Computer Skills!

Register for a computer course and learn how to operate your home computer. SCE offers quality instructors, state-of-the-art computer labs, and all of the latest software!

See the Computers section on Page 21 for more information.

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 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-Nov 25

CRN	DAYS	PLACE	INSTR
41015	M/8:30a-10:20a	Cypress Sr Citizen Ctr	Tan
21245	F/9a-10:50a	Fullerton Community Center	Underwood
21325	M/9:30a-11:20a	Buena Park Senior Ctr	Gallagher
21326	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Gallagher
21701	W/9:30a-11:20a	Stanton Civic Center	Gallagher
21334	F/12:30p-2:20p	Fullerton Community Center	Yu
21333	W/12:30p-2:20p	Fullerton Community Center	Yu
21331	Th/12:30p-2:20p	Sr Citizens Ctr Anaheim	Mastin
21641	F/1p-2:50p	Anaheim Crown Plaza	Feinstein
21330	F/3p-4:50p	Cypress Sr Citizen Ctr	Yu

STAYING MENTALLY SHARP FOR OLDER ADULTS
HLTH/167

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

Starts week of 9/12/2016, ends week of 10/17/2016
*Starts week of 10/24/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
51003	MW/9:30a-11:20a	Capriana	Gunderson
51004*	MW/9:30a-11:20a	Capriana	Gunderson
51116*	TTh/10:30a-12:20p	AN/312	Gunderson
51114	TTh/10:30a-12:20p	AN/312	Gunderson
51103	MW/12p-1:50p	Yorba Linda Sr Ctr	Gunderson
51104*	MW/12p-1:50p	Yorba Linda Sr Ctr	Gunderson
51115	TTh/12:30p-2:20p	AN/312	Gunderson
51117*	TTh/12:30p-2:20p	AN/312	Gunderson
50203*	MW/3p-4:50p	Buena Park Senior Ctr	Gunderson
50202	MW/3p-4:50p	Buena Park Senior Ctr	Gunderson

Have You Checked Your Class Start Date?

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

FOOD PREPARATION AND GOOD NUTRITION FOR OLDER ADULTS
HLTH/109

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

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 24

CRN	DAYS	PLACE	INSTR
21047	Th/10a-11:50a	Park Regency Ret Res	Wyckhouse
21627	T/1:30p-3:20p	Brookdale-Yorba Linda	Rose
21048	M/1:30p-3:20p	Park Vista Assisted Living	Wyckhouse

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 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 25

CRN	DAYS	PLACE	INSTR
21089	W/10a-11:50a	Bradford Square	Linen
21091	F/12:30p-2:20p	Park Regency Care Ctr	Linen
21090	M/12:30p-2:20p	Katella Sr Living Community	Linen

BEGINNING DRAMA FOR OLDER ADULTS
CRAE/315

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

Dates: Sep 14-Nov 30
*Dates: Sep 12-Dec 11

CRN	DAYS	PLACE	INSTR
21288	W/10a-11:50a	Muckenthaler Cultural Center	Gable
21758*	T/1p-2:50p	Fullerton Community Center	Galindo
21757*	Th/1p-2:50p	Brea Senior Ctr	Galindo

HEALTHIER LIVING: MANAGING ONGOING HEALTH CONDITIONS FOR THE OLDER ADULT
HLTH/170

This course provides older adults with effective strategies and skills, good nutrition, and a regular fitness program to assist in managing personal health conditions and to maintain an active and fulfilling life.

Dates: Sep 14-Nov 30

CRN	DAYS	PLACE	INSTR
21862	W/12:30p-2:20p	Buena Park Senior Ctr	Gallagher

SCE STUDENT SUCCESS SPOTLIGHT: GINA ESPINOZA

Gina Espinoza is a single mother who works part-time to support her children. Gina's interest in the medical field and the idea of increasing the quality of life for her and her children led her to SCE's Medical Assistant Certificate Program. As a returning student, Gina chose to register for *Staying Mentally Sharp* in an attempt to improve her memory and the ability to focus more in her career certificate program. Within the first few weeks of class, Gina found that her memory was improving and that she was able to remember much more information than she could in the past, including long lists of medications. Her instructor Lynda Gunderson shared, "I have seen Gina's confidence in her own skills and abilities increase tremendously. She is not only an example of perseverance for her peers, but for her sons too." While studying to complete her SCE certificate, Gina also enrolled in classes at Cypress College with the long-term goal of becoming a registered nurse. After her first semester at the college, she earned four A's and two B's! Congratulations, Gina!

HEALTH AND WELLNESS FOR OLDER ADULTS
HLTH/200

Learn the benefits of adopting behaviors associated with healthy and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence.

Starts week of 9/12/2016, ends week of 11/28/2016; nc Nov 11-Nov 12, Nov 24-Nov 26
*Dates: Sep 14-Nov 23
†Dates: Sep 12-Dec 11

CRN	DAYS	PLACE	INSTR
21747	S/8a-9:50a	Sunnycrest Senior Living	Brayshaw
21397	W/9a-10:50a	Yorba Linda Sr Ctr	Underwood
21386	T/9a-10:50a	Fullerton Community Center	Carter-Rosenbloom
21385	M/9a-10:50a	Fullerton Community Center	De Jong
21392	T/9a-10:50a	Los Alamitos Senior Center	Knox
21867	M/9a-10:50a	Yorba Linda Sr Ctr	Linen
31149	M/9:30a-11:20a	Windsong Sr Activity Ctr	Truong
21745	T/9:30a-11:20a	Windsong Sr Activity Ctr	Truong
21382	W/9:30a-11:20a	Cypress Sr Citizen Ctr	Mastin
21734	S/9:30a-11:20a	Capriana	Underwood
21373	Th/9:30a-11:20a	Brea Senior Ctr	De Jong
21379	F/9:30a-11:20a	Buena Park Senior Ctr	Knox
21378	Th/9:30a-11:20a	Buena Park Senior Ctr	Truong
21374	M/9:30a-11:20a	Buena Park Senior Ctr	Knox
21376	T/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21599	T/9:30a-11:20a	Stanton Civic Center	Gallagher
21377	W/9:30a-11:20a	Buena Park Senior Ctr	Knox
21394	Th/9:30a-11:20a	Sr Citizens Ctr Anaheim	Knox
21395*	W/10a-11:50a	West Anaheim Sr Prog	Layne
21391	F/10a-11:50a	La Habra Community Serv-Sr Ctr	De Jong
21390	Th/10a-11:50a	La Habra Community Serv-Sr Ctr	Gallagher
21389	T/10a-11:50a	La Habra Community Serv-Sr Ctr	De Jong
21387	Th/10a-11:50a	Fullerton Community Center	Jammer
21383	Th/10a-11:50a	Cypress Sr Citizen Ctr	Rothery
21380	M/10a-11:50a	Cypress Sr Citizen Ctr	Brayshaw
21372	M/10a-11:50a	Brea Senior Ctr	Layne
41014	W/10a-11:50a	St. Jude West Fullerton Center	Tan
21765	T/10a-11:50a	Palacio Senior Apartments	Underwood
21761	W/10a-11:50a	La Habra Community Serv-Sr Ctr	Geivett
21749†	M/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21704	W/10a-11:50a	Sr Citizens Ctr - Placentia	Adams
21566	Th/10a-11:50a	Buena Park Senior Ctr	Carter-Rosenbloom
21563	Th/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21439	T/10a-11:50a	Brea Senior Ctr	Jammer
21414	M/10a-11:50a	La Habra Community Serv-Sr Ctr	Mastin
21407	T/10a-11:50a	Sr Citizens Ctr Anaheim	Wotring
21406	F/10a-11:50a	St. Jude West Fullerton Center	Mastin
21404	M/10a-11:50a	St. Jude West Fullerton Center	Pasamonte
21402	W/10a-11:50a	Good Shepherd Church	Jammer
21401	M/10a-11:50a	Good Shepherd Church	Jammer
21400	F/10a-11:50a	Yorba Linda Sr Ctr	Wotring
21396	T/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21624	T/10:30a-12:20p	Lake Park Mobile Home - YL	Franze
21399	Th/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21707	F/10:30a-12:20p	Buena Park Senior Ctr	Feinstein
21578	F/11:30a-1:20p	Good Shepherd Church	Jammer
21388	Th/12p-1:50p	Fullerton Community Center	Sellens
22000	F/12p-1:50p	Windsong Sr Activity Ctr	Truong
21393	T/12:30p-2:20p	Sr Citizens Ctr Anaheim	Gallagher
21609	T/1p-2:50p	Buena Park Senior Ctr	Carter-Rosenbloom
21755	Th/1p-2:50p	Emerald Isle Senior Apartments	Yu
21362	T/1p-2:50p	Emerald Isle Senior Apartments	Yu
21375	M/1p-2:50p	Buena Park Senior Ctr	Yu
21626	Th/1p-2:50p	Sunnycrest Senior Living	Carter-Rosenbloom
41013	F/1p-2:50p	Rehab Institute So Ca	Mastin
21384	Th/1p-2:50p	Cypress Sr Citizen Ctr	Layne
21874	T/1p-2:50p	Sunnycrest Senior Living	Brayshaw
21746†	M/1:30p-3:20p	Brookdale-Yorba Linda	Brayshaw
21398	W/2p-3:50p	Yorba Linda Sr Ctr	Layne
51088	F/2p-3:50p	Windsor Gardens of Anaheim	Tan
21381	M/2p-3:50p	Cypress Sr Citizen Ctr	Mastin

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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 9/12/2016, ends week of 11/28/2016; nc Nov 11, Nov 24-Nov 25
*Dates: Sep 12-Dec 11

CRN	DAYS	PLACE	INSTR
21632	F/9a-10:50a	Sunrise Asst Living La Palma	Jammer
41149	Th/9a-10:50a	Windsor Gardens of Fullerton	Linen
21359	W/9:30a-11:20a	Brookdale-Yorba Linda	Randeria
41148	F/9:30a-11:20a	Park Regency Ret Res	Linen
21873	Th/9:30a-11:20a	Coventry Court Health Center	Smith
21871	W/9:30a-11:20a	Park Regency Care Ctr	Smith
21687	F/9:30a-11:20a	Harbor Villa Care Center	Adams
21686*	M/9:30a-11:20a	The Pavilion at Sunny Hills	Adams
21445	W/9:30a-11:20a	Brookdale Casa Whittier	De Jong
21369	M/9:30a-11:20a	Park Vista Assisted Living	Smith
21368	T/9:30a-11:20a	Park Regency Ret Res	Randeria
21365	Th/9:30a-11:20a	La Palma Royale	Adams
21364	Th/9:30a-11:20a	La Habra Villa	Mastin
21363	T/9:30a-11:20a	La Habra Villa	Smith
21361	M/9:30a-11:20a	Emerald Court	Wotring
21544	T/10a-11:50a	Park Vista Assisted Living	Alcala
21572	Th/10a-11:50a	Cambridge Court	Randeria
21696*	W/10a-11:50a	Anaheim VIP Ctr	Alcala
41129	F/10a-11:50a	Buena Park Nurs Ctr	Tan
21370	Th/10:30a-12:20p	Park Vista Assisted Living	Feinstein
21643	F/12:45p-2:35p	Whitten Heights	Gallagher
21689	W/1p-2:50p	Sunnycrest Senior Living	Alcala
21685	F/1p-2:50p	The Pavilion at Sunny Hills	Adams
21358	Th/1p-2:50p	Anaheim Crown Plaza	Adams
21573	Th/1p-2:50p	Brookdale Anaheim	Alcala
21615	W/1p-2:50p	DePalma Terrace Sr Living	Adams
21690	T/1p-2:50p	Brookdale Anaheim	Alcala
21371	M/1p-2:50p	Sunnycrest Senior Living	Alcala
41130	Th/1:30p-3:20p	Buena Vista Care Ctr	Tan
21360	M/1:30p-3:20p	DePalma Terrace Sr Living	Randeria
21367	W/2p-3:50p	New Horizon	Randeria
21725	F/2:30p-4:20p	Palm Retirement Center	Truong
21709	W/2:30p-4:20p	Emerald Court	Feinstein
21708	T/2:30p-4:20p	Anaheim Crown Plaza	Feinstein
21748	T/3:15p-5:05p	Gordon Lane Care Center	Truong
21723	**W/4p-5:50p**	**The Pavilion at Sunny Hills**	**Tan**

SENIOR CLASSES

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

31146	Anaheim Crest Nurs Ctr	827-2440
21212	Anaheim Healthcare Center	816-0540
21193	Cottage of Artesia Gardens	670-1111
21005	Anaheim Terrace Care Center	821-7310
21133	Anaheim VIP Ctr	220-2114
21001	Alamitos West Health Care Ctr	(562) 596-5561
21077	Buena Park Nurs Ctr	828-8222
21011	Buena Vista Care Ctr	535-7264
21207	Coventry Court Health Center	636-2800
21692	Windsor Gardens of Fullerton	871-6020
21086	Harbor Villa Care Center	635-8131
21019	The Pavilion at Sunny Hills	992-5701
21032	Easter Seals Sr Day Services	672-0343
21012	Fullerton Gardens	441-2636
21013	Gordon Lane Care Center	879-7301
21205	Happy Brea Adult Day Hth Care	990-0333
21236	Knott Ave Care Ctr	826-2330
21322	Karlton Residential Care Ctr	236-1170
21016	Leisure Court	772-1353
21220	La Habra Conv Hospital	(562) 691-0781
21014	La Palma Nurs Ctr	772-7480
21018	Park Anaheim Healthcare Ctr	827-5880
21022	Park Regency Care Ctr	(562) 691-8810
21023	Park Vista at Morningside	256-1000
21080	Rehab Institute So Ca	680-6060
21323	Palm Retirement Center	870-8122
21029	St. Elizabeth Healthcare	871-9202
21024	Terrace View Care Ctr	870-0060
21027	W Anah Extended Care Hospital	821-1993
21028	Windsor Gardens of Anaheim	826-8950
21009	Whittier Hills Healthcare Ctr	(562) 947-7817
21026	Walnut Manor Care Ctr	776-7150
21081	Windsong Sr Activity Ctr	956-4190

Kids' College and Teen Program

www.sce.edu/kids

For more information about the Kids' College & Teen Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Welcome to the Kids' College and Teen Program! Most classes are held at our three campus locations: Anaheim Campus, Cypress College, and the Wilshire Center (Fullerton). Occasionally classes are offered at other locations and those are identified in the location information for the class. Class enrollment is limited and is on a first come, first served basis. Classes may be cancelled due to low enrollment. Classes may be added after the schedule is printed, for the most-up-to-date listing log onto www.sce.edu and check the Kids' College Schedule. Some classes require supplies; please check with the office for specific supply lists.

Parents are responsible for their own children. Each child should be accompanied by an adult to the first class to verify classroom location and future drop off and pick up points. Please note: classes are dismissed 10 minutes earlier than the end time listed in the schedule to allow teachers and students time to prepare for their next class. The registration receipt will show the exact class end time.

Parents/Legal Guardians please be prepared to show identification when registering your child or requesting information regarding your child. This will ensure the safety of your child and complies with the Family Educational Right and Privacy Act (FERPA). Please complete an emergency form for each child registering for the Kids' College and Teen Program so our records are up-to-date.

Fall classes will begin on October 8, 2016. Please check individual classes for the actual start date. All SCE offices will be closed and there will be no classes held on November 11-13, and November 24-27, 2016.

Register for classes online starting August 17, 2016 and walk-in registration begins August 18, 2016.

Arts & Crafts

PENCILS & PAINTBRUSHES
(AGES 4-10)
KIDS/415

An art class that will encourage your child's imagination to soar! Designed to build self-esteem through individual expression while interacting creatively with other students. Children will learn basic drawing skills and fun techniques of watercolor painting. Instruction at age- and ability-appropriate levels. Each session explores different themes. Repeat students will experience more advanced levels of previous sessions. Pick up a minimal materials list at the first class meeting.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50102	S/12p-1:20p	SCECYP/117	Bae	$55

DRAWING & SKETCHING
KIDS/903

Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills and the application of colors using colored pencils and watercolors will be used.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 5-7				
50353	S/10a-10:50a	SCE/TE2-204	Bae	$60
AGES 8+				
50354	S/11a-11:50a	SCE/TE2-204	Bae	$60

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.;
F, 7 a.m. – 4:30 p.m.

CARTOON DRAWING
(AGES 8+)
KIDS/403

Introduces drawing/thinking techniques. Offers in-class drills and drawings with demonstrations and reviews; receive supplemental handout to help support a long-term interest. Parents and adults may enroll.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50054	S/10a-11:50a	SCE/TE2-200	Gagne	$70

PAINTING WITH ACRYLICS FOR KIDS
(AGES 5+)
KIDS/2290

This course teaches students how to paint a variety of different projects with the use of acrylic paint. Students will have one project per class to include: landscape, seascape, animals, cartoon, floral and still life. Students will learn how to plan, sketch, and layout their project. They will also learn how to use different paint brush techniques and the color wheel for composition.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50241	S/12p-1:50p	AN/402A	Struckman	$80

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DRAW AND PAINT ANIMALS
(AGES 5+)
KIDS/980

In this class, you will learn how to draw and paint different animals. You will be using watercolors, colored pencils, markers, crayons to capture textures of animals.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50116	S/9a-9:50a	SCE/TE2-204	Bae	$60

ANIME DRAWING
(AGES 8+)
KIDS/1012

Learn how to draw unique anime fantasy characters and settings. Also learn how to pose and costume the characters. Fantasy characters will be created using colored pencils, markers and watercolors.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50262	S/9a-9:50a	AN/402A	Struckman	$65
51097	S/1:30p-2:50p	SCE/TE2-223	Bae	$65

ART TECHNIQUES FOR KIDS
(AGES 8+)
KIDS/452

Have fun while learning great art techniques! Learn to do pencil drawing, acrylic painting, pastels, still-life creation, mixing your own paints, and more! We will create our own works of art using the techniques we learn!

Dates: Oct 6-Nov 10

CRN	DAYS	PLACE	INSTR	FEE
51014	**Th/5p-6:20p**	**WIL/201**	**Bae**	**$60**

Computers

An **Acceptable Use Policy Form is required.** Parents may pick up a form at registration. Some classes may require a free Yahoo user account; the instructor will supply the information.

It is required that students bring a USB Flash Drive - minimum 256 MB to all Kids' College Computer classes.

COMMON CORE: PREPARATION FOR COMPUTER KEYBOARDING
KIDS/2400

This course prepares students for the requirements of the Common Core standards. Beginning in 2015, students must be able to type multiple paragraph practical paragraphs as part of the Common Core implementation.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
GRADES 2-3				
50344	S/9a-9:50a	SCE/TE2-209	Payne	$65
GRADES 4-6				
50345	S/11a-11:50a	SCE/TE2-209	Payne	$65

Cooking

MY FIRST COOKING CLASS
(AGES 6-8)
KIDS/2000

Students will make and serve yummy snacks, and learn how to use different ingredients while being safe in the kitchen. Students will learn about kitchen tools and safety. Students will learn how to use simple ingredients found in the kitchen. Students will learn how to make simple snacks that don't need to be cooked. Students will learn how to serve and clean up after snacks have been made.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50339	S/9a-9:50a	WIL/207	Staff	$80
50103	S/1p-1:50p	SCECYP/104	Staff	$80

FUN WITH BAKING
(AGES 12+)
KIDS/1977

Learn the creativity and basics of baking! Each session will cover one of the following: pies, cookies, quick breads, and cup cakes. Bring an apron, a towel for clean-up and a container for left over goodies!

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50338	S/2p-2:50p	SCECYP/104	Staff	$80

Dance

YOUTH BALLET
KIDS/510

This is a beginning class that incorporates basic ballet technique with fun motor skill exercises that focus on rhythm and strength building. Parents not allowed in the dance studio during class. The children will perform a dance learned throughout the session on the last day of class, during the fall, winter and spring sessions only.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 3-4				
50006	S/11a-11:50a	CC/GYM 2-125	Weidman	$55
AGES 5-7				
50007	S/12p-12:50p	CC/GYM 2-125	Weidman	$55

JAZZ HIP-HOP DANCE
KIDS/516

Jazz dance techniques with a hip hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 5-6				
50110	S/10a-10:50a	SCECYP/118	Casullo Burnes	$55
AGES 7+				
50255	S/11a-11:50a	SCECYP/118	Casullo Burnes	$55

Foreign Language

ROCK 'N LEARN SPANISH
(AGES 5-7)
KIDS/108A

This course is a fun way to learn beginning Spanish. Students with little or no previous Spanish will experience the thrill of learning a second language. Children will learn pronunciation, greetings, colors and other basic concepts through songs, games, dances and other activities.

Dates: Oct 8-Nov 19; nc Nov 12
*Dates: Oct 3-Nov 7

CRN	DAYS	PLACE	INSTR	FEE
50113	S/9a-9:50a	SCECYP/103	Islas	$55
51098*	**M/5p-5:50p**	**WIL/201**	**Chavez**	**$55**

A TOUCH OF SPANISH
(AGES 8-12)
KIDS/108B

This class offers an introductory program that makes Spanish acquisition a natural, personalized, enjoyable and rewarding experience. Students will learn to read and write basic Spanish and will be introduced to speaking first level Spanish.

Dates: Oct 8-Nov 19; nc Nov 12
*Dates: Oct 3-Nov 7

CRN	DAYS	PLACE	INSTR	FEE
50335	S/10a-10:50a	SCECYP/103	Islas	$55
51099*	**M/6p-6:50p**	**WIL/201**	**Chavez**	**$55**

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.;
F, 7 a.m. – 4:30 p.m.

Gymnastics

TINY TOTS TUMBLING
(AGES 18M - 3YRS)
KIDS/1330

This class will introduce your child to stretching, locomotor and basic gymnastic skills in a fun and safe environment. Parent/guardian participation required to assist the child through age appropriate progressive gymnastic instruction each week.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50052	S/9:30a-10:20a	CC/GYM 2-123	Feltus	$65

MOMS, POPS & TOTS TUMBLING
(AGES 3-5)
KIDS/580

Moms and Dads - bring your child to class! Through basic gymnastic skills, your child will improve coordination and developmental skills. You need to be there to assist your child at all times. Come dressed to stretch, jump and run. You'll both have a great time (boys and girls).

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50044	S/8:30a-9:20a	CC/GYM 2-123	Feltus	$65

GYMNASTICS - BEGINNING I
KIDS/575

Introduces basic gymnastic tumbling skills, safety and stretching. Bridges, tripods and, a variety of rolls and jumps will be some of the skills taught for boys and girls. Pick up instruction sheet at registration!

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 5.5-7				
50040	S/10:30a-11:20a	CC/GYM 2-123	Feltus	$65
AGES 8+				
50005	S/11:30a-12:20p	CC/GYM 2-123	Feltus	$65

GYMNASTICS II
(AGES 8+)
KIDS/577

For continuing gymnasts; more advanced stretching and tumbling skills, including headstands, handstands, bridge kick-overs, cartwheels and tumbling combinations will be taught. Boys and girls are welcome. Must have instructor Permission.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50122	S/12:30p-1:20p	CC/GYM 2-123	Feltus	$65

Martial Arts

INTRODUCTION TO THE MARTIAL ARTS/PARENT & ME
(AGES 4-7)
KIDS/2015

Children will be introduced to basic martial arts skills and exercises with an emphasis on class discussion and participation. This practice improves basic coordination, balance and confidence. Martial Arts is a process that develops self-discipline, respect for others and builds character. Watch your child grow while learning skills that last a lifetime. Parents are encouraged to participate in certain elements during class.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50261	S/10a-10:50a	CC/GYM 2-125	Firestone	$50

JUDO/JUJITSU FOR KIDS
(AGES 6-13)
KIDS/654

This program is designed for children, with a focus on improving coordination, quick reflexes, stamina, speed, strength and sportsmanship. The three main categories of Judo are taught, which include throwing techniques, striking techniques, and grappling techniques on the mat. Techniques for free practice are used, and children may participate in competition.

Dates: Oct 3-Nov 9

CRN	DAYS	PLACE	INSTR	FEE
50022	**MW/5:30p-6:20p**	**WIL/204**	**Firestone**	**$65**

Math

MATH: COMMON CORE - KINDERGARTEN
KIDS/2700
NEW!

Kindergarten students will be introduced to two critical math skill areas: (1) representing, relating, and operating on whole numbers, initially with sets of objects: and (2) describing shapes and space. This class is fun and informative with hands-on learning activities.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
51134	S/9a-9:50a	SCE/TE2-217	Staff	$55

MATH: COMMON CORE - 1ST GRADE
KIDS/2701
NEW!

Through games, hands-on activities and group work, 1st Grade students will be introduced to four critical learning areas: (1) developing understanding of addition & subtraction; (2) develop understanding of whole number relationships and place value; (3) developing understanding of linear measurement; and (4) reasoning about attributes of, and composing and decomposing geometric shapes.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
51122	S/10a-10:50a	SCE/TE2-217	Staff	$55

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MATH: COMMON CORE – 2ND GRADE
KIDS/2702
NEW!

In this fun, hands-on class, students will extend their understanding of the base-ten system. This includes ideas of counting in fives, tens, and multiples of hundreds, tens, and ones. Students use their understanding of addition to develop fluency with addition and subtraction within 100. Students will describe and analyze shapes by examining their sides and angles.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
51123	S/11a-11:50a	SCE/TE2-217	Staff	$55

MATH: COMMON CORE – 3RD GRADE
KIDS/2703
NEW!

In this course students will focus on four critical areas: (1) developing understanding of multiplication and division strategies for multiplication and division within 100; (2) developing understanding of fractions, especially unit fractions (fractions with numerator 1); (3) developing understanding of the structure of rectangular arrays and of area; and (4) describing and analyzing two-dimensional shapes.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
51124	S/12p-12:50p	SCE/TE2-217	Staff	$55

MATH: COMMON CORE – 4TH GRADE
KIDS/2704
NEW!

In grade 4, instructional time will be focused on three critical areas: (1) developing understanding and fluency with multi-digit multiplication, and developing understanding of dividing to find quotients involving multi-digit dividends; (2) developing an understanding of fraction equivalence, addition and subtraction of fractions with like denominators, and multiplication of fractions by whole numbers; (3) understanding that geometric figures can be analyzed and classified based on their properties,such as having parallel sides, perpendicular sides, particular angle measures, and symmetry.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
51125	S/10a-10:50a	SCE/TE2-215	Staff	$55

MATH: COMMON CORE – 5TH GRADE
KIDS/2705
NEW!

In grade 5, instructional time should focus on three critical areas: (1) developing fluency with addition and subtraction of fractions, and developing understanding of the multiplication of fractions and of division of fractions in limited cases (unit fractions divided by whole numbers and whole numbers divided by unit fractions); (2) extending division to two-digit divisors, integrating decimal fractions into the place value system and developing understanding of operations with decimals to hundredths, and developing fluency with whole number and decimal operations; and (3) developing understanding of volume.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
51126	S/11a-11:50a	SCE/TE2-215	Staff	$55

MATH: COMMON CORE - 6TH GRADE
KIDS/2706
NEW!

In grade 6, instructional time should focus on four critical areas: (1) connecting ratio and rate to whole number multiplication and division, and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing understanding of statistical thinking.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
51127	S/12p-12:50p	SCE/TE2-217	Staff	$55

PRE-ALGEBRA CONCEPTS (GRADES 6)
KIDS/202

Increase your skills in pre-algebra and acquaint yourself with calculating activities. Also fractions, decimals, integers and solving equations.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50229	S/8:30a-9:50a	AN/114	Jones	$65

ALGEBRA
(GRADES 7+)
KIDS/217

Learn how to solve equations, multiplying polynomials, work word problems, graph functions, solve inequalities without stress.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50274	S/11a-12:20p	AN/114	Jones	$80

Math Tutorials

Math tutorials are limited to eight students.

TUTORIAL: PRE-ALGEBRA
(GRADES 6+)
KIDS/224

This class will prepare the student for Algebra. Topics include: Order of operation, integers, rational numbers, GCF, LCM, exponents, fractions, decimals, variables, simple one or two step equations, and functions. Educational materials provided. Class limited to 8 students.

Dates: Oct 8-Nov 5

CRN	DAYS	PLACE	INSTR	FEE
51095	S/11a-11:50a	SCE/TE2-219	McLaughlin	$65

TUTORIAL: ALGEBRA 1
(GRADES 7+)
KIDS/226

This course is designed to enhance equation solving skills. It will also cover integers, rational numbers, square roots, fractions, decimals, percent, and solving equations with variables on both sides. Educational materials provided. Class limited to 8 students.

Dates: Oct 8-Nov 5

CRN	DAYS	PLACE	INSTR	FEE
50365	S/10a-10:50a	SCE/TE2-223	McLaughlin	$65

TUTORIAL: DISCRETE
MATHEMATICS I-LOGIC AND SETS
(GRADE 8+)
KIDS/2210

This course covers how logic is written mathematically. Also, truth tables and Boolean Algebra are introduced. Sets and set notations are covered. This is a sample of Engineering/Computer Science courses at the collegiate level. Students should complete Algebra before enrolling in this class.

Dates: Oct 8-Nov 5

CRN	DAYS	PLACE	INSTR	FEE
50341	S/10a-10:50a	AN/114	Jones	$70

High School Test Preparation

PSAT/NMSQT MATH TEST
PREPARATION
KIDS/2650   *NEW!*

This course prepares students for the math portion of the PSAT/NMSQT test given during their 10th grade year. PSAT/NMSQT is used as practice for the SAT college acceptance test, and is also the qualifying test for National Merit Scholarships.

Dates: Oct 7-Nov 18; nc Nov 11

CRN	DAYS	PLACE	INSTR	FEE
50369	F/5p-6:50p	AN/114	Jones	$150

SAT/ACT PREP - MATH
KIDS/1300

This course is designed for students taking the SAT (Scholastic Aptitude Test) for College Admission purposes. The focus in this course includes review with Numbers/Operations and Algebra/Functions, Geometry, Data Analysis, Statistics, and Probability.

Dates: Oct 7-Nov 18; nc Nov 11

CRN	DAYS	PLACE	INSTR	FEE
50362	F/7p-8:50p	AN/114	Jones	$150

Need help registering online?
Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.;
F, 7 a.m. – 4:30 p.m.

Music & Drama

For all music classes, students are required to bring their own musical instrument to class.

MUSICAL THEATRE
(AGES 7+)
KIDS/315

Enjoy this introduction to the exciting world of musical theatre! Participants will learn choreography and vocals to a musical theatre song. Family and friends are invited to a performance on the last day of class.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50206	S/12:30p-1:20p	SCECYP/118	Casullo Burnes	$55

VOCAL FOR KIDS
KIDS/325

This class is designed to help children develop good ear- training to sing in groups or solos. It will help build confidence as well as strengthen their individual style.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 7-10				
50042	S/9a-9:50a	SCECYP/107	Mattoon	$65
AGES 11+				
50349	S/10a-10:50a	SCECYP/107	Mattoon	$65

PIANO KEYBOARDING – BEGINNING I (AGES 7+) KIDS/368

Students will learn the basics of the keyboard and music theory. Students: bring your own keyboard (40-key minimum) every week. A recital will be held on the last day. Books will be suggested to buy at first class.

Dates: Oct 3-Nov 7

CRN	DAYS	PLACE	INSTR	FEE
50021	M/5:30p-6:20p	AN/154	Staff	$65

PIANO KEYBOARDING – BEGINNING II (AGES 7+) KIDS/376

For students who have completed Beginning I; pick up book list at registration.

Starts week of 10/3/2016, ends week of 11/7/2016

CRN	DAYS	PLACE	INSTR	FEE
50357	M/6:30p-7:20p	AN/154	Staff	$65

GUITAR FOR KIDS - BEGINNING (AGES 6-8) KIDS/370

Learn to play the guitar in a fun way! Play simple chords, read chord bar charts, and strumming patterns. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. Parents, please accompany children to class.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-8				
50256	S/10a-10:50a	SCE/TE2-201	Austin	$65
AGES 9+				
50257	S/11a-11:50a	SCE/TE2-201	Austin	$65

PLAYING THE CELLO - BEGINNER I (AGES 7+) KIDS/375

Learn to play the cello! Develop good technique, musicality, and have fun at the same time. Develop self-confidence, good listening and motor skills, memory, and concentration. Prior playing experience is not required. Teacher will assist with instrument rental. Class is limited to 6 students.

Dates: Oct 5-Nov 9

CRN	DAYS	PLACE	INSTR	FEE
51009	W/5:45p-6:30p	AN/154	DeFazio	$95

PLAYING THE CELLO - BEGINNER II (AGES 7+) KIDS/375A

Prerequisite: Must have completed Beginner I or have instructor's approval. Learn to play and read simple one position songs. Chamber music for Cello ensemble.

Dates: Oct 5-Nov 9

CRN	DAYS	PLACE	INSTR	FEE
50017	W/6:45p-7:30p	AN/154	DeFazio	$95

PLAYING THE CELLO - INTERMEDIATE I KIDS/383

Learn higher level of sound productions and 1st through 4th positions. Chamber music for Cello ensemble.

Dates: Oct 5-Nov 9

CRN	DAYS	PLACE	INSTR	FEE
50023	W/7:45p-8:30p	AN/154	DeFazio	$95

PLAYING THE CELLO - INTERMEDIATE II KIDS/384

Learn higher level of sound and bow techniques including vibratos. Chamber music for cello ensemble.

Dates: Oct 5-Nov 9

CRN	DAYS	PLACE	INSTR	FEE
50026	W/8:45p-9:30p	AN/154	DeFazio	$95

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Violin - Suzuki Method

The Suzuki method requires parents to learn and play Violin with their child. Violins are not needed for the first class meeting; rental information will be available in class. A new parent orientation will be held the first class meeting that covers how to create a successful practice environment at home and in the classroom. Parents bring your questions.

VIOLIN I (AGES 4+) KIDS/351

Learn the violin using the successful Suzuki method. Develop your child's concentration, motor skills, memory powers and self-confidence. Students learn to play easily and musically. Class is limited to 6 students. Beginners: Pick up handout at registration. NOTE: Parents are required to learn and play along with their child!

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50008	S/11a-11:45a	SCECYP/107	Chan	$80

VIOLIN II & III KIDS/2450

This course continues to build violin skills for Violin I students. Students will continue to build finger strength, fingering agility, placement and coordination of note delivery and playing songs that are appropriate for these levels of skill.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50250	S/11:45a-12:30p	SCECYP/107	Chan	$80

YOUNG ACTORS' SHOWCASE
KIDS/314

Come and discover a passion for acting! This 6 week intensive class is for students ages 7-11 and ages 12+. The program is taught by an experienced theater teacher who will enable your child to have fun while learning fundamental theater skills and encouraging creativity and expression! The mission of this class is to provide a solid foundation for young actors who desire to strengthen their skills and develop new techniques to excel at the craft of acting.

Starts week of 10/3/2016, ends week of 11/7/2016

CRN	DAYS	PLACE	INSTR	FEE
50356	M/4p-4:50p	AN/134	Kinnahan-Benavidez	$65
50359	T/4p-4:50p	SCECYP/118	Kinnahan-Benavidez	$65
50358	T/5p-5:50p	SCECYP/118	Kinnahan-Benavidez	$65
50355	M/5p-5:50p	AN/134	Kinnahan-Benavidez	$65

Personal Enrichment

PUBLIC SPEAKING FOR CHILDREN
(AGES 8-12)
KIDS/1515

Learn the skills to confidently present a book report or a speech in front of class. Gain the skills to plan, write and give a book report or a planned speech. Learn tips to combat stage fright, project your voice, and be comfortable in front of a group.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50099	S/3:30p-4:20p	AN/120	Kuruppu	$55

Need help registering online? Give us a call!

Online Registration Helpline: 714.808.4679
Helpline Hours: M-Th, 7 a.m. – 5 p.m.;
F, 7 a.m. – 4:30 p.m.

Reading & Writing

BASIC READING SKILLS
(AGES 4-5)
KIDS/1335

This class focuses on developing your child's ability to rhyme and blend sounds in words to become better readers and spellers. We will use "phonemic awareness" techniques that allow children to practice manipulating sounds in words thru fun songs and activities. A student assessment and parent packet will be given. Each term has different activities.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50182	S/9a-9:50a	AN/120	Ortega	$55

CREATIVE WRITING
(GRADES 1-2)
KIDS/139

Students will use their imaginations to write short stories. Emphasis is on the creative expression of ideas.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50337	S/9a-9:50a	SCE/TE2-215	Trousdale	$65

CREATIVE WRITING
(GRADES 3-6)
KIDS/138

Students will work from "The Writer's Toolbox", engaging in creative writing games and exercises for inspiring the "write" side of their brains. The toolbox includes: cue cards, four spinners, specialized learning sticks and more. Great emphasis will be placed on creativity, grammar, punctuation, and vocabulary skills, hosted in a fun and relaxed learning environment.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50336	S/10a-10:50a	SCE/TE2-208	Trousdale	$65

COMMON CORE: ONLINE READING AND WRITING PREP
KIDS/2403

This course prepares students for the Common Core English Language Assessment. Reading comprehension and writing can be challenging, especially with the tasks being transitioned to an online format. Students learn to read and write more effectively using computer skills needed to be ready for the 2015 implementation of Common Core Testing in California.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
GRADES 3-4				
50346	S/10a-10:50a	SCE/TE2-209	Payne	$65
GRADES 5-6				
50347	S/12p-12:50p	SCE/TE2-209	Payne	$65

READING & COMPREHENSION
(GRADES 3-4)
KIDS/117A

Students will enhance their reading comprehension, learn to read more effectively, and improve interpretation and vocabulary skills.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50184	S/10a-10:50a	AN/120	Ortega	$55

TUTORIAL: READING AND WRITING REVIEW
(GRADE 1-2)
KIDS/148

Students will enrich reading and writing skills by practicing language arts through writing, capitalization, using proper punctuation, spelling, correcting sentences, reading, and more through the use of ability leveled study packets. Each term uses different work. Limited to 8 students.

Dates: Oct 8-Nov 5

CRN	DAYS	PLACE	INSTR	FEE
50363	S/12:30p-1:20p	SCECYP/103	Palmer	$65

COMMON CORE READING COMPREHENSION SKILLS (GRADE 1-2) KIDS/2230

Students will read a story and learn how to create thinking maps as well as taking notes in order to comprehend the story effectively. They will learn how to use the text to answer text related questions based on the new Common Core curriculum.

Dates: Oct 8-Nov 19

CRN	DAYS	PLACE	INSTR	FEE
50324	S/10a-11a	WIL/203	Lomheim	$65

Science

ROBOTICS 101 (GRADES 1 - 3) KIDS/3055

In this class students will learn about the engineering design process in a "hands-on" setting as they create a basic robot and then improve on the basic design. The robots the students build will be able to accomplish specific basic tasks. Those robots will then be modified to execute more complex tasks.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50289	S/9a-10:20a	CC/TE3-316	Staff	$120

ROBOTICS 101 (GRADES 4 - 6) KIDS/3056

In this class students will learn about the engineering design process in a "hands-on" setting. They will create a basic robot with basic movements, modify the design, and then program more complex commands for movement and tasks.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50290	S/10:30a-11:50a	CC/TE3-316	Staff	$120

AEROSPACE ENGINEERING (GRADES 1 - 3) KIDS/3065

Students will be introduced to the concepts of aerodynamics, propulsion, structural design, and flight through a series of activities that explore different types of aircraft. Students will also learn the basic mechanics of flying machines through hands-on testing and revising of their initial designs using the elements of the engineering design process.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50348	S/9a-10:20a	AN/136	Staff	$115

AEROSPACE ENGINEERING (GRADES 4 - 6) KIDS/3066

Students will be introduced to the concepts of aerodynamics, propulsion, structural design, and flight through a series of activities that explore different types of aircraft. Students will learn the basic and complex mechanics of flying machines through hands-on testing and revising of their initial designs for better performance.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50291	S/10:30a-11:50a	AN/136	Staff	$115

Sports & Fitness

BASKETBALL CLINIC KIDS/601

Learn the fundamentals of basketball through instruction and practice. Includes these basic skills: footwork, passing, dribbling, shooting and running. Kids can improve their knowledge of the game and coordination.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
50002	S/8:30a-9:20a	CC/GYM 1-101	Henderson Rodriguez	$55
AGES 7-9				
50003	S/9:30a-10:20a	CC/GYM 1-101	Henderson Rodriguez	$55
AGES 10+				
50004	S/10:30a-11:20a	CC/GYM 1-101	Henderson Rodriguez	$55

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PEE WEE BASEBALL KIDS/607

Students learn the fundamentals of batting, throwing, catching, and running bases in a non-competitive environment. Bring baseball mitts to class.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
51203	1p-2p	SOCCER/West	Rodriguez	$55
AGES 6+				
50111	S/12p-1p	SOCCER/West	Rodriguez	$55

PEE WEE SOCCER BEGINNING
KIDS/610

This is a wonderful opportunity to start learning the basic skills of soccer. Students will be involved in warm-up and stretching activities that enable the player to stretch their muscles, develop needed muscle, and get ready to practice. Games will be used to have fun and learn soccer. Bring a #4 soccer ball to class.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
50117	S/12p-12:50p	SOCCER/West	Zapata Taylor	$55
AGES 6-8				
50118	S/1p-1:50p	SOCCER/West	Zapata Taylor	$55

TENNIS FOR KIDS - BEGINNING
(AGES 6-9)
KIDS/626

Instruction in basic skills. Students will learn forehand, backhand, serve, volley, approach shot and footwork. Bring racquet and one can of new tennis balls. Makeup classes in case of rain.

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-9				
50125	S/9a-9:50a	CC/Tennis Court -1	Staff	$60
AGES 10+				
50053	S/10a-10:50a	CC/Tennis Court -1	Staff	$60

TENNIS FOR KIDS - ADVANCED BEGINNING
KIDS/627

Permission needed from Instructor!

Dates: Oct 8-Nov 19; nc Nov 12

CRN	DAYS	PLACE	INSTR	FEE
50352	S/11a-11:50a	CC/Tennis Court -1	Staff	$60

Classes listed below are being offered at the Fullerton College Pool

WATER POLO FOR KIDS - BEGINNING
(AGES 9-14)
KIDS/669

This class is designed to provide basic instruction in the Olympic sport of Water Polo to students ages 9-14. Boys and girls will learn passing, dribbling, shooting, alternating frog kick, rules of the sport and aspects of team play. Class sessions will be in the pool. Practice games will occur after skills are learned. Must wear a suit and have some basic swimming skills. Goggles are encouraged. For additional information please read chapters found at http://fcwaterpolo.fullcoll.edu

Dates: Sep 15-Dec 3; nc Nov 24-Nov 25, Nov 11-Nov 12, Nov 26

CRN	DAYS	PLACE	INSTR	FEE
51060	F/5:30p-7p S/11a-12:30p	Pool - FC	O'Toole	$95

GENERAL INFORMATION

SCE SCHEDULE SYMBOL KEY
AN = Anaheim Campus
CC = Cypress College Campus
FC = Fullerton College
CRN = Course Registration Number
NC = No class will be held on that date
SCE/CYP = Cypress Coll Campus, SCE 100 Bldg.
SCE/TE2 = Cypress Coll Campus, SCE/TE2 200 Bldg.
WIL = Wilshire Campus (Fullerton)

= Classes that are eligible for CTE Online Registration on Tuesday, August 16, 2016. See page 5 for details.

By District policy, "every course, course section or class shall be open to enrollment and participation by any person who has been admitted to the School of Continuing Education (SCE)".

CLASS SCHEDULE SUBJECT TO CHANGE: SCE 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. Non-tuition classes: Students must attend 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 course and wishes to repeat the course, the student should submit an audit request to the program director. For more information about auditing a Pharmacy Technician course, please contact 714.808.4673. Fee charged for auditing a course is subject to change. No auditing other SCE courses.

CLASS ATTENDANCE / CANCELLATIONS: Students are expected to attend all classes. If attendance drops, classes may be cancelled. Non-tuition classes may be discontinued during the term if attendance drops. Tuition classes will continue according to schedule once they have started.

WEEKEND POLICY: It is SCE'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: Anaheim 714.808.4675; Cypress 714.484.7336; Wilshire (Fullerton) 714.992.7557

REGISTRATION LOCATIONS: No matter where the class is held, students can register at any campus: Anaheim (Second Floor), Cypress-Pkg Lot 4: SCE Cypress (Bldg 100), Wilshire (Bldg 300). **Registration also available at www.sce.edu.**

MINOR STUDENTS: SCE classes are open to those 18 years or older who have been admitted to SCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the campus Dean at the site where the class is offered prior to obtaining the required permission letter from the school that the minor student is attending. If permission to enroll is granted, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College and Teen Program classes as indicated in the course schedule.

NAME CHANGE: Students are encouraged to visit one of the SCE Centers for a name change. Students must provide a picture ID when requesting a name change.

PARKING

A parking permit is required to park in marked spaces at all three SCE Centers; however, a purchased parking permit does not guarantee a parking space. If you do not have a permit, you will be ticketed. An SCE parking permit applies to any space that is marked for students or any unmarked space. Parking permits are refundable prior to the first class meeting only and must be returned to receive a refund. Please do not back into the parking space or you will be ticketed.

PARKING FEES: Parking is by permit only. Vehicle permits: $35; motorcycle permits: $20; both available at each SCE Center's Admission and Registration Office. Daily permits available for $2 in parking areas. Parking permits are half-year permits that are available from Jan 1-Jun 30 OR Jul 1-Dec 31 (not six months from purchase date).

BUS PASSES: Student bus passes are available at any SCE Center's Admission and Registration Office for students who are enrolled in a minimum of nine hours per week; 30-day passes are available for disabled and senior students; 75-day and 120-day passes are available for all students. Passes are sold year round. The Orange County Transportation Authority (OCTA) provides bus service to each of our three SCE centers. For more information, call 714.636.7433.

FEES

APPORTIONMENT CLASSES: These classes appear as free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if the attendance falls below the level needed to cover the costs of the class. There are 10 recognized areas in Title 5 that are eligible for noncredit education apportionment. SCE offers noncredit classes in the following areas:

1. English as a Second Language
2. Citizenship for Immigrants
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. DSPS (Substantial Disabilities)
6. Parenting
7. Older Adults
8. Short-Term Vocational

COMMUNITY SERVICES CLASS FEES: Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls low during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

PAYING FOR CLASSES: Full payment is required at the time of registration. Cash, checks, money orders, and credit cards (MasterCard and VISA) are accepted. $25 will be charged to any students' account where a check is returned for non-sufficient funds.

HOLDS: SCE will withhold transcripts, registration privileges, or any combination hereof from any student or former student who has failed to pay all outstanding fees (from current or previous terms) or for other administrative reasons.

REFUNDS: To receive a refund, a Refund Petition Form must be submitted at least two (2) full business days before the first class meeting. A $10 processing fee will be deducted from all refunds one time, per term, per student except for classes canceled by SCE. Refunds will be processed two weeks after the term begins. No refunds on books. Refund checks to KIDS COLLEGE students will be made to the name of the student of record as required by State Education Code regulations. The only other criteria considered for refunds are circumstances in which the course differs from the way it was described in the class schedule, such as incorrect start date, time, or wrong location. You may request a credit valid for six months toward any fee-based course. Requests for credits must be submitted prior to the second class meeting of the course being dropped.

RECORDS & IDENTIFICATION CARDS

STUDENT RECORDS: California Administrative Code, Title V, and District policy states that students can review their student records any time. All student records are located at the SCE Wilshire Center. Transcript requests are accepted in person or by mail (the Transcript Request Form may be printed off of the SCE website at **www.sce.edu**). 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, SCE 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 SCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each trimester a student is in attendance. For more information, call 714. 992.9502.

CLASSIFICATION OF STUDENTS: Students are classified as full-time when enrolled and attending 12 hours or more of instruction per week. Students enrolled in fewer than 12 hours per week of instruction are considered part-time students. Enrollment and attendance can be confirmed after the student has attended two consecutive weeks of instruction.

CATALOG RIGHTS POLICY: SCE issues a new catalog each academic year beginning in the fall term and, if needed, subsequent addendums for the winter, spring, and summer terms. The information published in the catalog or catalog addendum is in effect for the academic year beginning with the fall term and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends SCE. Catalog

rights, established when a student first takes classes at SCE, protect the student from being held responsible for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at SCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous four consecutive terms, including summer, resulting in an academic record symbol of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

For example:
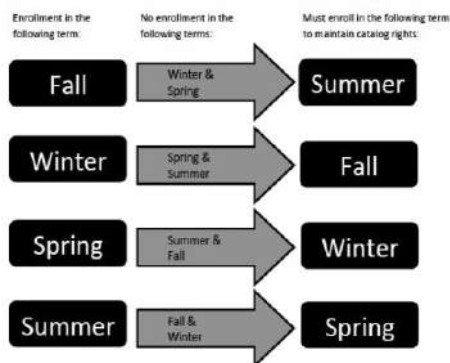
If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained.

The lab enrollment in CCTR/100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights as well. This policy supersedes all previous catalog rights provisions and applies only to the programs at SCE.
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 SCE 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 SCE 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.sce.edu/gradingpolicy for further information.

OPEN ENROLLMENT: It is the policy of the North Orange County Community College District (NOCCCD) 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 School of Continuing Education and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

ACADEMIC HONESTY: Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

1. Students shall not plagiarize, which is defined as:
A. stealing or passing off as one's own ideas or words of another, or
B. using a creative production without crediting the source.
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 research projects involving the collection of data. those expressly permitted by the instructor; or
B. misreporting or altering the data in laboratory or syllabus. Submitted papers should inform students in the course instructor. Instructors who do not accept previously-

3. Students shall not submit an original paper or project to more than one class without approval from the second in order to enable another student to plagiarize or cheat.

4. Students shall not furnish materials or information Instructors may deal with academic dishonesty in one or more of the following ways:
1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign zero points on all or a particular paper, project, or exam.
3. 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 SCE website at www.sce.edu

NON-DISCRIMINATION STATEMENT: The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, gender expression, race, color, 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 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:
Name: Irma Ramos
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Dr, Anaheim, CA 92801-1819
Telephone: 714.808.4826

Students and employees who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

CAMPUS SAFETY: For any emergency dial 9-1-1 from any campus phone. To reach Campus Safety or Security, call the following numbers by SCE Center: Anaheim 714.808.4911; Cypress: 714.484.7387 Wilshire (Fullerton): 714.992.7777.

VICTIMS OF SEXUAL ASSAULT: Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the following Campus Safety and/or Security offices:
*Anaheim Campus Security: 714.808.4911
*SCE Cypress Center (Cypress College Campus Safety): 714.484.7387
*SCE Wilshire Center (Fullerton College Campus Safety): 714.992.7777
Except as may otherwise be required by law, all inquiries will be maintained in confidence.

DISABILITY SUPPORT SERVICES: SCE provides support services to enable persons with disabilities to participate in classes and programs. Support may include tutors, interpreter service, note takers, or other assistance. In addition, special classes are offered for those who are not yet ready to benefit from general continuing education offerings. See the Disability Support Services section in this schedule for class listings or call 714.484.7057.

WE'RE LOOKING FOR NEW INSTRUCTORS! DO YOU WANT TO TEACH FOR THE SCHOOL OF CONTINUING EDUCATION?
We are looking for new instructors for the following programs: Older Adult Classes, Kids' College, VESL/ESL, Computer Classes.

You must meet the minimum qualifications set by the State of California Chancellor's Office. For more info call 714.484.7038. If qualified, please send resume to: Dennis Davino, Interim Dean of Instruction, SCE Cypress Center, 9200 Valley View, Cypress, CA, 90630

ACCREDITATION: SCE is proudly accredited by the Accrediting Commission for Schools of the Western Association of Schools and Colleges (WASC). For more information regarding SCE's accreditation, please contact WASC at the following:
Western Association of Schools and Colleges Accrediting Commission for Schools
533 Airport Blvd., Suite 200, Burlingame, CA 90410

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 right 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, School

of 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 School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, School of 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.

Acacia Villas	1620 E Chapman Ave	Full
Access California Services	631 S Brookhurst St Suite 107	Anah
Alamitos West Health Care Ctr	3902 W Katellla Ave	Los Alam
Anaheim Care Cottages	9622 Katella Ave	Anah
Anaheim Community Ctr	250 E Center	Anah
Anaheim Crest Nurs Ctr	3067 W Orange Ave	Anah
Anaheim Crown Plaza	641 S Beach Blvd	Anah
Anaheim Healthcare Ctr	501 S Beach Blvd	Anah
Anaheim Sr Ctr	250 E Center Street	Anah
Anaheim Terrace Care Ctr	141 S Knott Ave	Anah
Anaheim VIP Ctr	1158 N Knollwood Cir	Anah
Anhm Independencia Fam Reso Ct	10841 Garza St	Anah
Bradford Square	1180 N Bradford Ave	Placnta
Brea Comm Ctr	500 South Sievers Avenue	Brea
Brea Sr Ctr	500 Sievers Ave	Brea
Brookdale Anaheim	200 N Dale Ave	Anah
Brookdale Brea	285 W Central Ave	Brea
Brookdale Casa Whittier	10615 Jordan Rd	Whittier
Brookdale-Garden Manor	10200 Chapman Ave	G G
Brookdale-Yorba Linda	17803 Imperial Hwy	Y L
Buena Pk Nurs Ctr	8520 S Western Ave	Buena Pk
Buena Pk Sr Ctr	8150 Knott Ave	Buena Pk
Buena Vista Care Ctr	1440 S Euclid Street	Anah
Cambridge Court	1621 E Commonwealth Ave	Full
Cottage of Artesia Gardens	6041 Kingman Ave	Buena Pk
Coventry Court Health Ctr	2040 S Euclid Street	Anah
Cypress Sr Citizen Ctr	9031 Grindlay St	Cypress
DePalma Terrace Sr Living	351 E Palm Dr	Placnta
Easter Seals Sr Day Services	500 W Central Ave Ste A	Brea
El Camino Real High School	1351 E. Orangethorpe Avenue	Placnta
Emerald Court	1731 Medical Center Dr	Anah
Emerald Isle Sr Apartments	661 N Rose Dr	Placnta
First Christian Church Anaheim	520 W South St	Anah
Fullerton Community Ctr	340 W. Commonwealth Ave	Full
Fullerton Gardens	1510 E Commonwealth Ave	Full
Good Shepherd Church	11600 Los Alamitos Blvd	Los Alam
Gordon Lane Care Ctr	1821 E Chapman Ave	Full
Happy Brea Adult Day Hth Care	596 Apollo St.	Brea
Harbor Villa Care Ctr	861 S Harbor Blvd	Anah
Healthcare Service Inc	Lighthouse Anaheim	Anah
Karlton Residential Care Ctr	3615 W Ball Rd	Anah
Katella Sr Living Community	3952 W Katella Ave	Los Alam
Knott Ave Care Ctr	9021 Knott Ave	Buena Pk
Knott Ave Res	9011 Knott Ave	Buena Pk
La Habra Community Serv-Sr Ctr	101 W La Habra Blvd	La Habra
La Habra Conv Hospital	1233 W La Habra Blvd	La Habra
La Habra Villa	1100 E Whittier Blvd	La Habra
La Palma Nurs Ctr	1130 W La Palma Ave	Anah
La Palma Royale	525 W La Palma Ave	Anah
Lake Park Mobile Home - YL	3700 N Rose Dr	Y L
Leisure Court	1135 Leisure Ct	Anah
Los Alamitos Sr Ctr	10911 Oak Street	Los Alam
Morningside of Fullerton	800 Morningside Dr	Full
Muckenthaler Cultural Ctr	1201 W Malvern Ave	Full
New Horizon	8541 W Cerritos Ave	Stanton
Palm Retirement Ctr	312 N Roosevelt Ave	Full

Park Anaheim Healthcare Ctr	3435 W Ball Rd	Anah
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	Full
Park Vista, Morningside	2525 Brea Blvd	Full
Ponderosa Park Family Resource	2100 S Haster St	Anah
Rehab Institute So Ca	130 Laguna Rd	Full
Rowntree Gardens	12151 Dale Ave	Stanton
Sr Citizens Ctr - Placentia	143 S Bradford Ave	Placnta
Sr Citizens Ctr Anaheim	250 E Center St	Anah
St Boniface Church	120 N Janss St	Anah
St. Elizabeth Healthcare	2800 N Harbor Blvd	Full
St. Jude West Fullerton Ctr	Orangethorpe Methodist Church	Full
Stanton Civic Ctr	7800 Katella Ave	Stanton
Stanton Cultural Arts Ctr	7800 Katella Ave	Stanton
Sunnycrest Sr Living	1925 Sunnycrest Dr	Full
Sunrise Assisted Living, YL	4792 Lakeview Ave	Y L
Sunrise Asst Liv Fullerton	2226 North Euclid Avenue	Full
Sunrise Asst Living La Palma	5321 La Palma Ave	La Palma
Terrace View Care Ctr	201 E Bastanchury Rd	Full
The Pavilion, Sunny Hills	2222 N Harbor Blvd	Fulllerton
Valley View Gardens	11848 Valley View St	G G
Vintage of Stonehaven	5303 Stonehaven Dr	Y L
W Anah Extended Care Hospital	645 S Beach Blvd	Anah
Walnut Manor Care Ctr	891 S Walnut St	Anah
West Anaheim Sr Prog	2271 W Crescent Ave	Anah
Whitten Heights	200 W Whittier Blvd	La Habra
Whitten Hills Healthcare Ctr	10426 Bogardus Ave	Whittier
Windsong Sr Activity Ctr	1701 S Euclid St	Anah
Windsor Gardens of Anaheim	3415 W Ball Rd	Anah
Windsor Gardens of Fullerton	245 E Wilshire Ave	Full
Yorba Linda Church of Christ	4382 Eureka Ave	Y L
Yorba Linda Sr Ctr	4501 Casa Loma Ave	Y L

CLASS INDEX

Cypress Continuing Education Center
9200 Valley View • Cypress, CA 90630
714.484.7038
Located on the south end of the
Cypress College Campus.
Park in Lot 4.
Register in Bldg. SCECYP/100

NOCCD Anaheim Campus
1830 W. Romneya Dr.
Anaheim, CA 92801
714.808.4645
Park on the first floor.
Register on the second floor.

Wilshire Continuing Education Center
315 E. Wilshire Avenue
Fullerton, CA 92832
714.992.9500
On the corner of Lemon St. & Wilshire Avenue
Register in Bldg. 300.

0   5 Miles

Los Alamitos Blvd.
Bols   Chica
Cerritos Ave.
la Palma Ave.
Westminster Blvd.
Valley View St.
Garden Grove Blvd.
Lincoln Ave.
Beach Blvd.
Magnolia Ave.
Malvern Ave.
Commonwealth Ave.
Gilbert St.
Imperial Hwy
East
Bolsa Ave.
Brookhurst St.
Ball Rd.
Euclid St.
Orangethorpe Ave.
Romneya
Bastanchury Rd.
Harbor Blvd
Brea Blvd
Birch St.
Wildcat Way
Chapman Ave.
Raymond
Rose Dr.
Yorba Linda Blvd.
Katella Ave.
Glassell St.
Tustin
Nohl Ranch Rd.
Esperanza
E. Serrano Ave.
Fairmont Blvd

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