

**2017 WINTER TERM**  
**Continuing Education**  
**Class Schedule**  
Noncredit and Community Services  
January • February • March • April



# Cultivating Change



**Registration Begins in November**  
See pages 2-5 for registration details

**Most SCE classes begin the week of January 9, 2017**  
See individual courses for specific start dates

[www.sce.edu](http://www.sce.edu)



is authorized by the Board of Higher Education in the State of  
South Carolina to provide continuing education to students of  
the University of South Carolina.

**CE** *Continuing Education*  
Cultivating Change Through Lifelong Learning  
Spring 2016

## TABLE OF CONTENTS

New Student Enrollment Information .....	2
Term Dates & Holidays .....	2
Registration Checklist .....	3
Online Registration Information .....	4
Walk-In Registration Information .....	5
Student Success & Support Program .....	6
English as a Second Language (ESL) Program	
Registration Information .....	7
ESL Learning Centers .....	8
English as a Second Language Program .....	9
ESL Academic Success Program .....	9
ESL Specialty Classes .....	9
ESL Off-Site Classes .....	11
Foreign Language .....	11
High School Diploma Program .....	12
GED Preparation Program .....	15
Learning Centers .....	15
Basic Skills .....	16
English & Communication .....	16
Increasing Business Effectiveness .....	16
Career Planning .....	17
Business Skills .....	17
Project Management Certificate Program .....	18
Financial Planning & Investing .....	18
Computers .....	19
Digital Media, Web & Video .....	22
Graphic Arts .....	22
Online Classes .....	23
Disability Support Services (DSS) .....	24
DSS Off-Site Class Locations .....	27
Fashion .....	27
Clothing Design .....	27
Fine & Applied Arts .....	28
Drawing & Painting .....	28
Photography .....	28
Parenting .....	29
SCE Information Sessions .....	30
Career Technical Education Registration Information .....	31
Career Technical Education Program .....	34
Administrative Assistant Certificate Program .....	34
Bartending .....	35
Early Childhood Education Certificate Program .....	36
Electrical Trainee Certificate Program .....	37
Funeral Service Assistant Certificate Program .....	38
Management Certificate Program .....	39
Medical Assistant Certificate Program .....	40
Medical Device Industry .....	42
Quality Assurance Management Certificate for	
Medical Devices .....	42
Pharmacy Technician Certificate Program .....	42
Physical Fitness .....	45
Dance .....	45
Adult Martial Arts .....	45
Music .....	46
Mature Driver Classes .....	46
Older Adults Program .....	47
Communication .....	47
Creative Arts .....	48
Body & Mind .....	50
Senior Classes .....	53
Kids' College & Teen Program .....	53
Arts & Crafts .....	53
Computers .....	54
Cooking .....	54
Dance .....	55
Foreign Language .....	55

Gymnastics .....	55
Martial Arts .....	56
Math .....	56
Math Tutorials .....	57
High School Test Preparation .....	57
Music & Drama .....	57
Violin – Suzuki Method .....	58
Personal Enrichment .....	59
Reading & Writing .....	59
Science .....	60
Sports & Fitness .....	60
Student Conduct Policy .....	64
Off-Campus Continuing Education Locations .....	65
Class Index .....	66
District Service Map .....	68

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](http://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](mailto: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](http://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 2-5 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



### 2017 WINTER TERM

January 9, 2017—April 2, 2017

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

#### REGISTRATION OPTIONS

- **Wednesday, November 9, 2016:** Medical Assistant Certificate Program Online Registration ONLY
- **Tuesday, November 15, 2016:** Online Registration for Career Technical Education Classes ONLY
- **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, 2017

#### HOLIDAYS—SCE CENTERS CLOSED

- Martin Luther King, Jr. Holiday: January 14-16, 2017
- Presidents' Day Holiday: February 17-20, 2017

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



### 2017 SPRING TERM

April 3, 2017—July 2, 2017

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

#### REGISTRATION OPTIONS

- **Wednesday, March 1, 2017:** Medical Assistant Certificate Program Online Registration ONLY
- **Tuesday, March 7, 2017:** Online Registration for Career Technical Education Classes ONLY
- **Wednesday, March 8, 2017:** Online Registration for ALL SCE Classes
- **Thursday, March 9, 2017:** Walk-In Registration for ALL SCE Classes

#### CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER

- January 30, 2017—May 27, 2017

#### HOLIDAYS—SCE CENTERS CLOSED

- Spring Holiday: April 14-16, 2017
- Memorial Day Holiday: May 27-29, 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 Floor—Admissions and Registration Office  
1830 W. Romney Drive, Anaheim

- ☒ **Tuesday, November 1, 2016 at 6 p.m.**
- ☒ **Wednesday, November 2, 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](http://mg.nocccd.edu) at 7:30 a.m.

**Wednesday, November 9, 2016:** for Medical Assistant classes

**Tuesday, November 15, 2016:** for CTE classes

**Wednesday, November 16, 2016:** for all SCE classes

## AN ONLINE REGISTRATION TUTORIAL VIDEO AND WORKSHEET ARE AVAILABLE AT

**<http://sce.edu/registration>**



# ONLINE REGISTRATION INFORMATION

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

**HELPLINE FOR ONLINE REGISTRATION:** 714.808.4679 or [starhelp@sce.edu](mailto:starhelp@sce.edu)

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

## 1. WEDNESDAY, NOVEMBER 9, 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, November 9, 2016.*

*\*Students must complete the **ONLINE ORIENTATION** prior to registration; **ASSESSMENT** required to enroll in some classes. See pages 31-33 for more information or call 714.808.4915 with questions.*

## 2. TUESDAY, NOVEMBER 15, 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, November 15, 2016 (those designated with a clock in this schedule): Administrative Assistant\*, Computers, Early Childhood Education\*, Electrical Trainee, Funeral Service Assistant, 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 31-33 for more information or call 714.808.4915 with questions.*

## 3. WEDNESDAY, NOVEMBER 16, 2016



### Online Registration for All SCE Classes

*Students can register online for ALL SCE courses beginning at 7:30 a.m. on Wednesday, November 16, 2016.*

#### **BASIC ONLINE REGISTRATION INSTRUCTIONS**

1. To register online, go to: [www.sce.edu](http://www.sce.edu).
2. Click on the "myGateway" logo.
3. Enter your student identification number (ID) as your "BANNER ID."
4. Enter your 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](http://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

## 4. THURSDAY, NOVEMBER 17, 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, November 17, 2016.*

#### ANAHEIM CAMPUS

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

#### OFFICE HOURS:

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

#### SCE CYPRESS CENTER

9200 Valley View Street  
Pkg Lot 4, SCECYP/100  
Cypress, CA 90630  
**714.484.7038**

#### 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.

#### 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: 8 a.m.—2 p.m.

**Registration Information for English as a Second Language Program:  
SEE PAGES 7-8**

**Registration Information for High School Diploma Program:  
SEE PAGES 12-14**

Looking for **TEXTBOOK INFORMATION**? Check the SCE Online Schedule ([www.sce.edu/schedule](http://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 **BANNER ID** to access MyGateway; for security protection, students will no longer be able to use a Social Security Number. To obtain the **BANNER ID NUMBER**, visit myGateway at [mg.nocccd.edu](http://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 65 of this class schedule.**



**= Classes that are eligible for CTE Online Registration on Tuesday, November 15, 2016. See page 4 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](mailto: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 SPRING 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 SUMMER 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.  
Once you have your SCE Student Access Card, you may proceed to step 2:

**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**

1830 W. Romneya Drive  
 Anaheim, CA 92801

Tuesday, January 3, 2017  
 Tuesday, January 17, 2017  
 Tuesday, January 31, 2017  
 Tuesday, February 14, 2016

8:30 a.m., 10:30 a.m.,  
 5 p.m. & 7 p.m.

### **CYPRESS CENTER** **ROOM TE2-203**

9200 Valley View Street  
 Cypress, CA 90630

Tuesday, January 10, 2017  
 Tuesday, January 24, 2017  
 Tuesday, January 31, 2017  
 Tuesday, February 7, 2017

8:30 a.m., 10:30 a.m.,  
 5 p.m. & 7 p.m.

### **WILSHIRE CENTER** **ROOM 110**

315 E. Wilshire Avenue  
 Fullerton, CA 92832

Tuesday, January 10, 2017  
 Tuesday, January 24, 2017  
 Tuesday, January 31, 2017  
 Tuesday, February 7, 2017

8:30 a.m., 10:30 a.m.,  
 5 p.m. & 7 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 del VERANO 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**

1830 W. Romney Drive  
Anaheim, CA 92801

martes, Enero 3, 2017  
martes, Enero 17, 2017  
martes, Enero 31, 2017  
martes, Febrero 14, 2017

8:30 a.m., 10:30 a.m.,  
5 p.m. & 7 p.m.

## **CYPRESS CENTER** **SALON TE2-203**

9200 Valley View Street  
Cypress, CA 90630

martes, Enero 10, 2017  
martes, Enero 24, 2017  
martes, Enero 31, 2017  
martes, Febrero 7, 2017

8:30 a.m., 10:30 a.m.,  
5 p.m. & 7 p.m.

## **WILSHIRE CENTER** **SALON 110**

315 E. Wilshire Avenue  
Fullerton, CA 92832

martes, Enero 10, 2017  
martes, Enero 24, 2017  
martes, Enero 31, 2017  
martes, Febrero 7, 2017

8:30 a.m., 10:30 a.m.,  
5 p.m. & 7 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: January 9—March 31

CRN	DAYS	PLACE
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### **ANAHEIM CAMPUS**

21182	MTWTh/8a-9p F/8a-4p	AN/121
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### **SCE CYPRESS CENTER**

21175	MTWTh/7:30a-9p F/7:30a-4p	SCE/TE2-203
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### **WILSHIRE CENTER**

21287	MTWTh/7:30a-9p F/8a-12p	WIL/110
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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 the 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: Jan 9-Apr 2; nc Jan 16, Feb 20

CRN	DAYS	PLACE
<b>SCE CYPRESS CENTER</b>		
21811	MTWTh/8a-10:50a	SCE/TE2-217
<b>SCE WILSHIRE CENTER</b>		
61235	MTWTh/10:30a-12:50p	WIL/203

#### 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: Jan 9-Apr 2; nc Jan 16, Feb 20

CRN	DAYS	PLACE
<b>SCE CYPRESS CENTER</b>		
21812	MTWTh/11a-1:50p	SCE/TE2-217

### ESL Specialty Classes

#### COMPUTER SKILLS FOR ESL (BEGINNING) ESLA/801

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

Dates: Jan 9-Apr 2; nc Feb 17

CRN	DAYS	PLACE
<b>ANAHEIM CAMPUS</b>		
21448	F/8a-10:20a	AN/302
61228	TTh/7:30p-9:50p	AN/308
<b>SCE CYPRESS CENTER</b>		
22165	F/8a-10:20a	SCE/TE2-209
21321	F/10:30a-12:50p	SCE/TE2-209
21458	MW/9a-10:30a	SCE/TE2-210

#### COMPUTER SKILLS FOR ESL (ADVANCED) ESLA/815

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

Dates: Jan 9-Apr 2

CRN	DAYS	PLACE
51260	TTh/9a-10:30a	SCE/TE2-210

#### 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.

Dates: Jan 9-Apr 2; nc Feb 17

CRN	DAYS	PLACE
<b>ANAHEIM CAMPUS</b>		
21719	F/8a-9:50a	AN/104
21192	MW/10:30a-12:50p	AN/106
61220	MW/5p-7:20p	AN/117
61221	F/6p-9:20p	AN/126
61222	MW/7:30p-9:50p	AN/117
<b>SCE CYPRESS CENTER</b>		
21459	F/10:30a-12:50p	SCE/TE2-219
21174	S/10:30a-12:50p	SCE/TE2-221
<b>SCE WILSHIRE CENTER</b>		
21195	F/9a-11:50a	WIL/203
21197	TTh/1p-3:20p	WIL/217

#### 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.

Dates: Jan 9-Apr 2

\*Dates: Jan 9-Apr 2; nc Feb 17

CRN	DAYS	PLACE
<b>ANAHEIM CAMPUS</b>		
21466	TTh/10:30a-12:50p	AN/128
61223	TTh/10:30a-12:50p	AN/106
61224	F/6p-8:50p	AN/124
21575	F/6p-9:20p	AN/106
<b>SCE CYPRESS CENTER</b>		
21593*	F/8a-10:20a	SCE/TE2-219
21594*	S/8a-10:20a	SCE/TE2-221
21418*	F/10:30a-12:50p	SCE/TE2-217

**SCE is SOCIAL**



Connect with us! See inside back cover for details.

**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.

Dates: Jan 9-Apr 2; nc Feb 17

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

**ORAL INTERPRETATION  
(READING OUT LOUD)  
ESLA/990**

Literature and communication are integrated in the art of oral interpretation. This course emphasizes the study and analysis of relevant printed materials. Students learn to select and communicate the material orally and effectively to an audience through public presentation/performance.

Dates: Jan 10-Mar 30

CRN	DAYS	PLACE
61199	TTh/8a-10:20a	AN/119

**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

**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: Jan 9-Apr 2; nc Feb 17

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

**ESL MULTILEVEL  
ESLA/110**

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

Dates: Jan 9-Apr 2; nc Jan 16, Feb 20

CRN	DAYS	PLACE
21596	MTWTh/8a-10:30a	WIL/202

**CITIZENSHIP PREPARATION  
ESLA/803**

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

Dates: Jan 9-Apr 2

\*Dates: Jan 9-Apr 2; nc Feb 17

+Dates: Jan 9-Apr 2; nc Jan 16, Feb 20

CRN	DAYS	PLACE
<b>ANAHEIM CAMPUS</b>		
21668	TTh/10:30a-12:50p	AN/410
21180	MW/7:30p-9:50p	AN/118

<b>SCE CYPRESS CENTER</b>		
21714*	F/8a-10:20a	SCE/TE2-201
21606*	F/10:30a-12:50p	SCE/TE2-201
<b>SCE WILSHIRE CENTER</b>		
21676+	MW/10:30a-12:50p	WIL/202

**ESL AND THE ARTS  
ESLA/804**

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

Dates: Jan 9-Mar 29; nc Jan 16, Feb 20

CRN	DAYS	PLACE
61198	MW/8a-10:20a	AN/119

**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: Jan 9-Mar 30; nc Jan 16, Feb 20

CRN	DAYS	PLACE
21672	MTWTh/10:30a-12:50p	AN/119

## ESL Off-Site Classes

### FAMILY LITERACY ESLA/120

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

Dates: Jan 9-Apr 2; nc Jan 16, Feb 20

\*Dates: Jan 9-Mar 30; nc Jan 16, Feb 20

CRN	DAYS	PLACE
<b>ANAHEIM CITY SCHOOL DISTRICT</b>		
51147	MTWTh/8a-11:50a	Abraham Lincoln Elementary
51148	MTWTh/8a-11:50a	Betsy Ross Elementary
51149	MTWTh/5p-7:50p	Melbourne Gauer Elementary
51150	MTWTh/5p-7:50p	Patrick Henry Elementary
51152	MTWTh/9a-12:50p	Westmont Elementary School
<b>ANAHEIM HIGH SCHOOL DISTRICT</b>		
61200*	MTWTh/6p-8:50p	Ball Junior High
61201*	MTWTh/6p-8:50p	Ball Junior High
61202*	MTWTh/6p-9:20p	South Junior High School
<b>ANAHEIM SCHOOL DISTRICT MULTI TRACK</b>		
51153	MW/6p-9:20p	Horace Mann Elementary
51156	TTh/6p-9:20p	Horace Mann Elementary
51158	MTWTh/5p-8:20p	Thomas Edison Elementary
<b>BUENA PARK SCHOOL DISTRICT</b>		
51160	MW/8a-10:50a	Bordon H Beatty Elementary
51162	TTh/8:30a-11:20a	Pendelton Elementary
51164	TTh/8a-10:50a	Whitaker Elementary
<b>LA HABRA SCHOOL DISTRICT</b>		
51169	MTWTh/8:30a-11:20a	Los Lomas Elementary
51171	MTWTh/6p-9:20p	Washington Middle School
<b>MAGNOLIA SCHOOL DISTRICT</b>		
51170	MTWTh/8:30a-11:20a	Albert Schweitzer Elementary
51173	MTWTh/8:30a-11:20a	Baden-Powell Elementary
51174	MTWTh/6p-8:50p	Esther L Walter Elementary
51175	MTWTh/8:30a-11:20a	Peter Marshall Elementary
51177	MTWTh/6p-8:50p	Jonas Salk Elementary
51179	MTWTh/6p-8:50p	M L Maxwell Elementary
51180	MTWTh/6p-8:50p	Robert M Pyle Elementary
<b>PLACENTIA/YORBA LINDA SCHOOL DIST</b>		
51151	MTWTh/8:20a-12:20p	Melrose Elementary School
51154	MTWTh/8:30a-12:20p	Melrose Elementary School
51157	MTWTh/8:30a-12:20p	Ruby Drive Elementary School
51159	MTWTh/8:30a-12:20p	Rio Vista Elementary School
51163	MTWTh/8:30a-12:20p	Topaz Elementary
51161	MTWTh/8:30a-12:20p	Topaz Elementary
51165	MTWTh/6p-8:50p	Valencia High School
<b>SAVANNA SCHOOL DISTRICT</b>		
61233	MTWTh/6p-9p	Hansen School

### ESL MULTILEVEL ESLA/110

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

Dates: Jan 9-Apr 2; nc Jan 16, Feb 20

\*Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

CRN	DAYS	PLACE
<b>FULLERTON SCHOOL DISTRICT</b>		
51166	MTWTh/8:30a-11:20a	Commonwealth Elementary School
51168	MTThF/8:30a-12:20p	Pacific Drive Elementary
<b>VARIOUS OFF-SITE LOCATIONS</b>		
21084*	MTWTh/8:30a-11:20a	Anaheim Community Center
21680*	MTWTh/8:45a-12:20p	Access California Services
21848*	MTWTh/9a-12:20p	Access California Services
31188*	MTWTh/8:30a-10:50a	Brea Comm Ctr
21729*	MTWTh/8:30a-10:50a	Brea Comm Ctr
61206*	TTh/7:30p-9:50p	CSUF Center for Healthy Neighb
21083*	MTWTh/8a-10:50a	First Christian Church Anaheim
21241*	TTh/1p-3:50p	Korean Com Services Buena Park
21276*	MWF/1p-3:50p	Korean Com Serv Garden Grove
61203*	MTWTh/5p-7p	Miraloma Park FRC
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
61205*	MTWTh/10:30a-12:50p	West Anaheim Youth Center
61232	TTh/8:30a-11:30a	TBA

## FOREIGN LANGUAGE

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

### 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: Jan 9-Mar 27; nc Jan 16, Feb 20

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

# ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

## FOUR EASY STEPS TO ENROLL

# 1

### **OBTAIN TRANSCRIPTS**

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

# 2

### **APPLY ONLINE OR IN-PERSON**

- ⇒ New students apply to the school at [www.sce.edu](http://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 only

## 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](http://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](http://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.

- Visit **myGateway** at [mg.nocccd.edu](http://mg.nocccd.edu). Use your **BANNER ID** and **PIN** to log in.
- In the top left corner of the screen, click on the **SCE** tab.
- In the **SCE Orientations** box, scroll down and select **High School Diploma Program**.
- Follow the directions and complete all sections of the **SCE High School Online Orientation** and **pass a series of short quizzes**.
- 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 [sce.edu/registration](http://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 their SSN to access their account.

If you need additional assistance, contact the **SCE Helpline: 714.808.4679** or [starhelp@sce.edu](mailto:starhelp@sce.edu). Helpline hours are Monday through Thursday 7 a.m.—5 p.m. and Friday 7 a.m.—4:30 p.m.

### 4 REGISTER FOR A HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

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

Students are 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.

- Go to **myGateway** at [mg.nocccd.edu](http://mg.nocccd.edu) and log in by entering your **BANNER ID** and **PIN**.
- Next, go to the **Registration Tools** box and select **Add or Drop Classes**.
- Select the term: **School of Continuing Ed** and then click **Submit**.
- Complete the short survey and click **Submit**.
- 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**).
- Next, click **Confirm Your Choices**.
- Now, click **Complete Registration**.
- Go to the upper left corner of the screen and click **Back to Student Tab** to return to the main menu.
- 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**.
- 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.**

#### ATTENTION SCE CYPRESS CENTER STUDENTS:

If you are planning to park at the SCE Cypress Center on your assessment date, you **MUST** register your vehicle with the Cypress College virtual parking permit system. Visit [cypresscollege.edu/parking](http://cypresscollege.edu/parking) and click the link to register your vehicle for a specific **EVENT**. Select **HIGH SCHOOL DIPLOMA ASSESSMENTS** and enter your information to receive a **FREE** guest permit. This guest permit will **ONLY** be valid on the specified event date.



## STEP 4: REGISTER FOR A 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.

### JANUARY

**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	Jan 9-Jan19	60127	Mon, Jan 23	10 a.m.
Anaheim, 1st Floor, Room 107	Jan 9-Jan19	60128	Mon, Jan 23	5:30 p.m.
Cypress, Bldg. 100, Room 118	Jan 12-Jan23	60133	Wed, Jan 25	10 a.m.
Cypress, Bldg. 100, Room 118	Jan 12-Jan23	60134	Wed, Jan 25	5:30 p.m.
Wilshire, Bldg. 200, Room 215	Jan 16-Jan25	60139	Fri, Jan 27	10 a.m.
Wilshire, Bldg. 200, Room 203	Jan 18-Jan 29	60140	Mon, Jan 30	5:30 p.m.

### FEBRUARY

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

Assessment Location	Registration Period	CRN	Assessment Date	Assessment Time
Anaheim, 1st Floor, Board Room	Jan 23-Feb 2	60129	Mon, Feb 6	10 a.m.
Anaheim, 1st Floor, Room 107	Jan 23-Feb 2	60130	Mon, Feb 6	5:30 p.m.
Cypress, Bldg. 100, Room 118	Jan 26-Feb 6	60135	Wed, Feb 8	10 a.m.
Cypress, Bldg. 100, Room 118	Jan 26-Feb 6	60136	Wed, Feb 8	5:30 p.m.
Wilshire, Bldg. 200, Room 215	Jan 30-Feb 8	60141	Fri, Feb 10	10 a.m.
Wilshire, Bldg. 200, Room 203	Feb 1—Feb12	61123	Mon, Feb 13	5:30 p.m.

### MARCH

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

Assessment Location	Registration Period	CRN	Assessment Date	Assessment Time
Anaheim, 1st Floor, Board Room	Feb 27-Mar 9	60131	Mon, Mar 13	10 a.m.
Anaheim, 1st Floor, Room 107	Feb 27-Mar 9	60132	Mon, Mar 13	5:30 p.m.
Cypress, Bldg. 100, Room 118	Mar 2-Mar 13	60137	Wed, Mar 15	10 a.m.
Cypress, Bldg. 100, Room 118	Mar 2-Mar 13	60138	Wed, Mar 15	5:30 p.m.
Wilshire, Bldg. 200, Room 215	Mar 6-Mar 15	61124	Fri, Mar 17	10 a.m.
Wilshire, Bldg. 200, Room 203	Mar 8-Mar 19	61125	Mon, Mar 20	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 (1<sup>st</sup> 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)

For parking information, visit <http://sce.edu/admissions-registration/parking-and-transportation>. For Cypress Center parking, see page 13.

#### 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](http://GED.com) or [HiSET.org](http://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](http://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 ongoing. Students must clock in and out of the lab.
- Students receive assistance in gaining skills to attain academic and employment goals by working with faculty and tutors in small groups or one-on-one 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.



Complete basic college math and pre-algebra in 1-2 terms at the **SCE/Cypress College Math Co-Lab** and get the foundation needed to succeed in higher levels of math.

**SCE/Cypress College Math Co-Lab (Room 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.**

## BASIC SKILLS

For more information about the 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: Feb 22-Mar 13

\*Dates: Mar 2-Mar 23

CRN	DAYS	PLACE	INSTR
51128	2/22, 3/8, 3/13 MW/2:30p-5p	SCECYP/118	Stackhouse
	2/27 - 3/6 MW/3p-5:30p	SCE/TE2-200	
51106*	3/2 TTh/5p-8p	FC/Bldg 2000, Rm 2028	Cagley
	3/7 - 3/23 TTh/5p-7p		

## 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: Jan 11-Mar 15

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

### 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: Jan 10-Mar 14

CRN	DAYS	PLACE	INSTR	FEE
50119	T/6:30p-9:20p	SCECYP/104	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: Jan 10-Mar 14

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

## INCREASING BUSINESS EFFECTIVENESS

For more information about the 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: Feb 16-Mar 16

CRN	DAYS	PLACE	INSTR	FEE
51102	Th/7p-8:50p	SCE/TE2-223	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: Jan 12-Feb 9

CRN	DAYS	PLACE	INSTR	FEE
51101	Th/7p-8:50p	SCE/TE2-223	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 Diploma, 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 the 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: Jan 9-Jan 10

CRN	DAYS	PLACE	INSTR	FEE
50148	MT/6p-9:50p	AN/107	Reed	\$80

\$80 class fee includes materials

### Sit for the California Notary Public State Exam

The exam will be offered  
January 11, 2017 from 4 p.m.-6 p.m.  
Anaheim Campus, Room 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: Jan 12-Jan 12

CRN	DAYS	PLACE	INSTR	FEE
50149	Th/6p-9:50p	AN/107	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: Jan 9-Mar 16; nc Jan 16, Feb 20

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

### 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: Jan 9-Mar 16; nc Jan 16, Feb 20

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

### 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: Jan 9-Mar 16; nc Jan 16, Feb 20

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

## BUSINESS SKILLS – PROJECT MANAGEMENT CERTIFICATE PROGRAM – FINANCIAL PLANNING & INVESTING

### 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: Jan 13-Mar 24; nc Feb 17

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

## 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](mailto:cteinfo@sce.edu).

Project Management careers include positions in diverse areas such as aerospace, construction, computer and information systems, engineering, and healthcare. 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: Jan 10-Jan 24

CRN	DAYS	PLACE	INSTR	FEE
60098	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: Jan 26-Feb 9

CRN	DAYS	PLACE	INSTR	FEE
60099	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: Feb 14-Feb 28

CRN	DAYS	PLACE	INSTR	FEE
61225	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 team, building loyalty in teams, conflict resolution, and the responsibilities of a project leader. Learn how to lead successful projects teams.

Dates: Mar 2-Mar 16

CRN	DAYS	PLACE	INSTR	FEE
61226	TTh/6:30p-9:20p	AN/116	Paradiso	\$80

### INTRODUCTION 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: Mar 20-Mar 29

CRN	DAYS	PLACE	INSTR	FEE
61227	MW/6p-9:50p	AN/301	Gandhi	\$100

## FINANCIAL PLANNING & INVESTING

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

### 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: Feb 23-Mar 2

\*Dates: Feb 27-Mar 6

CRN	DAYS	PLACE	INSTR	FEE
51129	Th/9:30a-11:20a	AN/136	Mosley	\$45
51209	M/1p-2:50p	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: Mar 18-Mar 18

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

**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: Mar 18-Mar 18

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

**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](mailto: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](http://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](http://www.sce.edu/gradingpolicy) for more information regarding withdrawal dates specific to each course.



= Classes that are eligible for CTE Online Registration on Tuesday, November 15, 2016. See page 4 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: Jan 9-Apr 2; nc Jan 16, Feb 18, Feb 20, Feb 17

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

**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.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Feb 17

CRN	DAYS	PLACE	INSTR
60072	F/9a-11:50a	AN/403	Prey
60247	T/9a-11:50a	AN/403	Prey
60068	W/12:30p-3:20p	AN/403	Kretschmar
60069	T/6:30p-9:20p	AN/302	Casper
60071	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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

\*Dates: Jan 21-Apr 1; nc Feb 18

CRN	DAYS	PLACE	INSTR
60035	W/9a-11:50a	AN/403	Kretschmar
60037	S/9a-12:20p	AN/403	Ahmed
60034	M/3:30p-6:20p	AN/405	Kretschmar
60042	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: Feb 20-Mar 29; nc Feb 20

CRN	DAYS	PLACE	INSTR
61195	MW/9a-11:50a	AN/312	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 1/9/2017, ends week of 3/27/2017

\*Starts week of 1/16/2017, ends week of 3/27/2017; nc Feb 17

CRN	DAYS	PLACE	INSTR
60076*	F/9a-12:20p	AN/405	Tilak
60036	T/6:30p-9:20p	AN/303	Sedrak

## Get ahead with a Computer Certificate!



Completing five to seven computer courses can earn you a certificate in one of the following programs:

### FUNDAMENTAL COMPUTER CONCEPTS AND SKILLS

Learn how to perform data entry, word processing, research utilizing the Internet, and basic computer operation suitable for working in a business environment.

Job outlook: entry-level clerk or general office position

### OFFICE APPLICATIONS ESSENTIALS

Learn how to perform basic word processing, spreadsheet, database, and other essential business software applications.

Job outlook: administrative support position

### GRAPHIC DESIGN AND WEB SKILLS

Learn how to perform editing a simple website, creating and optimizing digital images, and cataloging and retrieving digital files.

Job outlook: entry-level graphic design/web development position

Check out the current SCE Catalog for program requirements at [www.sce.edu/catalog](http://www.sce.edu/catalog) or call the Career Technical Education (CTE) Program Office at 714.808.4915.

## SCE is SOCIAL



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## 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: Jan 9-Feb 15; nc Jan 16

\*Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60104	MW/9a-11:50a	AN/312	Ahmed
60067*	M/12:30p-3:20p	AN/405	Kretschmar
61197*	W/6:30p-9:20p	AN/403	Sedrak

### 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.

## 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.

Dates: Jan 11-Mar 29

CRN	DAYS	PLACE	INSTR
60124	W/12:30p-3:20p	AN/302	Ahmed
60221	M/6:30p-9:20p	AN/312	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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

CRN	DAYS	PLACE	INSTR
60123	F/9a-11:50a	AN/310	Grane
60222	M/6:30p-9:20p	AN/302	Loayza

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

## 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 1/9/2017, ends week of 3/27/2017

CRN	DAYS	PLACE	INSTR
60063	T/9a-11:50a	AN/302	Garmon
60066	W/6:30p-9:20p	AN/312	Alvarado
60062	Th/3p-5:50p	AN/313	Smolek

## 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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60048	T/12p-2:50p	AN/302	Garmon
60078	Th/6:30p-9:50p	AN/313	Smolek

## 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.

Starts week of 1/9/2017, ends week of 3/27/2017

CRN	DAYS	PLACE	INSTR
61196	T/6:30p-9:20p	AN/312	Alvarado

## INTRODUCTION TO POWERPOINT MS/119



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

Dates: Jan 9-Mar 27; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60032	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: Jan 12-Mar 30

CRN	DAYS	PLACE	INSTR
60116	Th/6:30p-9:20p	AN/312	Alvarado

## 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.

Dates: Jan 21-Apr 1; nc Feb 18

\*Dates: Jan 10-Mar 28

CRN	DAYS	PLACE	INSTR
60064	S/10:30a-12:20p	AN/313	Alvarado

## 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: Jan 10-Mar 28

CRN	DAYS	PLACE	INSTR
60077	M/9a-10:50a	AN/313	Loayza

## 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.

Dates: Jan 21-Apr 1; nc Feb 18

\*Dates: Jan 9-Mar 27; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60065	S/8:30a-10:20a	AN/313	Alvarado

## 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!

## 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: Jan 9-Mar 27; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60219	M/11a-12:50p	AN/313	Loayza

**Download the SCE mobile app for Android,  
Blackberry, iPhone & iPod/iPad at  
[www.nocccd.edu/mobile](http://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.*





## DIGITAL MEDIA, WEB &amp; VIDEO



For more information about the Digital Media, Web and Video classes, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email [cteinfo@sce.edu](mailto: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.easysed.org](http://www.easysed.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](http://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.

## Graphic Arts

**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 imaging, 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: Jan 19-Feb 23

CRN	DAYS	PLACE	INSTR	FEE
60025	Th/5:45p-9:35p	AN/310	Herrera	\$125

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**ADOBE INDESIGN  
(BEGINNING)  
DIG/151**

Advisory: Computer Literacy. This course combines basic desktop publishing skills with the specifics of how to use Adobe InDesign to create visual communications. You will learn page layout tools as you are introduced to the software interface. This course teaches the fundamentals, basic commands and procedures used to create professional documents.

Dates: Jan 19-Feb 23

CRN	DAYS	PLACE	INSTR	FEE
60107	T/5:45p-9:35p	AN/310	Ward	\$125



## 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!**

# Online Classes

Enroll Today!

**Most Online  
Courses  
\$115!**



*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
- 24-Hour Access
- 6 Weeks of Instruction

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

### Popular Courses

- Accounting Fundamentals
- Creating Web Pages
- Creating Mobile Apps with HTML5
- A to Z Grantwriting
- Introduction to Microsoft Excel
- Introduction to Java Programming
- Introduction to Final Cut Pro X
- Introduction to Statistics
- Computer Skills in the Workplace
- Certificate in Gerontology

## Career Training Programs

- One-On-One Instructor Assistance
- 24-Hour Access
- All Materials and Books Included!

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

### Popular Programs:

- AutoCAD 2011 with AutoCAD 3D
- CompTIA™ A+ Certification Training
- Six Sigma Black Belt
- Building Analyst Quick Start Program
- Biofuel Production Operations
- Certified Mediator
- Event Management & Design
- Human Resources Professional
- Certified Green Chain Professional
- Certified Wedding Planner
- Freight broker/Agent Training

More courses available - see our website

[www.ed2go.com/sce](http://www.ed2go.com/sce)

[careertraining.ed2go.com/easyed](http://careertraining.ed2go.com/easyed)

0713-14

## 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 BASIC WORD PROCESSING DSPS/412

Designed for individuals with disabilities, this course teaches the basic introduction to word processing.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61136	TTh/9a-11:20a	AN/308	Barrett
61156	MW/9a-11:20a	WIL/214	Stephens
61181	MW/12:30p-2:50p	SCE/TE2-200	Day

### INTERMEDIATE ELECTRONIC MAIL DSPS/422

Designed for individuals with disabilities, this course provides training in the use of the Internet and operation of e-mail accounts.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61182	TTh/12:30p-2:50p	SCE/TE2-200	Day
61145	MW/12:30p-2:50p	AN/308	Bennett

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### 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 1/9/2017, ends week of 3/27/2017; nc Feb 17

CRN	DAYS	PLACE	INSTR
61137	F/9a-2:50p	AN/308	Bennett
61186	T/9a-2:50p	SCE/CYP/118	Cunningham
61153	F/9a-2:50p	WIL/201	Stephens

### LIVING MORE INDEPENDENTLY: APARTMENT LIVING DSPS/332

Students with disabilities will explore moving into their first apartment and responsibilities of maintaining a home. Topics will include identifying needed furnishings and supplies, basic house cleaning, and safe use and storage of cleaning products. Students will also be required to practice house cleaning tasks.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61134	TTh/9a-11:20a	AN/118	Uriarte-Feld
61175	MW/9a-11:20a	SCE/TE2-223	Cunningham
61158	MW/12:30p-2:50p	WIL/201	Stephens



*This class schedule can also be made available in alternate media formats. For more information, contact Disability Support Services at 714.484.7057.*

### HUMAN SEXUALITY: SEXUAL EXPRESSION, REPRODUCTION, AND BIRTH CONTROL DSPS/482

This course is designed to give students with disabilities an overview of the basic human sexuality concepts of sexual expression, reproduction, birth control, and sexual health, in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61140	MW/9a-11:20a	AN/610	Sibley-Smith
61161	MW/12:30p-2:50p	WIL/219	Ferrier

### 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: Jan 10-Mar 31; nc Feb 17

CRN	DAYS	PLACE	INSTR
61138	TThF/9a-11:20a	AN/303	Stanokjovic

### PHOTOSHOP ELEMENTS: INTRODUCTION FOR STUDENTS WITH DISABILITIES DSPS/537

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

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

CRN	DAYS	PLACE	INSTR
61157	F/9a-2:50p	WIL/214	Barrett
61172	MW/9a-11:20a	SCE/TE2-200	Day
61146	TTh/12:30p-2:50p	AN/308	Barrett

### BASIC READING COMPREHENSION & WRITING FOR STUDENTS WITH DISABILITIES DSPS/382

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

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61141	TTh/9a-11:20a	AN/610	Bennett
61150	MW/9a-11:20a	WIL/201	Ferrier
61179	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: Jan 9-Apr 2; nc Feb 17

CRN	DAYS	PLACE	INSTR
61174	F/9a-11:20a	SCE/TE2-200	Day

### SMART SHOPPING AND SAVING MONEY IN THE COMMUNITY DSPS/432

A course designed for students with developmental or learning disabilities to learn how to save money by shopping smartly. Students will learn how to use comparison techniques, unit pricing, coupons, and online deals to find the best bargain.

Dates: Jan 10-Mar 30

CRN	DAYS	PLACE	INSTR
61180	TTh/12:30p-2:50p	SCECYP/107	Quitugua
61148	TTh/12:30p-2:50p	AN/610	Bennett



### BASIC COOKING: INTERMEDIATE SKILLS FOR STUDENTS WITH DISABILITIES DSPS/452

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

Starts week of 1/9/2017, ends week of 3/27/2017; nc Feb 17-Feb 18

CRN	DAYS	PLACE	INSTR
61152	S/9a-12:20p	WIL/201	Guevara
61171	F/9a-2:50p	SCECYP/107	Sorooshian-Tafti
61155	TTh/9a-11:20a	WIL/207	Ferrier

### SOCIAL SKILLS: CONFLICT MANAGEMENT AND RESOLUTION BASICS DSPS/462

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

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61163	MW/9a-11:20a	SCECYP/107	Pietrzak
61144	MW/12:30p-2:50p	AN/108	Uriarte-Feld
61162	TTh/12:30p-2:50p	WIL/202	Alire

### INTERVIEWING & PROFESSIONAL COMMUNICATION DSPS/494

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 interviewing skills and will include activities to enhance written and verbal skills.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61133	MW/9a-11:20a	AN/118	Anderson
61185	TTh/12:30p-2:50p	SCE/TE2-223	Sorooshian-Tafti

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

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

Dates: Jan 9-Mar 29; nc Jan 16, Feb 20

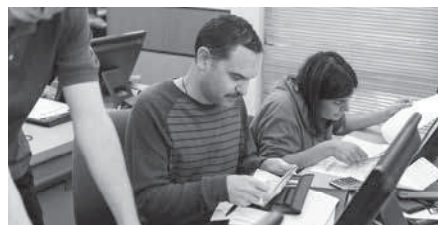
CRN	DAYS	PLACE	INSTR
61184	MW/12:30p-2:50p	SCE/TE2-223	Cunningham

## ADVOCATING FOR LIFE AND VOCATIONAL GOALS DSPS/362

This course provides students with disabilities with knowledge, skills and resources to make decisions and communicate needs for determining their own life and vocational path. Students will learn about disabilities and adaptive skills to mitigate personal disabilities. Students will learn and practice effective communication techniques.

Starts week of 1/9/2017, ends week of 3/27/2017

CRN	DAYS	PLACE	INSTR
61164	TTh/9a-11:20a	SCECYP/107	Quitugua
61143	TTh/12:30p-2:50p	AN/118	Anderson



## PAYING BILLS DSPS/275

A quick paced course designed to provide students with disabilities with basic money management skills including use of an ATM and bill paying.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61135	MW/9a-11:20a	AN/308	Bennett
61173	TTh/9a-11:20a	SCE/TE2-200	Day
61160	MW/12:30p-2:50p	WIL/214	Breen

## LANDING A JOB FOR STUDENTS WITH DISABILITIES DSPS/280

This course is designed to introduce students with disabilities to filling-out and submitting both written and online job applications. This course will also introduce students to effective job interview preparation, technique and attire.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61176	TTh/9a-11:20a	SCE/TE2-223	Sorooshian-Tafti
61151	TTh/9a-11:20a	WIL/201	Stephens
61147	MW/12:30p-2:50p	AN/610	Stanojkovic

## SCE STUDENT SUCCESS SPOTLIGHT: RACHYL WIESNER



Since 2012, Rachyl Wiesner has been a student in both Disability Support Services' College to Career (C2C) Program and the Career Technical Education's Early Childhood Education (ECE) Certificate Program. While studying to become an early childhood educator, Rachyl

volunteered at a local preschool, gaining hands-on experience working with children. With guidance and mentorship from the preschool's director and support from the C2C Program, Rachyl grew both professionally and personally from her time volunteering. The C2C staff shared, "Rachyl is a hardworking student who has overcome several challenges and adversities in furthering her independence, education, and career development. She has never lacked effort and always puts her best foot forward." Rachyl graduated from the ECE program in May 2016 and was offered a paid job opportunity from the preschool's director. In addition to successfully completing her educational and vocation goals, Rachyl recently completed a personal goal of obtaining her driver's license. Congratulations, Rachyl!

## WORKPLACE SKILLS TRAINING FOR STUDENT WITH DISABILITIES DSPS/325

Workplace Skills Training is a lecture and lab course designed to provide students with developmental disabilities with hands-on training in basic janitorial tasks that may be expected of them in an entry-level position. Lecture topics include work safety and on-the-job behavior and attitude.

Dates: Jan 10-Mar 30

CRN	DAYS	PLACE	INSTR
61159	TTh/12:30p-2:50p	WIL/201	Stephens

## INDEPENDENT LIVING SKILLS: SAFETY SKILLS DSPS/572

**NEW!**

This class is designed to teach adults with developmental and intellectual disabilities to improve their personal safety at home.

Dates: Jan 9-Apr 2; nc Jan 16, Feb 20, Feb 17

CRN	DAYS	PLACE	INSTR
61154	MTWThF/9a-2:20p	WIL/207	Anderson Breen

## INDEPENDENT LIVING SKILLS: ACCESSING COMMUNITY RESOURCES DSPS/582

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

Dates: Jan 9-Apr 2; nc Jan 16, Feb 20, Feb 17

CRN	DAYS	PLACE	INSTR
61177	MTWThF/9a-2:20p	SCECYP/103	Brown Pietrzak



## DSS Off-Site Class Locations

CRN	LOCATION
61190	BRAILLE
61192	BRAILLE
61193	BRAILLE
61194	BRAILLE
61189	WATRC
61142	WESTVIEW

## FASHION

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

### 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: Jan 13-Feb 10

CRN	DAYS	PLACE	INSTR	FEE
51029	F/9a-11:20a	AN/402B	Martinez	\$45

### 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: Feb 24-Mar 24

CRN	DAYS	PLACE	INSTR	FEE
51031	F/9a-11:20a	AN/402B	Martinez	\$45

## 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: Jan 11-Mar 15

CRN	DAYS	PLACE	INSTR	FEE
50237	W/6p-8:20p	SCE/TE2-204	Hashimoto	\$75

### 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: Feb 13-Mar 20; nc Feb 20

\*Dates: Jan 9-Feb 6; nc Jan 16

CRN	DAYS	PLACE	INSTR	FEE
50277	M/6:30p-8:50p	AN/402B	Martinez	\$40
50276	M/6:30p-8:50p	AN/402B	Martinez	\$40

### 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: Jan 11-Mar 15

CRN	DAYS	PLACE	INSTR	FEE
50069	W/10:30a-12:50p	SCE/TE2-204	Eggan	\$75

### 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 1/9/2017, ends week of 3/13/2017

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

### TECHNICAL AND CREATIVE USE OF SERGER MACHINES CC/240

Learn how to thread and operate a serger while discovering creative applications for its use on various projects. Stitch formation and tension adjustments will be covered. Bring your machine or use ours.

Dates: Feb 16-Mar 16

\*Dates: Jan 12-Feb 9

CRN	DAYS	PLACE	INSTR	FEE
61129	Th/6:30p-8:50p	SCE/TE2-204	Martinez	\$35
61128	Th/6:30p-8:50p	SCE/TE2-204	Martinez	\$35

### 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 interfacing, pressing and alterations will result in finished designer outfits at significant savings. May include men's tailoring.

Dates: Jan 10-Mar 14

CRN	DAYS	PLACE	INSTR	FEE
50068	T/6p-8:20p	SCE/TE2-204	Eggan	\$75

## FINE & APPLIED ARTS

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

### 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: Jan 12-Mar 23

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

## DRAWING & PAINTING

### 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: Jan 10-Mar 21

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: Jan 10-Mar 21

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: Jan 12-Mar 23

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

### PAINT NIGHT ART WORKSHOP

Come join us for fun with paint, snacks, and friends! A professional artist will lead our group to recreate the workshop's featured painting while we enjoy music, snacks, and socialize with others. Each workshop is different and focuses on a different artist and famous painting. Easy to follow instructions. All supplies are included. Take home finished painting. No experience necessary!

CRN	DAYS	PLACE	INSTR	FEE
<b>Date: 2/24/2017</b>				
61217	F/5p-9p	CC-TBA	Staff	\$25
<b>Date: 3/17/2017</b>				
61218	F/5p-9p	AN-TBA	Staff	\$25

## PHOTOGRAPHY

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

### 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 1/9/2017, ends week of 3/13/2017

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



### 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: Jan 12-Mar 16

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



## PARENTING

For more information about the 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.

### 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 1/9/2017, ends week of 3/13/2017

\*Dates: Jan 9-Mar 27; nc Jan 16, Feb 20

†Dates: Jan 21-Apr 1; nc Feb 18

‡Dates: Jan 13-Mar 24; nc Feb 17

CRN	DAYS	PLACE	INSTR
60014	W/9a-10:50a	AN/134	Stearns
60015	Th/9a-10:50a	YL Church of Christ	Stearns
60016	T/9a-10:50a	YL Church of Christ	Stearns
60024	M/9a-10:50a	WIL/204	Brown
60146	Th/9a-10:50a	WIL/204	Dodson
61091	S/9a-10:50a	AN/134	Brown
60164	M/9a-10:50a	SCECYP/117	Wahhab
61083	M/9a-10:50a	AN/134	Amaradio
61085	F/9a-10:50a	AN/134	Brown
61087	W/9a-10:50a	SCECYP/117	Wahhab
61089	F/9a-10:50a	SCECYP/117	Wahhab
60162	T/9a-10:50a	WIL/204	Martinez

### 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 1/9/2017, ends week of 3/13/2017

\*Dates: Jan 9-Mar 27; nc Jan 16, Feb 20

†Dates: Jan 13-Mar 24; nc Feb 17

CRN	DAYS	PLACE	INSTR
61096	T/9a-9:50a	AN/134	Dodson
61099	Th/9a-9:50a	AN/134	Brown
61102	T/9a-9:50a	SCECYP/117	Wahhab
61115	M/9a-9:50a	YL Church of Christ	Martinez
61105	Th/9a-9:50a	SCECYP/117	Amaradio
61109	W/9a-9:50a	WIL/204	Dodson
61112	F/9a-9:50a	WIL/204	Swallows
61108	T/6p-6:50p	WIL/204	Dodson

### 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.

Dates: Jan 9-Mar 27; nc Jan 16, Feb 20

\*Starts week of 1/9/2017, ends week of 3/13/2017

†Dates: Jan 21-Apr 1; nc Feb 18

‡Dates: Jan 13-Mar 24; nc Feb 17

CRN	DAYS	PLACE	INSTR
60056	M/11a-12:50p	WIL/204	Brown
60057	W/11a-12:50p	AN/134	Stearns
60058	Th/11a-12:50p	YL Church of Christ	Stearns
60059	T/11a-12:50p	YL Church of Christ	Stearns
60060	Th/11a-12:50p	WIL/204	Dodson
61092	S/11a-12:50p	AN/134	Brown
60163	M/11a-12:50p	SCECYP/117	Wahhab
61084	M/11a-12:50p	AN/134	Amaradio
61086	F/11a-12:50p	AN/134	Brown
61088	W/11a-12:50p	SCECYP/117	Wahhab
61090	F/11a-12:50p	SCECYP/117	Wahhab
60161	T/11a-12:50p	WIL/204	Martinez

### DEVELOPMENTAL MOVEMENT (AGES 2 - 3) PARN/261

Parents and children are introduced to developmental movement and music for 2-3 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 1/9/2017, ends week of 3/13/2017

\*Dates: Jan 9-Mar 27; nc Jan 16, Feb 20

†Dates: Jan 13-Mar 24; nc Feb 17

CRN	DAYS	PLACE	INSTR
61097	T/10a-10:50a	AN/134	Dodson
61100	Th/10a-10:50a	AN/134	Brown
61103	T/10a-10:50a	SCECYP/117	Wahhab
61116	M/10a-10:50a	YL Church of Christ	Martinez
61110	W/10a-10:50a	WIL/204	Dodson
61113	F/10a-10:50a	WIL/204	Swallows
61106	Th/10a-10:50a	SCECYP/117	Amaradio

### 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 1/9/2017, ends week of 3/13/2017

\*Dates: Jan 9-Mar 27; nc Jan 16, Feb 20

†Dates: Jan 13-Mar 24; nc Feb 17

CRN	DAYS	PLACE	INSTR
61098	T/11a-11:50a	AN/134	Dodson
61101	Th/11a-11:50a	AN/134	Brown
61104	T/11a-11:50a	SCECYP/117	Wahhab
61117	M/11a-11:50a	YL Church of Christ	Martinez
61111	W/11a-11:50a	WIL/204	Dodson
61114	F/11a-11:50a	WIL/204	Swallows
61107	Th/11a-11:50a	SCECYP/117	Amaradio

## 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, Oct 24, 2016 - AN/105  
Wed, Nov 2, 2016 - AN/105

#### Evening Sessions

Tues, Oct 25, 2016 - AN/107  
Thurs, Nov 3, 2016 - AN/107



### Early Childhood Education Certificate Program

#### Morning Sessions

Tues, Oct 25, 2016 - AN/105  
Thurs, Nov 3, 2016 - AN/107

#### Evening Sessions

Mon, Oct 24, 2016 - AN/107  
Wed, Nov 2, 2016 - AN/107



### Medical Assistant Certificate Program

#### Morning Sessions

Wed, Oct 26, 2016 - AN/105  
Tues, Nov 1, 2016 - AN/105

#### Evening Sessions

Thurs, Oct 27, 2016 - AN/107  
Mon, Nov 7, 2016 - AN/105



### Pharmacy Technician Certificate Program

#### Morning Sessions

Thurs, Oct 27, 2016 - AN/107  
Mon, Nov 7, 2016 - AN/105

#### Evening Sessions

Wed, Oct 26, 2016 - AN/107  
Tues, Nov 1, 2016 - AN/107



### Management Certificate Program

#### Morning Sessions

Tues, Nov 8, 2016 - WIL/108  
Wed, Nov 9, 2016 - WIL/108

#### Evening Sessions

Tues, Nov 8, 2016 - WIL/108  
Wed, Nov 9, 2016 - WIL/108

## PREPARE FOR NEW CAREER OPPORTUNITIES!



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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.

The North Orange County Community College District's (NOCCCD) School of Continuing Education (SCE) Administrative Offices are located at 1830 W. Romney Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit [www.sce.edu](http://www.sce.edu). It is the policy of the NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, visit the policy in the General Information section in the back of the SCE class schedule.



## 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 free of cost to you.

See the *Computers* section on page 19 for more information.

# CAREER TECHNICAL EDUCATION PROGRAM

## FIVE EASY STEPS TO ENROLL

NEW STUDENTS: Complete Steps 1—5	<b>1</b> <h3>APPLY ONLINE OR IN-PERSON</h3> <ul style="list-style-type: none"> <li>⇒ <u>New students</u> apply to the school at <a href="http://www.sce.edu">www.sce.edu</a></li> <li>⇒ Or visit the Admissions and Registration Office at any SCE Center</li> </ul>
	<b>2</b> <h3>ORIENTATION</h3> <p><u>New students</u> are required to complete an online orientation in order to enroll in the following Career Technical Education (CTE) Certificate Programs:</p> <ul style="list-style-type: none"> <li>⇒ Administrative Assistant</li> <li>⇒ Early Childhood Education</li> <li>⇒ Medical Assistant</li> <li>⇒ Pharmacy Technician</li> </ul>
RETURNING STUDENTS: Complete Steps 4—5 (and 3, if necessary)	<b>3</b> <h3>ASSESSMENT</h3> <p>Students must complete an assessment to enroll in the following classes:</p> <ul style="list-style-type: none"> <li>⇒ Administrative Assistant Program: BUSN/320, BUSN/340</li> <li>⇒ Early Childhood Education Program: ECE/136, ECE/140</li> <li>⇒ Medical Assistant Program: MEDO/260, MEOC/104</li> <li>⇒ Pharmacy Technician Program: MEOC/104, MEOC/130</li> </ul>
	<b>4</b> <h3>REGISTRATION</h3> <p>CTE Online registration will open at 7:30 a.m. on the following dates for the 2017 Winter Term:</p> <ul style="list-style-type: none"> <li>⇒ Medical Assistant Certificate Program Classes—Wednesday, November 9, 2016</li> <li>⇒ All other CTE Certificate Program Classes—Tuesday, November 15, 2016</li> </ul>
	<b>5</b> <h3>COUNSELING</h3> <ul style="list-style-type: none"> <li>⇒ Meet with a counselor by appointment or walk-in</li> <li>⇒ <u>New students</u> must meet with a counselor during their first term to develop a Student Educational Plan</li> <li>⇒ <u>Returning students</u> are highly encouraged to meet with a counselor to update their Student Educational Plan</li> </ul>

**For more information, call the Career Technical Education Program Office at 714.808.4915 or email [cteinfo@sce.edu](mailto:cteinfo@sce.edu).**

# CAREER TECHNICAL EDUCATION PROGRAM

## FIVE EASY STEPS TO ENROLL

1

### APPLY FOR AN SCE BANNER ID

Apply online at [www.sce.edu](http://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.

2

### COMPLETE A REQUIRED ORIENTATION

Once you have a BANNER ID number, new students must complete a REQUIRED Orientation for the CTE Certificate Programs. Students should plan to complete the 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](http://mg.nocccd.edu). Use your **BANNER ID** and **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 Orientation, 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).**

3

### COMPLETE A REQUIRED ASSESSMENT

Students are assessed in reading and mathematics. Students enrolled in the Administrative Assistant, Early Childhood Education, Medical Assistant, and/or Pharmacy Technician Certificate Programs must complete an assessment to register for certain CTE classes. For the list of classes and assessment details, please see page 33.

4

### REGISTER ONLINE FOR 2017 WINTER TERM COURSES

2017 Winter Term Online Registration opens on these dates:

- **Medical Assistant Certificate Program:** Wednesday, November 9, 2016; opens at 7:30 a.m.
- **All other CTE Programs:** Tuesday, November 15, 2016; opens at 7:30 a.m.

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

#### HELPFUL TIPS:

- Spaces are limited and available on a first-come, first-served basis. Registration opens at 7:30 a.m. on both November 9, 2016 and November 15, 2016.
- **FIRST TIME REGISTERING ONLINE?** See page 3 of this class schedule for details about Online Registration Workshops or visit [www.sce.edu/registration](http://www.sce.edu/registration) for a tutorial and a handy worksheet.

5

### 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.**

### 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!**

# CAREER TECHNICAL EDUCATION PROGRAM

## STEP 3: COMPLETE A REQUIRED ASSESSMENT

Assessments are required before registering for the following classes:

Administrative Assistant Certificate Program—BUSN/320, BUSN/340

Early Childhood Education Certificate Program—ECE/136, ECE 140

Medical Assistant Certificate Program—MEDO/260, MEOC/104

Pharmacy Technician Certificate Program—MEOC/104, MEOC/130

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

<p><b>OCTOBER</b> Anaheim Campus Room 606</p>	<p>Wednesday, October 19, 2016—10 a.m. or 6:30 p.m. Thursday, October 20, 2016—10 a.m. or 6:30 p.m. Friday, October 21, 2016—10 a.m. Monday, October 24, 2016—10 a.m. or 6:30 p.m. Tuesday, October 25, 2016—10 a.m. or 6:30 p.m. Wednesday, October 26, 2016—6:30 p.m. Thursday, October 27, 2016—6:30 p.m. Friday, October 28, 2016—10 a.m. Monday, October 31, 2016—10 a.m.</p>
<p><b>NOVEMBER</b> Anaheim Campus Room 606</p>	<p>Tuesday, November 1, 2016—10 a.m. or 6:30 p.m. Wednesday, November 2, 2016—10 a.m. or 6:30 p.m. Thursday, November 3, 2016—10 a.m. or 6:30 p.m. Friday, November 4, 2016—10 a.m. Monday, November 7, 2016—10 a.m. or 6:30 p.m. Tuesday, November 8, 2016—10 a.m. or 6:30 p.m. Thursday, November 10, 2016—6:30 p.m.</p>
<p><b>DECEMBER</b> Anaheim Campus Room 606</p>	<p>Thursday, December 1, 2016—10 a.m. or 6:30 p.m. Friday, December 2, 2016—10 a.m. Monday, December 5, 2016—10 a.m. or 6:30 p.m. Tuesday, December 6, 2016—10 a.m. or 6:30 p.m. Wednesday, December 7, 2016—10 a.m. or 6:30 p.m. Thursday, December 8, 2016—10 a.m. or 6:30 p.m. Friday, December 9, 2016—10 a.m.</p>
<p><b>JANUARY</b> Anaheim Campus Room 606</p>	<p>Monday, January 9, 2016—10 a.m. or 6:30 p.m. Tuesday, January 10, 2016—10 a.m. or 6:30 p.m. Wednesday, January 11, 2016—10 a.m. or 6:30 p.m. Thursday, January 12, 2016—10 a.m. Friday, January 13, 2016—10 a.m.</p>

**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



## CAREER TECHNICAL EDUCATION PROGRAM – ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

### 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](mailto: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](http://www.sce.edu/gradingpolicy) for information regarding withdrawal dates specific to each course.



= Classes that are eligible for CTE Online Registration on Tuesday, November 15, 2016. See pg 4 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.

### Tips for Success on Your Career Pathway Journey!

✓ **Attend** all of your classes **every day!** (All CTE courses and programs have attendance requirements. Please refer to your course syllabus and instructor for those requirements.)

✓ **Come to class on time** and **stay for the whole class** session!

✓ **Actively participate** in the classroom! (Including engaging in classroom discussions and asking questions)

✓ **Complete** all assignments, tests and reading **by the due dates!** ("I know you've heard it a thousand times before. But it's true – hard work pays off. If you want to be good, you have to practice, practice, practice. If you don't love something, then don't do it." –Ray Bradbury)

✓ **Create a Student Educational Plan (SEP)**! (Meet with a counselor during the term to create your SEP. This will help you map out your educational goals.)

✓ **Take advantage of** all available **student services** as soon and as often as needed!

✓ **Attend SCE and CTE workshops opportunities!**

### 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](mailto: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](http://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, November 15, 2016. See page 4 for details.

### 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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60190	MW/8:30a-10:20a	AN/405	Grane
60070	TTh/6:30p-8:20p	AN/405	Teipe



## 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, October 24, 2016 – AN/105  
Wednesday, November 2, 2016 – AN/105

#### Evening Sessions (6 p.m. – 7 p.m.)

Tuesday, October 25, 2016 – AN/107  
Thursday, November 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.

## 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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60040	TTh/9a-10:50a	AN/405	McClurkin
60038	MW/6:30p-8:20p	AN/405	Benson

CRN 60040 is part of SCE's I-BEST Pilot Project and is open to all students. See page 38 for more information.

## 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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60191	MW/10:30a-11:20a	AN/405	Grane
60033	TTh/8:30p-9:20p	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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60073	TTh/11a-11:50a	AN/405	McClurkin
60039	MW/8:30p-9:20p	AN/405	Benson

CRN 60073 is part of SCE's I-BEST Pilot Project and is open to all students. See page 38 for more information.

## BARTENDING

For more information about the 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
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Starts week of 1/9/2017, ends week of 2/6/2017

50242	S/8:30a-12:50p	SCE/TE2-210	Salisbury	\$165
50019	Th/12p-4:20p	SCE/TE2-210	Salisbury	\$165
51118	Th/5:30p-9:50p	SCE/TE2-210	Salisbury	\$165

Dates: Feb 25-Mar 25

50243	S/8:30a-12:50p	SCE/TE2-210	Salisbury	\$165
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Dates: Feb 16-Mar 16

51119	Th/12p-4:20p	SCE/TE2-210	Salisbury	\$165
50020	Th/5:30p-9:50p	SCE/TE2-210	Salisbury	\$165



## 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](mailto: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](http://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, November 15, 2016. See page 4 for details.

### EARLY CHILDHOOD DEVELOPMENT ECE/140



Intro to age-related child growth, development, learning characteristics, self-concept, mechanics and techniques of positive learning.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60197	M/8:30a-11:50a	AN/108	Sueng
60100	Th/6:30p-9:20p	AN/112	Hill-West

CRN 60197 is part of SCE's I-BEST Pilot Project and is open to all students. See page 38 for more information.

### FAMILY COMMUNITY RELATIONSHIPS ECE/136



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

Starts week of 1/9/2017, ends week of 3/27/2017

CRN	DAYS	PLACE	INSTR
61191	W/9a-11:50a	AN/108	Sueng
60101	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: Jan 10-Mar 16

CRN	DAYS	PLACE	INSTR
60102	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: Jan 11-Mar 29

CRN	DAYS	PLACE	INSTR
60125	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: Jan 11-Mar 29

CRN	DAYS	PLACE	INSTR
60111	W/6:30p-9:20p	AN/112	Martin

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



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

Dates: Jan 9-Mar 27; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60112	M/6:30p-9:50p	AN/108	Le

### PROGRAM CREATIVE EXPERIENCE ECE/132



Student awareness and application of materials appropriate for preschool art activities.

Dates: Jan 12-Mar 30

CRN	DAYS	PLACE	INSTR
60103	Th/6:30p-9:20p	AN/108	Pagalidis

## EARLY CHILDHOOD EDUCATION (ECE) CERTIFICATE PROGRAM – ELECTRICAL TRAINEE CERTIFICATE PROGRAM

### 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: Mar 4-Mar 4

CRN	DAYS	PLACE	INSTR	FEE
60147	S/8a-2:50p	AN/504	Staff	\$80

### 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, October 25, 2016 – AN/105

Thursday, November 3, 2016 – AN/107

#### Evening Sessions (6 p.m. – 7 p.m.)

Monday, October 24, 2016 – AN/107

Wednesday, November 2, 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.

## ELECTRICAL TRAINEE CERTIFICATE PROGRAM

For more information about the Electrical Trainee Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915 or email [cteinfo@sce.edu](mailto: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](http://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, November 15, 2016.  
See page 4 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: Jan 10-Mar 16

CRN	DAYS	PLACE	INSTR
60113	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: Jan 10-Mar 28

CRN	DAYS	PLACE	INSTR
60114	T/6p-9:50p	AN/402B	Famolaro



### WIRING FUNDAMENTALS: COMMERCIAL ELET/160



*Prerequisite:* ELET 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to commercial wiring. Topics include commercial wiring, conduit systems, conductor types and applications, over-current protection, polyphase distribution, system and equipment grounding, and voltage-drop equations and lighting sources in accordance with the NEC.

Dates: Jan 11-Mar 29

CRN	DAYS	PLACE	INSTR
60181	W/6:30p-9:20p	AN/402A	Faessel



=Classes that are eligible for CTE Online Registration on Tuesday, November 15, 2016

## 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](mailto: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](http://www.sce.edu/catalog).

### Additional program requirements include:

- 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, November 15, 2016. See page 4 for details.

## COMMUNICATION SKILLS FOR THE FUNERAL ASSISTANT FSRV/110



This class will prepare the student to provide support to client families in grief, bereavement, and mourning, and communicate effectively with the public. Topics include an exploration of cultural differences in grief and funeralization practices, as well as the diversity of religious beliefs impacting disposition options.

Dates: Jan 9-Mar 29; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60206	MW/6:30p-8:50p	AN/607	Wright

## SCE is SOCIAL



Connect with us! See inside back cover for details.

## FUNERAL SERVICE PRACTICES AND PROCEDURES I FSRV/125



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

Dates: Jan 10-Mar 30

CRN	DAYS	PLACE	INSTR
60207	TTh/6:30p-8:50p	AN/607	Wright

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



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

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60178	M/9a-12:50p	AN/403	McClurkin
60211	T/5p-8:50p	AN/403	Prey
60179	Th/6p-9:50p	AN/403	Kane

Online registration for Intro of Computers for Health Care Workers is Tuesday, November 15, 2016. See page 4 for details. MEOC/210 classes are open to Funeral Service Assistant and Medical Assistant Certificate Program students.

## What is I-BEST?

I-BEST classes help students move through school and into the workforce at a faster pace. Students receive the help they need while studying in the career field of their choice; in other words, they learn by doing.

- I-BEST courses use a team-teaching approach to help ensure student success.
- The course and curriculum are the same as the non-I-BEST course, but with double the support.
- CTE I-BEST offerings are now available in the Administrative Assistant, Early Childhood Education, Medical Assisting, and Pharmacy Technician Certificate Programs.

### Here's what CTE's I-BEST students are saying:

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

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

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

For more information, please call the CTE Program Office at 714.808.4915 or email [cteinfo@sce.edu](mailto:cteinfo@sce.edu).



## 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](mailto: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](http://www.sce.edu/catalog).
- Additional program requirements include:
  - 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, November 15, 2016. See page 4 for details.

### ELEMENTS OF SUPERVISION BMGR/410



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

Dates: Jan 10-Feb 14

CRN	DAYS	PLACE	INSTR
60079	T/6:30p-9:20p	WIL/203	Baltazar

### WRITTEN COMMUNICATIONS FOR BUSINESS BMGR/415



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

Dates: Feb 23-Mar 30

CRN	DAYS	PLACE	INSTR
60080	Th/6:30p-9:20p	WIL/214	Baltazar

### FINANCE FOR THE NON- FINANCIAL MANAGER BMGR/431



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

Dates: Feb 21-Mar 28

CRN	DAYS	PLACE	INSTR
60194	T/6:30p-9:20p	WIL/203	Baltazar

### SUCCESSFUL NEGOTIATIONS BMGR/421



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

Dates: Jan 11-Feb 15

CRN	DAYS	PLACE	INSTR
61169	W/6:30p-9:20p	WIL/203	Berry

### MARKETING PRINCIPLES BMGR/430



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

Dates: Jan 12-Feb 16

CRN	DAYS	PLACE	INSTR
61170	Th/6:30p-9:20p	WIL/203	Baltazar

### EFFECTIVE BUSINESS PRESENTATIONS BMGR/417



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

Dates: Feb 22-Mar 29

CRN	DAYS	PLACE	INSTR
61168	W/6:30p-9:20p	WIL/203	Berry

## 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.)

Tuesday, November 8, 2016 – WIL/108

Wednesday, November 9, 2016 – WIL/108

#### Evening Sessions (6 p.m. – 7 p.m.)

Tuesday, November 8, 2016 – WIL/108

Wednesday, November 9, 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.



## 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](mailto: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](http://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, November 15, 2016. See page 4 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 survey of the interconnections of information technology and health care.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60178	M/9a-12:50p	AN/403	McClurkin
60211	T/5p-8:50p	AN/403	Prey
60179	Th/6p-9:50p	AN/403	Kane

Online registration for Intro of Computers for Health Care Workers is Tuesday, November 15, 2016. See page 4 for details. MEOC/210 classes are open to Funeral Service Assistant and Medical Assistant 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 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.

Dates: Jan 21-Apr 1; nc Feb 18

\*Starts week of 1/9/2017, ends week of 3/27/2017

CRN	DAYS	PLACE	INSTR
60108	S/9a-1:20p	AN/112	Murray
60208	Th/1p-4:50p	AN/611	Oo
60093	T/6p-9:50p	AN/611	Kane

Online registration for Medical Assistant Certificate Program classes is Wednesday, November 9, 2016. See page 4 for details.

CRN 60208 is part of SCE's I-BEST Pilot Project and is open to all students. See page 38 for more information.

## 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, October 26, 2016 – AN/105

Tuesday, November 1, 2016 – AN/105

#### Evening Sessions (6 p.m. – 7 p.m.)

Thursday, October 27, 2016 – AN/107

Monday, November 7, 2016 – AN/105

*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 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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

\*Dates: Jan 21-Apr 1; nc Feb 18

CRN	DAYS	PLACE	INSTR
60209	M/9a-12:50p	AN/504	Oo
61183	S/9a-1:20p	AN/611	Kane
60180	W/1p-4:50p	AN/504	Yeon
60083	W/6p-9:50p	AN/504	Wahba
60094	M/6p-9:50p	AN/504	Wiley

Online registration for Medical Terminology is Tuesday, November 15, 2016. See page 4 for details. MEOC/104 classes are open to both Medical Assistant and Pharmacy Technician Certificate Program students.

## SCE is SOCIAL



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## 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.*

Starts week of 1/9/2017, ends week of 3/27/2017

CRN	DAYS	PLACE	INSTR
60095	W/9a-11:50a	AN/302	Oo
60109	T/6:30p-9:20p	AN/403	Echolds

Online registration for Medical Assistant Certificate Program classes is Wednesday, November 9, 2016. See page 4 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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60110	TTh/1p-4:05p	AN/510	Wayne
60097	MW/5:30p-8:50p	AN/510	Oo

Online registration for Medical Assistant Certificate Program classes is Wednesday, November 9, 2016. See page 4 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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
61178	MW/1p-4:20p	AN/510	Oo
60177	TTh/6:30p-9:35p	AN/510	Wiley

Online registration for Medical Assistant Certificate Program classes is Wednesday, November 9, 2016. See page 4 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: Jan 10-Mar 30

CRN	DAYS	PLACE	INSTR
60096	TTh/2p-4:50p	AN/403	Echolds
60105	TTh/6:30p-9:20p	AN/301	Collie Corzine

Online registration for Medical Assistant Certificate Program classes is Wednesday, November 9, 2016. See page 4 for details.

### 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.

## MEDICAL CODING-INTERMEDIATE MEOC/227

*Prerequisite: MEOC 225 Medical Coding - Introduction. 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 office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical body systems and disease processes concepts will be covered in this course: (a) urinary and male genital systems, (b) female genital and system, (c) general surgical, (d) medicine (e) radiology, and (f) pathology.*

Dates: Jan 10-Mar 30

CRN	DAYS	PLACE	INSTR
60210	TTh/1p-4:50p	AN/504	Collie Corzine

Online registration for Medical Assistant Certificate Program classes is Wednesday, November 9, 2016. See page 4 for details.



## 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](mailto: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](http://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, November 15, 2016. See page 4 for details.

## Quality Assurance Management Certificate for Medical Devices

### INTRODUCTION TO MEDICAL DEVICE QUALITY ASSURANCE BMGR/645



This course introduces students to the medical device industry in preparation for an entry-level position as a Quality Assurance Specialist. Learn about the industry's size and scope, current trends, and the wide range of products used in a variety of healthcare settings. Industry job resources are also covered.

Dates: Jan 10-Mar 28

CRN	DAYS	PLACE	INSTR
61165	T/6:30p-9:20p	AN/610	Vu

#### 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.

### DOCUMENT AND DATABASE MANAGEMENT FOR MEDICAL DEVICES BMGR/651



An overview of regulatory requirements for document control and database management for the medical device field. Covers the fundamentals of writing documents that meet regulatory compliance. Equips students for handling document management systems efficiently.

Dates: Jan 11-Mar 29

CRN	DAYS	PLACE	INSTR
61166	W/6:30p-9:20p	AN/610	McIntyre

### QUALITY AUDITING FOR MEDICAL DEVICES BMGR/660



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

Dates: Jan 12-Mar 30

CRN	DAYS	PLACE	INSTR
61167	Th/6:30p-9:20p	AN/610	Goyal

## 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](mailto: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](http://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, November 15, 2016. See page 4 for details.

**INTRODUCTION TO  
PHARMACY TECHNICIAN  
MEOC/130**

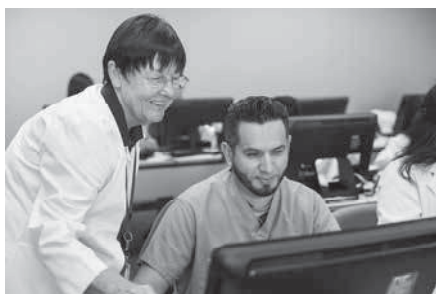

Course orients students to pharmacy practice and the work of pharmacy technicians. It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for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

Dates: Jan 9-Mar 29; nc Jan 16, Feb 20

\*Dates: Jan 10-Mar 16

CRN	DAYS	PLACE	INSTR
60082	MMW/9a-11:20a	AN/611	Dunne
60081	TTTh/6:30p-9:20p	AN/504	Shields

CRN 60082 is part of SCE's I-BEST Pilot Project and is open to all students. See page 38 for more information.


**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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

\*Dates: Jan 21-Apr 1; nc Feb 18

CRN	DAYS	PLACE	INSTR
60209	M/9a-12:50p	AN/504	Oo
61183	S/9a-1:20p	AN/611	Kane
60180	W/1p-4:50p	AN/504	Yeon
60083	W/6p-9:50p	AN/504	Wahba
60094	M/6p-9:50p	AN/504	Wiley

Online registration for Medical Terminology is Tuesday, November 15, 2016. See page 4 for details. MEOC/104 classes are open to both Medical Assistant and Pharmacy Technician Certificate Program students.

**PHARMACOLOGY I  
MEOC/121**


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

Dates: Jan 10-Feb 16

\*Dates: Jan 10-Mar 28

CRN	DAYS	PLACE	INSTR
61187	TTTh/9a-11:50a	AN/504	Shields
60084	T/6:30p-9:20p	AN/108	Smith

**PHARMACOLOGY II  
MEOC/122**


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

Dates: Feb 21-Mar 30

\*Dates: Jan 11-Mar 30

CRN	DAYS	PLACE	INSTR
61188	TTTh/9a-11:50a	AN/504	Shields
60085	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 1/9/2017, ends week of 3/27/2017

CRN	DAYS	PLACE	INSTR
60086	W/9a-11:50a	AN/504	Yeon
60087	T/6:30p-9:20p	AN/132	Diaz

**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, October 27, 2016 – AN/107

Monday, November 7, 2016 – AN/105

**Evening Sessions (6 p.m. – 7 p.m.)**

Wednesday, October 26, 2016 – AN/107

Tuesday, November 1, 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.**



## 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 1/9/2017, ends week of 3/27/2017

CRN	DAYS	PLACE	INSTR
60089	Th/9a-11:50a	AN/408	Dunne
60090	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.

Dates: Jan 9-Mar 27; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
60088	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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

CRN	DAYS	PLACE	INSTR
60091	F/9a-12:50p	AN/408	Dunne
60119	M/6p-9:50p	AN/408	Shields

## 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 1/9/2017, ends week of 3/27/2017

CRN	DAYS	PLACE	INSTR
60120	Th/6p-9:50p	AN/408	Pham
60092	T/6p-9:50p	AN/408	Pham

### 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 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: Jan 10-Mar 28

CRN	DAYS	PLACE	INSTR
60142	T/6:30p-8:20p	AN/110	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: Jan 10-Mar 28

CRN	DAYS	PLACE	INSTR
60143	T/6:30p-8:20p	AN/110	Dunne



## PHYSICAL FITNESS

For more information about the 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: Jan 9-Mar 27; nc Jan 16, Feb 20

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: Jan 13-Mar 24; nc Feb 17

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

### 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: Jan 12-Feb 16

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

## DANCE

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

### BALLROOM DANCING - SMOOTH STYLE: FOX TROT, WALTZ, TANGO DAN/145

Learn the basic steps and variations of these smooth, elegant ballroom dances. Join the class for a fun evening of dancing.

Dates: Jan 11-Feb 15

CRN	DAYS	PLACE	INSTR	FEE
61214	W/7p-7:50p	AN/134	Knighton	\$50

### 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: Jan 13-Feb 24; nc Feb 17

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

### SALSA DANCE DAN/104

Learn the basics and fun variations of this hot dance. A partner is not required.

Dates: Jan 13-Feb 24; nc Feb 17

CRN	DAYS	PLACE	INSTR	FEE
61215	F/8p-8:50p	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: Jan 11-Feb 15

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

### BALLET - ADULT BEGINNING DAN/200

**NEW!**

This class is designed with the adult beginning dancer in mind. Class will focus on barre, center and across the floor work found in a traditional ballet class. Proper use of ballet vocabulary and technique is emphasized. Ballet slippers are required.

Dates: Jan 21-Mar 4; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61216	S/9:30a-10:50a	CC/TBA	Staff	\$50

### 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: Jan 12-Feb 16

CRN	DAYS	PLACE	INSTR	FEE
51108	Th/7p-7:50p	AN/134	Knighton	\$45

## ADULT MARTIAL ARTS

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

## 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: Jan 14-Mar 25; nc Feb 18

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: Jan 14-Mar 25; nc Feb 18

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: Jan 9-Mar 22; nc Jan 16, Feb 20

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

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## MUSIC

For more information about the 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: Jan 12-Feb 16

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: Jan 12-Feb 16

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: Jan 28-Mar 11; nc Feb 18

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

## MATURE DRIVER CLASSES

For more information about the 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.

### Anaheim Senior Ctr.

250 E. Center St., Anaheim -714.765.4510  
January 14, February 4, March 4, 2017

### Brea Sr. Ctr.

500 South Sievers Ave., Brea -714.990.7750  
February 8 & 9, 2017

### Cypress Sr. Ctr.

9031 Grindlay, Cypress -714.229.2005  
January 11 & 12, March 1 & 2, 2017

### La Habra Sr. Ctr.

101 W. La Habra, La Habra -562.905.9746  
January 21, February 11, March 12, 2017

### Yorba Linda Sr. Ctr.

4501 Casa Loma Dr., Yorba Linda -714.961.7181  
January 18 & 19, February 15 & 16, March 15 & 16, 2017



# 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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

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 1/9/2017, ends week of 3/27/2017

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.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

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

### HEARING IMPAIRED FOR OLDER ADULTS HLTH/126

This course for older adults explains hearing loss and includes a discussion of how the ear works, what can go wrong with it, and what can be done to improve hearing problems. An analysis of the speech-reading process is included with emphasis on the general principles in the major exercises.

Dates: Jan 10-Mar 28

CRN	DAYS	PLACE	INSTR
61118	T/9a-10:50a	Park Vista at Morningside	Steckler

### SCE STUDENT SUCCESS SPOTLIGHT: DOROTHY WIELAND



Dorothy Wieland is 101 years old and is strong and active in her community at the Windsong Senior Activity Center in Anaheim. She attends instructor Gloria Solis' Creative Arts classes offered through the SCE Lifeskills Education Advancement Program. Dorothy attends class on a consistent basis,

works diligently, and asks thoughtful questions about various art concepts and class projects. Her instructor has expressed, "Students are amazed at Dorothy's steady hand and ability to use small brushes to create work with such detail. Dorothy's peers look up to her for motivation." When it came time to coordinate the class' community service project, Dorothy took the lead. She managed the donation of 85 handmade Valentine's Day cards for the Children's Hospital of Orange County, ensuring all cards carried a thoughtful message for the children. Thank you, Dorothy, for your caring nature, your energetic spirit, and showing us all that age is simply a number and we are all encouraged to live our lives to the fullest! Congratulations, Dorothy!

**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 1/9/2017, ends week of 3/27/2017; nc  
Jan 16, Feb 17-Feb 18, Feb 20

CRN	DAYS	PLACE	INSTR
21640	W/8:45a-10:35a	Emerald Court	Fischer
21673	W/9a-10:50a	Sunnycrest Senior Living	Schultz
61130	W/9:30a-11:20a	Coventry Court Health Center	Freeman
21742	T/9:30a-11:20a	Cypress Sr Citizen Ctr	Heins
21654	T/9:30a-11:20a	DePalma Terrace Sr Living	Dunnam
21628	F/9:30a-11:20a	Park Vista Assisted Living	Powell
21618	M/9:30a-11:20a	DePalma Terrace Sr Living	Belknap
21565	T/9:30a-11:20a	Sunrise Assisted Living at YL	Powell
21553	M/9:30a-11:20a	Brookdale-Yorba Linda	Powell
21332	Th/9:30a-11:20a	Sunrise Asst Liv Fullerton	Belknap
21246	F/9:30a-11:20a	Brookdale-Yorba Linda	Gable
21217	W/9:30a-11:20a	Brookdale Anaheim	Jenkins Orr
21049	T/9:30a-11:20a	Sunnycrest Senior Living	Freeman
21727	S/10a-11:50a	Park Vista Assisted Living	Henan
21756	W/10a-11:50a	Karlton Residential Care Ctr	Heins
21655	W/10a-11:50a	La Habra Villa	Edwards
21046	M/10:45a-12:35p	Park Regency Ret Res	Henan
21647	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
21554	T/12:30p-2:20p	New Horizon	Jenkins Orr
21044	F/12:30p-2:20p	La Habra Villa	Gable
21813	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
22010	F/1p-2:50p	Acacia Villas	Henan
21041	W/1p-2:50p	La Palma Royale	Gomes
21549	M/1p-2:50p	Park Regency Ret Res	Gable
21146	Th/1:30p-3:20p	Whitten Heights	Jenkins Orr
21586	T/1:30p-3:20p	Cambridge Court	Harris
21653	T/1:30p-3:20p	Park Vista Assisted Living	Dunnam
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 firing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult student are often displayed publicly.

Starts week of 1/9/2017, ends week of 3/27/2017

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 1/9/2017, ends week of 3/27/2017; nc  
Feb 18

CRN	DAYS	PLACE	INSTR
21408	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
21420	Th/9:30a-11:20a	DePalma Terrace Sr Living	Martin
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: Jan 10-Mar 28

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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

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

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### CHINA PAINTING FOR OLDER ADULTS CRAE/103

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

Dates: Jan 10-Mar 28

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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

CRN	DAYS	PLACE	INSTR
22005	F/9a-10:50a	Yorba Linda Sr Ctr	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 1/9/2017, ends week of 3/27/2017

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.

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

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: Jan 9-Apr 2

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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17-Feb 18, Feb 20

CRN	DAYS	PLACE	INSTR
21093	M/9a-10:50a	Bradford Square	Behrbaum
21240	T/9:30a-11:20a	Knott Ave Res	Martin
21556	S/9:30a-11:20a	Whitten Heights	Ediger
21223	Th/9:30a-11:20a	Whitten Heights	Baker
21443	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
21291	W/9:30a-11:20a	New Horizon	Martin
21629	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
41001	F/10a-11:50a	Sunnycrest Senior Living	Matlock
21449	M/12:30p-2:20p	Whitten Heights	Behrbaum
21191	W/12:30p-2:20p	Katella Sr Living Community	Edwards
21422	W/12:30p-2:20p	Cambridge Court	Behrbaum
21417	F/1p-2:50p	Bradford Square	Park
21807	Th/1p-2:50p	Sunrise Asst Living La Palma	Baessler
21203	Th/1p-2:50p	Emerald Court	Behrbaum
21149	F/1p-2:50p	Park Regency Ret Res	Hamilton
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
21004	Th/2:30p-4:20p	Brookdale- Yorba Linda	Matlock
21810	W/2:30p-4:20p	Sunrise Asst Liv Fullerton	Harding
21806	T/2:30p-4:20p	Sunnycrest Senior Living	Baessler
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

## **Body & Mind**

### **HELP YOURSELF TO HEALTH FOR OLDER ADULTS HLTH/163**

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

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

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	Martin
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 1/9/2017, ends week of 2/13/2017; nc Jan 16

\*Starts week of 2/20/2017, ends week of 3/27/2017; nc Feb 20

CRN	DAYS	PLACE	INSTR
60223	MW/9:30a-11:20a	Capriana	Gunderson
60228*	MW/9:30a-11:20a	Capriana	Gunderson
60231	TTh/10:30a-12:20p	AN/312	Gunderson
60232*	TTh/10:30a-12:20p	AN/312	Gunderson
60236*	MW/12p-1:50p	YSC	Gunderson
60235	MW/12p-1:50p	YSC	Gunderson
60233	TTh/12:30p-2:20p	AN/312	Gunderson
60234*	TTh/12:30p-2:20p	AN/312	Gunderson
60230*	MW/3p-4:50p	Buena Park Senior Ctr	Gunderson
60229	MW/3p-4:50p	Buena Park Senior Ctr	Gunderson



# **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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 20

CRN	DAYS	PLACE	INSTR
21047	Th/10a-11:50a	Park Regency Ret Res	Wyckhouse
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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

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



## **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 19 for more information.*

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

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

Starts week of 1/9/2017, ends week of 3/27/2017

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

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

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

Starts week of 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17, Feb 20

CRN	DAYS	PLACE	INSTR
41149	Th/9a-10:50a	Windsor Gardens of Fullerton	Linen
21632	F/9a-10:50a	Sunrise Assist Liv La Palma	Jammer
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 Ctr	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 Assist Liv	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 Assist Liv	Alcala
21696	W/10a-11:50a	Anaheim VIP Ctr	Alcala
21572	Th/10a-11:50a	Cambridge Court	Randeria
21370	Th/10:30a-12:20p	Park Vista Assist Liv	Feinstein
21573	Th/1p-2:50p	Brookdale Anaheim	Alcala
21689	W/1p-2:50p	Sunnycrest Sr Liv	Alcala
21690	T/1p-2:50p	Brookdale Anaheim	Alcala
21685	F/1p-2:50p	The Pavilion at Sunny Hills	Adams
21358	Th/1p-2:50p	Anaheim Crown Plaza	Adams
21615	W/1p-2:50p	DePalma Terrace Sr Liv	Adams
21371	M/1p-2:50p	Sunnycrest Sr Liv	Alcala
61122	T/1:30p-3:20p	La Habra Villa	Smith
21360	M/1:30p-3:20p	DePalma Terrace Sr Liv	Randeria
21367	W/2p-3:50p	New Horizon	Randeria
21709	W/2:30p-4:20p	Emerald Court	Feinstein
21725	F/2:30p-4:20p	Palm Retirement Center	Truong
21708	T/2:30p-4:20p	Anaheim Crown Plaza	Feinstein
21748	T/3:15p-5:05p	Gordon Lane Care Ctr	Truong
21723	W/4p-5:50p	The Pavilion at Sunny Hills	Tan

# **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: Jan 11-Mar 22

CRN	DAYS	PLACE	INSTR
21862	W/12:30p-2:20p	Buena Park Senior Ctr	Gallagher

# **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 1/9/2017, ends week of 3/27/2017; nc Jan 16, Feb 17-Feb 18, Feb 20

CRN	DAYS	PLACE	INSTR
21747	S/8a-9:50a	Sunnycrest Senior Living	Brayshaw
21392	T/9a-10:50a	Los Alamitos Senior Center	Knox
21867	M/9a-10:50a	Yorba Linda Sr Ctr	Linen
21385	M/9a-10:50a	Fullerton Community Center	De Jong
21386	T/9a-10:50a	Fullerton Community Center	Cartier-Rosenbloom
21397	W/9a-10:50a	Yorba Linda Sr Ctr	Underwood
21734	S/9:30a-11:20a	Capriana	Underwood
31149	W/12:30p-2:20p	Windsong Sr Activity Ctr	Truong
21599	T/9:30a-11:20a	Stanton Civic Center	Gallagher
21394	Th/9:30a-11:20a	Sr Citizens Ctr Anaheim	Knox
21745	T/9:30a-11:20a	Windsong Sr Activity Ctr	Truong
21373	Th/9:30a-11:20a	Brea Senior Ctr	De Jong
21382	W/9:30a-11:20a	Cypress Sr Citizen Ctr	Mastin
21374	M/9:30a-11:20a	Buena Park Senior Ctr	Knox
21376	T/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21379	F/9:30a-11:20a	Buena Park Senior Ctr	Knox
21378	Th/9:30a-11:20a	Buena Park Senior Ctr	Truong
21377	W/9:30a-11:20a	Buena Park Senior Ctr	Knox
21563	Th/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21566	Th/10a-11:50a	Buena Park Senior Ctr	Cartier-Rosenbloom
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
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
41014	W/10a-11:50a	St. Jude West Fullerton Center	Tan
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
21749	M/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21383	Th/10a-11:50a	Cypress Sr Citizen Ctr	Rothery
21761	W/10a-11:50a	La Habra Community Serv-Sr Ctr	Geivett
21380	M/10a-11:50a	Cypress Sr Citizen Ctr	Brayshaw
21704	W/10a-11:50a	Sr Citizens Ctr - Placentia	Adams
21372	M/10a-11:50a	Brea Senior Ctr	Layne
21396	T/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21399	Th/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21707	F/10:30a-12:20p	Buena Park Senior Ctr	Feinstein
21624	T/10:30a-12:20p	Lake Park Mobile Home - YL	Franze
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	Cartier-Rosenbloom
41013	F/1p-2:50p	Rehab Institute So Ca	Mastin
21362	T/1p-2:50p	Emerald Isle Senior Apartments	Yu
21626	Th/1p-2:50p	Sunnycrest Senior Living	Cartier-Rosenbloom
21384	Th/1p-2:50p	Cypress Sr Citizen Ctr	Layne
21755	Th/1p-2:50p	Emerald Isle Senior Apartments	Yu
21375	M/1p-2:50p	Buena Park Senior Ctr	Yu
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
21381	M/2p-3:50p	Cypress Sr Citizen Ctr	Mastin



## 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	Karltan 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
21745	Windsong Sr Activity Ctr	956-4190
21734	Capriana	985-5448

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## Kids' College and Teen Program



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](http://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.

Winter classes will begin on January 28, 2016. Please check individual classes for the actual start date. All SCE offices will be closed and there will be no classes held on February 17-20 and April 14-16, 2017.

Register for classes online starting November 16, 2016 and walk-in registration begins November 17, 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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	SEE
61019	S/12p-1:20p	SCE/TE2-204	Bae	\$65

**DRAWING AND WATERCOLORS  
(AGES 5+)  
KIDS/443**

Students will learn the basics of drawing and painting shapes, cartoons, landscapes, underwater scenes, animals, cars and use watercolors to enhance their projects.

Dates: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61045	S/10a-10:50a	AN/402B	Struckman	\$60

**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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61024	S/9a-9:50a	SCE/TE2-204	Bae	\$60
61044	S/11a-11:50a	AN/402	Struckman	\$60

**DRAWING & SKETCHING**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>AGES 5-7</b>				
61060	S/10a-10:50a	SCE/TE2-204	Bae	\$60
<b>AGES 8+</b>				
61061	S/11a-11:50a	SCE/TE2-204	Bae	\$60

**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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61017	S/10a-11:50a	SCE/TE2-200	Gagne	\$70

**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.

**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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61071	S/1:30p-2:50p	SCE/TE2-204	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: Jan 26-Mar 2

CRN	DAYS	PLACE	INSTR	FEE
61068	Th/5p-6:20p	WIL/201	Bae	\$65

**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**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>GRADES 2 &amp; 3</b>				
61053	S/9a-9:50a	SCE/TE2-209	Payne	\$65
<b>GRADES 4-6</b>				
61054	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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61051	S/9a-9:50a	WIL/207	Carrillo	\$80
61020	S/1p-1:50p	SCECYP/104	Carrillo	\$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 cupcakes. Bring an apron, a towel for clean-up and a container for leftover goodies!

Dates: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61050	S/2p-2:50p	SCECYP/104	Carrillo	\$80

## Dance

### YOUTH BALLET

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
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#### AGE 3 & 4

61004	S/11a-11:50a	CC/GYM 2-125	Weidman	\$55
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#### AGE 5-7

61005	S/12p-12:50p	CC/GYM 2-125	Weidman	\$55
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### JAZZ HIP-HOP DANCE

Jazz dance techniques with a hip hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere.

Dates: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
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#### AGES 5 & 6

61021	S/10a-10:50a	SCECYP/118	Casullo Burnes	\$55
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#### AGES 7+

61035	S/11a-11:50a	SCECYP/118	Casullo Burnes	\$55
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## 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.

Starts week of 1/23/2017, ends week of 3/6/2017; nc Feb 18, Feb 20

CRN	DAYS	PLACE	INSTR	FEE
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61023	S/9a-9:50a	SCECYP/103	Islas	\$55
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61072	M/5p-5:50p	WIL/201	Chavez	\$55
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### 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.

Starts week of 1/23/2017, ends week of 3/6/2017; nc Feb 18, Feb 20

CRN	DAYS	PLACE	INSTR	FEE
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61047	S/10a-10:50a	SCECYP/103	Islas	\$55
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61073	M/6p-6:50p	WIL/201	Chavez	\$55
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## 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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
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61015	S/9:30a-10:20a	CC/GYM 2-123	Feltus	\$65
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### 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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
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61014	S/8:30a-9:20a	CC/GYM 2-123	Feltus	\$65
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### GYMNASTICS - BEGINNING I

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
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#### AGES 5.5-7

61012	S/10:30a-11:20a	CC/GYM 2-123	Feltus	\$65
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#### AGES 8+

61127	S/11:30a-12:20p	CC/GYM 2-123	Feltus	\$65
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### 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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
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61027	S/12:30p-1:20p	CC/GYM 2-123	Feltus	\$65
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## 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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61038	S/9a-9:50a	SCE/CYP/118	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: Jan 23-Mar 6; nc Feb 20

CRN	DAYS	PLACE	INSTR	FEE
61009	MW/5:30p-6:20p	WIL/204	Firestone	\$65

## Math

### MATH: COMMON CORE – KINDERGARTEN KIDS/2700

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61080	S/9a-9:50a	SCE/TE2-219	Moran	\$50

### MATH: COMMON CORE – 1<sup>ST</sup> GRADE KIDS/2701

Through games, hands-on activities and group work, 1<sup>st</sup> 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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61074	S/10a-10:50a	SCE/TE2-219	Moran	\$50

### MATH: COMMON CORE – 2<sup>ND</sup> GRADE KIDS/2702

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61075	S/11a-11:50a	SCE/TE2-219	Moran	\$50

### MATH: COMMON CORE – 3<sup>RD</sup> GRADE KIDS/2703

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61076	S/12p-12:50p	SCE/TE2-219	Moran	\$50

### MATH: COMMON CORE – 4<sup>TH</sup> GRADE KIDS/2704

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61077	S/10a-10:50a	SCE/TE2-215	Staff	\$50

### MATH: COMMON CORE – 5<sup>TH</sup> GRADE KIDS/2705

In grade 5, instructional time should focus on three critical areas: (1) developing fluency with addition and subtraction of fractions, and developing understanding of the multiplication of fractions and 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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61078	S/11a-11:50a	SCE/TE2-215	Staff	\$50

**MATH: COMMON CORE –  
6TH GRADE  
KIDS/2706**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61079	S/12p-12:50p	SCE/TE2-215	Staff	\$50

**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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61032	S/9a-9:50a	AN/114	Emperado	\$65

**ALGEBRA  
(GRADES 7+)  
KIDS/217**

Learn how to solve equations, multiplying polynomials, work word problems, graph functions, solve inequalities without stress.

Dates: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61040	S/12p-1:20p	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: Feb 4-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61070	S/11a-11:50a	SCE/TE2-223	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: Feb 4-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61065	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: Feb 4-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61052	S/10a-10:50a	AN/114	Emperado	\$70

**High School Test Preparation**

**PSAT/NMSQT MATH TEST  
PREPARATION  
KIDS/2650**

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: Jan 27-Mar 10; nc Feb 17

CRN	DAYS	PLACE	INSTR	FEE
61066	F/6p-7:50p	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: Jan 27-Mar 10; nc Feb 17

CRN	DAYS	PLACE	INSTR	FEE
61063	F/4p-5:50p	AN/114	Jones	\$150

**SCE is SOCIAL**



Connect with us! See inside back cover for details.

**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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61031	S/12:30p-1:20p	SCE/CYP/118	Casullo Burnes	\$55



**VOCAL FOR KIDS**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>AGES 7-10</b>				
61013	S/9a-9:50a	SCECYP/107	Mattoon	\$65
<b>AGES 11+</b>				
61058	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: Jan 23-Mar 6; nc Feb 20

CRN	DAYS	PLACE	INSTR	FEE
61008	M/5:30p-6:20p	AN/151	Staff	\$65

**PIANO KEYBOARDING – BEGINNING II**

(AGES 7+)

KIDS/376

For students who have completed Beginning I; pick up book list at registration.

Dates: Jan 23-Mar 6; nc Feb 20

CRN	DAYS	PLACE	INSTR	FEE
61062	M/6:30p-7:20p	AN/151	Staff	\$65

**GUITAR FOR KIDS - BEGINNING**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>AGES 6-8</b>				
61036	S/10a-10:50a	SCE/TE2-201	Austin	\$65
<b>AGES 9+</b>				
61037	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: Jan 25-Mar 1

CRN	DAYS	PLACE	INSTR	FEE
61067	W/5:45p-6:35p	AN/151	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: Jan 25-Mar 1

CRN	DAYS	PLACE	INSTR	FEE
61007	W/6:45p-7:35p	AN/151	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: Jan 25-Mar 1

CRN	DAYS	PLACE	INSTR	FEE
61010	W/7:45p-8:35p	AN/151	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: Jan 25-Mar 1

CRN	DAYS	PLACE	INSTR	FEE
61011	W/8:45p-9:35p	AN/151	DeFazio	\$95

**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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61006	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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61034	S/11:45a-12:30p	SCE/CYP/107	Chan	\$80

## **SCE is SOCIAL**



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## **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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61018	S/11a-11:50a	AN/120	Kuruppu	\$55

## **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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61029	S/9a-9:50a	AN/120	Ortega	\$55

### **SPELLING AND WRITING ENRICHMENT (AGES 6-8) KIDS/1185**

If your child has a foundation in basic phonics, then this is the class for him. This class will take students to the next level of spelling words and better writing habits. Students will learn to read and spell words through various spelling patterns. This class will develop skills in writing correct sentences and paragraphs.

Dates: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61121	S/10a-10:50a	SCE/TE2-217	Larsen	\$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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61049	S/9a-9:50a	AN/136	Strauss	\$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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61048	S/10a-10:50a	AN/136	Strauss	\$65

### **READING COMPREHENSION BASED ON THE COMMON CORE STANDARDS (COMPLETION OF GRADES 1 OR 2) KIDS/2195**

Come experience reading in a fun way using new reading comprehension skills. This class is for struggling readers and also those who already love to read. These lessons are based on the new Common Core Standards for students who finished grades 1 or 2.

Dates: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61046	S/10a-10:50a	WIL/203	Lomhiem	\$65

### **COMMON CORE: ONLINE READING AND WRITING PREP**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>GRADES 3 &amp; 4</b>				
61055	S/10a-10:50a	SCE/TE2-209	Payne	\$65
<b>GRADES 5-6</b>				
61056	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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61030	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: Feb 4-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61064	S/12:30p-1:20p	SCECYP/103	Staff	\$65

**Science**
**ROBOTICS 101**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>GRADES 1-3</b>				
61041	S/9a-10:20a	CC/TE3-316	Staff	\$120
<b>GRADES 4-6</b>				
61042	S/10:30a-11:50a	CC/TE3-316	Staff	\$120

**Sports & Fitness**
**BASKETBALL CLINIC**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>AGES 4-6</b>				
61001	S/8:30a-9:20a	CC/GYM 1-101	Henderson	\$55
<b>AGES 7-9</b>				
61002	S/9:30a-10:20a	CC/GYM 1-101	Henderson	\$55
<b>AGES 10+</b>				
61003	S/10:30a-11:20a	CC/GYM 1-101	Henderson	\$55

**PEE WEE BASEBALL**

Students learn the fundamentals of batting, throwing, catching, and running bases in a non-competitive environment. Bring baseball mitts to class.

Dates: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>AGES 4 &amp; 5</b>				
61081	S/11:30a-12:20p	SOCCER/Gym 2 Grass	Rodriguez	\$55
<b>AGES 6+</b>				
61022	S/12:30p-1:20p	SOCCER/Gym 2 Grass	Rodriguez	\$55

**PEE WEE SOCCER BEGINNING**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>AGES 4-6</b>				
61025	S/12p-12:50p	SOCCER/West	Zapata Taylor	\$55
<b>AGES 6-8</b>				
61026	S/1p-1:50p	SOCCER/West	Zapata Taylor	\$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.

**TENNIS FOR KIDS - BEGINNING**

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: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
<b>AGES 6-9</b>				
61028	S/9a-9:50a	CC/Tennis Court -7	Murray	\$60
<b>AGES 10+</b>				
61016	S/10a-10:50a	CC/Tennis Court -7	Murray	\$60

**TENNIS FOR KIDS - ADVANCED BEGINNING  
KIDS/627**

Permission needed from Instructor!

Dates: Jan 28-Mar 11; nc Feb 18

CRN	DAYS	PLACE	INSTR	FEE
61059	S/11a-11:50a	CC/Tennis Court -7	Murray	\$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: Jan 9-Apr 2; nc Feb 18-Feb 17

CRN	DAYS	PLACE	INSTR	FEE
61069	FS/11a-12:20p	FC-Pool	O'Toole	\$90

## 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 (Fullerton)



= Classes that are eligible for CTE Online Registration on Tuesday, November 15, 2016. See page 4 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](http://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). Parking permits vary at each SCE Center location; please visit <http://sce.edu/admissionsregistration/parking-and-transportation> for more information.

**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

## GENERAL INFORMATION

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](http://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.

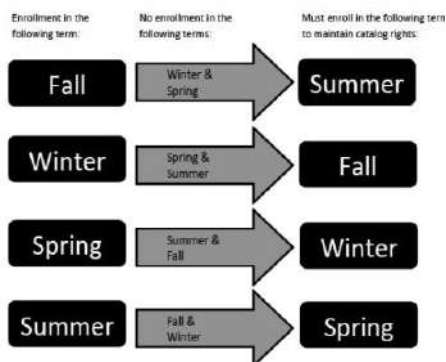
**CATALOG RIGHTS POLICY:** SCE issues a new catalog each academic year beginning in the fall term and, if needed, subsequent addendums for the winter, spring, and summer terms. The information published in the catalog or catalog addendum is in effect for the academic year beginning with the fall term 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)
- RD - Report Delayed (no grade points)

Students enrolled in a Career Development and College Preparation (CDCP) course are advised that if they do 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](http://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 statute, every course section or class, the full-time



equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or 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](http://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 statutes, or because he or she is perceived to have one or more foregoing characteristics, or based on association with a person or group with one or more of these actual perceived characteristics in any program or activity of the District that is administered by, directly

funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504/Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: Irma Ramos  
Position: Vice Chancellor, Human Resources  
Address: 1830 W. Romney 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.

Abraham Lincoln Elem	1413 E Broadway	Anah
Acacia Villas	1620 E Chapman Ave	Full
Access California Services	631 S Brookhurst St Suite 107	Anah
Alamitos West Health Care Ctr	3902 W Katella Ave	Los Alam
Albert Schweitzer Elem	229 S Dale Ave	Anah
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
Baden-Powell Elem	2911 W Stonybrook Dr	Anah
Ball Junior High	1500 W. Ball Rd.	Anah
Betsy Ross Elem	535 S Walnut St	Anah
Bradford Square	1180 N Bradford Ave	Placnta
Braille Institute	527 N Dale	Anah
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
CSUF Ctr for Healthy Neighb	320 W. Elm Street	Full
Cambridge Court	1621 E Commonwealth Ave	Full
Capriana	460 S La Floresta Dr	Brea
Commonwealth Elem		
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
Esther L Walter Elem	10802 Rustic Ln	Anah
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
Hansen School	1300 S Knott Ave	Anah
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
Horace Mann Elem	920 N Janss St	Anah
Jonas Salk Elem	1411 S Gilbert St	Anah
Juliette Low Elem	215 N Ventura St	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
M L Maxwell Elem	2613 W Orange Ave	Anah
Melbourne Gauer Elem	810 N Gilbert St	Anah
Melrose Elem	974 Melrose Ave	Placnta
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
Patrick Henry Elem	1123 W Romneya Dr	Anah
Pendelton Elem		
Ponderosa Park Family Resource	2100 S Haster St	Anah
Rehab Institute So Ca	130 Laguna Rd	Full
Rio Vista Elem	310 N Rio Vista	Anah
Robert M Pyle Elem	10411 Dale Ave	Stanton
Rowntree Gardens	12151 Dale Ave	Stanton
Ruby Dr Elem	601 Ruby Dr	Placnta
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 Methodist Church	Orangethorpe	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	Fullerton
Thomas Edison Elem	1526 E Romneya Dr	Anah
Topaz Elem	3232 Topaz Ln	Full
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
West Anaheim Therapeutic Res	645 South Beach Blvd	Anah
Westmont Elem	1525 W Westmont Dr	Anah
Whitaker Elem		
Whitten Heights	200 W Whittier Blvd	La Habra
Whittier 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

**SCE is SOCIAL**



Connect with us! See inside back cover for details.

## CLASS INDEX

A Touch of Spanish.....	55
Adobe Indesign.....	22
Adobe Photoshop.....	22
Adobe Photoshop Elements.....	21
Adobe Photoshop Elements Tools for Intermediate Users.....	21
Adult Guitar & Bass Workshop.....	46
Advocating for Life and Vocational Goals.....	26
Algebra.....	57
Anime Drawing.....	54
Argentine Tango.....	45
Art Techniques for Kids Camp.....	54
Ballet - Adult Beginning.....	45
Ballroom Dancing - Smooth Style - Fox Trot, Waltz, Tango.....	45
Bartending Workshops.....	35
Basic Cooking - Intermediate Skills for Students with Disabilities.....	25
Basic Drawing.....	28
Basic Photography - The Mechanics of Digital Photography.....	28
Basic Reading Comprehension & Writing for Students with Disabilities.....	25
Basic Reading Skills.....	59
Basic Sewing Techniques for Beginners.....	27
Basketball Clinic.....	60
Be an Effective Presenter and Speaker.....	16
Beginning Computers / Open Lab for Adults with Disabilities.....	25
Beginning Drama for Older Adults.....	51
Beginning Keyboarding.....	19
Books Come Alive for Older Adults.....	47
Business/Computer Skills Lab.....	19
Cartoon Drawing.....	54
Ceramics for Older Adults.....	48
Child Health and Safety.....	36
China Painting for Older Adults.....	49
Citizenship Preparation.....	10
Common Core - Online Reading and Writing Prep ...	59
Common Core - Preparation for Computer Keyboarding.....	54
Communication Skills for the Funeral Assistant.....	38
Community Resources.....	24
Computer Applications for the Administrative Assistant I.....	34
Computer Applications for the Administrative Assistant II.....	35
Computer Skills for ESL.....	9
Creative Arts for Older Adults.....	48
Creative Writing.....	59
Creative Writing for Seniors.....	47
Developmental Movement.....	29
Digital Photo Albums for Beginners.....	21
Digital Photo Restoration and Portrait Makeovers.....	21
Discover the Internet.....	19
Document and Database Management for Medical Devices.....	42
Drama for Communication.....	10
Draw and Paint Animals.....	54
Drawing - Basics and Beyond.....	28
Drawing & Sketching.....	54
Early Childhood Development.....	36
East Coast Swing Dance.....	45
ECE Program Principles and Practice.....	36
Educational Support and Employment Prep Lab.....	24
Effective Business Presentations.....	39

Electricity Fundamentals.....	37
Elements of Supervision.....	39
ESL and the Arts.....	10
ESL Learning Center.....	8
ESL Multilevel.....	10, 11
ESL Pronunciation/Conversation Skills.....	9
Exploring Knitting and Crocheting.....	27
Family Community Relationships.....	36
Family Literacy.....	11
Fashion Design - Fitting and Alterations - Pants , Part 1.....	27
Fashion Design - Fitting and Alterations - Pants Part , Part 2.....	27
Finance for the Non-Financial Manager.....	39
Food Preparation and Good Nutrition for Older Adults.....	51
Full Body Stretch.....	45
Fun with Baking.....	54
Fundamentals of Project Management.....	18
Funeral Service Practices and Procedures I.....	38
Guitar for Adults.....	46
Guitar For Kids – Beginning.....	58
Guitar Workshop for Adults.....	46
Gymnastics – Beginning I.....	55
Gymnastics II.....	55
Health and Wellness for Older Adults.....	52
Health and Wellness for Older Adults - Restricted Mobility.....	51
Healthier Living - Managing Ongoing Health Conditions for the Older Adult.....	52
Hearing Impaired for Older Adults.....	47
Heartsaver Pediatric First Aid.....	37
Help Yourself to Health for Older Adults.....	50
History of Comedy and Humor for Older Adults.....	51
Human Relations For Healthcare Workers.....	44
Human Sexuality - Sexual Expression, Reproduction, and Birth Control.....	24
Independent Living Skills - Accessing Community Resources.....	26
Independent Living Skills – Safety Skills.....	26
In-Patient Externship for the Pharmacy Technician... ..	44
In-Patient Lab for the Pharmacy Technician.....	44
Intergenerational - Creative Arts Exchange for Older Adults.....	48
Intermediate Electronic Mail.....	24
Intermediate Grammar Review.....	10
Intermediate Word.....	20
Interviewing & Professional Communication.....	25
Introduction of Computers for Health Care Workers Image.....	38, 40
Introduction to Access.....	21
Introduction to Basic Word Processing.....	24
Introduction to Computers.....	19
Introduction to Curriculum for Early Childhood Education.....	36
Introduction to Electrical Trainee.....	37
Introduction to Excel.....	20
Introduction to Medical Assisting.....	40
Introduction to Medical Device Quality Assurance.....	42
Introduction to Pharmacy Technician.....	43
Introduction to PowerPoint.....	21
Introduction to Publisher.....	21
Introduction to the Martial Arts/Parent & Me.....	56
Introduction to Windows Operating Systems.....	20
Introduction to Word.....	20
Jazz Hip-Hop Dance.....	55
Journey Back Into Time for Older Adults.....	47
Joyful Parenting - Art, Music & Movement.....	29
Joyful Parenting - Creative Art/Music.....	29
Judo, Jujitsu and Self-Defense.....	46

Judo/Jujitsu for Kids .....	56
Kenpo Karate .....	46
Landing a Job for Students with Disabilities .....	26
Language Arts and Literacy in Early Childhood .....	36
Listening/Speaking for Academic Success .....	9
Living More Independently - Apartment Living .....	24
Machine Shorthand Speed Building 1 .....	17
Machine Shorthand Speed Building 2 .....	17
Machine Shorthand Speed Building 3 .....	17
Machine Shorthand Speed Building 4 .....	18
Marketing Principles .....	39
Math - Common Core – 1 <sup>st</sup> Grade .....	56
Math - Common Core – 2 <sup>nd</sup> Grade .....	56
Math - Common Core – 3 <sup>rd</sup> Grade .....	56
Math - Common Core – 4 <sup>th</sup> Grade .....	56
Math - Common Core – 5 <sup>th</sup> Grade .....	56
Math - Common Core – 6 <sup>th</sup> Grade .....	57
Math - Common Core – Kindergarten .....	56
Medical Assisting - Back Office Procedures I .....	41
Medical Assisting - Back Office Procedures II .....	41
Medical Assisting - Front Office .....	41
Medical Coding-Intermediate .....	41
Medical Insurance Billing - A Practical Approach to Medical Billing .....	41
Medical Terminology .....	41, 43
Medicare 101 .....	19
Moms, Pops & Tots Tumbling .....	55
MS Excel - Power-User Skills .....	21
MS Office - Overview .....	20
Music Arts for Older Adults .....	50
Musical Theatre .....	57
My First Cooking Class .....	54
Needlecrafts, Knitting, Crochet for Older Adults .....	49
Notary Loan Signing Certification .....	17
Notary Public Seminar .....	17
Novel Writing and Memoirs .....	16
Office Skills I .....	35
Office Skills II .....	35
Oral Interpretation .....	10
Out-Patient Externship for the Pharmacy Technician .....	44
Out-Patient Lab for the Pharmacy Technician .....	44
Painting .....	28
Painting for Older Adults .....	49
Pastels and More .....	28
Paying Bills .....	26
Pee Wee Baseball .....	60
Pee Wee Soccer Beginning .....	60
Pencils & Paintbrushes .....	53
Personal Development and Safety In Relationships for Students with Disabilities .....	26
Pharmaceutical Mathematics .....	43
Pharmacology I .....	43
Pharmacology II .....	43
Pharmacy Operations Lab .....	44
Photography .....	28
Photoshop Elements - Introduction for Students with Disabilities .....	25
Piano Keyboarding – Beginning I .....	58
Piano Keyboarding – Beginning II .....	58
Playing the Cello – Beginner I .....	58
Playing the Cello – Beginner II .....	58
Playing the Cello – Intermediate I .....	58
Playing the Cello – Intermediate II .....	58
Pre-Algebra Concepts .....	57
Program Creative Experience .....	36
Project Planning and Scheduling Techniques .....	18
PSAT/NMSQT Math Test Preparation .....	57
Public Speaking - Speaking with Confidence .....	16
Public Speaking for Children .....	59
Public Speaking for ESL .....	10

Quality Auditing for Medical Devices .....	42
Quilting for Older Adults .....	49
Reading & Comprehension .....	59
Reading/Writing for Academic Success .....	9
Rejuvenating Your Retirement .....	18
Robotics 101 .....	60
Rock 'N Learn Spanish .....	55
Salsa Dance .....	45
SAT/ACT Prep – Math .....	57
Senior Chorus .....	49
Senior Topics For Older Adults .....	48
Sew Tailored Projects that are Runway Worthy .....	27
Sew What You Wish .....	27
Sewing Techniques for Beginners .....	27
Sign Language - SEE Level 1 .....	16
Sign Language - SEE Level 2/3 .....	16
Smart Shopping and Saving Money in the Community .....	25
Social Security Secrets .....	19
Social Skills - Conflict Management and Resolution Basics .....	25
Spanish - Conversation I .....	11
Spelling and Writing Enrichment .....	59
Staying Mentally Sharp for Older Adults .....	50
Successful Negotiations .....	39
Tai Chi for Healthy Living .....	45
Tap Dance for Adults .....	45
Technical and Creative Use of Serger Machines .....	27
Tennis for Kids – Advanced Beginning .....	60
Tennis For Kids – Beginning .....	60
Tiny Tots Tumbling .....	55
Tone Chime Choir for Older Adults .....	50
Transitioning to College .....	16
Tutorial - Algebra 1 .....	57
Tutorial - Discrete Mathematics I-Logic and Sets .....	57
Tutorial - Pre-Algebra .....	57
Tutorial - Reading and Writing Review .....	60
Violin I .....	58
Violin II & III .....	59
Vocal for Kids .....	58
Water Polo For Kids – Beginning .....	60
Wiring Fundamentals - Commercial .....	37
Workplace Skills Training for Student with Disabilities .....	26
Writing/Reading .....	9
Written Communications for Business .....	39
Yoga for Relaxation .....	45
Youth Ballet .....	55



