

2020 SUMMER TERM Continuing Education Classes June • July • August



Join Us for ONLINE LEARNING in the 2020 SUMMER TERM!



NOCE 2020 Summer Term
June I, 2020: Schedule posted online at <u>www.noce.edu/schedule</u>
June I5, 2020: Registration begins online at <u>www.noce.edu/registration</u>
June 29, 2020: Summer term classes begin



Accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges 533 Airport Blvd., Suite 200, Burlingame, CA 94010 Website: www.acswasc.org www.noce.edu 7I4.808.4679



Welcome to North Orange Continuing Education Valentina Purtell, President





**Click Here for Video** 

### NOCE MISSION STATEMENT

To serve the needs of individuals, business, and the community, we educate a diverse student population in successive essential skills that support learning goals across the lifespan.

### NOCE VISION STATEMENT

NOCE has a comprehensive presence in the community and is recognized for excellence. NOCE embraces multiple facets of diversity and is committed to outcome-oriented educational opportunities in preparing students for productive civic engagement. NOCE is an effective and affordable option for students who are acquiring personal, academic, and career skills . NOCE is responsive to evolving community needs.

### NOCE CORE VALUES

- **Integrity** 
  - through a commitment to our mission and vision statement
  - by encouraging a climate of honesty and trust
- through teamwork that depends on accountability and responsibility
   Learning
  - as a way to meet life's challenges successfully
  - as a path to personal and professional growth
- as a lifelong quest

### Excellence

- by delivering comprehensive quality programs and services
- by creatively responding to the educational needs of our community Diversity
  - by recognizing and respecting the significance of each unique individual
  - by offering all learners access to relevant learning opportunities

### <u>Serviće</u>

- to the individual
- to the institution
- to the community

## NOCE INSTITUTIONAL STUDENT LEARNING OUTCOMES

As a result of enrolling in and completing a North Orange Continuing Education course, group of courses or entire certificate program, students can be expected to demonstrate the following:

- 1. Empowerment to be lifelong learners. Students can demonstrate the confidence and courage to learn how to learn as well as appropriate research, study, inquiry and goal-setting skills.
- 2. The ability to function effectively within their community. Students demonstrate appropriate effective interpersonal communication, critical thinking and problem solving skills as well as an understanding of the value of diversity.

## Have an Important Question?

Use These Helpful Numbers! For questions regarding classes or registering for classes, call:



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

**<u>NOTICE TO STUDENTS:</u>** North Orange Continuing Education reserves the right to change at any time, without notice, the information contained in this class schedule. For the most up-to-date information, please see the class schedule at <u>www.noce.edu/schedule</u>.

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### Join Us This Summer!!! WE ARE HERE FOR YOU!

Counseling Technical Support Disability Support Services are Available

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

### 714.808.4679 | starhelp@noce.edu

TO APPLY ONLINE VISIT: <u>www.noce.edu/registration</u>

### **Contact Us Today!**

Nosotros hablamos español Chúng tôi nói tiếng việt 我們有中文服務 한국어로 등록을 도와 드릴 수 있습니다 نتكلم العربية ما به زبان فارسي سخن مىگوييم

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

Looking for **TEXTBOOK INFORMATION**? Check the NOCE Online Schedule at noce.edu/schedule or noce.edu/textbooks (under store, select Anaheim Campus) for detailed textbook information.

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

### **Every Day Counts at NOCE**



Attending <u>every</u> class meeting is important for all NOCE students.

Your attendance is directly related to how NOCE receives state funding to offer your classes. Your consistent attendance also helps you achieve your goals.

See you in class!

## **NEW TO NOCE?** BECOMING A STUDENT IS AS EASY!

### 1 APPLY FOR AN NOCE BANNER ID

First-time students can apply for a MyGateway identification (ID) number online at <u>www.noce.edu/apply</u>. Within two (2) business days of online submission, applicants will receive an e-mail with registration instructions/information.

### 2 REGISTER FOR CLASSES

See pages 2-6 for registration details including dates, times, and locations. For additional help or questions call Starhelp at 714.808.4679 or email starhelp@noce.edu

### 3 PURCHASE BOOKS (if applicable)

If needed, purchase textbooks via the Fullerton College Bookstore page at <u>www.noce.edu/textbooks</u>. For store, choose "Anaheim Campus Store" and then select the term.

## **TERM DATES & HOLIDAYS TO REMEMBER**



# 2020 SUMMER TERM

June 29, 2020 — August 7, 2020

### **ONLINE REGISTRATION**

Monday, June 15, 2020: Online Registration for ALL NOCE Classes

**CYPRESS COLLEGE/FULLERTON COLLEGE SUMMER SEMESTER** 

• June 8 — August 13, 2020

### HOLIDAYS-NOCE CENTERS CLOSED

• Independence Day Holiday: July 4 – 6, 2020



## **2020 FALL TERM** August 17, 2020 — December 19, 2020

### **ONLINE REGISTRATION**

• Registration Date: To Be Determined

### **CYPRESS COLLEGE/FULLERTON COLLEGE FALL SEMESTER**

• August 24, 2020 – December 12, 2020

### HOLIDAYS-NOCE CLOSED

- Labor Day Holiday: September 5 7, 2020
- Veterans' Day Holiday: November 11, 2020
- Thanksgiving Holiday: November 26 29, 2020

**REGISTRATION CHECKLIST** 

## **READY TO REGISTER?** GET STARTED WITH THIS CHECKLIST

# ONLINE REGISTRATION FOR ALL NOCE CLASSES - MONDAY, JUNE 15, 2020

Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Monday, June 15, 2020.

All designated Career Technical Education (CTE) classes (pages 28 — 32) must complete the **ONLINE ORIENTATION** prior to registering for CTE classes.

- Administrative Professional
- Braille Transcribing<sup>1, 2</sup>
- Business Information Worker I
- Early Childhood Education
- Electrical Technology<sup>2</sup>

- Funeral Service Assistant<sup>2</sup>
- Management
- Medical Assistant
- Pharmacy Technician
- Quality Assurance Management for Devices<sup>2</sup>

<sup>1</sup> Online orientation not required, but highly recommended

<sup>2</sup> Classes for program not offered in 2020 Summer; check back in 2020 Fall schedule

**Walk-In Registration is Cancelled:** Due to Coronavirus/COVID-19, All NOCCCD campuses closed until further notice. Please visit <u>https://noce.edu/coronavirus</u> for latest updates.

### **HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN REGISTERING ONLINE:**

- What are your **MyGateway ID** and **Password** numbers?
- ✓ Do you know if you have a HOLD?
- ✓ Have you met your **PREREQUISITES**?
- ✓ Do you know your class CRNs?
- If your class is 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 MyGateway ID (also known as Banner ID) and Password combination is working.
- 2. If you are unable to log in to your myGateway account due to an incorrect password or disabled account, and you provided a valid e-mail address at the time you applied for an NOCE BANNER ID number, click "FORGOT PASSWORD." Follow the prompts to reset your Password. If you have forgotten your MyGateway ID, click "FORGOT USERNAME" and follow the prompts to have your MyGateway ID e-mailed to you.
- **3.** If your MyGateway ID and Password combination is still not working, call the STARHELP LINE at 714.808.4679 from 7:30 a.m. 7 p.m. on Monday Thursday and 7:30 a.m. 4 p.m. on Friday.
- 4. Holds <u>MUST BE</u> cleared prior to registration. You may have a hold on your account if you owe fees at either NOCE, Cypress College, or Fullerton College. Contact STARHELP at 714.808.4667 or starhelp@noce.edu for assistance.
- 5. Prerequisites **MUST BE** cleared prior to registration. You can confirm prerequisites by:
  - $\Rightarrow$  Checking your unofficial transcript on myGateway
  - ⇒ Checking with your NOCE Counselor; call for an appointment at 714.808.4682 or email: counseling@noce.edu

#### **REGISTRATION WORKSHEET**

## **REGISTRATION WORKSHEET**

### STEP 1 – Go to myGateway

Go to <u>www.noce.edu</u> and click on the myGateway logo on the right-hand side of the page or visit <u>noce.edu/apply</u> to apply directly.

### STEP 2 – Log In

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

### Enter your Password: Passwords are between 8-12 characters and contain letters AND numbers

- CHANGE Password: If you used your date of birth to log in, myGateway may require that you change your PIN.
- Security Question/Answer: myGateway may also ask you to enter a security question and answer in the event that you forget your password.
- Disabled Password: If your password is disabled due to multiple login attempts, contact starhelp at 714.808.4679 or starhelp@noce.edu.

### STEP 3 – Register for Classes

Click on Add or Drop Classes (Under Registration Tools box on the right side of the homepage)

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

IDEAL CLASSES							
CRN (Course Reference No.)			Title	Days	Times	Location	
		<u> </u>		ALTERNATE CLASSES			

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

Waitlist: If the class is closed, some classes have the option of putting yourself on the waitlist which would appear in the drop-down menu under the <u>ACTION</u> column. You may add yourself to the waitlist by choosing the waitlist option in the drop-down menu or you may drop yourself from the class by choosing Drop On-Line. Click on **Confirm Your Choices** again and your STATUS for that class will show whether you are waitlisted or dropped from the class.

### **STEP 5 – Complete Registration**

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

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

- Following the Registration Screen is Account Summary by Term. The amount shown next to your Account Balance is due and payable within 72 hours of registering. If payment is not submitted within 72 hours, you may be dropped from your classes.
- Full payment is required. You may use a Visa or MasterCard to pay online . To pay by credit card, select **Credit Card Payment**, select the term, and follow the prompts. \$25 is charged to any students' account for returned check or non-sufficient funds.

If the account balance reflected is ZERO, you may:
 Click WebStar in myGateway (click on the link located on the top right hand corner of the screen) click on Student Records and select PRINT SCHEDULE/BILL to print out your registration receipt
 Log out if you do not want to print out a receipt



# **REGISTRATION ASSISTANCE**

# Online Registration will start on Monday, June 15, 2020 at 7:30 a.m.

## **GOT QUESTIONS???**

starhelp@noce.edu 714.808.4679

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

### Need to know how to set-up Canvas, Zoom, or other technologies?

Click below to get yourself set-up to succeed in the 2020 Summer Term.

- ► Apply to NOCE (through CCC Apply PDF)
- ► Apply to NOCE (Video)
- Online Orientation (through myGateway PDF)
- ► Online Orientation (Video)
- Register for Classes (through myGateway PDF)
- How to update your phone number or address on MyGateway (PDF)
- How to update your email on MyGateway (PDF)
- ► How to Set up a Canvas Account (Video)
- ► How to Access Canvas (Video)
- How to Access Online Tutoring from Canvas Zoom (PDF)
- How to Print a SEPP (Student Education Program Plan PDF)
- How to Install a Zoom Background (Desktop instructions PDF)
- How to Install a Zoom Background (Mobile instructions PDF)

# NOCE CENTERS

CLOSED UNTIL FUTHER NOTICE. EXCEPT FOR LIMITED, CRITICAL AND PRE-APPROVED IN-PERSON CLASSES. SEE COURSE DESCRIPTION FOR MORE INFORMATION.



ANAHEIM CAMPUS 1830 W. Romneya Drive Anaheim, CA 92801



CYPRESS CENTER 9200 Valley View Street Building 18, Room 100 Cypress, CA 90630



WILSHIRE CENTER 315 E. Wilshire Avenue Fullerton, CA 92832

## For Registration Assistance, Contact: Starhelp: 714.808.4679 or starhelp@noce.edu

Registration Information for English as a Second Language Program: SEE PAGES 34

### Registration Information for High School Diploma Program: SEE PAGES 18-21

Looking for TEXTBOOK INFORMATION? Look on the Fullerton College Bookstore page: <u>https://noce.edu/textbooks</u>. For store, choose "Anaheim Campus Store" and then the term.

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

### NOCE SUMMER TERM SYMBOL KEY

- AN Anaheim Campus
- **CRN Course Reference Number**
- NC No class will be held on that date
- ONLINE Online Classes

## **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/MyGateway ID NUMBER**, visit myGateway at **mg.nocccd.edu** and click "**Forgot Username**." Follow the prompts to have your Banner ID/myGateway 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 NOCE Center and provide a valid photo ID to obtain your Banner ID/myGateway ID.



Due to Coronavirus/COVID-19, All NOCCCD campuses closed until further notice\*\*. Please visit <u>https://noce.edu/coronavirus</u> for latest updates.

\*\* Except for limited, critical and pre-approved in-person classes. See course description for more information,

## **COUNSELING AND STUDENT SERVICES**

## WHAT IS COUNSELING AND STUDENT SERVICES?

Counseling and Student Services (formerly known as Student Success and Support Program) is responsible for the orientation, assessment, and counseling of new and returning NOCE students, including the development of student educational plans. Counseling and Student Services assists students with the following:

- Online orientation to NOCE
- Assessment for High School Diploma Program (HSDP) entry
   HSDP Assessment is currently waived for new HSDP students for 2020 Summer Term.
- Defining a course of study
- Development of student educational plan
- Academic counseling and referrals
- Review program completion requirements:
  - "Grad Check" for high school diploma and some career technical education (CTE) certificates
- Transition to college

Counseling and Student Services helps students make informed choices about NOCE academic options including:

- Basic Skills Program courses
- Career Technical Education Program certificates
- English as a Second Language (ESL) Program
- High School Diploma Program

### **HOW CAN I MAKE AN APPOINTMENT?**

Students can call 714.808.4682 or email counseling@noce.edu to make a phone appointment with a counselor. (NOCE Banner ID is required to make an appointment.)



**CLICK HERE TO VIEW VIDEO** 

For an appointment students can <u>call 714.808.4682 or e-mail cou</u>nseling@noce.edu

Hours: Monday — Thursday 8 a.m. –7 p.m. | Friday 8 a.m. – 4:30 p.m.

### Adult College & Career Transitions (ACCT) Program

## **IS COLLEGE YOUR NEXT STEP?**

NOCE Adult College and Career Transitions (ACCT) Program can provide group outings, special events, college program information and career exploration opportunities for NOCE students who are considering going to college.

Check out the NOCE website for upcoming events.

For more ACCT Program info, call NOCE Counseling and Student Services, 714.808.4682.





# **NOCE RESOURCES**

## **NOCE is Here for You!**

NOCE has many resources related to academic, mental health, basic needs, and technical support to assist students.

## Visit www.noce.edu/resources

or click on any of the links below for more information.

- ► Academic Tutoring Support
- Career/Job Support
- ► Community Resources
- ► Food/Basic Needs Support
- How to Guides
- Mental Health Supports
- ► NOCE Emergency Aid Application
- NOCE Zoom Backgrounds
- Program Contact Information
- Resources for Undocumented Students
- Safety & Crisis Services
- Self-Care & Mindfulness Resources
- Student Laptop Loan Program
- Student Scholarships
- Student Leadership Program
- Technical Support
- ► Wi-Fi Internet



## www.noce.edu/resources

More Information at www.noce.edu

## **CAREER RESOURCE CENTER**



21st Century Skills are career readiness and workplace success skills necessary to gain and maintain employment, as well as advance in a career. These skills include knowledge, work habits, and character traits that employers are looking for and find valuable in the workplace.

How do I develop 21<sup>st</sup> Century Skills? NOCE will host a series of virtual workshops focused on a 21<sup>st</sup> Century career readiness and workplace success skills.

### Your Resource Center For:

- Resume Building
  Interview Preparation
- Career ExplorationJob Searching
- LinkedInOnline Applications

## June 29 — August 7, 2020

**Online Center Hours:** 

Monday - Thursday: 10 a.m. – 7 p.m.

To Schedule an Appointment: Call: 714.808.4717 or email: careerhelp@noce.edu

For dates, times and/or to RSVP for workshops: www.noce.edu/workshops

### **Workshop Titles and Descriptions**

- Classroom Skills for Success
   Tips on How to Be Successful in Your NOCE
   Courses
- Adaptability
   Tips for Being More Flexible and
   Adaptable at Work
- Applying for NOCE Scholarships
   How to Navigate the Website and What Is the
   Criteria to Apply
- Résumé Writing
   What is a Résumé and Why It Is Important
- Interview for Success
   What Type of Candidates Do Employers Seek
- Empathy: A Job Skill Hidden in Plain Sight Learn Why Empathy Is an Important Job Skill

- LinkedIn
   Create Your LinkedIn profile
- Proper Etiquette and Social Intelligence The Polished Professional and Developing Skills to Understand Other People
- Building Resilience and Coping with Stress How to Bounce Back from Difficult Experiences and How to Handle Stress
- How to Fill out a Job Application How to Successfully Complete an Online Application
- College Readiness How to Be Successful in Your Transition to College

These workshops are designed to give students an opportunity to develop professional relationships, develop new ideas, improve their skills, as well as provide tangible and relevant skills to those looking for employment.

For More Information, Contact NOCE Career Resource Center				
Email: careerhelp@noce.edu	Phone: 714.808.4717			
Funded by The Strong Workforce Initiative   Se Habla Español				

# SUMMER DRIVE-UP WIFI

### ► CYPRESS COLLEGE

- ⇒ is offering "Drive-Up WiFi" to all enrolled students, including NOCE students in Parking Lot #1
- ⇒ Students will enter the college, and Lot 1, at the main entrance (Valley View Street and Cypress College West) and exit onto Orange Avenue. A parking permit is NOT required in Lot 1 only during summer. DO NOT park in other lots as you will be subject to citations.
- ⇒ For more information, visit: noce.edu/cypress-wifi

### ► FULLERTON COLLEGE

- ⇒ is offering "Drive-Up WiFi" to all enrolled students, including NOCE students in Parking Lot #4
- ⇒ Fullerton College students are welcomed to access free Wi-Fi from a safe distance within a vehicle in Parking Lot 4. The lot is open Monday through Friday from 7 a.m. to 10 p.m. and on the weekends from 7a.m. to 6 p.m. The Wi-Fi signal is the strongest immediately west of the Field House/Building 1700.
- ⇒ For more information, visit: noce.edu/fullerton-wifi

► NOCE ANAHEIM ~~ COMING SOON ~~

- ► STUDENTS MUST REMAIN IN THEIR CARS while using the college's network
  - $\Rightarrow$  Adhere to all current public health directives, including social distancing restrictions
  - $\Rightarrow$  The college will not accommodate pedestrians or cyclists
  - $\Rightarrow$  No restroom or other facilities will be made available
  - ⇒ Students will park in every-other parking stall to enhance social-distancing protocols.
  - $\Rightarrow$  Only one (1) person per vehicle
  - ⇒ The area will be monitored by the Campus Safety Department
  - ⇒ Intended for educational purposes, is not a social space.

### ► STAY HYDRATED! BRING YOUR WATER.





# **NOCE BUSINESS AND COMPUTER SKILLS LAB**

## NEED TECHNICAL SUPPORT?

THE BUSINESS AND COMPUTER SKILLS LAB (CCTR 100) IS HERE TO HELP AND BRING SERVICE TO YOUR HOMES!



The NOCE Business and Computer Skills Lab will help students with remote technical assistance. NOCE at home services are here to continue to support students virtually!

### ASSISTANCE PROVIDED INCLUDES:

- Helpful videos for how to "Get started with Canvas"
- MyGateway instructions on how to sign in and reset passwords
- Instructions on how to access your course in canvas
- Instructions for uploading and downloading assignments in Canvas
- Instructions for navigating Canvas pages and how to access Canvas technical support
- Online readiness videos for students to get helpful tips to succeed in online classes

To access lab materials, register for CCTR 100 using CRN 40156 To access technical support, call: 714.808.4712

## Apply today to be an NOCE Student Leader!



# 2020/21 Student Leadership Program

The NOCE Student Leadership Program is designed to develop leaders to be actively involved in their school to better serve students.

The application submission period is open now until September 18, 2020.

### Students will:

- Gain valuable leadership experience serving on a school committee or workgroup
- Be coached and guided by a mentor
- Earn a certificate upon completion of the student leadership assignment
- Participate in conferences, meetings, events, and workshops
- Have access to a network of school faculty, staff, and administrators

### Student Leaders Will Need to:

- Be a currently-enrolled NOCE student
- Serve a one-year term (optional second year)
- Have good command of English (oral and written)
- Attend the Student Leadership Orientation and Training meeting in the fall term
- Participate in monthly committee/workgroup meetings
- Be comfortable utilizing online resources (i.e. Internet, e-mail, myGateway, etc.)

Being a North Orange Continuing Education student leader has been a transformational experience for me.



- Jane Okerlund

## To apply online, visit: www.noce.edu/studentleadership For more information, e-mail mgutierrez@noce.edu

## **Grads To Be Program**

Empowered and Educated Undocumented Students

### Located at our Anaheim Campus

North Orange Continuing Education 1830 West Romneya Drive Anaheim, CA 92801

657.334.6441 • grads2b@noce.edu

Hours: M-F 8 a.m.-5 p.m.



### Grads To Be Program will:

- Provide a variety of services and resources for undocumented students.
- Advocate for and facilitate access to services.
- Enhance personal growth, well being , and life skills.
- Promote campus wide awareness on the multiple stressors impacting students as well as the resiliency and strengths utilized to overcome adversity.
- Cultivate and foster the philosophy and practice that the entire campus is a "Safe Zone".

## **Grads To Be Program**

Estudiantes indocumentados, Capacitados y Educados

### Localizado en Anaheim Campus

### North Orange Continuing Education 1830 West Romneya Drive

Anaheim, CA 92801

657.334.6441 • grads2b@noce.edu

Hours: M-F 8 a.m.-5 p.m.



## El Programa de Grads To Be ara lo siguente:

- Ofrecer una variedad de servicios y recursos para estudiantes indocumentados.
- Defender y facilitar el acceso a los servicios.
- Fortalecer el crecimiento personal, el bienestar y las habilidades para la vida.
- Promover la conciencia en todo el campus sobre los múltiples factores estresantes que afectan a los estudiantes, y tambien la resistencia y las fortalezas utilizadas para superar la adversidad.
- Desarrollar y promover la filosofía y la práctica de que todo el campus es una "zona segura".

# **JOIN NOCE UNITED!**

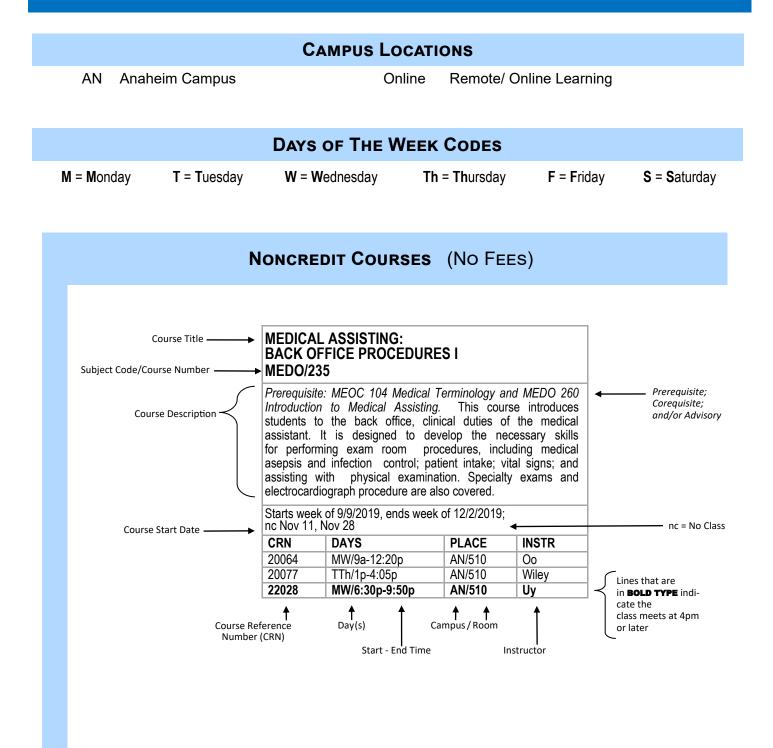


# AS A CLUB WE WILL:

- Empower and educate students of all backgrounds by providing a safe space to share workshops.
- Share *Know Your Rights* resources and current legal information regarding immigration.
- Engage in bonding activities such as group games, meet and greets, and team-building exercises.
- Introduce like-minded peers that share the same goal of creating a campus that welcomes everyone.

For more information or to join, contact: Aleisa Sandoval at asandoval@noce.edu

## How to Read the Class Schedule



# NONCREDIT CLASSES



## **TUITION-FREE CLASSES AND SUPPORT**

- North Orange Continuing Education (NOCE) offers noncredit classes that are tuition-free and "not for college credit." These classes are state-supported and based on student attendance.
- ⇒ The magic number at NOCE is the minimum number of students needed in each class in order for the state to cover the costs of the class including instruction, supplies, and administrative costs. If attendance drops below this number, the class may be cancelled.
- $\Rightarrow$  Free support services include: tutoring, counseling, and college and career workshops.



### ACCREDITED BY WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

- ⇒ Established in 1973, NOCE is accredited by the Accrediting Commission of Schools, Western Association of Schools and Colleges (WASC).
- $\Rightarrow$  As part of the California Community College (CCC) system, all curriculum has been approved by the CCC Chancellor's Office.



## PATHWAYS TO OPPORTUNITY

- NOCE prepares students to gain skills to transition to academic, career, and life enrichment opportunities.
- $\Rightarrow$  Programs and classes include:
  - $\Rightarrow$  Basic Skills
  - $\Rightarrow$  Career Technical Education
  - ⇒ Citizenship
  - ⇒ Disability Support Services
  - $\Rightarrow$  English as a Second Language
  - ⇒ High School Diploma/GED/HiSET Preparation
  - $\Rightarrow$  Classes for Older Adults (Emeritus)
  - $\Rightarrow$  Parenting

## **EVERY DAY COUNTS AT NOCE!**

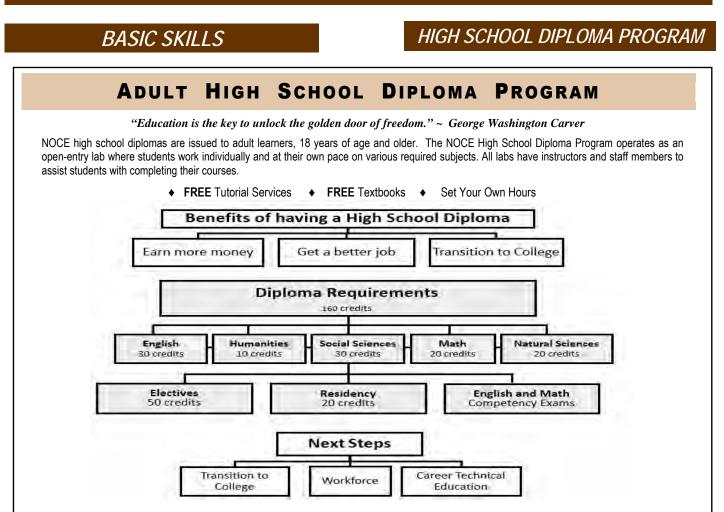
Attending every class meeting is important for all NOCE students.

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

Your attendance also helps to pay for the costs of the class including instruction and supplies.

### See You in Class!





All NOCE summer session high school classes will be conducted online. For information, updates and resources, please visit our webpage at: www.noce.edu.

## How to Register for High School

### New High School Diploma Students,

please contact the following registration numbers:

- 714.808.4645 (Anaheim)
- 714.484.7038 (Cypress)
- 714.992.9500 (Wilshire/Fullerton)

### **Continuing High School Diploma Students**

interested in taking one of the following subjects based on their Educational Plan may call:

Government, World History, Biology: 714.808.4582 or <u>AnaheimHighSchoolLab@noce.edu</u>

Economics, U.S. History 1, U.S. History 2: 714.484.7438 or <u>CypressHighSchoolLab@noce.edu</u>

Health Science: 714.992.9538 or <u>WilshireHighSchoolLab@noce.edu</u>





Cypress College | Fullerton College North Orange Continuing Education

The North Orange Promise Program offers up to two-years, tuition-free college classes for eligibleNOCE students who wish to attend CypresSollege or Fullerton College.

- All eligible students may qualify for the North Orange Promise Program.
- NOCE serves students from all school districts.

For more information, contact: Belinda Sanchez, Anaheim Pledge Coordinator, at bsanchez@noce.edu

### COLLEGE PREPARATION

The College Preparation Program provides students with an opportunity to develop their critical thinking and language skills to succeed in college-level credit courses. Noncredit College Prep Math and English courses are intended for students who desire to build or strengthen their foundational level mathematical, reading and writing skills. The College Prep Program is tuition free. Accessible and Open Educational Resources (OER) are utilized as the primary teaching tools in this program. teaching tools in this program.

#### Program Attendance and Waitlist Requirements

- Online FIRST CLASS ATTENDANCE IS MANDATORY. Online classes - Students must sign into Canvas and/or contact their instructor by the established deadline or their spot could be reassigned to a student on the waitlist.
- Students on the waitlist should attend the first class
- Regular attendance is expected of every student. After the fourth (4th) absence, you may be dropped. No students will be allowed to add classes after the established add deadline.

### English

### COLLEGE PREP ENGLISH READING AND WRITING ABED/150

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

Class will be offered in NOCE 2020 Fall Term (Aug 17 - Dec 19, 2020)





### **COLLEGE PREP - BASIC MATH** ABED/110

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

Class will be offered in NOCE 2020 Fall Term (Aug 17 - Dec 19, 2020)

### COLLEGE PREP PRE-ALGEBRA ABED/115

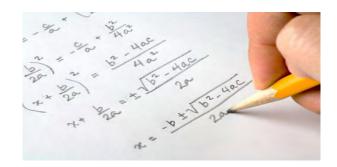
Advisory: ABED 110 College Prep - Basic Math or completion of a comparable Basic Math course. This noncredit course is a review of basic math skills and an introduction to the basic principles of algebra. Topics include: Integers and algebraic expressions; operations on integers, mixed numbers and decimals,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

Class will be offered in NOCE 2020 Fall Term (Aug 17 - Dec 19, 2020)

### COLLEGE PREP ELEMENTARY ALGEBRA ABED/116

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

Class will be offered in NOCE 2020 Fall Term (Aug 17 - Dec 19, 2020)



### COLLEGE PREP PRE AND ELEMENTARY ALGEBRA (ACCELERATED)

ABED/117

Advisory: Knowledge of basic math and algebraic skills and order of operations to solve problems involving integers, fractions, and decimals. An accelerated course combining content from ABED 115 College Prep Pre-Algebra and ABED 116 College Prep Elementary Algebra. This noncredit course is a review of the Pre and Elementary Algebra concepts. Topics include: integers and algebraic expressions, operations on integers, mixed numbers and decimals, ratio, fractions, proportion and percentages. Introduction of polynomials, properties of exponents, factoring polynomials, simplifying and evaluating expressions, solving linear equations and inequalities, graphing linear equations, factoring polynomials, rational expressions, quadratic equation, roots and radicals, and informal geometry.

Class will be offered in NOCE 2020 Fall Term (Aug 17 - Dec 19, 2020)

### COLLEGE PREP PRE-STATISTICS ABED/124

Advisory: Knowledge of basic math skills, and be able to successfully complete operations on integers, fractions, mixed numbers and decimals. An introduction to statistics. This noncredit course is a review of basic math skills and an introduction to statistics. Topics include: pre-algebra, expressions and formulas, linear equations, formulas, data collection, data summary and organization, factorials, multiplication principle, analyzing algebraic forms to understand statistical measures, permutations, and combinations, probabilities, discrete probability distributions, graphical and numerical descriptive statistics for quantitative and categorical data, constructing distribution, scatter diagrams, correlations, reading and sampling understanding statistical application problems.

Class will be offered in NOCE 2020 Fall Term (Aug 17 - Dec 19, 2020)

## **GED HISET PREPARATION**

## GED/HISET PREPARATION PROGRAM Online Classes

This is online instruction for GED/HiSET readiness taught as a cohort. Receive instruction in math/science and English/social sciences to prepare for high school equivalency.

Free online tutoring is also available in the NOCE Learning Centers (LC) outside class hours: See page 20.

Science and social science concepts are embedded in math and English lectures respectively.

Registration starts Online via myGateway on June 15, 2020

### GED/HISET - MATHEMATICS ABE/405

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

Dates: Jun 29-Aug 5; nc Jul 6

CRN	DAYS	PLACE	INSTR	
40696	MW/8:30a-12:20p	Online	Tran	

## GED/HISET - LANGUAGE ARTS & WRITING ABE/425

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

Dates: Jun 29-Aug 6			
CRN	DAYS	PLACE	INSTR
40698	TTh/8:30a-12:20p	Online	Mata

### **Program Attendance and Waitlist Requirements**

- Online instruction FIRST CLASS ATTENDANCE IS MANDATORY
- ONLINE CLASSES Students must sign into Canvas and/or contact their instructor by the established deadline or their spot could be reassigned to a student on the waitlist.
- Students on the waitlist should attend the first class.
- Regular attendance is expected of every student. After the fourth (4th) absence, you may be dropped.
- Students will be admitted to the GED Preparation Program as spots become available.

## **GED/HISET PREPARATION PROGRAM**

### Open Entry Online Lab Setting - Set Your Own Hours GED/HiSET PREPARATION OPEN LAB OPERATION HOURS

Monday — Thursday: 8:30 a.m. - 2:45 p.m. Monday and Wednesday: 5 p.m. - 8 p.m.

All NOCE 2020 Summer Term GED/HiSET Preparation lab hours will be conducted online.

For more information about the GED/HiSET Preparation Lab, call 714.992.9527 - To register call 714.992.9500

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

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

For information, updates and resources, please visit our webpage at: www.noce.edu/ged

## **NOCE** LEARNING CENTER

### A Tutoring and Support Service for NOCE Adult Students (18 and older) Individualized Online Teaching and Flexible Hours

All NOCE 2020 Summer Term Learning Center instruction and tutorial services will be conducted online. For information, updates and resources, please visit our webpage at: www.noce.edu.

### 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. Regular attendance and active virtual participation is expected.
- 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 on 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 available online.
- If you require special accommodations for a verified disability, please contact Disability Support Services at 714.484.7057.
- Self-paced online lab style. Students work at their own pace to complete their educational goals.
- GED/HiSET Preparation in an open lab setting is available in the Learning Center. See page 19 for more details.

### HOW TO REGISTER FOR LEARNING CENTER

Students interested in receiving academic support and tutoring services in the Learning Centers may contact:

- Learning Center: 714.808.4583 or AnaheimLearningCenter@noce.edu
- Learning Center: 714.484.7000, opt.4, ext. 48861 or CypressLearningCenter@noce.edu
- Learning Center: 714.992.9527 or WilshireLearningCenter@noce.edu

## WANT TO GO TO COLLEGE?



### ENROLL IN THE SHORT-TERM COURSE:

## Transitioning to College

All NOCE students with a goal of transitioning to Cypress College are encouraged to register for this **FREE** course.

Check the upcoming class schedules for course information

## **FREE** Tutoring

and Support

Services are available

in the

. .

Learning

Centers.



• Learning Centers are open to students in all programs.

 High School Diploma Program students need a referral for High School subjects.

## Adult (18+) High School Diploma Program

## **FIVE EASY STEPS TO ENROLL**



## **OBTAIN TRANSCRIPTS**

Obtain officially-sealed transcripts from ALL previously attended high schools and mail to:

NOCE Admission & Registration Office 315 E. Wilshire Avenue, Bldg. 300

Fullerton, California 92832



## **APPLY ONLINE**

 $\Rightarrow$  New students apply to the school at <u>www.noce.edu/apply.</u>



## **COMPLETE ONLINE ORIENTATION**

Orientation is an overview of the institution, its student services, the support programs, and the school's expectations of students. Students are required to complete the NOCE General Orientation, at <a href="http://mg.nocccd.edu">http://mg.nocccd.edu</a>.



## **ASSESSMENT INFORMATION**

Students are <u>NOT</u> required to register for a high school diploma assessment session for 2020 Summer Term classes. Assessment is a test to determine your current reading level.

Students are required to register for a high school diploma assessment session.

⇒ Please check with Student Support Services/Counseling on available test dates

- Assessment will test reading comprehension
- Assessment is timed (two hours) and offered in English <u>only</u>
- ► For Assessment information and dates call 714.808.4682 or email counseling@noce.edu

## **COUNSELING**

- $\Rightarrow$  Make an appointment to meet with a counselor via telephone call 714.808.4682 or e-mail counseling@noce.edu
- ⇒ After meeting with a counselor, you may start your studies in the NOCE High School Diploma Program by calling the High School Diploma Program numbers listed below.
- $\Rightarrow$  Students must have an educational plan to be able to start in the diploma program.

## **Call to Register for High School Diploma Program**

	For information, up	odates and resources, please visit our	webpage at: www.noce.edu
٠	Health Science	To enroll in this course,	call: 714.992.9538 or email: WilshireHighSchoolLab@noce.edu
* * *	United States History 1 United States History 2 Economics	To enroll in one of these courses,	call: 714.484.7438 or email: CypressHighSchoolLab@noce.edu
* * *	World History Government Biology	To enroll in one of these courses,	call: 714.808.4582 or email: AnaheimHighSchoolLab@noce.edu

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

#### Adult High School Diploma Program

## Adult (18+) High School Diploma Program

## **FIVE EASY STEPS TO ENROLL**

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### OBTAIN OFFICALLY-SEALED TRANSCRIPTS

Obtain officially-sealed transcripts from <u>ALL</u> previously attended high schools and mail to NOCE Admissions & Records Office, 315 East Wilshire Avenue, Bldg. 300, Fullerton, CA 92832. Officially-sealed means that the envelope from the institution CANNOT be opened. **Opened transcripts WILL NOT be accepted**.



Apply online at <u>www.noce.edu/apply.</u> You will need a Banner ID number <u>before</u> 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 Banner ID number.

COMPLETE THE HIGH SCHOOL DIPLOMA PROGRAM ONLINE ORIENTATION

Once you have a Banner ID number, students must complete the required NOCE General Orientation online.

- A. Visit **myGateway** at <u>http://mg.nocccd.edu</u>. Use your **Banner ID** and **Password** to log in.
- B. On the left side of the screen, click on the **NOCE t**ab.
- C. In the NOCE Orientations box, select NOCE General Orientation
- D. Follow the directions and complete <u>all</u> <u>sections</u> of the **NOCE General Orientation**

### **NEED HELP?**

- Watch the **REGISTRATION TUTORIAL VIDEO** at <u>www.noce.edu/returning-students</u> to guide you through the registration process.
- Use the **REGISTRATION WORKSHEET** on page 4 to guide you through the online registration process.
- If you need additional assistance, contact the NOCE Helpline: 714.808.4679 or starhelp@noce.edu.
- Helpline hours are Monday through Thursday 7 a.m.—7 p.m. and Friday 7 a.m.—4 p.m.

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

### Students are <u>NOT</u> required to register for a high school diploma assessment session for Summer 2020 classes.

Assessment is a test to determine your current reading level. Students are required to register for a high school diploma assessment session.

- Please check with Student Support Services/ Counseling on available test dates. Assessment will test reading comprehension
- Assessment is timed (two hours) and offered in English only
- For Assessment information and dates call 714.808.4682 or email counseling@noce.edu

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### COUNSELING

- A. Make an appointment to meet with a counselor via telephone call 714.808.4682 or e-mail counseling@noce.edu
- B. After meeting with a counselor, you may start your studies in the NOCE High School Diploma Program by calling the High School Diploma Program numbers listed below.
  - 1. For World History, Government and Biology, call 714.808.4582
  - 2. For United States History 1, United States History 2 and Economics, call 714.484.7438
  - 3. For Health Science, call 714.992.9538
- C. Students must have an educational plan to be able to start in the diploma program.

See Page 10 for more information on Drive-thur WiFi at Cypress and Fullerton College



| 22 | NOCE 2020 Summer Schedule

More Information at www.noce.edu

## Programa De Escuela Secundaria Para Adultsos (18+)

## **CINCO PASOS FACILES PARA INSCRIBIRSE**

1

### OBTENGA SU CERTIFICADO DE ESTUDIOS ANTERIORES

Obtenga sus calificaciones selladas oficiales de <u>TODAS</u> las escuelas secundarias a las que ha asistido anteriormente y envíelas por correo a la Oficina de Admisiones y Registros de NOCE, 315 East Wilshire Avenue, Bldg. 300, Fullerton, CA 92832. Sellado oficialmente significa que el sobre de la institución NO PUEDE ser abierto. **Las calificaciones abiertas NO serán aceptadas.** 

2 APLIQUE POR SU NUMERO DE IDENTIFICACIÓN BANNER DE NOCE

Los nuevos estudiantes pueden aplicar en línea en la página www.noce.edu Necesitará un número de estudiante (Banner ID) para completar los pasos 3 y 4. No espere hasta que se abran las inscripciones para obtener su número de estudiante, ya que el proceso puede tardar hasta 48 horas antes de recibir su número de ID de Banner.



### COMPLETE LA ORIENTACION EN LINEA

Una vez que tenga un número de ID de Banner, los estudiantes deben completar la Orientación General NOCE en línea.

- A. Visite myGateway en http://mg.nocccd.edu Use su Banner ID y contraseña (Password) para iniciar sesión.
- B. En el lado izquierdo de la pantalla, presione **NOCE**.
- C. Bajo NOCE Orientations, seleccione NOCE General Orientation.
- D. Siga las instrucciones y complete todas las secciones de NOCE General Orientation

LUGARES Y HORAS<sup>\*</sup> DEL PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS ESTAS CLASES SE OFRECEN SOLAMENTE EN INGLES \**Estas horas pueden cambiar* 

Campus de Anaheim: Salón 139 Dirección: 1830 West Romneya Drive Anaheim, California 92801  Lunes – Viernes: 8:30 a.m. – 2:45 p.m.
 Lunes – Jueves: 5 p.m. – 9 p.m.

Campus NOCE Cypress: CYP TE2-205 Dirección: 9200 Valley View Street Cypress, California 90630

Campus NOCE Wilshire: Salón 118 Dirección: 315 E. Wilshire Avenue Fullerton, California 92832 8:30 a.m. – 2:45 p.m. • Lunes – Jueves:

Lunes – Jueves:

Lunes – Jueves: 5 p.m. – 9 p.m.



### LA SESION DE EVALUACION

**NO** se requiere registrarse para una sesión de Evaluación para las clases de Verano 2020, del Programa de Escuela Secundaria para Adultos.

La prueba de evaluación es para determinar su nivel de lectura actual. Se requiere que los estudiantes se registren para una sesión de evaluación de diploma de escuela secundaria.

- Por favor verifique con los Servicios de Apoyo Estudiantil/Consejeros sobre las fechas de exámenes disponibles. La sesión evaluará la comprensión de lectura.
- La evaluación es cronometrada (dos horas) y se ofrece solo en Inglés
- Para obtener información y fechas de la Evaluación, llame al 714.808.4682 o envíe un correo electrónico a <u>counselling@noce.edu</u>

### **CONSEJERO**

- A. Haga una cita para reunirse con un consejero por teléfono llamando al 714.808.4682 o envíe un correo electrónico a <u>counselling@noce.edu</u>
- B. Después de reunirse con un consejero, puede comenzar sus estudios en el Programa de Escuela Secundaria para Adultos de NOCE llamando a los números listados a continuación.
  - 1. Para World History, Government y Biology, llame al 714.808.4582
  - 2. Para United States History 1, United States History 2 y Economics, Ilame al 714.484.7438
  - 3. Para Health Science, llame al 714.992.9538
- C. Los estudiantes deben tener un plan educativo para poder comenzar en el programa de diploma.

Consulte la página 10 para obtener más información sobre Drive-up WiFi en Cypress y Fullerton College

### PERMISO DE ESTACIONAMIENTO:

Antes de asistir a la Sesión de Evaluación, asegúrese de revisar las reglas de permisos de estacionamiento en el Centro al que usted estará asistiendo.

Para más información llame a la oficina del Programa de Escuela Secundaria Para Adultos al 714.808.4683

NOCE 2020 Summer Schedule

## Adult (18+) High School Diploma Program

The NOCE High School Diploma Program will offer high school subject class offerings online through Canvas during the 2020 Summer Term.



- Continuing students will be automatically enrolled in the subject that they were studying in the 2020 Spring Term. Continuing students should call to verify enrollment in the high school diploma subject of their choice according to their Student Educational Plan.
- New High School diploma students, must complete the NOCE registration process and have a Student Educational Plan on file to be eligible to enroll in the high school diploma courses for 2020 Summer Term.
- These online courses are available for any eligible high school diploma student, no matter the campus location.
- For additional information on high school diploma enrollment, please call the appropriate number below.
  - World History
  - Government
  - Biology

To enroll in one of these courses,

call: 714.808.4582 or e-mail: AnaheimHighSchoolLab@noce.edu

- United States History 1
- United States History 2
- Economics

To enroll in one of these courses,

call: 714.484.7438 or e-mail: CypressHighSchoolLab@noce.edu

Health Science

To enroll in this course,

call: 714.992.9538 or e-mail: WilshireHighSchoolLab@noce.edu

## **CAREER TECHNICAL EDUCATION PROGRAM**

## FOUR EASY STEPS TO ENROLL

## **APPLY ONLINE**

 $\Rightarrow$  **New students** apply to the school at **www.noce.edu/cccapply**.



2

## **ORIENTATION**

Orientation is an overview of the institution, its student services, the support programs, and the school's expectations of the students. <u>New students</u> are required to complete an online orientation in order to enroll in the following Career Technical Education (CTE) Certificate Programs:

- Administrative Professional
- Braille Transcribing <sup>1, 2</sup>
- Business Information Worker I
- Early Childhood Education
- Electrical Technology<sup>2</sup>
- Funeral Service Assistant<sup>2</sup>
- Management
- Medical Assistant
- Pharmacy Technician
- Quality Assurance Management for Medical Devices<sup>2</sup>

<sup>1</sup> Online orientation nor required, but highly recommended.

<sup>2</sup> Classes for program not offered 2020 Summer Term; Check back in the 2020 Fall Term Schedule.

RETURNING STUDENTS Complete Steps 3 and 4

## **ONLINE REGISTRATION**

**Online registration** will open at 7:30 a.m. for the 2020 Summer Term:

 $\Rightarrow$  All CTE Certificate Program Classes:

• Monday, June 15, 2020 (Online via myGateway)

## **COUNSELING**

 $\Rightarrow$  Meet with a counselor by appointment 714.808-4682

## $\Rightarrow \frac{\text{New students}}{\text{must meet with a counselor during their first term to develop a Student Educational Plan.}$

### $\Rightarrow$ **Returning students**

are highly encouraged to meet with a counselor to update their Student Educational Plan.

For more information, call the Career Technical Education Program Office at 714.808.4915 or e-mail careers@noce.edu.

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### **CAREER TECHNICAL EDUCATION**

## **CAREER TECHNICAL EDUCATION PROGRAM**

## FOUR EASY STEPS TO ENROLL



### APPLY FOR A NOCE BANNER ID

Apply online at <u>www.noce.edu</u>/cccapply. You will need a Banner ID number <u>before</u> 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.



### COMPLETE A REQUIRED ORIENTATION

Once you have a Banner ID number, <u>new students</u> **must complete a REQUIRED orientation for the CTE Certificate Programs.** Students should plan to complete the CTE online 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: https://mg.nocccd.edu. Use your Banner ID and PIN to log-in.
- B. On the left side of the screen, click on the **NOCE** tab.
- C. In the **NOCE Orientations** box, select the NOCE Online Orientation for the certificate program you want to enroll: **NOCE CTE Pharmacy Technician**, or **NOCE General Orientation** for all other programs.
- D. <u>24 hours after</u> you successfully pass the Online Orientation, you will be eligible to register for classes in the certificate program. If you are enrolling in Pharmacy Technician Program you must complete the Pharmacy Technician Online Orientation. For all other CTE programs you must complete the NOCE General Orientation.



2020 Summer Term **Online Registration** opens at 7:30 a.m. via myGateway:

### All CTE Programs:

• Monday, June 15, 2020 (Online Only)

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, firstserved basis. Registration opens at 7:30 a.m. on Monday, **June 15, 2020**.
- **FIRST TIME REGISTERING ONLINE?** See page 4 for a helpful worksheet or contact Starhelp at 714.808.4679 or email starhelp@noce.edu.



### COUNSELING

- 1. Call 714.808.4682 for an appointment.
- 2. All **<u>new students</u>** wishing to complete a CTE Certificate Program must meet with a counselor by the end of their first term at NOCE 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.
- 3. It is highly recommended that <u>returning students</u> meet with a counselor to update their Student Educational Plan.



## **EVERY DAY COUNTS AT NOCE!**

Attending <u>every</u> class meeting is important for all NOCE students.

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

### See you in class!

For more information, call the Career Technical Education (CTE) Program Office at 714.808.4915. To make an appointment with a counselor, call the Counseling and Student Services Office at 714.808.4682.

## **CAREER TECHNICAL EDUCATION PROGRAM**



### WHAT IS CANVAS?

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

### TO ACCESS CANVAS:

- **STEP 1:** Go to the NOCE website at <u>www.noce.edu</u> and click on the Canvas icon in the right-hand corner.
- **STEP 2:** Login using your Banner ID#. Your password is the same as your banner password.
- *Tip:* If you are experiencing Canvas log-in issues, contact the Career Technical Education (CTE) Office at 714.808.4915. For help with using Canvas (e.g. uploading and downloading assignments, navigation pages) contact the Business/Computer Skills Lab at 714.808.4712.

## **Preparing for Online Learning**

### (California Virtual Campus Online Education Initiative)

Online courses allow you to learn whenever, wherever, and however works best for you, making it easier to take classes while balancing work and family commitments.

Online classes can present unique challenges, however, if you're not prepared. But if you develop skills for effective online learning, you'll find the courses can be an excellent experience.



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

### Visit https://cvc.edu/keeplearning/ for answers!

### **CAREER TECHNICAL EDUCATION**

#### Available Programs:

- Administrative Professional
- Braille Transcribing Certificate
- Business Information Worker I •
- Early Childhood Education Certificate
- Electrical Technology
- Funeral Service Assistant Certificate
- Management Certificate •
- Medical Assistant Certificate
- Medical Assistant: Front Office Certificate
- Pharmacy Technician Certificate
- Quality Assurance Management Certificate for Medical Devices

#### PROGRAM REQUIREMENTS

- ONLINE ORIENTATION: All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program. Online orientation is recommended, but not required for Braille Transcribing. FOR IN-PERSON CLASSES: ATTENDANCE ON FIRST DAY OF
- CLASS IS MANDATORY to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. Students on the waitlist should attend the first class. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.
- FOR ONLINE: FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 48 hours to accept the seat. If you do not accept, by the deadline given in your email notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.
- GRADES: All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

#### **PROGRAM REMINDERS:**

- GRADING POLICY: These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the General Information section in the back of this schedule for further information
- COUNSELING: Meet with a counselor to develop your individualized Student Educational Plan.

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

#### Visit careers.noce.edu for more information on:

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

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

### **BUSINESS/OFFICE TECHNOLOGY CERTIFICATE**



The Business Information Worker I (BIW I) certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salesperson, customer service representatives, receptionist, and information clerks. Students can be expected to learn the following: basic oral and written communications; basic computer application skills, including beginning Excel, Word, and Outlook; fundamentals of computer systems; and critical thinking and problem-solving skills. With a solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, students will be better prepared to meet the workforce demands of today's business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, and Outlook

The Administrative Professional Certificate is designed to build upon the skills learned in the Business Information Worker I (BIW I) certificate program to prepare students for the next level of office and administrative support positions, including administrative assistant, administrative associate, administrative secretary, administrative specialist, administrative technician, clerk typist, department secretary, office assistant, secretary, and staff assistant. Students can be expected to learn the following: basic oral and written communications; practical keyboarding skills; fundamental computers and information processing skills; basic computer application skills, including beginning Excel, Word, Access, PowerPoint, and Outlook; fundamentals of the Internet, digital ethics and awareness, and cloud computing, critical thinking and problem solving skills; and hands-on practice integrating Microsoft Office software into real world simulations. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) Certifications in Word, Excel, Access, PowerPoint, and Outlook and the IC3 Digital Literacy certification. This training is also ideal for incumbent workers to be able to update their existing knowledge and skills relating to this field for more advanced career opportunities.

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

#### PROGRAM REQUIREMENTS

- **ONLINE ORIENTATION:** All students are required to complete an online orientation in order to enroll in any NOCE Career
- Technical Education (CTE) Certificate Program. FOR ONLINE: FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 48 hours to accept the seat. If you do not accept, by the deadline given in your email notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class

 GRADES: All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

#### PROGRAM REMINDERS:

- GRADING POLICY: These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the General Information section in the back of this schedule for further information.
- COUNSELING: Meet with a counselor to develop your individualized Student Educational Plan. Call 714.808.4682 for an appointment.

For more information about Business/Office Technology Certificate classes please call the Career Technical Education (CTE) Program Office at 714.808.4915, visit our website at <u>careers.noce.edu</u> or e-mail <u>careers@noce.edu</u>

### 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. Textbook Required Dates: Jun 29-Aug 9

CRN	DAYŠ	PLACE	INSTR
40025	Online	Remote	Prey
40028	Online	Remote	Casper



### KEYBOARDING MASTERY I COMP/510

Prerequisite: The student must be able to key 35 net words per minute (nwpm) on a 5-minute timed writing or have completed COMP 685 Beginning Keyboarding with a pass grade. The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. Dates: Jun 30-Aug 6

CRN		PLACE	INSTR
40611	Online	Remote	Casper

### KEYBOARDING MASTERY II Comp/511

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

Dates: Ju	Dates: Jun 29-Aug 7				
CRN	DAYS	PLACE	INSTR	_	
40612	Online	Remote	Casper	_	

### OFFICE ESSENTIALS OTEC/100

A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service. **Textbook Required**.

Dates: Jun 29-Aug 9				
CRN	DAYS	PLACE	INSTR	
40106	Online	Remote	Loayza	

#### MICROSOFT OUTLOOK FUNDAMENTALS OTEC/105

This course introduces students to Microsoft Outlook. Students will learn how to organize and manage e-mails, schedule appointments, create and manage task and contact records, and customized Outlook.

Dates: Ju	I 14-Aug 4		
CRN	DAYS	PLACE	INSTR
40118	Online	Remote	Prey

## Looking for **TEXTBOOK INFORMATION**? Look on the Fullerton College Bookstore page:

#### noce.edu/textbooks

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

### COMPUTER CONCEPTS AND APPLICATIONS I OTEC/210

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

Dates: J	un 30-Aug 6			
CRN	DAYS	PLACE	INSTR	
40098	Online	Remote	Sedrak	



#### COMPUTER CONCEPTS AND APPLICATIONS III OTEC/212

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

Dates: Ju	n 29-Aug 5; nc Jul 6	)	
CRN	DAYS	PLACE	INSTR
40610	Online	Remote	Sedrak

MS OFFICE INTEGRATED PROJECTS	
OTEC/225	

Prerequisite: OTEC 211 Computer Concepts and Applications II and OTEC 212 Computer Concepts and Applications III. This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program.

NEW

Dates: Ju	n 29-Aug 9		
CRN	DAYS	PLACE	INSTR
40129	Online	Remote	Teipe

### **COMPUTERS**

NOCE 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 NOCE Catalog at www.noce.edu/catalog.

#### PROGRAM REQUIREMENTS

- ONLINE ORIENTATION: All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program
- FOR ONLINE CLASSES: FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 48 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.
- GRADES: All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

#### PROGRAM REMINDERS

- GRADING POLICY: These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the General Information section in the back of this schedule for further information.
- COUNSELING: Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

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



### 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 e-mail! Dates: Jun 29-Aug 14; nc Jul 6

CRN	DAYS	PLACE
40156	Online	Remote
To conta	ct an instructor, pl	ease call 714.808.4712.
To acces	s lab materials, co	ntact the CTE Office at 714.808.4915.

#### **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. Textbook Required. Dates: Jun 29-Aug 9

CRN	DAYS	PLACE	INSTR
40025	Online	Remote	Prey
40028	Online	Remote	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 NOCE computer classes. Dates: Jun 29-Aug 9

Du:05.50	Dates. Sull 27 rug 7			
CRN	DAYS	PLACE	INSTR	
40135	Online	Remote	Ahmed	

#### INTRODUCTION TO EXCEL MS/105

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

Dates: Ju	in 29-Aug 9		
CRN	DAYS	PLACE	INSTR
40146	Online	Remote	DeBiase

### 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

Dates: Jun 29-Aug 9; nc Jul 6					
CRN	DAYS	PLACE	INSTR		
40151	Online	Remote	DeBiase		

### **MS OFFICE - OVERVIEW** MS/160

Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses Dates: Jun 29-Aug 9

CRN	DAYS	PLACE	INSTR
40138	Online	Remote	Ahmed

#### QUICKBOOKS FUNDAMENTALS FOR THE FINANCIAL OFFICE APPLICATIONS COMP/650

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

Dates: Ju	un 29-Aug 9; nc Jul 6	)	
CRN	DAYS	PLACE	INSTR
40154	Online	Remote	Teipe



### EARLY CHILDHOOD EDUCATION CERTIFICATE



The Early Childhood Education (ECE) Certificate Program is designed to train individuals for teacher and caregiver positions in licensed, proprietary infant/toddler/ preschool/child daycare centers. Our curriculum is approved by the State Department of Community Care Licensing. This ECE Program is a noncredit program based upon instructional hours rather than college units. The required and elective ECE courses within the certificate program are equivalent to two or three units of ECE in compliance with state licensing requirements for private facilities only.

#### PROGRAM REQUIREMENTS

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- GRADES: All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

#### PROGRAM REMINDERS:

- GRADING POLICY: These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the General Information section in the back of this schedule for further information.
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- Program information
- Careers in this field
- Average salary
- Eligibility requirements
- Frequently asked questions
- Career highlights and opportunities

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#### EARLY CHILDHOOD DEVELOPMENT ECE/140

An introduction to the developmental stages of children from prenatal to middle childhood with emphasis on the physical, cognitive, language and social/emotional milestones. Application of developmental and learning theories addressed. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Dates: Jun 29-Aug 5; nc Jul 6

CRN	DAYŠ	PLACE	INSTR
40013	Online	Remote	Hill-West

### 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. **Textbook Required**.

Dales: Juli 29-Aug 9				
	CRN	DAYS	PLACE	INSTR
	40015	Online	Remote	Sueng



#### PROGRAM SCIENCE & MATH ECE/130

Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math.

Dates: J	un 29-Aug 7		
CRN	DAYS	PLACE	INSTR
40907	Online	Remote	Le

### CHILDREN WITH SPECIAL NEEDS ECE/165

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

Dates: Jun 29-Aug 9; nc Jul 6						
CRN	DAYS	PLACE	INSTR			
40018	Online	Remote	Sueng			

### **Every Day Counts at NOCE**



Attending <u>every</u> class meeting is important for all NOCE students.

Your attendance is directly related to how NOCE receives state funding to offer your classes. Your consistent attendance also helps you achieve your goals.

See you in class!

### MANAGEMENT CERTIFICATE

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.

- PROGRAM REQUIREMENTS
   ONLINE ORIENTATION: All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program
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#### PROGRAM REMINDERS:

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#### Visit careers.noce.edu for more information on:

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- Average salary
- Eligibility requirements
- Frequently asked questions
- Career highlights and opportunities

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

### 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: J	un 29-Aug 6		
CRN	DAYS	PLACE	INSTR
40526	Online	Remote	Baltazar

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

This course introduces students to the basics of business finance for the nonfinancial manager. Financial statements will be covered along with discussions on sales and expenses, assets and liabilities, budgeting and planning, and financial analysis. Dates: Jun 30-Aug 4

Dates: J	un 30-Aug 4		
CRN	DAYS	PLACE	INSTR
40687	Online	Remote	Baltazar



### MARKETING PRINCIPLES BMGR/430

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

Dates: Jun 29-Aug 9					
CRN	DAYS	PLACE	INSTR		
40010	Online	Remote	Baltazar		

#### **Need Assistance or Guidance?** Call the Counseling Office

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

> Call 714.808.4682 or email: counseling@noce.edu



### UNDERSTANDING BUSINESS CONTRACTS BMGR/452

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

Dates: J	un 29-Aug 9		
CRN	DAYS	PLACE	INSTR
40008	Online	Remote	Berry

### MEDICAL ASSISTANT CERTIFICATE

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.

- PROGRAM REQUIREMENTS
   ONLINE ORIENTATION: All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program
- FOR IN-PERSON CLASSES: ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. Students on the waitlist should attend the first class. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.
- FOR ONLINE CLASSES: FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 48 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.
- ALL MEDICAL ASSISTANT CERTIFICATE STUDENTS are required to purchase and wear blue scrubs for all classes.
- GRADES: All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

#### PROGRAM REMINDERS:

- GRADING POLICY: These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the General Information section in the back of this schedule for further information
- COUNSELING: Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

#### Visit careers.noce.edu for more information on:

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

For more information about the Medical Assistant Certificate Program, please call the Career Technical Education (CTE) Program Office at 714.808.4915, or visit our website at <u>careers.noce.edu</u> or e-mail careers@noce.edu

### 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. Textbook Required

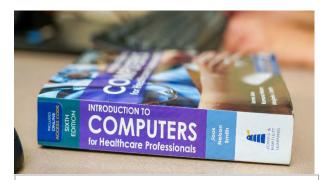
Dates: Jun 29-Aug 7					
CRN	DAYS	PLACE	INSTR		
40020	Online	Remote	Tarango		
40920	Online	Remote	Kane		

### NOCE 2020 Summer Schedule

#### MEDICAL TERMINOLOGY MEOC/104

Required course for Pharmacy Technician Certificate and Medical Assisting 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 6/29/2020, ends week of 8/3/2020; nc Jul 6				
CRN DAYS PLACE INSTR				
40908	Online	Remote	Uy	
40022	Online	Remote	Wiley	

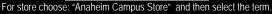


#### INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS MEOC/210

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

Dates: Jun 29-Aug 7; nc Jul 6					
CRN	DAYS	PLACE	INSTR		
40921	Online	Remote	Kane		
40626	Online	Remote	Bacon		

### Looking for TEXTBOOK INFORMATION? Look on the Fullerton College Bookstore page: noce.edu/textbooks





#### 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. Textbook Required

Dates: Jun 29-Aug 9				
CRN	DAYS	PLACE	INSTR	
40030	Online	Remote	Bacon	

#### 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 entrylevel 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. **Textbook Required**.

Dates: Ju	in 29-Aug 9; nc Jul (	6			
CRN	DAYS	PLACE	INSTR		
40036	ONLINE	Remote	Echolds		
	3	e computer requirement	31 3		
	010 Istas destination to Ocean stress for the still some Westerner Discourse sentent				

210, Introduction to Computers for Healthcare Workers. Please contact the CTE Office at 714.808.4915 to submit a Course Substitution Form



#### 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. **Textbook Required**.

Dates: Jun 29-Aug 6; nc Jul 6				
CRN	DAYS	PLACE	INSTR	
40033	M 8a-12p	AN/510	00	
40929	W 8a-12p	AN/510	00	
40930	F 8a-12p	AN/510	00	
"Special	Approval Required	- Call CTE Office at 7	714 808 4915 These	

"Special Approval Required" - Call CTE Office at 714.808.4915. These classes are the hands-on portion for the 2020 **Spring** Term classes only

### Need Help Preparing for Online Learning?

Visit: https://cvc.edu/keeplearning

#### 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. **Textbook Required**.

Dates: Jun 29-Aug 9; nc Jul 6           CRN         DAYS         PLACE         INSTR				
	DATS		INJIK	
40037	T 8a-12p	AN/510	Oo	
40931	Th 8a-12p	AN/510	00	
"Special Approval Required" - Call CTE Office at 714.808.4915. These				

classes are the hands-on portion for the 2020 **Spring** Term classes only

- LinkedIn,
  Job Search
- Interview Preparation
   Opling Application
- Online Application

### Career Resource Center can help you get the answers

Call 714.808.4717 | email: Careerhelp@noce.edu

### STUDENT SUCCESS SPOTLIGHT:

### **Mohammed Jamal**



Mohammed Jamal was a physician in his home country of Syria and also practiced medicine in Saudi Arabia. He was highly credentialed and well

known in nutritional medicine. But, as a father of three, Mohammed had to make a very difficult decision. He decided to leave his practice and country and move both he and his family to the United States. He longed to provide better opportunities for his children where they would not have to experience war. After enrolling at NOCE, Mohammed first started taking English as a second language classes and quickly transitioned into the Career Technical Education's Medical Assistant Certificate Program. According to his instructor Jennifer Oo, "Mohammed is very positive and works extremely hard to improve both his English and medical skills on a daily basis." His goal is to one-day practice medicine in the United States. Congratulations, Mohammed!



Connect with us! See inside back cover for details.

## PHARMACY TECHNICIAN CERTIFICATE



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

#### PROGRAM REQUIREMENTS

- ONLINE ORIENTATION: All students are required to complete an online orientation in order to enroll in any NOCE Career Technical Education (CTE) Certificate Program
- FOR IN-PERSON CLASSES: ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. Students on the waitlist should attend the first class. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.
- FOR ONLINE CLASSES: FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. Students on the waitlist will be notified as soon as possible when seats open up in classes. Once you are notified, you will have up to 48 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist. Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the class.
- GRADES: All courses in these programs are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in these programs must meet both the minimum attendance requirements and the 80% or higher grading requirement.

- PROGRAM REMINDERS: GRADING POLICY: These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the General Information section in the back of this schedule for further information
- COUNSELING: Meet with a counselor to develop your individualized Student Educational Plan. Call 714.818.4682 for an appointment.

#### Visit careers.noce.edu for more information on:

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

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

#### MEDICAL TERMINOLOGY MEOC/104

Required course for Pharmacy Technician Certificate and Medical Assisting 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 6/29/2020, ends week	of 8/3/2020; nc Jul 6	
CRN	DAYS	PLACE	INSTR
40908	Online	Remote	Uy
40022	Online	Remote	Wiley

#### 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. Textbook Required.

Dates: Jun 29-Aug 7

CRN	DAYS	PLACE	INSTR
40925	Online	Remote	Shields

#### 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. Textbook Required. Dates: Jun 29-Aug 7

Dates. Ju	Dates: Juli 27-Aug 7			
CRN	DAYS	PLACE	INSTR	
40927	Online	Remote	Shields	

#### OUT-PATIENT LAB FOR THE PHARMACY TECHNICIAN **MEDO/220**

Prerequisite: MEOC 130 Introduction to Pharmacy Technician; MEOC 104 Medical Terminology (or MEOC 110 Medical Terminology II); MEOC 121 Pharmacology I; MEOC 122 Pharmacology II; MEDO 230 Pharmacy Operations Lab; 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. Textbook Required.

Dates: Jui	n 29-Aug 9		
CRN	DAYS	PLACE	INSTR
Dates: Ju	in 29-Aug 7		
40923	T/8a-12p	AN/408	Dunne
40924	Th/8a-12p	AN/408	Dunne
"Special	Approval Required" -	Call CTE Office at 714	4.808.4915. These

classes are the hands-on portion for the 2020 Spring Term classes only

#### IN-PATIENT LAB FOR THE PHARMACY TECHNICIAN MEDO/221

Prerequisite: MEOC 130 Introduction to Pharmacy Technician; MEOC 104 Medical Terminology (or MEOC 110 Medical Terminology II); MEOC 121 Pharmacology I; MEOC 122 Pharmacology II; MEOC 140 Pharmaceutical Mathematics; MEDO 230 Pharmacy Operations Lab; 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. Textbook Required.

Starts wee	ek of 6/29/2020, ends	week of 8/3/2020			
CRN	DAYS	PLACE	INSTR		
40922	F/8a-12p	AN/408	Pham		
40045	W/8a-12p	AN/408	Pham		
"Special	"Special Approval Required" - Call CTE Office at 714.808.4915. These				
classes a	are the hands-on por	tion for the 2020 Spring	Term classes only		

#### **DISABILITY SUPPORT SERVICES**



CLICK HERE TO VIEW VIDEO

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

DSS services (interpreter services, adaptive equipment, etc.) are available for students with verified disabilities enrolled in general NOCE classes. Students are encouraged to make arrangements for support services at least four weeks prior to the start of class. DSS 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.

#### **DSS Certificates**

- Academic Track
- Community Resources Track
- Computer Track
- Core Skill Track
- Employment Track
- Interpersonal Skill Track
- Life Skills Track

#### DSS Programs

- ARISE Lab Academics, Relationships, Independence, Self-Advocacy, and Emotional Health
- C2C College to Career
- IVES Independent Vocational Educational Support
  Program
- Mobility Skills Training or JARC Job Access
   and Return Commute
- NOCRC North Orange County Regional Consortium's, DSS Work Group
- WISE Work Independence Self Advocacy Education
- Workability III Job skills training

Please contact the DSS Program Office at 714.484.7057 to enroll in our special classes or to obtain support services.

#### SOCIAL MEDIA AND ONLINE SAFETY DSPS/605

This course is designed to equip students with disabilities with the knowledge to increase personal online safety while creating and maintaining social media accounts.

Dates:	Jun 29-Aug 7; nc Jul 6		
CRN	DAYS	PLACE	INSTR
40615	MW/9a-11:20a	ONLINE	Paul
40622	TTh/12p-2:20p	ONLINE	Luna II

#### INDEPENDENT LIVING SKILLS DSPS/124

A comprehensive program for adults with developmental disabilities to improve the social, academic, personal, prevocational and avocational capabilities.

CRN	DAYS	PLACE	INSTR
40625	MTWThF/9a-2:20p	ONLINE	Reeves Breen
40624	MTWThF/9a-2:20p	ONLINE	Brown Pietrzak

#### CRITICAL THINKING DSPS/150

Designed to assist adults with disabilities in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations, and environments. Emphasis on problem solving and decision making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies.

Dates: J	Dates: Jun 29-Aug 7				
CRN	DAYS	PLACE	INSTR		
40618	TTh/12p-2:20p	ONLINE	Sorooshian-Tafti		

#### SOCIAL OPPORTUNITIES FOR STUDENTS WITH DISABLITIES

#### **DSPS/185**

Geared for students with disabilities to learn how to create a social life for themselves by discussing how to meet people and making friends, identifying low cost activities, learning age appropriate games to play with guest, practicing social manners, and planning a social event and carrying it out.

Dates. J	Dates. Juli 29-Aug 7			
CRN	DAYS	PLACE	INSTR	
40620	Th/9a-2:20p	ONLINE	Tse	
40616	TTh/9a-11:20a	ONLINE	Sorooshian-Tafti	



## SUMMER COOKING DSPS/220

#### This course is designed to provide students that have developmental disabilities with the knowledge and skills needed to cook simple, nutritious meals. We will plan our meal, walk to the grocery store, shop for food, prepare the meal together, and clean up.

	Jun 29-Aug 7		
CRN	DAYS	PLACE	INSTR
40623	TTh/9a-11:20a	ONLINE	Luna II
40619	T/9a-2:20p	ONLINE	Tse

#### ACTOR'S WORKSHOP DSPS/225

This course is designed to expose students with disabilities to basic acting techniques. Additionally, the acting, focused on everyday social dilemmas, will enhance the student's ability to interpret and then deal with these everyday life situations on a regular basis.

Dates:	Jun 29-Aug 7; nc Jul 6		
CRN	DAYS	PLACE	INSTR
40617	MW/12p-2:20p	ONLINE	Yago

## ENGLISH AS A SECOND LANGUAGE PROGRAM REGISTRATION INFORMATION

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

## 714.808.4638

## **STEPS TO REGISTER**

- Once you have your Banner ID, complete an online orientation in myGateway.
- To access myGateway, visit https://mg.nocccd.edu and use your Banner ID and password to log in.
- Once you have logged in, all English as a Second Language/Citizenship (ESL) Program students complete the NOCE ESL Online Orientation.
- After you have completed the orientation, call Counseling and Student Services to make a counseling appointment at 714.808.4682.
- Next, please call the ESL Program at 714.808.4638 for assistance with class registration.
- Once registered, your Instructor or a staff member will reach out to you regarding how to access your course.
- For questions about the ESL/Citizenship Program, call 714.808.4638 or e-mail ESL4ALL@noce.edu

## 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

Please visit https://noce.edu/coronavirus for latest updates.

**ALL ESL CLASSES ARE ONLINE FOR** 

**SUMMER 2020** 

Testing and Assessment Specialists will support student testing online. Students will schedule appointments with Assessment Specialists to complete online assessments.

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

## 714.808.4638 Hablamos español

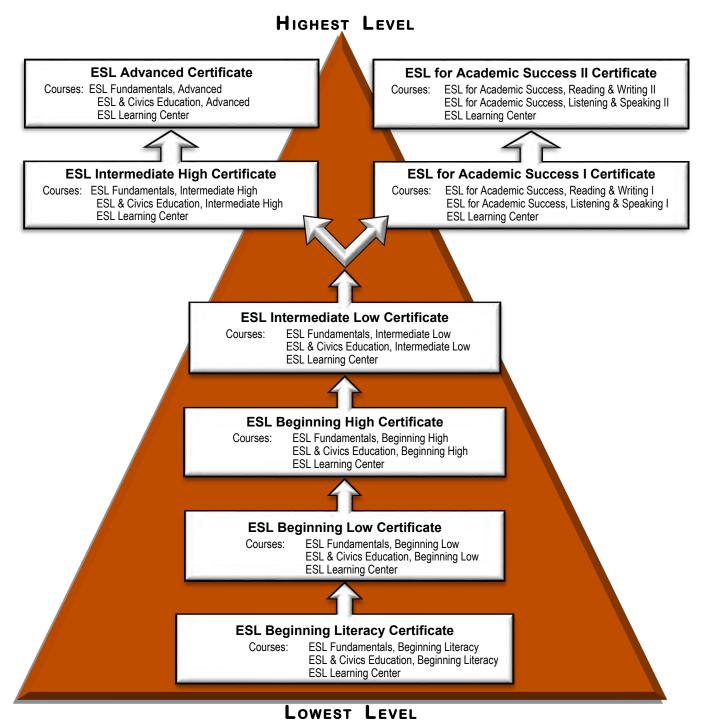
## **PASOS PARA INSCRIBIRSE**

- Una vez que tenga su ID de banner, debe completar una orientación en línea en myGateway.
- Para acceder a myGateway, visite https://mg.nocccd.edu y use su ID de banner y contraseña para iniciar sesión.
- Una vez que haya iniciado sesión, todos los estudiantes del programa de inglés como segundo idioma / ciudadanía (ESL) deben completar la Orientación en línea de NOCE ESL.
- Una vez que haya completado la orientación, llame a Servicios de orientación y estudiantes para programar una cita de orientación al 714.808.4682.
- Llame al Programa de ESL 714.808.4638 para obtener ayuda con el registro de la clase.
- Una vez registrado, su Instructor o un miembro del personal se comunicará con usted sobre cómo acceder a su curso.
- Para preguntas sobre el programa de ESL/Ciudadanía, llame al **714.808.4638** o envíe un correo electrónico a ESL4ALL@noce.edu

#### NOCE 2020 Summer Schedule

## **ESL Program Certificates**

The ESL Program offers six levels of English instruction for adult students whose first language is not English. All levels offer instruction in all four language skills: reading, writing, listening, and speaking. The courses also offer additional practice in pronunciation, grammar, and vocabulary development. Each state-approved certificate consists of two or more courses; when the students complete all three courses successfully, they will earn a certificate for that level. Once the students complete a level, they can move to the next level in the sequence. The ESL Program also offers ESL for Academic Success certificates designed for students at higher levels who wish to transfer to a college or university and continue their education. These classes focus on strengthening English skills for success in an academic setting.



More Information at www.noce.edu

## ESL LEARNING CENTERS

Need extra practice with English? Want help with your homework? Come to the ESL Learning Center, where students can:

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

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

Learning Center schedule: NOCE.EDU/ESL

#### ESL LEARNING CENTER ESLA/001

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

Starts week of 6/29/2020, ends week of 8/3/2020; nc Jul 6

CRN	DAYS	PLACE	INSTR
40223	MW/3p-5:50p TTh/3p-5:50p	ONLINE	Pederson Takeda
40892	F/9a-2:50p	ONLINE	Joyce
40229	MTWTh/12p-2:50p	ONLINE	Kim
40893	F/6p-7:50p	ONLINE	Kepler
40237	MTWTh/6p-8:50p	ONLINE	Alvarez

## ESL CIVICS EDUCATION

Questions? 714-808-4638 or ESL4ALL@noce.edu

#### ESL BEGINNING LITERACY ESLA/100

This course is designed to meet the student's needs as determined by assessment of the student's language proficiencies, goals, and interests. ESL instruction integrates language components, vocabulary, grammatical structures, language functions, and pronunciation in units and topics that are important to the students.

Dates: J	Dates: Jun 29-Aug 6; nc Jul 6				
CRN	DAYS	PLACE	INSTR		
40855	MTWTh/8a-11:20a	ONLINE	Choi		
40857	MTWTh/8a-11:20a	ONLINE	Pico		
40856	MTWTh/6p-9:20p	ONLINE	Lee		

## ESL AND CIVICS EDUCATION, BEGINNING LOW ESLA/170

This competency-based course focuses on both basic language development and life skills. Integrated language skills will help students access community resources, prepare them for the workplace and introduce them to life learning opportunities.

Dates: Jun 29-Aug 6; nc Jul 6				
CRN	DAYŜ	PLACE	INSTR	
40860	MTWTh/8a-11:20a	ONLINE	Howie	
40858	MTWTh/8:30a-11:50a	ONLINE	Lorge	

## ESL AND CIVICS EDUCATION, BEGINNING HIGH ESLA/171

This competency-based course focuses on both language development and life skills. Integrated language skills will help students access community resources, prepare them for the workplace and introduce them to life learning opportunities.

Dates: Ju	ın 29-Aug 6; nc Jul 6		
CRN	DAYS	PLACE	INSTR
40863	MTWTh/8a-11:20a	ONLINE	Glicker
40866	MTWTh/8a-11:20a	ONLINE	Lewis
40862	MTWTh/8a-11:20a	ONLINE	Moore
40865	MTWTh/6p-9:20p	ONLINE	Stasiuk
40895	MTWTh/8a-11:20a	ONLINE	Smith
40864	MTWTh/8:30a-11:50a	ONLINE	Hasan

## Looking for a job?

ESL students can get online help in NOCE's Career Resource Center:

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

#### Register for a workshop: noce.edu/workshops

Schedule a one-on-one appointment: careerhelp@noce.edu | Mon-Thurs 10 a.m. – 7 p.m.



## ESL AND CIVICS EDUCATION, INTERMEDIATE LOW ESLA/172

This competency-based course focuses on both language development and life skills. Integrated language skills will help students access community resources, prepare them for the workplace and introduce them to life learning opportunities. Students will also develop critical thinking skills.

CRN	DAYS	PLACE	INSTR
40873	MTWTh/8a-11:20a	ONLINE	Dinh
40874	MTWTh/6p-9:20p	ONLINE	Khssassi
40871	MTWTh/6p-9:20p	ONLINE	Peterson
40872	MTWTh/6p-9:20p	ONLINE	Murillo
40868	MTWTh/8a-11:20a	ONLINE	Azarcon
40870	MTWTh/6p-9:20p	ONLINE	Heredia
40869	MTWTh/8:30a-11:50a	ONLINE	Lim
40867	MTWTh/8:30a-11:50a	ONLINE	Jimenez

#### ESL AND CIVICS EDUCATION, INTERMEDIATE HIGH ESLA/173

This course partners with ESL Fundamentals to complete the Intermediate High level of ESL. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities Civics topics will be chosen each term based on the needs of the students.

Dates: Jun 29-Aug 6; nc Jul 6				
CRN	DAYS	PLACE	INSTR	
40876	MTWTh/8a-11:20a	ONLINE	Kopydlowska	
40877	MTWTh/8a-11:20a	ONLINE	Kahlon	
40875	MTWTh/6p-9:20p	ONLINE	Warner	
40917	MTWTh/8a-11:20a	ONLINE	Gray	
40880	MTWTh/6p-9:20p	ONLINE	Croteau	
40879	MTWTh/8:30a-11:50a	ONLINE	Arellano	
40878	MTWTh/6p-9:20p	ONLINE	Moreno Aguilar	



#### ESL AND CIVICS EDUCATION, ADVANCED ESLA/174

This course partners with ESL Fundamentals to complete the Advanced level of ESL. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language fluency development is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students.

Dates: Ju	un 29-Aug 6; nc Jul 6		
CRN	DAYŠ	PLACE	INSTR
40882	MTWTh/6p-9:20p	ONLINE	Usary
40928	MTWTh/8a-11:20a	ONLINE	Pham
40883	MTWTh/6p-9:20p	ONLINE	Santostefano
40881	MTWTh/6p-9:20p	ONLINE	Hug

## CITIZENSHIP

#### Questions? 714-808-4638 or ESL4ALL@noce.edu

#### 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: Jun 29-Aug 6; nc Jul 6				
CRN	DAYS	PLACE	INSTR	
40313	MTWTh/8a-10:20a	ONLINE	Kepler	

## ESL SPECIALTY CLASSES

Questions? 714-808-4638 or ESL4ALL@noce.edu

## 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: Jun 30-Aug 6				
CRN	DAYS	PLACE	INSTR	
40894	TTh/8:30-11:30a	ONLINE	Myers	
40003	MW/6p-8:50p	ONLINE	Joyce	



#### 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 evel or high. In addition, the writing component is designed to acquaint students with writing skills required to develop college- level writing techniques by focusing on prewriting, outlining, drafting, revising and editing.

Starts we	ek of 6/29/2020, ends v	veek of 8/3/2020; nc Ju	116
CRN	DAYS	PLACE	INSTR
40896	TTh/6p-8:50p	ONLINE	Witt
40083	MW/12p-2:50p	ONLINE	Takeda

#### **Counseling and Student Services**

- Career planning
- Education plans
- Transition to college
- Referrals to community resources

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

#### 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: J	Dates: Jun 29-Aug 5; nc Jul 6				
CRN	DAYS	PLACE	INSTR		
40060	MW/12p-2:50p	ONLINE	Pederson		
40168	TTh/12p-2:50p	ONLINE	Sattler		

#### 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: Iul 3-Aun 7

Batoore	Battor bar by hag /				
CRN	DAYS	PLACE	INSTR		
40046	F/8a-10:50a	ONLINE	Alvarez-Morales		



#### 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: Jul 3-Aug 7					
CRN	DAYS	PLACE	INSTR		
40694	F/11a-1:50p	ONLINE	Alvarez-Morales		

## MULTILEVEL CLASSES

Questions? 714-808-4638 or ESL4ALL@noce.edu

#### 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: Jun 29-Aug 6; nc Jul 6				
CRN	DAYS	PLACE	INSTR	
40887	MTWTh/8a-10:50a	ONLINE	Bystry	
40884	MTWTh/6p-8:50p	ONLINE	Sersea	
40885	MTWTh/8a-10:50a	ONLINE	Espinoza	
40886	MTWTh/8a-10:50a	ONLINE	Rezai	
40891	MTWTh/8a-10:50a	ONLINE	Jackson	
40888	MTWTh/8a-10:50a	ONLINE	Edgington	
40889	MTWTh/8a-10:50a	ONLINE	Zabayle	
40890	MTWTh/8a-10:50a	ONLINE	Carson	

## STUDENT SUCCESS SPOTLIGHT

## **Anh Nguyen**



Anh Nguyen is a hardworking young woman who arrived from Vietnam just one year ago. She came to America in search of better opportunities and has already

achieved so much. Anh completed the Beginning High ESL class at NOCE and scored a 100 percent on every test! She did this on her own with having minimal family support since she recently immigrated. Anh tutored the other students in class and volunteered at her local high school helping with a swimming class on the weekends to practice her English. Anh enjoyed using every opportunity to integrate into her community. After taking ESL classes, she guickly enrolled in the NOCE Medical Assistant Certificate Program and is set to graduate this summer. She is a student in Eric Glicker's Beginning High class who is an incredibly hard worker with perfect attendance. Anh now works a full-time job and is preparing to enter the nursing program at Cypress College. Congratulations, Anh!

## Cada día cuenta en NOCE



Asistir a cada reunión de clase esimportante para todos los estudiantes de NOCE.

Su asistencia está directamente relacionada en cómo NOCE recibe los fondos para ofrecer sus clases. Su constante asistencia también le ayudará a alcanzar sus metas.

¡NOS VEMOS EN CLASE!

### MATURE DRIVER CLASSES



For more information about the Mature Driver classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909 or visit our website at noce.edu/emeritus

Improvement classes for licensed drivers age 55 and older who wish to qualify for a reduced insurance premium while brushing 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.

Mature Driver Classes held at local senior centers will be taught online in the 2020 Summer Term.

For registration, please call the senior center below where the classes are scheduled.

Anaheim Senior Center 250 East Center St., Anaheim - 714.765.4510 July 25, and August 1, 2020

Brea Senior Center 500 South Sievers Ave., Brea - 714.990.7750 July 27 & 28, and August 12 & 13, 2020

Buena Park Senior Center 8150 Knott Ave., Buena Park - 714.236.3870 June 29 & 30, 2020

Cypress Senior Center 9031 Grindlay St., Cypress - 714.229.2005 July 1 & 2, 2020

Fullerton Senior Center 340 W Commonwealth Ave., Fullerton - 714.738.6353 July 8 & 9, 2020

La Habra Senior Center 101 W. La Habra Blvd., La Habra - 562.905.9748 July 11, and August 8, 2020

Yorba Linda Senior Center 4501 Casa Loma Dr., Yorba Linda - 714.961.7181 July 15 & 16, 2020

## EMERITUS PROGRAM

For more information about the Emeritus Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.8084909 or visit our website at noce.edu/emeritus.

The courses in the Emeritus Program are designed for mature adults age 50 and over, focusing on educational topics that promote independence, advocacy, physical and cognitive health, economic self-sufficiency, and community engagement.

Due to the global pandemic, NOCE will be offering courses over the 2020 Summer Term in an online format only. Therefore, all NOCE Emeritus classes taught at community-based senior living facilities will be offered only through online learning and exclusively to its residents.

#### **Communication**

#### 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 6/29/2020, ends week of 8/10/2020				
CRN	DAYS	PLACE	INSTR	
40350	T/1p-2:50p	Cypress Sr Citizen Center	French	
40351	W/1p-2:50p	West Anaheim Sr Program	French	
40336	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 we	Starts week of 6/29/2020, ends week of 8/10/2020; nc Jul 6				
CRN	CRN DAYS PLACE INSTR				
40493	F/1p-2:50p	New Horizon	Miller		
40494	M/2p-3:50p	W Anaheim Extended Care Hospital	Miller		



Connect with us! See inside back cover for details.

Due to the global pandemic, NOCE will be offering courses over the 2020 Summer Term in an online format only. Therefore, all NOCE Emeritus classes taught at community-based senior living facilities will be offered only through online learning and exclusively to its residents.

## 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.

	urrent and historical		
CRN	DAYS	PLACE	INSTR
Starts v	veek of 6/29/2020, e	nds week of 8/10/2020; nc Jul 6	
40416	T/9:30a-11:20a	Anaheim Terrace Care Center	Henan
40222	M/9:30a-11:20a	Anaheim VIP Center	Burg
40364	W/3:30p-5:20p	Bradford Square	Gable
40443	M/9:30a-11:20a	Brookdale Anaheim	Lange-Goldstein
40571	Th/2:30p-4:20p	Brookdale Anaheim	Fischer
40378	F/2:30p-4:20p	Brookdale Anaheim	Gomes
40362	F/9:45a-11:35a	Brookdale-Yorba Linda	Gable
40387	M/1:30p-3:20p	Buena Park Nursing Center	Harris
40442	F/10:30a-12:20p	Buena Park Senior Center	Lange-Goldstein
40382	F/9:30a-11:20a	Buena Vista Care Center	Gomes
40389	T/1:30p-3:20p	Cambridge Court	Harris
40384	F/9:30a-11:20a	Chapman Care Center	Harris
40338	Th/12p-1:50p	Cottage of Artesia Gardens	Fischer
40353	T/3p-4:50p	Coventry Court Health Center	Reutzel
40690	M/9:30a-11:20a	Crescendo Senior Living of Pl	Edwards
40852	T/12:30p-2:20p	Crescendo Senior Living of Pl	Reutzel
40341	W/8:45a-10:35a	Emerald Court	Fischer
40441	W/1:30p-3:20p	Fullerton Community Center	Lange-Goldstein
40403	T/9a-10:50a	Fullerton Gardens	Johnson
40413	F/9:30a-11:20a	Gordon Lane Care Center	Henan
40359	F/3:15p-5:05p	Gordon Lane Care Center	Gable
40850	T/9:30a-11:20a	Harbor Villa Care Center	Reutzel
40337	M/1:30p-3:20p	Karlton Residential Care Center	Reutzel
40342	W/2:30p-4:20p	Katella Sr Living Community	Fischer
40381	T/3p-4:50p	Katella Sr Living Community	Gomes
40406	W/10a-11:50a	La Habra Conv Hospital	Johnson
40414	M/2p-3:50p	La Habra Conv Hospital	Henan
40388	W/9:30a-11:20a	La Palma Nurs Center	Harris
40490	W/2p-3:50p	Leisure Court	Miller
40491	W/5:30p-7:20p	Leisure Court	Miller
40153	Th/1:30p-3:20p	Leisure Court	Belknap
40682	F/9:30a-11:20a	Leisure World Seal Beach	Staff
40430	F/2:30p-4:20p	Orangegrove Rehab Hospital	Kim
40377	W/1:30p-3:20p	Palm Retirement Center	Gomes
40383	W/10a-11:50a	Park Anaheim Healthcare Center	Gomes
40492	T/3p-4:50p	Park Anaheim Healthcare Center	Miller
40489	T/6p-7:50p	Park Anaheim Healthcare Center	Miller
40418	M/9:15a-11:05a	Park Regency Care Center	Henan
40354	M/1p-2:50p	Park Regency Ret Res	Staff
40417			
40376	WV/1p-2:50p		Henan
40.3/0	W/1p-2:50p Th/1:30p-3:20p	Park Vista Assisted Living Park Vista Assisted Living	Henan Gomes
	Th/1:30p-3:20p	Park Vista Assisted Living	Gomes
40407	Th/1:30p-3:20p Th/3:30p-5:20p	Park Vista Assisted Living Park Vista Assisted Living	Gomes Johnson
40407 40409	Th/1:30p-3:20p Th/3:30p-5:20p M/10a-11:50a	Park Vista Assisted Living Park Vista Assisted Living Park Vista at Morningside	Gomes Johnson Johnson
40407 40409 40360	Th/1:30p-3:20p Th/3:30p-5:20p M/10a-11:50a W/1:30p-3:20p	Park Vista Assisted Living Park Vista Assisted Living Park Vista at Morningside Park Vista at Morningside	Gomes Johnson Johnson Gable
40407 40409 40360 <b>40488</b>	Th/1:30p-3:20p Th/3:30p-5:20p M/10a-11:50a W/1:30p-3:20p M/5p-6:50p	Park Vista Assisted Living Park Vista Assisted Living Park Vista at Morningside Park Vista at Morningside Rowntree Gardens	Gomes Johnson Johnson Gable Miller
40407 40409 40360 <b>40488</b> 40167	Th/1:30p-3:20p Th/3:30p-5:20p M/10a-11:50a W/1:30p-3:20p <b>M/5p-6:50p</b> Th/9:45a-11:35a	Park Vista Assisted Living Park Vista Assisted Living Park Vista at Morningside Park Vista at Morningside Rowntree Gardens St. Elizabeth Healthcare	Gomes Johnson Johnson Gable <b>Miller</b> Gable
40407 40409 40360 <b>40488</b> 40167 40386	Th/1:30p-3:20p Th/3:30p-5:20p M/10a-11:50a W/1:30p-3:20p <b>M/5p-6:50p</b> Th/9:45a-11:35a F/1:30p-3:20p	Park Vista Assisted Living Park Vista Assisted Living Park Vista at Morningside Park Vista at Morningside Rowntree Gardens St. Elizabeth Healthcare St. Elizabeth Healthcare	Gomes Johnson Johnson Gable Miller Gable Harris
40407 40409 40360 <b>40488</b> 40167 40386 40429	Th/1:30p-3:20p Th/3:30p-5:20p M/10a-11:50a W/1:30p-3:20p <b>M/5p-6:50p</b> Th/9:45a-11:35a F/1:30p-3:20p Th/3:15p-5:05p	Park Vista Assisted Living Park Vista Assisted Living Park Vista at Morningside Park Vista at Morningside <b>Rowntree Gardens</b> St. Elizabeth Healthcare St. Elizabeth Healthcare Sun Mar Nursing Center	Gomes Johnson Johnson Gable Miller Gable Harris Kim
40407 40409 40360 <b>40488</b> 40167 40386 40429 40379	Th/1:30p-3:20p Th/3:30p-5:20p M/10a-11:50a W/130p-3:20p <b>M/5p-6:50p</b> Th/9:45a-11:35a F/1:30p-3:20p Th/3:15p-5:05p T/9:30a-11:20a	Park Vista Assisted Living Park Vista Assisted Living Park Vista at Morningside Park Vista at Morningside <b>Rowntree Gardens</b> St. Elizabeth Healthcare St. Elizabeth Healthcare Sun Mar Nursing Center Sunrise Asst Liv Fullerton	Gomes Johnson Johnson Gable Miller Gable Harris Kim Gomes
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40415	W/9:45a-11:35a	Windsor Gardens of Anaheim	Henan
40408	M/2p-3:50p	Windsor Gardens of Fullerton	Johnson
40440	W/9:30a-11:20a	Yorba Linda Sr Ctr	Lange-Goldstein
Starts v	week of 7/13/2020,	ends week of 8/10/2020	, i i i
40563	M/9:30a-11:20a	Brookdale-Yorba Linda	Powell
40566	W/9a-10:50a	Fullerton Gardens	Powell
40565	Th/9:30a-11:20a	Park Vista at Morningside	Powell
40562	F/9:30a-11:20a	Park Vista Assisted Living	Powell
40560	Th/1p-2:50p	Rehab Institute So Ca	Powell
40561	T/9:30a-11:20a	Sunrise Assisted Living at YL	Powell
40559	M/1p-2:50p	The Pavilion at Sunny Hills	Powell
40564	T/1p-2:50p	The Pavilion at Sunny Hills	Powell

#### **Creative Arts**

#### CREATIVE ARTS FOR OLDER ADULTS CRAE/100

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

CRN	DAYS	PLACE	INSTR
Starts v	week of 6/29/2020,	ends week of 8/10/2020; nc Jul 4, Ju	il 6
40689	F/2p-3:50p	Alamitos West Health Care Ctr	Harry
40582	M/1p-2:50p	Anaheim VIP Ctr	Thakkar
40585	Th/9:30a-11:20a	Brookdale-Garden Manor	Thakkar
40644	/2p-3:50p	Buena Park Nurs Center	Yoo
40420	Th/9:30a-11:20a	Buena Vista Care Center	Hyatt Solomina
40039	M/2p-3:50p	Chapman Care Center	Harry
40498	M/2p-3:50p	Crescendo Senior Living of Pl	Ngo
40041	Th/9a-10:50a	Fullerton Gardens	Harry
40578	W/3p-4:50p	Gordon Lane Care Center	Thakkar
40038	W/10a-11:50a	Happy Brea Adult Day Hth Care	Clary
40642	M/9:30a-11:20a	Harbor Villa Care Center	Yoo
40547	M/9:30a-11:20a	Health Center of Orange County	Trapani
40495	Th/2:30p-4:20p	Karlton Residential Care Ctr	Ngo
40517	M/12:30p-2:20p	La Habra Community Serv-Sr Ctr	Pope
40645	T/2p-3:50p	La Habra Conv Hospital	Yoo
40586	M/9a-10:50a	Leisure Court	Thakkar
40853	T/12:30p-2:20p	New Horizon	Shneezai
40549	M/1:30p-3:20p	Orangegrove Rehab Hospital	Shneezai
40496	W/2:30p-4:20p	Orangegrove Rehab Hospital	Ngo
40581	F/2p-3:50p	Park Anaheim Healthcare Center	Thakkar
40500	T/2p-3:50p	Park Regency Ret Res	Ngo
40518	F/1p-2:50p	Rehab Institute So Ca	Pope
40032	F/1p-2:50p	Senior Living Community	Bacon
40499	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Ngo
40695	W/1p-2:50p	Sunrise Asst Liv Fullerton	Shneezai
40702	W/1p-2:50p	Sunrise Asst Liv Fullerton	Staff
40421	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
40643	F/9:45a-11:35a	Valley View Gardens	Yoo
40419	S/2p-3:50p	W Anaheim Extended Care Hospital	Hyatt Solomina
40546	T/9:30a-11:20a	Whitten Heights	Trapani
40579	T/9a-10:50a	Whittier Hills Healthcare Center	Thakkar
40497	M/9a-10:50a	Windsor Gardens of Fullerton	Ngo
40580	Th/2p-3:50p	Windsor Gardens of Anaheim	Thakkar
Starts v	week of 7/6/2020, e	nds week of 8/10/2020; nc Jul 6	
40573	W/2p-3:50p	Alamitos West Health Care Center	Solis
40575	F/9:30a-11:20a	Coventry Court Health Center	Solis
40516	W/9:30a-11:20a	Palm Retirement Center	Pope
40576	W/9:30a-11:20a	Rehab Institute So Ca	Solis
40577	M/9:15a-11:05a	Rowntree Gardens	Solis
40574	Th/9a-10:50a	Windsor Gardens of Anaheim	Solis

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#### 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.

al af (120/2020 am			
Starts week of 6/29/2020, ends week of 8/10/2020; nc Jul 6			
DAYS	PLACE	INSTR	
M/9a-10:50a	Buena Park Senior Center	Bacon	
M/11a-12:50p	Buena Park Senior Center	Bacon	
W/12p-1:50p	Buena Park Senior Center	Hyatt Solomina	
W/2p-3:50p	Buena Park Senior Center	Hyatt Solomina	
T/9a-10:50a	Cypress Sr Citizen Center	Bacon	
T/9a-10:50a	Emerald Isle Senior Apartments	Clary	
Th/12p-1:50p	Sr Citizens Center Anaheim	Hyatt Solomina	
Th/2p-3:50p	Sr Citizens Center Anaheim	Hyatt Solomina	
M/8a-9:50a	Yorba Linda Sr Center	Clary	
M/10a-11:50a	Yorba Linda Sr Center	Clary	
W/9a-10:50a	Yorba Linda Sr Center	Bacon	
	DAYS M/9a-10:50a M/11a-12:50p W/12p-1:50p W/2p-3:50p T/9a-10:50a T/9a-10:50a Th/12p-1:50p Th/2p-3:50p M/8a-9:50a M/10a-11:50a	DAYS         PLACE           M/9a-10:50a         Buena Park Senior Center           M/11a-12:50p         Buena Park Senior Center           W/12p-1:50p         Buena Park Senior Center           W/2p-3:50p         Buena Park Senior Center           T/9a-10:50a         Cypress Sr Citizen Center           T/9a-10:50a         Emerald Isle Senior Apartments           Th/12p-1:50p         Sr Citizens Center Anaheim           Th/2p-3:50p         Sr Citizens Center Anaheim           M/8a-9:50a         Yorba Linda Sr Center	

#### CERAMICS FOR OLDER ADULTS CRAE/101

This course in basic ceramics for older adults includes lecture, demonstration and application of ceramic artwork. Student will learn mold selection, glazing, decorating techniques, and proper firing procedures. Will learn mold selection, glazing, decorating techniques, and proper fixing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult student are often displayed publicly. Starts week of 6/29/2020, ends week of 8/10/2020

Starts week of 0/29/2020, ends week of 0/10/2020			
CRN	DAYS	PLACE	INSTR
40587	T/12:30p-2:20p	Cypress Sr Citizen Center	Trapani
40588	T/2:30p-4:20p	Cypress Sr Citizen Center	Trapani
40589	Th/8a-9:50a	Buena Park Senior Center	Trapani
40590	Th/10a-11:50a	Buena Park Senior Center	Trapani

#### 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: J	Dates: Jun 30-Aug 11				
CRN	DAYS	PLACE	INSTR		
40323	T/11:30a-1:20p	Buena Park Senior Center	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. a al a f 0/10/2

Starts week of 6/29/2020, ends week of 8/10/2020; nc Jul 6				
CRN	DAYS	PLACE	INSTR	
40540	M/10a-11:50a	Cypress Sr Citizen Center	Smith	
40332	T/12:30p-2:20p	Buena Park Senior Center	Cole	
40333	T/2:30p-4:20p	Buena Park Senior Center	Cole	
40392	W/12p-1:50p	AN/TBA	Gruenke	
40393	W/2p-3:50p	AN/TBA	Gruenke	
40541	F/8:30a-10:20a	Yorba Linda Sr Center	Smith	
40542	F/10:30a-12:20p	Yorba Linda Sr Center	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 handmade 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 6/29/2020, ends week of 8/10/2020

CRN	DAYS	PLACE	INSTR
40209	W/10a-11:50a	Vintage of Stonehaven	Bowman
40214	Th/9a-10:50a	Fullerton Community Center	Bowman
40212	Th/1p-2:50p	Yorba Linda Senior Center	Bowman
40217	F/9:30a-11:20a	Brookdale Anaheim	Bowman

#### 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 6/29/2020, ends week of 8/10/2020				
CRN	DAYS	PLACE	INSTR	
40501	T/12:30p-2:20p	Yorba Linda Sr Center	Nunez-Mason	
40448	F/9:30a-11:20a	Cypress Sr Citizen Center	Lassetter	



#### 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: J	ul 1-Aug 12		
CRN	DAYS	PLACE	INSTR
40449	W/12p-1:50p	Sr Citizens Center Anaheim	Lassetter

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#### 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.

	of music.		
		ds week of 8/10/2020; nc Jul 4, Jul 6	
	DAYS	PLACE	INSTR
40113	W/9:30a-11:20a	Alamitos West Health Care Center	Baker
40428	F/9:30a-11:20a	Alamitos West Health Care Center	Kaiser
40631	W/3p-4:50p	Anaheim Crest Nursing Center	Ward
40503	Th/10a-11:50a	Anaheim Crown Plaza	Park
40506	W/9:30a-11:20a	Anaheim Healthcare Center	Park
40519	Th/9:30a-11:20a	Anaheim Healthcare Center	Pope
40633	W/9:30a-11:20a	Anaheim Terrace Care Center	Ward
40553	F/9:30a-11:20a	Anaheim Terrace Care Center	Martin
40604	T/1p-2:50p	Anaheim VIP Center	Valverde
40084	W/1p-2:50p	Anaheim VIP Center	Baesler
40507	F/1p-2:50p	Arbor Palms of Anaheim	Park
40148	M/9a-10:50a	Bradford Square	Behrbaum
40505	Th/1p-2:50p	Bradford Square	Park
40583	W/9:30a-11:20a	Brea Memory Care Community	Valverde
40584	Th/1p-2:50p	Brea Memory Care Community	Martin
40372	W/3p-4:50p	Brookdale-Garden Manor	Gilmore
40551	W/1:30p-3:20p	Brookdale-Yorba Linda	Martin
40524	T/1:30p-3:20p	Buena Park Nursing Center	Ward
40550	M/9:30a-11:20a	Buena Vista Care Center	Martin
40137	W/12:30p-2:20p	Cambridge Court	Behrbaum
40605	T/9:30a-11:20a	Chapman Care Center	Valverde
40522	T/9a-10:50a	Cottage of Artesia Gardens	Pope
40629	M/9:30a-11:20a	Coventry Court Health Center	Ward
40609	M/9a-10:50a	Crescendo Senior Living of Pl	Wade
40476	T/9a-10:50a	Crescendo Senior Living of Pl	Mastin
40124	Th/1p-2:50p	Emerald Court	Behrbaum
40095	W/1p-2:50p	Fullerton Gardens	Baker
40367	F/9a-10:50a	Fullerton Gardens	Gerrard
40608	M/3p-4:50p	Gordon Lane Care Center	Wade
40556	T/9:30a-11:20a	Harvest Retirement	Martin
40366	W/9:30a-11:20a	Health Center of Orange County	Gerrard
40568	Th/9a-10:50a	La Habra Conv Hospital	Proppe
40555	Th/9:30a-11:20a	La Palma Nursing Center	Martin
40479	F/9:30a-11:20a	Leisure Court	Mastin
40552	W/9:30a-11:20a	New Horizon	Martin
40446	Th/9:30a-11:20a	New Horizon	Lassetter
40368	Th/1:30p-3:20p	Orangegrove Rehab Hospital	Gerrard
40427	M/9:30a-11:20a	Palm Retirement Center	Kaiser
40078	Th/10a-11:50a	Park Anaheim Healthcare Center	Baesler
40369	W/1:45p-3:35p	Park Anaheim Healthcare Center	Gerrard
40554	M/1:30p-3:20p	Park Regency Care Center	Martin
40371	F/1p-2:50p	Park Regency Ret Res	Gerrard
40704	F/3p-4:50p	Park Regency Ret Res	Baker
40074	T/9:30a-11:20a	Park Vista at Morningside	Baesler
40096	W/3:30p-5:20p	Park Vista at Morningside	Baker
40335	F/9:30a-11:20a	Park Vista at Morningside	Ediger
40630	Th/10a-11:50a	Rehab Institute So Ca	Ward
40141	T/9a-10:50a	Rowntree Gardens	Behrbaum
40373	M/10a-11:50a	St. Elizabeth Healthcare	Gilmore
40087	W/10a-11:50a	St. Elizabeth Healthcare	Baesler
40525	S/2p-3:50p	St. Elizabeth Healthcare	Pope
40445	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
40521	S/9:30a-11:20a	Sunrise Asst Liv Fullerton	Pope
40444	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
40071	M/1p-2:50p	The Pavilion at Sunny Hills	Baesler
40374	W/9:30a-11:20a	The Pavilion at Sunny Hills	Gilmore
40504	W/1p-2:50p	The Pavilion at Sunny Hills	Park
40370	Th/9:30a-11:20a	The Pavilion at Sunny Hills	Gerrard
40131	Th/9:30a-11:20a	The Pavilion at Sunny Hills	Behrbaum
40478	F/1:15p-3:05p	The Pavilion at Sunny Hills	Mastin
40447	M/1p-2:50p	Valley View Gardens	Lassetter
40567	T/9a-10:50a	Valley View Gardens	Proppe
40627	T/9a-10:50a	W Anah Extended Care Hospital	Ward
40120	T/1p-2:50p	Walnut Manor Care Center	Behrbaum
40375	T/9:30a-11:20a	Walnut Manor Rehab Care Center	Gilmore
40128	M/12:30p-2:20p	Whitten Heights	Behrbaum
40099	Th/9:30a-11:20a	Whitten Heights	Baker

40334	S/9:30a-11:20a	Whitten Heights	Ediger
40091	Th/1p-2:50p	Whittier Glen	Baker
40477	M/9:30a-11:20a	Whittier Hills Healthcare Center	Mastin
40628	M/2p-3:50p	Whittier Hills Healthcare Center	Ward
40108	Th/3:15p-5:05p	Whittier Hills Healthcare Center	Baker
40523	F/9:30a-11:20a	Whittier Hills Healthcare Center	Pope
40502	F/9:30a-11:20a	Windsor Gardens of Anaheim	Park
40632	Th/2p-3:50p	Windsor Gardens of Fullerton	Ward

#### **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 6/29/2020, ends week of 8/10/2020			
CRN	DAYS	PLACE	INSTR
40330	F/9:30a-11:20a	Cypress Sr Citizen Center	Celis
40647	F/3p-4:50p	Cypress Sr Citizen Center	Yu
40648	W/12:30p-2:20p	Fullerton Community Center	Yu
40646	F/12:30p-2:20p	Fullerton Community Center	Yu
40468	Th/12:30p-2:20p	Sr Citizens Center Anaheim	Mastin
40480	W/9a-10:50a	Stanton Civic Center	Matikinyidze

#### 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 w	Starts week of 6/29/2020, ends week of 8/10/2020; nc Jul 4, Jul 6			
CRN	DAYS	PLACE	INSTR	
40677	Th/3p-4:50p	Alamitos West Health Care Center	Villarreal	
40535	M/4:30a-4:20p	Brookdale-Yorba Linda	Rose	
40536	T/1:30p-3:20p	Brookdale-Yorba Linda	Rose	
40538	W/9:30a-11:20a	Coventry Court Health Center	Salgado	
40606	Th/9:30a-11:20a	Gordon Lane Care Center	Villarreal	
40678	M/9:30a-11:20a	La Palma Nursing Center	Villarreal	
40686	M/1:30p-3:20p	New Horizon	Villarreal	
40537	T/3:15p-5:05p	Orangegrove Rehab Hospital	Salgado	
40607	T/9:30a-11:20a	The Pavilion at Sunny Hills	Villarreal	
40679	F/2p-3:50p	Whittier Hills Healthcare Center	Villarreal	
40529	S/9:30a-11:20a	Whittier Hills Healthcare Center	Ruiz	

#### 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 6/29/2020, ends week of 8/10/2020; nc Jul 6			
CRN	DAYS	PLACE	INSTR
40459	M/2:30p-4:20p	Alamitos West Health Care Center	Linen
40347	T/9:30a-11:20a	Alamitos West Health Care Center	Fischer
40458	M/5:30p-7:20p	Bradford Square	Linen
40346	W/12p-1:50p	Cottage of Artesia Gardens	Fischer
40454	M/12:30p-2:20p	Katella Sr Living Community	Linen
40463	T/10a-11:50a	Park Anaheim Healthcare Center	Linen
40345	Th/9a-10:50a	Park Regency Care Center	Fischer
40455	F/12:30p-2:20p	Park Regency Ret Res	Linen
40462	F/2:30p-4:20p	Park Regency Care Center	Linen
40328	T/1:30p-3:20p	Park Vista at Morningside	Belknap
40456	T/1:30p-3:20p	Walnut Manor Care Center	Linen
40457	F/9a-10:50a	Whitten Heights	Linen

#### **NOCE 2020 Summer Schedule**

Due to the global pandemic, NOCE will be offering courses over the 2020 Summer Term in an online format only. Therefore, all NOCE Emeritus classes taught at community-based senior living facilities will be offered only through online learning and exclusively to its residents.

#### HEALTH AND WELLNESS FOR OLDER ADULTS HLTH/200

Learn the benefits of adopting behaviors associated with healthy and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence.

CRN	DAYS	PLACE	INSTR	
Starts week of 6/29/2020, ends week of 8/10/2020; nc Jul 6				
40057	M/9:50a-11:40a	Anhm Independencia Fam Reso Ct	Alcala	
40047	Th/9:50a-11:40a	Anhm Independencia Fam Reso Ct	Alcala	
40452	M/10a-11:50a	Brea Senior Center	Layne	
40483	T/10a-11:50a	Brea Senior Center	Matikinyidze	
40482	Th/9:30a-11:20a	Brea Senior Center	Matikinyidze	
40321	M/12:50p-2:40p	Brookdale-Yorba Linda	Alcala	
40481	M/9:30a-11:20a	Buena Park Senior Center	Matikinyidze	
40433	M/9:30a-11:20a	Buena Park Senior Center	Knox	
40651	M/1p-2:50p	Buena Park Senior Center	Yu	
40473	T/9:30a-11:20a	Buena Park Senior Center	Mastin	
40253	T/1p-2:50p	Buena Park Senior Center	Carter-Rosenbloom	
40435	W/9:30a-11:20a	Buena Park Senior Center	Knox	
40655	W/1p-2:50p	Buena Park Senior Center	Zepeda	
40235	Th/10a-11:50a	Buena Park Senior Center	Carter-Rosenbloom	
40329	Th/10:30a-12:20p	Buena Park Senior Center	Celis	
40434	F/9:30a-11:20a	Buena Park Senior Center	Knox	
40471	F/9:30a-11:20a	Buena Park Senior Center	Mastin	
40650	M/10:30a-12:20p	Buena Park Senior Center	Yu	
40472	M/1p-2:50p	Buena Park Senior Center	Mastin	
40474	W/9:30a-11:20a	Buena Park Senior Center	Mastin	
40469	Th/9:45a-11:35a	Buena Park Senior Center	Mastin	
40344	Th/1p-2:50p	Buena Park Senior Center	Layne	
40657	W/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda	
40649	T/12:30p-2:20p	Emerald Isle Senior Apts	Yu	
40652	Th/12:30p-2:20p	Emerald Isle Senior Apts	Yu	
40641	M/9a-10:50a	Fullerton Community Center	Wotring	
40265	T/9a-10:50a	Fullerton Community Center	Carter-Rosenbloom	
40638	Th/10a-11:50a	Fullerton Community Center	Wotring	
40849	Th/12p-1:50p	Fullerton Community Center	Sellens	
40470	M/10a-11:50a	La Habra Community Serv-Sr Ctr	Mastin	
40461	T/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen	
40460	W/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen	
40439	Th/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie	
40438	F/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie	
40436	T/9:30a-11:20a	Los Alamitos Senior Center	Knox	
40432	T/1:30p-3:20p	Orangegrove Rehab Hospital	Kim	
40639	T/10a-11:50a	Sr Citizens Center Anaheim	Wotring	
40640	T/12:30p-2:20p	Sr Citizens Center Anaheim	Wotring	
40437	Th/9:30a-11:20a	Sr Citizens Center Anaheim	Knox	
40656	T/9a-10:50a	Stanton Civic Center	Zepeda	
40431	M/3:15p-5:05p	Sun Mar Nursing Center	Kim	
40703	F/9:30a-11:20a	Sunrise Asst Liv Fullerton	Zepeda	
40634	T/2p-3:50p	W Anah Extended Care Hospital	Wilmington	
40453	W/10a-11:50a	West Anaheim Sr Program	Staff	
40593	M/9:30a-11:20a	Windsong Sr Activity Center	Truong	
40595	T/12:30p-2:20p	Windsong Sr Activity Center	Truong	
40594	W/12:30p-2:20p	Windsong Sr Activity Center	Truong	
40464	M/9a-10:50a	Yorba Linda Sr Center	Linen	
40450	T/10:30a-12:20p	Yorba Linda Sr Center	Layne	
40600	W/9a-10:50a	Yorba Linda Sr Center	Underwood	
40343	W/2p-3:50p	Yorba Linda Sr Center	Layne	
40451	Th/10:30a-12:20p	Yorba Linda Sr Center	Layne	
40637	F/9:30a-11:20a	Yorba Linda Sr Center	Wotring	
Dates:	Jul 11-Aug 15			
40681	S/9a-10:50a	Leisure World Seal Beach	Staff	
Dates:	Jul 30-Aug 13			
40658	Th/9a-10:50a	Cypress Sunrise Village Apt.'s	Zepeda	

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

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

Dates: J	Dates: Jun 30-Aug 11				
CRN	DAYS	PLACE	INSTR		
40365	T/1p-2:50p	Fullerton Community Center	Galindo		

This co	urse provides older	adults with techniques and strate	gies for healthy
aging w	hen restricted by phy	ysical impairments or limited mobil	ity. Emphasis is
		g age-related complications or med	lical conditions,
		al activity and a healthy diet.	
Starts w	/eek of 6/29/2020, ei	nds week of 8/10/2020; nc Jul 4, Ju	16
CRN	DAYS	PLACE	INSTR
40511	Th/9:30a-11:20a	Alamitos West Health Care Ctr	Penn
40599	M/3:15p-5:05p	Anaheim Crest Nurs Ctr	Truong
40515	M/1:45p-3:35p	Anaheim Terrace Care Center	Penn
40602	T/10a-11:50a	Anaheim VIP Ctr	Underwood
40601	Th/10a-11:50a	Anaheim VIP Ctr	Underwood
40572	T/9:30a-11:20a	Brea Memory Care Community	Smith
40688	M/1p-2:50p	Brookdale Anaheim	Matikinyidze
40486	T/1p-2:50p	Brookdale Anaheim	Matikinyidze
40065	Th/12:50p-2:40p	Brookdale-Yorba Linda	Alcala
40005	W/1:30p-3:20p	Buena Park Nurs Ctr	Adams
40465	F/1:30p-3:20p	Buena Vista Care Ctr	Linen
40545	Th/9:30a-11:20a	Coventry Court Health Center	Smith
40597	M/1:15p-3:05p	Fullerton Gardens	Truong
40485	Th/1p-2:50p	Fullerton Gardens	Matikinyidze
40654	T/3:15p-5:05p	Gordon Lane Care Center	Yu
40006	F/9:30a-11:20a	Harbor Villa Care Center	Adams
40662	M/9a-10:50a	La Habra Conv Hospital	Zepeda
40596	W/2:40p-4:30p	La Habra Conv Hospital	Truong
40635	Th/2p-3:50p	La Habra Conv Hospital	Wilmington
40603	F/2p-3:50p	La Habra Conv Hospital	Underwood
40570	W/1p-2:50p	New Horizon	Randeria
40510	Th/3p-4:50p	Park Anaheim Healthcare Ctr	Penn
40514	F/10:50a-12:40p	Park Anaheim Healthcare Ctr	Penn
40569	T/9:40a-11:30a	Park Regency Ret Res	Randeria
40543	W/9:30a-11:20a	Park Regency Care Ctr	Smith
40466	F/9:30a-11:20a	Park Regency Ret Res	Linen
40544	M/9:30a-11:20a	Park Vista Assisted Living	Smith
40322	T/10a-11:50a	Park Vista Assisted Living	Alcala
40067	F/3:30p-5:20p	Park Vista Assisted Living	Alcala
40513	W/1:30p-3:20p	Rowntree Gardens	Penn
40512	F/8:30a-10:20a	Rowntree Gardens	Penn
40487	S/9:30a-11:20a	Senior Living Community	Matikinyidze
40509	S/9:30a-11:20a	St. Elizabeth Healthcare	Penn
40051	T/12:50p-2:40p	Sunnycrest Senior Living	Alcala
40062	W/12:50p-2:40p	Sunnycrest Senior Living	Alcala
40011	M/9:30a-11:20a	The Pavilion at Sunny Hills	Adams
40014	Th/1p-2:50p	The Pavilion at Sunny Hills	Adams
40598	T/3:40p-5:30p	The Pavilion at Sunny Hills	Truong
40508	F/1:30p-3:20p	Whitten Heights	Penn
40530	T/2p-3:50p	Windsor Gardens of Anaheim	Smith
40467	Th/9:30a-11:20a	Windsor Gardens of Fullerton	Linen
40661	F/2p-3:50p	Windsor Gardens of Anaheim	Zepeda

#### 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

COGHILIN	e growin.			
CRN	DAYS	PLACE	INSTR	
Starts v	veek of 6/29/2020, e	nds week of 8/10/2020; nc Jul 6		
40663	TTh/9a-10:50a	Fullerton Community Center	Belknap	
40665	MF/9a-10:50a	Capriana	Underwood	
40666	MW/1p-2:50p	Yorba Linda Sr Ctr	Underwood	
40854	Th/1:45p-3:35p	Walnut Manor Rehab Care Ctr	Bloom	
40685	Th/1:45p-3:35p	Walnut Manor Rehab Care Ctr	Staff	
40664	MW/3:30p-5:20p	Buena Park Senior Ctr	Belknap	
Dates: Jul 11-Aug 15				
40683*	S/2p-3:50p	Leisure World Seal Beach	Staff	

### PARENTING



For more information about the Parenting classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909 or visit us on the web at: noce.edu/parenting

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

#### 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.

Dates: Jul 6-Aug 10				
CRN	DAYS	PLACE	INSTR	
40897	M/8a-10a	ONLINE	Brown	
40114	T/9a-10a	ONLINE	Quintanilla	
40104	Th/8a-10a	ONLINE	Staff	

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

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

Dates: Jul 6-Aug 10				
CRN	DAYS	PLACE	INSTR	
40898	M/10a-12p	ONLINE	Brown	
40130	Т/4р-6р	ONLINE	Quintanilla	
40125	W/8a-10a	ONLINE	Brown	
40134	Th/10a-12p	ONLINE	Quintanilla	
40119	F/8a-10a	ONLINE	Quintanilla	

#### DEVELOPMENTAL MOVEMENT (AGES 3 - 4.5) PARN/262

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

Dates: Jul 6-Aug 10			
CRN	DAYS	PLACE	INSTR
40144	Т/7р-9р	ONLINE	Quintanilla
40139	W/10a-12p	ONLINE	Brown
40147	F/10a-12p	ONLINE	Quintanilla

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

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

CRN	DAYS	PLACE	INSTR	
Starts week of 7/6/2020, ends week of 8/10/2020; nc Jul 6				
40055	M/9a-11a	ONLINE	Alquiza	
40063	T/9a-11a	ONLINE	Stearns	
40026	W/5p-7p	ONLINE	Stearns	
40043	F/9a-11a	ONLINE	Brown	
Dates: Jun 29-Aug 14				
40035	Th/9a-11a	ONLINE	Alquiza	

## All Parenting Classes for the 2020 Summer Term will be held ONLINE ONLY.

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

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

Starts week of 7/6/2020, ends week of 8/10/2020; nc Jul 6			
CRN	DAYS	PLACE	INSTR
40077	T/11a-1p	ONLINE	Stearns
40080	F/11a-1p	ONLINE	Brown
40085	M/11a-1p	ONLINE	Alquiza
40089	Th/11a-1p	ONLINE	Alquiza
40090	W/7p-9p	ONLINE	Stearns



### Parenting for the Parent Only

#### EFFECTIVE PARENTING

#### PARN/102

Designed to lend support and provide some realistic parenting techniques				
that can be used in the parent's day-to-day life.				

Dates: Jul 6-Aug 10			
CRN	DAYS	PLACE	INSTR
40899	W/9a-12p	ONLINE	De La Mora
40901	F/10a-12p	ONLINE	De La Mora
40900	Th/6p-9p	ONLINE	De La Mora

## **COMMUNITY SERVICE CLASSES**

### **FEE-BASED CLASSES**

- ⇒ The North Orange Continuing Education (NOCE) offers self-supported programs and classes which cost a small tuition fee to pay for classroom instruction, materials, supplies, and administrative costs.
- $\Rightarrow$  Both children and adults are eligible to enroll.
- ⇒ NOCE is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC).

### VARIETY OF CLASSES TO REACH GOALS

- ⇒ Enroll in classes to learn a new skill, get fit, or tap into creativity
- $\Rightarrow$  Exploratory way of experiencing "college" for kids and teens
- $\Rightarrow$  Reach professional or personal goals through classes such as:
  - ⇒ Art: ceramics, drawing, painting
  - ⇒ Business Skills: bartending, digital media, machine shorthand, notary, presentations, public speaking, project management, voice-overs
  - $\Rightarrow$  **Dance**: ballet, ballroom, hip hop, salsa, swing, tango, Tap
  - $\Rightarrow$  **Fitness**: aerobics, martial arts, yoga,
  - ⇒ Foreign Language
  - $\Rightarrow$  **Music:** guitar, piano keyboard
  - $\Rightarrow$  **Needle Arts**: knitting, sewing, quilting
  - $\Rightarrow$  Photography
  - $\Rightarrow$  Kids' College and Teen Program
    - $\Rightarrow$  Year-round academic, enrichment, and athletic classes
    - $\Rightarrow$  Teen career academies
    - $\Rightarrow$  Summer classes and camps



For more information call 714.808.4909 or e-mail: grow@noce.edu Register at: www.noce.edu/grow

## COMMUNITY SERVICES & KIDS COLLEGE

SUMMER 2020 JULY & AUGUST

Quick and easy registration, NOW ONLINE! VISIT US AT NOCE.EDU/GROW

- Simple and quick online registration
- Fast digital payment and refunds
- · Family accounts
- Class preview videos
- Email reminders and updates

Academic Classes | Arts & Crafts | Business & Professional Development | Cooking & Baking | Fitness & Sports | High School Test Prep | Music & Drama



#### For more information or to register, go to www.noce.edu/grow

## **COMMUNITY SERVICE ADULT CLASSES**

#### Dance

Line Dance



- Strength & Balance
- Strength & Balance Workout

## Language Arts

Sign Language - SEE Level 1

## Martial Arts for Adults

- Kung Fu San Shu
- Beginning/Intermediate
- Advanced



# 🖉 Music

Guitar Workshop for Adults

## **KIDS' COLLEGE & TEEN PROGRAM**



### **Arts & Crafts**

- Anime Drawing
- Art Is for You
- Art Techniques for Kids!
- **Drawing & Sketching**
- Fashion Illustration
- Pencils & Paintbrushes
- Wonderful Arts and Crafts
- Wonderful Watercolors

### Dance



- Youth Ballet
- Jazz Hip-Hop Dance
- Latin Line Dance
- Tap Dance for Adults
- Parent and Student Dance, Introduction



## Music & Drama

- Guitar for Kids, Beginning
- Vocal for Kids

## Personal Enrichment

- Public Speaking for Children
- Memory Power for Kids

## **Reading & Writing**

Creative Writing

- Grades 1-2 0
  - Grades 3-6
- Getting Ready for 3rd Grade
- Reading & Comprehension
- Reading Skill, Beginning
- Write Amazing College Entrance **Essays Grades**
- Improve Your Online Reading and Writing Scores

### Science



**Discovering Science Through Art** Experiences

#### To register, visit www.noce.edu/grow For more information, call 714.808.4909 | email: grow@noce.edu



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## o Grades 7-9

## **COMMUNITY SERVICE ONLINE CLASSES**







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 re 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 714.808.4909

#### **ONLINE COURSES**

**Register here:** www.ed2go.com/noce

- Instructor Facilitated
- 24-Hour Access
- Six 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 anywhere, anytime.

### **Popular Courses:**

- A to Z Grant Writing
- Accounting Fundamentals
- Creating WordPress Website
- Certificate in Gerontology
- **Digital Marketing Suite**
- Event Planning ٠
- Growing Plants for Fun and Profit ٠
- Introduction to Google Analytics
- Introduction to Photoshop CC
- Introduction to PHP and SQL
- Introduction to QuickBooks
- Mastering your Digital SLR Camera
- Medical Terminology: A Word Association Approach
- Real Estate Investing
- Speed Spanish
- Start Your Own Small Business
- Using Social Media in Business
- Writing Essentials

#### CAREER TRAINING PROGRAMS

**Register here:** careertraining.ed2go.com/easyed

- 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:**

- Art and Design
  - Graphic Design Web Design
- Business
  - Accounting & Finance
  - Small Business \_
- Computer
  - Applications
  - Programming
- Health and Fitness
  - CPC Medical Billing and Coding
     Fitness Business Management
- Hospitality
  - Catering Professional
  - Certified Wedding Planner
- Information Technology
  - Cloud Computing
  - Networking & Security \_
- Language
  - Professional Translator

#### MANY MORE COURSES & PROGRAMS AVAILABLE — SEE OUR WEBSITE

www.ed2go.com/noce

careertraining.ed2go.com/easyed

#### GENERAL INFORMATION

NOCE 2020 Summer Term SYMBOL KEY AN = Anaheim Campus CRN = Course Reference Number NC = No Class **ONLINE** = Online Learning

By District policy, "every course, course section or class shall be open to enrollment and participation by any person who has been admitted to North Orange Continuing Education (NOCE)."

CLASS SCHEDULE SUBJECT TO CHANGE: NOCE has made every reasonable effort to determine that this class schedule is accurate; however, changes may occur after press time.

#### CLASSES

ADMISSION TO CLASSES: Students are admitted on a first come, first served basis. Students are not permitted to attend classes in which they are not officially enrolled. Classes 'filled' may have a 'waitlist' already established for students wanting to attend. <u>Non-tuition classes:</u> Students must attend the first day of class or lose their spot to a petitioning student.

AUDITING CLASSES: If a student has received a passing grade in a Pharmacy Technician Certificate Program or Medical Assistant Certificate Program course and wishes to repeat the course, the student should submit an Audit Request Form to the CTE Director. For more information about auditing a Pharmacy Technician or Medical Assistant course, please contact 714.808.4673. There is a \$15 fee charged for auditing a course. Fees charged for auditing a course are subject to change. Auditing other NOCE courses is not permitted.

#### CLASS ATTENDANCE/CANCELLATIONS:

Students are expected to attend all classes. If attendance drops, classes may be cancelled. Tuition-free classes may be discontinued during the term if attendance drops. Tuition classes will continue according to schedule once they have started.

WEEKEND POLICY: It is NOCE's practice that classes do not normally meet on a weekend following a Friday District holiday or preceding a Monday District holiday. If it is necessary for a class to be held on a holiday weekend, this would be an exception to the rule

CHILDREN IN CLASS: No children are to attend adult classes.

#### CAMPUS BOOKSTORES:

Are closed until further notice. Please visit Fullerton College Bookstore page at <u>noce.edu/textbooks</u>. For store, choose "Anaheim Campus Store" and then select the term.

#### REGISTRATION:

Registration is ONLY available online for the 2020 Summer Term at <u>www.noce.edu/registration</u>. Most NOCCCD campuses closed until further notice. Please visit www.noce.edu/coronavirus for the latest updates.

**MINOR STUDENTS:** NOCE classes are open to those 18 years or older who have been admitted to NOCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the campus 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 NOCE Centers once they are opened to the public, to change their name in the student database. Students must provide a picture ID when requesting a name change.

#### PARKING

A parking permit is required to park in marked spaces for on-campus classes in 2020 Summer Term for the Anaheim Campus; however, a purchased parking permit does not guarantee a parking space. If you do not have a permit, you will be ticketed. An NOCE 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:**

A parking permit is NOT required to par in marked spaces for oncampus classes in 2020 Summer Term at the Anaheim Campus.

#### FEES

APPORTIONMENT CLASSES: These classes appear as free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if the attendance falls below the level needed to cover the costs of the class. There are 10 recognized areas in Title V that are eligible for noncredit education apportionment. NOCE offers noncredit classes in the following areas: following areas:

- 1. English as a Second Language
- 2. Citizenship for Immigrants
- 3. Elementary and Secondary Basic Skills
- 4. Health and Safety
- DSPS (Substantial Disabilities)
- 6. Parenting
- 7. Older Adults
- 8. Short-Term Vocational
- 9. Workforce Preparation

COMMUNITY SERVICES CLASS FEES: Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls low during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

HOLDS: NOCE 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.

#### **RECORDS & IDENTIFICATION CARDS**

STUDENT RECORDS: California Administrative Code, Title V, and District policy states that students can review their student records any time. All student records are located at the NOCE Wilshire Center. Transcript requests are accepted by mail (the Transcript Request Form may be printed through the NOCE website at www.noce.edu/records). Allow 10 business days for processing.

**RECORDS & RELEASE OF RECORDS:** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They have the right to:

- inspect and review their education records
- have some control over the disclosure of information from • their education record
- seek to amend incorrect education records

In accordance with FERPA, NOCE may release or publish, without the student's prior consent, items in the category of public (directory) information. The NOCCCD Board of Trustees has identified the following as public (directory) information:

- Degrees and awards received by students, including honors, scholarships, athletic awards, and Dean's List recognition;
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation for athletic team members;
- Dates of attendance.

Students who wish to restrict this information must submit a written request to the Registrar's Office at the NOCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each term a student is in attendance. For more information, call 714.992.9502.

CLASSIFICATION OF STUDENTS: Students are classified as full-time when enrolled and attending 12 hours or more of instruction per week. Students enrolled in fewer than 12 hours per week of instruction are considered part-time students. Enrollment and attendance can be confirmed after the student has attended two consecutive weeks of instruction.

**CATALOG RIGHTS POLICY:** NOCE 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 affect for the beginning with the fall term and 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 NOCE. Catalog 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 NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous 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:

Enrollment in the following Term	No Enrollement in the following Terms	Muse enroll in the following term to maintain Catalog Rights
Fall	Winter & Spring	Summer
Winter	Spring & Summer	Fall
Spring	Summer & Fall	Winter
Summer	Fall & Winter	Spring

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 either. This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE NOCE.

GRADING POLICY: Students enrolled in apportionment courses are awarded an evaluative symbol at the conclusion of each course. The grade issued will become part of the student's permanent academic history and will appear on their NOCE transcript.

Grading for CTE, DSS, ESL, and LEAP Courses P - Pass (no grade points) N - No Pass (no grade points) SP - Satisfactory Progress (no grade points)

Students enrolled in a Career Development and College Preparation (CDCP) course are advised that they will be issued a grade that will appear on their NOCE transcript and permanent academic history. If a student does not wish to be graded, they academic history. If a student does not wish to be graded, they must drop the course prior to the eighth hour of instruction. While an instructor may drop a student for excessive absences, it is the student's responsibility to officially withdraw from a class. If a student withdraws after the eighth hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course after the start of the final quarter of the course. Please visit www.noce.edu/records for further information.

**GRADE APPEAL POLICY:** NOCE recognized the legal right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to formally appeal the final grade earned. Appeals are limited to the situations in which students believe the grade is prejudicially, capriciously, or arbitrarily assigned.

Grade appeal requests should be initiated by the student during the next term but no later than one year following the award of the original grade. All grade appeal requests should be directed to the NOCE Registrar at 714.992.9502. For additional information, you may refer to Board Policy 4231. Grade appeal request forms can be found online at <u>noce.edu/records</u>.

**OPEN ENROLLMENT:** It is the policy of the North Orange County Community College District (NOCCCCD) that, unless specifically exempted by statue, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or North Orange Continuing Education and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title V of the California Administrative Code, commencing with Section 51820.

ACADEMIC HONESTY: Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

- 1. Students shall not plagiarize, which is defined as:
  - a. stealing or passing off as one's own ideas or words of another, or
  - b. using a creative production without crediting the source.
  - c. The following cases constitute plagiarism:
    - paraphrasing published material without
    - acknowledging the source; making significant use of an idea or a particular arrangement of ideas, e.g. outlines; •
    - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement; or
    - submitting under one's own name term papers or other reports which have been prepared by others. •
- 2. Students shall not cheat, which is defined as:
  - using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
  - b. misreporting or altering the data in laboratory or research projects involving the collection of data.
- Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously-submitted papers should inform students in the course syllabus,
- Instructors may deal with materials or information. Instructors may deal with academic dishonesty in one or more of the following ways:
  - Assign an appropriate academic penalty such as an oral reprimand or point reduction. а.
  - Assign zero points on all or a particular paper, project, or b. exam
  - Report to the appropriate administrators, with notification C. of same to the student(s), for disciplinary action by the school. Such a report will be accompanied by supporting evidence and documentation.

See Student Conduct Policy for additional information.

SEXUAL HARASSMENT, DRUG-FREE AND ALCOHOL-FREE: For a copy of these policies, please refer to the NOCCCD website at noce.edu/policies.

NON-DISCRIMINATION STATEMENT: The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to access to its services, classes, and programs in which no person shall be unlawfully denied full and equal

access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and vetran status, or as otherwise prohibited by state and federal statues, or because he or she is perceived to have one or more statues, or because he of she is perceived to have one or more foregoing characteristics, or based on association with a person or group with one or more of these actual perceived characteristics in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

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

Students and employees who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

CAMPUS SAFETY: For any emergency dial 9-1-1. To reach Campus Safety, call the following numbers by NOCE Center: Anaheim Campus: 714.808.4911; Cypress Center: 714.484.7387; Wilshire Center (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 Security offices:

- Anaheim Campus Security: 714.808.4911
- NOCE Cypress Center •

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- (Cypress College Campus Safety): 714.484.7387 NOCE Wilshire Center
- (Fullerton College Campus Safety): 714.992.7777

Except as may otherwise be required by law, all inquiries will be maintained in confidence.

**DISABILITY SUPPORT SERVICES:** NOCE provides support services to enable persons with disabilities to participate in classes and programs. Support may include tutors, interpreter service, note takers, or other assistance. In addition, special classes are offered for those who are not yet ready to benefit from general continuing education offerings. See the Disability Support Services section in this schedule for class listings or call 714.484.7057.

ACCREDITATION: NOCE is proudly accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC). For more information regarding NOCE's accreditation, please contact WASC at the following: Accrediting Commission for Schools, Western Association of Schools and Colleges 533 Airrort Blvd. Suite 200

533 Airport Blvd., Suite 200, Burlingame, CA 90410 Website: <u>https://www.acswasc.org/</u>

## STUDENT CONDUCT POLICY

Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 7034, 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national laws(s).

Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to the removal, suspension, or expulsion of the student." Misconduct which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of District personnel, or violating the rights of other students.

2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.

4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.

5. Misrepresentation of oneself or of an organization to be an agent of the District.

6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.

7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.

8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.

9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.

10. Causing or attempting to cause damage to District property, or to private property on District premises.

11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.

12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization

of the Chancellor, college president, North Orange Continuing Education Provost, or authorized designee.

14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.

15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.

16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

18. Committing sexual harassment as defined by law or by District policies and procedures.

19. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.

20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.

23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.

25. Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedures 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a college or North Orange Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, North Orange Continuing Education or District activity or attendance. Also any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

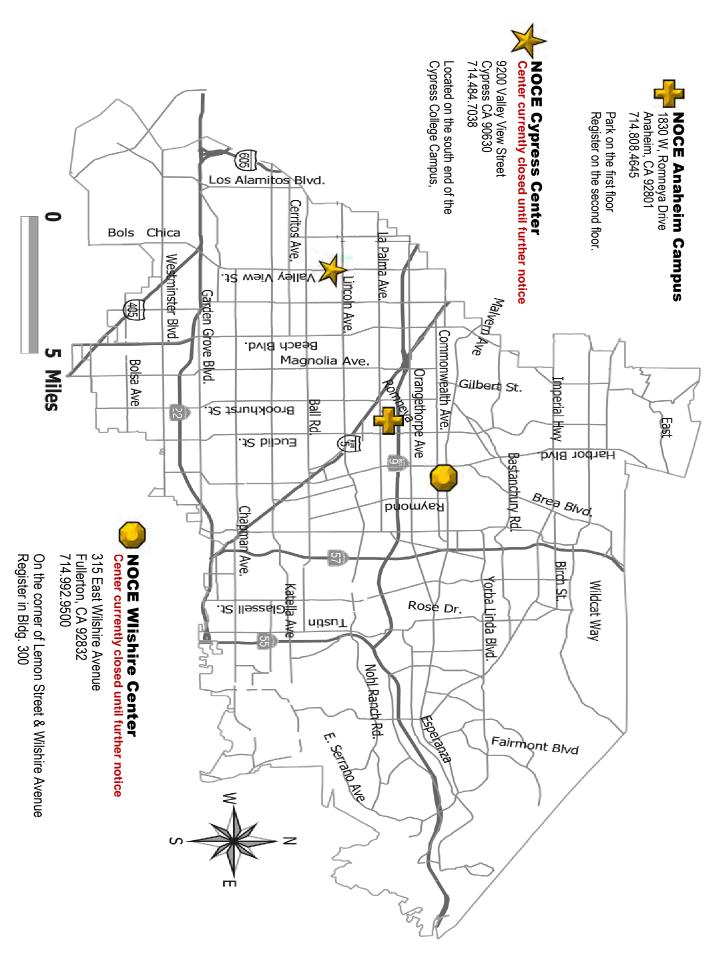
The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures of which all students are informed of the rules and regulations governing student behavior.

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## **Every Day Counts at NOCE!**



Attending every class meeting is important for all NOCE students.

## Consistent attendance means...

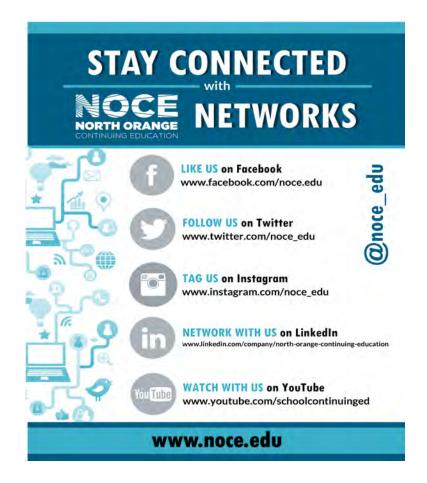
- achieving your goals
- ensuring you class runs
  - for the entire term

Funding for all programs is dependent on attendance. Attend every class to learn that new skill, complete your diploma, or prepare for transitioning to college.

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## See you in class!

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Nosotros hablamos español Chúng tôi nói tiếng việt 我們有中文服務 한국어로 등록을 도와 드릴 수 있습니다 نتكلم العربية ما به زبان فارسي سخن ميگوييم

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