## **2025 FALL SEMESTER**









# MAKE YOUR NEXT MOVE

Whether you want to complete your high school diploma, move up in your career, or learn new job skills, there's a **FREE** course waiting for you at NOCE!

**Explore** noce.edu

# Mission

NOCE serves our diverse community by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.

# **Vision**

NOCE commits to enriching lives through education to meet the evolving needs of the community.

# **Values**

- Accountability We strive to utilize data-informed decision-making processes.
- Diversity We celebrate our diverse community by committing ourselves to an inclusive institutional culture.
- Equity We actively address achievement gaps and systemic racism to ensure equal opportunity and access for all.
- Excellence We strive for excellence by providing evolving, dynamic, high-quality instruction.
- Innovation We challenge the status quo by finding creative solutions.
- Integrity We cultivate a collaborative equity-minded culture of mutual respect, honesty, and responsibility.
- Learning We commit to offering holistic programs that promote personal and professional growth.

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# **NOCE Programs**

NOCE provides a variety of **TUITION-FREE** pathways to help students gain skills to transition to academic, career, and life enrichment opportunities.

# **High School Diploma and Basic Skills**

- Complete your high school diploma.
- Prepare for college.
- Get tutoring and support.
- Study for the GED/HiSET exams.

## **Career Technical Education**

- Take quality, tuition-free career classes.
- Earn certificates in just 1-4 semesters.
- · Succeed in high-demand industries:

Administrative
Bookkeeping
Business
Child Development
Computers & Technology
Customer Service

Electrical Funeral Service Healthcare Human Resources Management



# **Disability Support Services**

- Increase independence and self-advocacy.
- Prepare for and obtain competitive employment.
- Access disability support services for college courses.
- Get support with emotional health and social skills.

# **English and U.S. Citizenship Preparation**

- Practice listening, speaking, reading, and writing skills.
- Learn English and job skills at the same time.
- Prepare for the U.S. Citizenship Test.
- Develop academic skills for success in college.



## **Active Older Adults/Emeritus**

- For adults ages 50+, but open to anyone 18+.
- Empower independence, advocacy, physical and cognitive health, economic self-sufficiency, and community engagement.



# **Parenting**

- Improve parenting skills.
- · Deepen connections with the children in your life.
- Create a thriving home.



# Important Semester Dates 🖈







#### NOCE will be closed and no classes will be held on the following holidays:

- September 1, 2025.....Labor Day November 11, 2025......Veterans' Day
- November 24 28, 2025 ...... Thanksgiving Holiday Break

## All NOCE Administrative Office hours will be adjusted on the following days:

August 8, 2025 - All NOCE Centers closed from 8 a.m. - 2 p.m.

November 24 - 28, 2025 (Thanksgiving week)

- Monday Wednesday: 8 a.m. 4 p.m.
  - Thursday Friday: All NOCE Centers closed

December 22, 2025 - January 2, 2026 - All NOCE Centers closed

# You Can Do It! We Can Help.

**Get Started:** noce.edu/apply

Need Help? Contact Us: (714) 808-4679 or starhelp@noce.edu

#### Admissions and Records (StarHelp) Hours:

- Monday Thursday ...... 8 a.m. 7 p.m. • Friday...... 8 a.m. - 4 p.m.
- Saturday & Sunday...... Closed



Scan for Help

# **WATCH FOR HELPFUL STUDENT TIPS**

Throughout the schedule, pay attention to the pink star for important tips.

# Become an NOCE Student

# **Tuition-Free Noncredit Classes**

# Apply for a Student ID at noce.edu/apply

- 1. Create an OpenCCC Account
- 2. Complete the Noncredit College Application
- 3. In 24-48 hours, you will receive your student ID required for remaining steps

# Choose Your Program and Register

Look up your program for registration details:

- Basic Skills (High School Diploma, GED/HiSET Preparation, College Preparation, or Learning Centers) see page: 16
- Career Technical Education: see page: 25
- Disability Support Services: see page: 50
- English as a Second Language/Citizenship: see page: 58
- Active Older Adults/Emeritus: see page: 74
- Parenting: see page: 85

# Start Your Courses!

See you in class! Courses start at various times throughout the semester, beginning on **August 11, 2025**; see course descriptions for specific start dates.

- For **in-person** classes, attendance on the first day of class is mandatory.
- Online students must sign in to Canvas during the first week of class.
- Spots in class may be reassigned to other students if these requirements are not met.

For more information, visit noce.edu/academic-policies.

# **Need Translated Instructions?**



Scan the QR Code for more information or visit noce.edu/translation

# ¿Necesita instrucciones traducidas?

Para traducir el sitio web de NOCE, haga clic en "Traducir" en la esquina superior derecha del menú de la página web. O llame al (714) 808-4679 para obtener más ayuda.

# 需要翻译说明?

要翻译 NOCE 网站,请单击网页菜单右上角的"翻译"。 或致电 (714) 808-4679 获取更多帮助。

# 번역된 지침이 필요하십니까?

NOCE 웹 사이트를 번역하려면 웹 페이지 메뉴의 맨 오른쪽 상단 모서리에 있는 "번역"을 클릭하십시오. 또는 (714) 808-4679 로 전화하여 도움을 요청하세요.

# Cần hướng dẫn đã dịch?

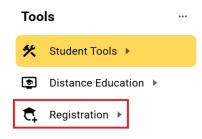
Để dịch trang web NOCE, hãy nhấn vào "Dịch" ở góc trên cùng bên phải của menu trang web. Hoặc gọi (714) 808-4679 để được hỗ trợ thêm.

# How to Register with College Scheduler

Go to noce.edu/mygateway.
 Log into myGateway with your
 NOCE Banner ID & password



2. Scroll down to 'Tools' and Click 'Registration'



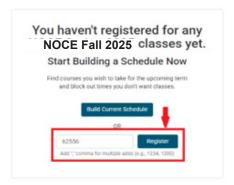
3. Select 'Register for Classes - NEW College Scheduler'



4. Select the current NOCE registration term



5. Select 'current schedule' and enter desired CRN(s). Then click 'register'



6. Click 'Continue' to confirm choices



7. For more detailed, step-by-step instructions go to:



noce.edu/register

# **For Additional Support**



**Contact StarHelp Customer Service** 

• Call: (714) 808-4679

• Email: starhelp@noce.edu

• Visit: noce.edu/starhelp

# **NOCE Center Locations**

# **Admissions and Records Support Hours**

# **Anaheim Campus**

1830 W. Romneya Drive, Anaheim, CA 92801 Admissions and Records: Second Floor, Room 200

(714) 808-4679

**Monday - Thursday:** 8 a.m. - 7 p.m.

**Friday:** 8 a.m. − 4 p.m.



# **Cypress Center**

9200 Valley View Street, Cypress, CA 90630 Admissions and Records: Bldg 18, Rm 100, by Parking Lot 4

(714) 808-4679

**Monday - Thursday:** 8 a.m. - 7 p.m.

**Friday:** 8 a.m. − 4 p.m.



# Wilshire Center

315 E. Wilshire Avenue, Fullerton, CA 92832 Admissions and Records: Building 300 (714) 808-4679

**Monday - Thursday:** 8 a.m. — 7 p.m.

**Friday:** 8 a.m. — 4 p.m.



# Register Anywhere!

# Walk-in Registration

No matter where the class is held, students can register at any NOCE Center.

Walk-ins are welcome on a first-come, first-serve basis.

# **Get Help with Registration**



For online and phone registration assistance, contact: (714) 808-4679 or <a href="mailto:starhelp@noce.edu">starhelp@noce.edu</a> or visit <a href="mailto:noce.edu/registration">noce.edu/registration</a>.

# **Anaheim Campus Construction Update**

# We are Back in the Tower!

# **NOCCCD - NOCE Anaheim Campus Construction Update**

NOCE classes and services are relocated back into the Anaheim Campus tower from the temporary portable buildings and other locations during construction. Following is the updated directory:

## **First Floor:**

- Board Room, Room 101
- Café Cypress, Room 174
- Classrooms, Rooms 104-142
- Cypress College Hotel, Restaurant,
   Culinary Arts Classrooms, Rooms 173-177
- Conference Rooms, Rooms 100A, 100B, 101A, 102C, 105, 107
- Food Pantry, Room 156
- High School Diploma Program Lab, Rooms 139, 141

- High School Diploma Program Testing Lab, Room 121
- High School Diploma Program Direct Instruction Classroom/GED, Room 136
- **Learning Center**, Rooms 138, 140, 142
- Lifeskills Education Advancement Program (LEAP) Department Offices, Rooms 152-155
- Personal Care Aide Classroom, Room 151
- Student Center, Room 102

## **Second Floor:**

- Admissions and Records, Room 200
- Campus Safety/Security, Room 201, 202
- Counseling and Student Services Offices, Rooms 212, 215

#### **Third Floor:**

• Classrooms, Rooms 301-313

Student Services Offices, Room 304

#### **Fourth Floor:**

• Classrooms, Rooms 402, 403, 405, 408, 410 • ARISE Lab, Room 404

## Fifth Floor:

 Career Technical Education Department, Room 513 • Classrooms, Rooms 504, 505, 510

# **Sixth Floor:**

• Career Skills and Resource Lab, Room 606

Classrooms, Rooms 602, 607, 610, 611

## **Seventh Floor:**

- English as a Second Language Department
- ESL Student Support Center, Room 702
- ESL Assessment Center, Room 709
- High School Diploma Program Assessment Center, Room 709
- Disability Support Services (DSS)
   Counseling, Room 707A
- Student Technology Support Services (*laptop loan program*), Room 714

<sup>\*</sup> For the most up-to-date information related to construction, visit noce.edu/construction.

# **Community Locations**

NOCE offers classes at 90+ community locations in partnership with K-12 schools, community centers, senior centers, skilled nursing facilities, churches, and more. Only specific NOCE courses are offered at each location. Check course listings for more details.

Anaheim	Ponderosa Park Family Resource Center
	2100 S. Haster St(714) 765-5400
Access California Services	Sun Mar Nursing Center**
300 W. Carl Karcher Way(714) 917-0440	1720 W. Orange Ave (714) 776-1720
Anaheim Crown Plaza**	Sycamore Jr. High School
641 S. Beach Blvd(714) 827-7007	1801 E. Sycamore St(714) 999-3616
Anaheim Point Healthcare and Wellness Center**	Thomas Edison Elementary School
3415 W. Ball Rd(714) 826-8950	1526 E. Romneya Dr(714) 517-8902
Anaheim Terrace Care Center**	Westmont Elementary School
141 S. Knott Ave(714) 821-7310	1525 W. Westmont Dr (714) 517-8965
Anaheim VIP Center	Walnut Village Retirement Community
1158 N. Knollwood Cir(714) 220-1561	891 S. Walnut Street(714) 507-1312
Arbor Palms of Anaheim**	West Anaheim Youth Center
3411 W. Ball Rd(714) 821-9660	320 S. Beach Blvd(714) 765-6400
Ball Junior High	West Anaheim Extended Care Hospital**
1500 W. Ball Rd(714) 999-3663	645 S. Beach Blvd(714) 821-1993
Brookdale Anaheim**	
200 N. Dale Ave(714) 761-5771	Brea
Brookhurst Community Center	
2271 W. Crescent Avenue (714) 765-3415	Brea Memory Care Community**
Buena Vista Care Center**	149 W. Lambert Rd(714) 598-2052
1440 S. Euclid St(714) 535-7264	Brea Senior Center
Coventry Court Health Center**	500 Seivers Ave (714) 990-7750
2040 S. Euclid St(714) 636-2800	Villagio at Capriana
Dale Junior High School	454 S. La Floresta Ave(714) 455-3101
900 S. Dale Ave(714) 220-4210	
Downtown Anaheim Community Center	Buena Park
250 E. Center St(714) 765-4500	
Emerald Court**	Buena Park Nursing Center**
1731 Medical Center Dr(714) 778-5100	8520 S. Western Ave(714) 828-8222
East Anaheim Community Center	Buena Park Senior Center
8201 E. Santa Ana Canyon Rd (714) 765-3904	8150 Knott Ave(714) 236-3870
Harbor Villa Care Center**	Cottage of Artesia Gardens**
861 S. Harbor Blvd(714) 635-8131	6041 Kingman Ave(714) 670-1111
Higher Ground Youth & Family Services	Health Center of OC**
1535 E. Broadway(714) 833-5087	9021 Knott Ave(714) 826-2330
John Marshall Elementary School	
2066 W. Falmouth Ave(714) 517-8941	Cypress
Karlton Residential Care Center**	Boys and Girls Club, Cypress
3615 W. Ball Rd(714) 236-1170	
	10161 Moody St (717) 527-2697
	10161 Moody St(714) 527-2697
Katella High School	Cypress Senior Center
<b>Katella High School</b> 2200 E. Wagner Ave(714) 999-3621	<b>Cypress Senior Center</b> 9031 Grindlay St(714) 229-2005
Katella High School 2200 E. Wagner Ave(714) 999-3621 La Palma Nursing Center**	Cypress Senior Center 9031 Grindlay St(714) 229-2005 Westmont of Cypress**
<b>Katella High School</b> 2200 E. Wagner Ave(714) 999-3621	<b>Cypress Senior Center</b> 9031 Grindlay St(714) 229-2005
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Katella High School	Cypress Senior Center 9031 Grindlay St
Katella High School	Cypress Senior Center 9031 Grindlay St

# **Community Locations**

Fullerton (con't)	Lang Basah
Fullerton (con't)	Long Beach
Morningside of Fullerton**	Coral Cove Post Acute
800 Morningside Dr.(714) 529-2952 <b>Oakmont of</b>	1730 Grand Avenue(562) 597-8817
Fullerton (74.4) 0.44 0.440	1 Al 1
433 W. Bastanchury Rd(714) 361-0110	Los Alamitos
Orangethorpe Elementary School 1400 S. Brookhurst Rd(714) 447-7730	Alamitos West Health Care Center**
Pacific Drive Elementary	3902 W. Katella Ave(562) 596-5561
1501 W Valencia Dr(714) 447-7735	
Palm Retirement Center**	Placentia
312 N. Roosevelt Ave(714) 870-8122	
Park Vista Assisted Living**	Crescendo Senior Living of Placentia**
2527 Brea Blvd(714) 256-1000	351 E. Palm Dr(714) 528-4990
Park Vista, Morningside**	Emerald Isle Senior Apartments**
2525 Brea Blvd(714) 256-1000	661 N. Rose Dr(714) 572-2687 <b>Golden Elementary School</b>
Reimagine Network**	740 E. Golden Ave(714) 986-7160
130 Laguna Road(714)-680-6060	lvy Park, Bradford**
St. Catherine Healthcare**	1180 N. Bradford Ave(714) 769-8388
245 E. Wilshire Ave(714) 871-6020	Kraemer Middle School
St. Elizabeth Healthcare**	645 N. Angelina Dr(714) 996-1551
2800 N. Harbor Blvd(714) 871-9202	Ruby Drive Elementary School
Sunrise Assisted Living, Fullerton**	601 Ruby Dr(714) 996-1921
2226 N. Euclid Ave(714) 738-3656	,
<b>The Pavillion, Sunny Hills**</b> 2222 N. Harbor Blvd(714) 992-5701	Rossmoor
Topaz Elementary	D 1 D 1
3232 Topaz Ln(714) 993-9977	<b>Rush Park</b> 3021 Blume Dr(562) 430-3707
Valencia Park Elementary	3021 Blume Dr(302) 430-3707
•	Seal Reach
3441 W. Valencia Dr(714) 447-7755	Seal Beach
•	Leisure World Seal Beach
3441 W. Valencia Dr(714) 447-7755 <b>Garden Grove</b>	
3441 W. Valencia Dr(714) 447-7755  Garden Grove  Chapman Care Center**	Leisure World Seal Beach 13533 Seal Beach Blvd(562) 472-1324
3441 W. Valencia Dr(714) 447-7755  Garden Grove  Chapman Care Center** 12232 Chapman Ave(714) 971-5517	Leisure World Seal Beach
3441 W. Valencia Dr	Leisure World Seal Beach 13533 Seal Beach Blvd(562) 472-1324  Stanton
3441 W. Valencia Dr	Leisure World Seal Beach 13533 Seal Beach Blvd(562) 472-1324  Stanton  Rowntree Gardens**
3441 W. Valencia Dr	Leisure World Seal Beach 13533 Seal Beach Blvd(562) 472-1324  Stanton
3441 W. Valencia Dr	Leisure World Seal Beach 13533 Seal Beach Blvd (562) 472-1324  Stanton  Rowntree Gardens** 12151 Dale Ave
3441 W. Valencia Dr	Leisure World Seal Beach 13533 Seal Beach Blvd
3441 W. Valencia Dr	Leisure World Seal Beach 13533 Seal Beach Blvd
Garden Grove  Chapman Care Center**     12232 Chapman Ave	Leisure World Seal Beach       13533 Seal Beach Blvd
3441 W. Valencia Dr	Leisure World Seal Beach
3441 W. Valencia Dr	Leisure World Seal Beach       13533 Seal Beach Blvd
3441 W. Valencia Dr	Leisure World Seal Beach
3441 W. Valencia Dr	Leisure World Seal Beach 13533 Seal Beach Blvd
Garden Grove  Chapman Care Center**	Leisure World Seal Beach 13533 Seal Beach Blvd
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Garden Grove  Chapman Care Center**	Leisure World Seal Beach
3441 W. Valencia Dr	Leisure World Seal Beach 13533 Seal Beach Blvd
Garden Grove  Chapman Care Center**	Leisure World Seal Beach 13533 Seal Beach Blvd
Garden Grove  Chapman Care Center**	Leisure World Seal Beach
Garden Grove  Chapman Care Center**	Leisure World Seal Beach
Garden Grove  Chapman Care Center**	Leisure World Seal Beach 13533 Seal Beach Blvd
Garden Grove  Chapman Care Center**	Leisure World Seal Beach

<sup>\*\*</sup> Course registration is required before attending class at any of these sites. These locations are senior adult independent living, assisted living, memory care, skilled nursing, or rehabilitation facilities. At any time, NOCE courses at these sites may experience temporary interruption due to unforeseen closures that may occur without a prior announcement. Contact the NOCE Emeritus Program regarding facility closures at (714) 808-4909. Contact the facility's activities staff for the site's protocols that may be required to check in for classes.

# Student Resources

#### **Academic Counseling**

Academic counselors help with educational plans, goal setting, transition to college and career, and referrals to NOCE or community resources. In-person, virtual, or phone appointments available at (714) 808-4682 or noce.edu/counseling.



## Academic Tutoring and Learning Centers

Tutoring in all academic subject areas; small group and one-on-one support. Free academic tutoring through the Basic Skills Learning Center at the Anaheim Campus. Students can visit for in-person support or schedule a session online. Visit noce.edu/tutoring.



#### **ARISE Lab**

Academics, Relationships, Independence, Self-advocacy, Emotional-health (ARISE) is a lab for educational support and wellness for neurodiverse learners. Open to all NOCE students. Visit noce.edu/arise.



#### Career Skills and Resource Lab

Career services: online job board, workshops, resume development, and interview skills. More info at noce.edu/career-services.



# **Disability Support Services**

Support for adult students with disabilities to transition, participate, and complete higher education. Visit <a href="noce.edu/disability-services">noce.edu/disability-services</a>.



# **ESL Student Support Centers**

English as a Second Language (ESL) Program students can get technology support, tutoring, and more at the ESL Student Support Centers offered online and on campus. For hours and instructor information, visit noce.edu/ESL/SSC.



#### **Food Pantry**

NOCE provides students with non-perishable food, fresh produce, and resource information at the Anaheim Campus Food Pantry, with weekly food distribution. **Appointments are required**. Additional pantries also available at Cypress College and Fullerton College.

Visit noce.edu/foodpantry.



#### Grads to Be

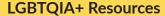
Services for undocumented students include assistance with legal aid, mental health resources, and guidance for transitioning to college. More info at <a href="mailto:noce.edu/grads2be">noce.edu/grads2be</a>.



# Student Resources

# **Helping Hands Clothing Closet**

Students can pick one interview outfit and one work-day outfit to prepare for the workplace. Visit **noce.edu/closet**.



NOCE seeks to understand and support our LGBTQIA+ community. For resources and activities, visit **noce.edu/lgbtq**.

# **Rising Scholars Program**

This program provides support to our formerly incarcerated and justice-impacted students through education and activites. More info at noce.edu/rising-scholars.

# Scholarships and Book Awards/Loans

Scholarships and book awards are available to assist students at NOCE or to transition to credit college. Visit noce.edu/scholarships and noce.edu/bookaward for more information. Additionally, Career Technical Education (CTE) students can check out books to use throughout the semester. Contact the CTE Program at (714) 808-4915 or careers@noce.edu for more information.

#### **Student Technology Support Services**

Student Technology Support Services offers laptop and hotspot loans (for students enrolled in online or hybrid classes), troubleshooting for NOCE-issued devices, student email assistance, WiFi setup, and multi-factor authentication support. Contact us at (714) 808-4706 or noce.edu/tech-support.

#### **Transition to College**

Develop a plan and seek resources to successfully transfer to college or university. Visit **noce.edu/transition**.

#### **Wellness Resources**

NOCE supports students on their journey to enhance their wellbeing through mental health resource assistance. Visit <a href="noce.edu/wellness">noce.edu/wellness</a> for more information including support, workshops, and resources.



















Scan the QR code or visit the Student Services website: noce.edu/student-services for more information.

# Online Class Options

# Take online classes anytime, anywhere!

# Get the Support You Need for Online Classes!



Taking online classes? NOCE has the resources to help you succeed!

- Get a Loaner Laptop or Hotspot
  - Borrow a laptop or hotspot and learn the basics with Student Technology Support. Call (714) 808-4706 or visit noce.edu/tech-support.
- Need Tech Help?
  - Get assistance with Canvas, Zoom, or other online tools at the Career Skills and Resource Lab: careerhelp@noce.edu or (714) 808-4717.
- Access Online Tutoring
  - Get help with assignments and coursework from expert tutors at noce.edu/tutoring.
- Make a Virtual Counseling Appointment
  - Plan your education and career goals with a NOCE counselor. Make an appointment at counseling@noce.edu or (714) 808-4682.

## **Fall Semester Online Classes**

With over **150 online classes**, learning is easy to access.

Check out these online classes, along with their page numbers, for more details.

#### **High School Diploma and Basic Skills** (Pages 19 - 24)

High School Diploma – Online	
High School Biology	
A: Molecules to Organisms	. IHSS 415
B: Interaction, Energy, and Dynamics	. IHSS 416
C: Heredity and Inheritance	. IHSS 417
D: Unity and Diversity	
High School Economics A	. IHSS 305
High School Economics B	. IHSS 306
High School Health	
A: Human Development	. IHSS 345
B: Sexual Health and Behavior	
C: Communication	
D: Physical, Mental, and Emotional Health	. IHSS 348
High School US Government A	
High School US Government B	
High School US History A	
High School US History B	

High School US History C	IHSS 317
High School US History D	IHSS 318
GED/HiSET Preparation	
GED/HiSET:	
Language Arts and Writing	ABED 409
Mathematics	ABED 405
Reading	ABED 406
Science	
Social Studies	ABED 408
College Preparation	
College Prep	
Basic Math	ABED 110
Pre-Algebra	ABED 115
Elementary Algebra	
English Reading and Writing	ABED 150
Learning Center and Resources	
Supervised Tutoring	ΔRFD 102

#### **Disability Support Services (DSS)** (Page 53 - 57)

Basic Cooking: Beginning Skills	DSSS	134
Boundaries & Relationships: Fundamentals		
Community Resources	DSSS	110
Computers: Word Processing and Electronic Mail	DSSS	123

Money Skills: Safe Shopping and Money		
Management	DSSS	132
Self Advocacy: Making a Plan	DSSS	150
Workplace Skills Training: Exceptional Employee	DSSS	146

# **Online Class Options**

Career Technical Education (CTI	Ē) (Pages 28 - 49)
Bookkeeping	Management
Accounting Fundamentals for BookkeepersBUSA 100	Effective Business PresentationsBMGR 417
Accounting Principles for Bookkeepers	Elements of SupervisionBMGR 410
Payroll Fundamentals for BookkeepersBUSA 102	Finance for the Non-Financial ManagerBMGR 431
Quickbooks Fundamentals for Financial Office	Introduction to Employment LawBMGR 423
Applications	Management Skills IBMGR 412
Applications, Intermediate	Management Skills IIBMGR 610
Business/Office Technology	Marketing PrinciplesBMGR 430
Business Math for Office Technology OTEC 110	Successful NegotiationsBMGR 421
Excel for Business	Understanding Business ContractsBMGR 452
MS Office Integrated ProjectsOTEC 230	Written Communication - BusinessBMGR 415
Office EssentialsOTEC 100	Medical Assistant
Windows and Word for BusinessOTEC 216	Computers in Healthcare and EHR, IntroductionMEDA 101
Career Skills	Medical Assistant
Build Your Career WFPR 105	AdministrativeMEDA 110
Virtual Career Skills and Resource Lab	Administrative Lab MEDA 111
Computer Keyboarding	Clinical Procedures Lab IIMEDA 211
Computer Keyboarding Computer Keyboarding, Beginning	Clinical Procedures Theory IMEDA 200
Computer Keyboarding, Mastery ICOMP 510	Clinical Procedures Theory IIMEDA 210
Computer Keyboarding, Mastery II	Electronic Health RecordsMEDA 120
	Electronic Health Records LabMEDA 121
Computer Software	Financial ConceptsMEDA 130
Microsoft Word, Intermediate	Financial Concepts LabMEDA 131
·	Core ConceptsMEDA 100
Early Childhood Devepment	Simulation Lab & Certification PrepMEDA 300
Child Care Supervision & AdministrationECED 400	Medical Billing
Child Health and Safety	IntroductionMEDA 140
Children with Special Needs	Lab, IntroductionMEDA 141
Curriculum for Early Childhood Education, IntroductionECED 120	Medical TerminologyMEDO 105
Early Childhood DevelopmentECED 100	Personal Care Aide
Early Childhood Education,	Personal Care Aide 1MEDO 311
Creative ExperiencesECED 220	Personal Care Aide 2MEDO 312
Music and MovementECED 225	Personal Care Aide 3MEDO 313
Principles and Practice ECED 110	Pharmacy Technician
Science and MathECED 200	Human Relations for Healthcare Workers PTEC 125
Family and Community RelationshipsECED 105	Pharmaceutical MathematicsPTEC 110
Infant-Toddler Care and EducationECED 210	Pharmacology IPTEC 115
Language Arts and Literacy in Early ChildhoodECED 215	Pharmacology IIPTEC 120
Funeral Service Assistant	Pharmacy Operations LabPTEC 105
Introduction to Funeral Service PracticeFSRV 100	Pharmacy Technician Advanced Level LabPTEC 302
Communication Skills for the Funeral AssistantFSRV 110	Advanced Level Lab
Funeral Service OperationsFSRV 120	
Funeral Service Practices and Procedures I FSRV 125	Certification Exam ReviewPTEC 310 Practical Career Training, AdvancedPTEC 305
Google IT Support Professional	Practical Career Training, Advanced
Information Technology (IT) Technical Support	Introduction
Fundamentals	Lab for the In-Patient PTEC 200
The Bits and Bytes of Computer NetworkingCIST 105	Lab for the Out-Patient
Operating Systems and Becoming a Power User CIST 110	
Humman Resources	Quality Assurance Management for Medical Devices Technical Writing for Bio-Medical Industries QAMD 420
Assessing and Improving PerformanceHRMA 115	Quality Auditing for Medical DevicesQAMD 425
Compensation	Quality Additing for infectioal Devices
Employee Relations	
Human Resources, Introduction	
Talant Acquisition and Dovolopment HPMA 120	

Talent Acquisition and Development...... HRMA 120

# **Online Class Options**

# English as a Second Language (ESL) and U.S. Citizenship Preparation

(Pages 61 - 73)

ESL Student Support Center	
ESL Student Support Center	ESLA 001
Core Classes	
ESL Integrated Skills,	
Beginning Literacy	
Beginning Low	
Beginning High Intermediate Low	
Intermediate High	
Advanced	
ESL Skill Review,	
Beginning Literacy	ESLA 239
Beginning Low	
Beginning High	
Intermediate Low	
Intermediate High	ESLA 243
Career Pathways	
ESL and Computer Skills,	
Beginning Intermediate to Advanced	ESLA 801
ESL Intermediate to Advanced Work Skills	
	ESLA 606
College Pathways	
ESL Pre-College Reading and Writing, Intermediate	EQIM 1077
FSI for Academic Success:	LOLIVI 1077
Listening and Speaking I	FSLA 1060
Listening and Speaking II	
Reading and Writing I	
Reading and Writing II	ESLA 1065
Citizenship Pathways	
Citizenship Preparation,	
Beginning	
Intermediate to Advanced	ESLA 851

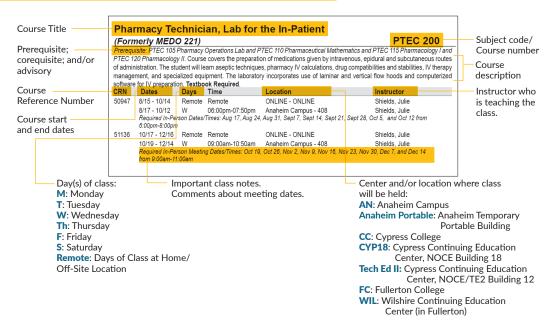
ESL for Work	
ESL for Work:	
Interview Preparation	
Job Searches and Resume Writing	ESLA 1200
U.S. Workplace	
Culture and Etiquette	ESLA 1204
Operations and Financial Literacy	ESLA 1205
ESL Specialty Courses	
American Idioms,	
Intermediate to Advanced	ESLA 251
ESL and Computer Skills,	
Beginning	ESLA 801
Intermediate to Advanced	ESLA 815
ESL Grammar Review,	
Beginning	
Intermediate to Advanced	ESLA 223
ESL Reading Skills	
Intermediate to Advanced	ESLA 181
ESL Speaking Skills	
Beginning	
Intermediate to Advanced	ESLA 183
ESL Skill Building	
Intermediate to Advanced	ESLA 211
ESL Vocabulary Review,	
Beginning	ESLA 225
Intermediate to Advanced	ESLA 226
ESL Writing Skills,	
Intermediate to Advanced	ESLA 186

Active Older Adults/Emeritus	(Page 76, 78)
Health and Wellness for Older Adults EMER 310	Creative Writing for SeniorsEMER 115

Parenting	g (Page 89 - 91)		
Connected Parenting	PARN 102	Mental Wellness in the Home	PARN 304
Connected Parenting: Early Childhood and		Parenting the Love and Logic® Way	PARN 265
Infancy	PARN 301	Raising Culturally Responsive Children	PARN 297
Effects of Trauma on LGBTQ+ Youth	PARN 305	Safeguarding Vulnerable Populations	PARN 306
Internet Safety and Awareness	PARN 307	Strengthening Families	PARN 303
Love and Logic: Adults Supporting Youth with		Understanding Adverse Childhood	
Challenging Pasts™	PARN 269	Experiences (ACEs)	PARN 300
Love and Logic: Supporting Youth with			
Special Needs™	PARN 268		

# Understanding the Class Schedule

# **How to Read Course Listings**



# **Learning Options - Types of Classes**

**Zoom** Courses scheduled at specific days/times (synchronous).

Mostly meet in Zoom through Canvas.

Online Completely online classes done on your own (asynchronous)

in Canvas or a combination of asynchronous work and required synchronous sessions on specific day/times. Optional meeting

times may be listed in the class notes.

**Hybrid** Classes that have online coursework in Canvas and in-person

classes on specific days/times. Students must attend both.

**In-person** Classes that are completely in-person and scheduled on campus

at specific days/times.

#### Canvas

Canvas is a Learning Management System used by instructors to deliver materials to students, complement in-class activities, communicate with students, and post the syllabus and grades. Visit <u>noce.edu/canvas</u> to access and login using your Student ID# and password, which is the same as your myGateway password.



# HIGH SCHOOL DIPLOMA AND BASIC SKILLS

Complete the high school diploma.

Prepare for college.

Get tutoring support.

Study for the GED/HiSET exam.

Explore noce.edu/basicskills or call (714) 808-4607.

# **Program Office Location:**

NOCE Cypress Center - Bldg 18, Room 100

**In-Person Office Hours:** 

Monday - Friday ...... 9 a.m. - 4 p.m. (By appointment only)

# **High School Diploma**

This **FREE** program is open to adult students (18+) who want to complete their high school diploma at their own pace. All instructional materials, including textbooks, are provided for in-class use at no cost to students. This program is offered in-person at our NOCE Anaheim Campus and NOCE Cypress Center. Select high school subjects are offered online. More information at <u>noce.edu/diploma</u>. For more information on attendance, drops, and waitlist policy, visit <u>noce.edu/academic-policies</u>.

# Ready to Earn Your High School Diploma?

# Once you've applied to NOCE...

- 1. Complete the General Orientation through myGateway at <a href="noce.edu/mygateway">noce.edu/mygateway</a>. Visit noce.edu/orientation for details.
- **2. Send official sealed transcripts** from previous schools to NOCE Wilshire Center, 315 E. Wilshire Avenue, Bldg 300, Fullerton, California 92832, ATTN: HS RECORDS.
  - Students who have submitted their transcripts to Records will be contacted by Counseling and Student Services after their transcripts have been evaluated.
  - If you have difficulty accessing your official transcripts from previous schools, call Counseling and Student Services at (714) 808-4682 to discuss options for getting started.
  - Official Electronic Transcripts can be sent to <a href="mailto:hsrecords@noce.edu">hsrecords@noce.edu</a>.
     Must be sent directly from an institution or third-party processing company.
- CASAS assessment is required every academic year. For information, call (714) 808-4049, or text (714) 808-4539.
- 4. Meet with a counselor: (714) 808-4682 or counseling@noce.edu.
- 5. Attend day and/or evening classes at your selected high school lab to complete the intake process and enroll in your high school subjects. Intake appointments are needed in the Anaheim lab; please contact (714) 808-4582 to schedule an appointment.
  - Anaheim Campus: 1830 W. Romneya Drive, Room 139, Anaheim, CA 92801
  - Cypress Center: 9200 Valley View Street, Room TE-2/205, Cypress, CA 90630
- 6. Select high school subjects are offered online. Students must complete the NOCE General Orientation and obtain special approval before registering for online High School classes (IHSS). To receive approval, please call (714) 808-4500 x88170. Register for online classes using myGateway at noce.edu/mygateway. Attend class online by logging into Canvas at noce.edu/canvas on the start date.

# Need Registration Help?

Visit noce.edu/diploma-registration.

**New and Returning Students:** 

Contact StarHelp at (714) 808-4679 or starhelp@noce.edu.

**Continuing Students:** 

Contact your instructor to register for in-person high school subjects, or call StarHelp at (714) 808-4679 or starhelp@noce.edu.

# **GED/HiSET Preparation**

This program is for adults (18+) wishing to prepare to obtain a GED or HiSET certificate. NOCE prepares students to take the GED/HiSET Exam. This program is offered online or as an in-person instructor-led course at the Anaheim Campus. See the course information for the class format. CASAS assessment is required every academic year. For information on the GED/HiSET Program call (714) 808-4607 or visit <a href="mailto:noce.edu/ged">noce.edu/ged</a>. For more information on attendance, drops, and waitlist policy, visit <a href="mailto:noce.edu/academic-policies.">noce.edu/academic-policies.</a>

# College Preparation

The College Preparation Program helps students develop critical thinking and language skills to succeed in college-level credit courses. Noncredit College Preparation Math and English courses strengthen foundational mathematical, reading, and writing skills. More information at <a href="noce.edu/collegeprep">noce.edu/collegeprep</a>. For information on attendance, drops, and waitlist policy, visit <a href="noce.edu/academic-policies">noce.edu/academic-policies</a>.

# Ready to Get Started?

# Once you've applied to NOCE...

- 1. Register for classes by following the College Scheduler steps; see page 5 or visit **noce.edu/register** for details.
- 2. Attend class online/Zoom by logging into Canvas at noce.edu/canvas on the start date.

# Basic Skills Learning Center

The Anaheim Campus Basic Skills Learning Center is open to students in all programs and provides the skills to attain academic and employment goals. Students can work with faculty and tutors in small groups or individually on subjects such as math, grammar, and reading.

# **Ready to Get Started?**

# Once you've applied to NOCE...

- 1. Register for classes by following the College Scheduler steps; see page 5 or visit **noce.edu/register** for details.
- 2. Attend the in-person Learning Center at the **Anaheim Campus**, 1830 W. Romneya Drive, Room 140, Anaheim, CA 92801
- Tutoring is available for online and/or in-person academic support at noce.edu/tutoring.

# **Info Sessions**

Information sessions are offered in the fall and spring semesters. Want to learn more about the various Basic Skills Programs such as requirements, schedule, format of classes, and steps to register? Visit noce.edu/info-sessions.

# High School Diploma, In-Person Labs

This program is designed for adults (age 18+) who want to complete the requirements for a high school diploma. All instructional high school diploma subject materials are provided for in-class use at no cost to the students. **Registration for in-person high school labs is ongoing.** New diploma students, please contact StarHelp at (714) 808-4679. Continuing diploma students, please contact your instructor to register for a high school subject. General orientation is required before registering **CASAS assessment is required every academic year**.

 NOCE Center Location & Room
 Hours: Daytime
 Hours: Evening
 Contact number

 Anaheim Campus - Room 139
 Monday-Friday, 8:30a-2:45p
 Monday-Thursday, 5:00p-9:00p
 (714) 808-4582

 Cypress Center - TE2-205
 Monday-Thursday, 8:30a-2:45p
 Monday-Thursday, 5:00p-9:00p
 (714) 808-4500 ext 88304

 Fridays, 8:30a-1:00p
 Fridays, 8:30a-1:00p
 Fridays, 8:30a-1:00p
 Monday-Thursday, 5:00p-9:00p
 (714) 808-4500 ext 88304

Registration for in-person high school labs is ongoing. 2025 Fall Semester dates are August 11 – December 19, 2025.

# Complete Your High School Diploma for FREE at NOCE!

#### JOIN US IN THE HIGH SCHOOL LAB TO ...

- Get in-person academic support from teachers and staff
- Study at your own pace and on your own schedule
- Access FREE books and FREE tutoring

#### HIGH SCHOOL DIPLOMA PROGRAM STUDENTS CAN ALSO...

- Meet with a counselor for an educational plan
- · Qualify for free food and a loaner laptop
- Apply for scholarships for career or college
- Access safe spaces as a student who identifies as LGBTQIA+, undocumented, or formerly incarcerated
- Prepare for a job at our Career Skills and Resource Lab

#### THE BENEFITS OF EARNING A DIPLOMA ARE TO ...

- Get better, higher paying jobs
- Qualify for promotions at work
- Transfer to a community college or university
- Transition to a technical, vocational, or trade school
- Gain lifelong skills that help you succeed at work and home

# **Transition to College**

# Transitioning to College

**IHSS 300** 

This course is designed to help NOCE High School Diploma Program, ESL Academic Success, and all other NOCE students successfully transition to college. Topics presented will include identifying academic goals, designing an educational plan, utilizing the college processes (registration, financial aid, learning resources), and graduation. This course will include campus tours of several student resource centers.

CRN	Dates	Days	Time	Location	Instructor
51633	10/15 - 11/12	W	01:00pm-03:50pm	Anaheim Campus - 312	Torres, Anacany

# **High School Diploma, In-Person Instruction**

These classes are designed for adults (18+) who want to complete the requirements for their high school diploma. These structured classes are offered in person and led by an instructor at the Anaheim Campus. For more information on attendance, drops, and waitlist policy please visit: <a href="noce.edu/academic-policies">noce.edu/academic-policies</a>. General Orientation is required before registering. **CASAS assessment is required every academic year.** 

## High School Algebra 1

**IHSS 118** 

This course covers basic algebra concepts including an introduction to variables, equations, factoring, an introduction to variables, equations, factoring, formulas and the application of skills. This course is used for NOCE high school diploma credit and partial credits\*\* are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (\*\* Students may earn partial credit only if they take this class in the high school lab.)

CRN	Dates	Days	Time	Location	Instructor
52913	CANCELLED	TTh	05:00pm-08:50pm	Anaheim Campus-136	Orozco-Khilnani, Nisha

# **High School Diploma, Online Classes**

For more information on attendance, drops, and waitlist policy please visit: <a href="noce.edu/academic-policies">noce.edu/academic-policies</a>. Students must complete the NOCE General Orientation and obtain special approval before registering for online High School classes (IHSS). To receive approval please call (714) 808-4500 x 88170. **CASAS assessment is required every academic year.** 

# **High School Economics A**

**IHSS 305** 

Advisory: CASAS reading score of 228 or higher. Economics A explores the fundamental economic concepts and reasoning, the American Market Economy, the government's influence on the market economy, taxes, deficits, and the Federal Reserve Bank and the impact of these concepts on various groups, including racial, socioeconomic, and gender.

CRN	Dates	Days	Time	Location	Instructor
51682	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley
51639	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley
52827	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley

## **High School Economics B**

**IHSS 306** 

Advisory: CASAS reading score of 228 or higher. Economics B explores labor markets, aggregate economic behavior, globalization, and the impact of the global economy and these concepts on various groups, including racial, socioeconomic, and gender.

CRN	Dates	Days	Time	Location	Instructor
51683	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley
51642	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley
52848	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley

# **High School US Government A**

**IHSS 310** 

Advisory: CASAS reading score of 228 or higher. U.S. Government Course A explores the fundamentals of American democracy, the branches of government, evaluates the comparative governments and the challenges of democracy, and the impact of non-state actors on the global community from multiple perspectives, including race, gender, and socio-economic status.

CRN	Dates	Days	Time	Location	Instructor
51644	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet
52513	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley
51684	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet

# High School US Government B

**IHSS 311** 

Advisory: CASAS reading score of 228 or higher. U.S. Government Course B explores the rights and responsibilities of citizens in a democracy, the fundamental principles of civil society, the electoral process, and the role of media in public life from multiple perspectives, including race, gender, and socio-economic status.

CRN	Dates	Days	Time	Location	Instructor
52514	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley
51645	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet
51685	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet

# **High School US History A**

**IHSS 315** 

Advisory: CASAS reading score of 228 or higher. US History A explores the founding of the original thirteen colonies, the creation of a new country, causes of the Civil War, and the Reconstruction era and the impact of each of these events on racial and socioeconomic groups and gender roles from multiple perspectives.

CRN	Dates	Days	Time	Location	Instructor
51648	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams Janet

## **High School US History B**

**IHSS 316** 

Advisory: CASAS reading score of 228 or higher. US History B explores post-Civil War, westward expansion, the Industrial Revolution through World War I and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events.

CRN	Dates	Days	Time	Location	Instructor
51649	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet

## High School US History C

**IHSS 317** 

Advisory: CASAS reading score of 228 or higher. US History C explores the Great Depression and the New Deal, World War II, the Cold War, and US post-war foreign policy and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events.

CRN	Dates	Days	Time	Location	Instructor
51650	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet

## High School US History D

**IHSS 318** 

Advisory: CASAS reading score of 228 or higher. US History D explores the Civil Rights Era, the end of the Cold War, Globalism, and contemporary America, and the impact these occurrences have on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events.

CRN	Dates	Days	Time	Location	Instructor
51689	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet

#### High School Health A

**IHSS 345** 

In this course, students will learn about different types of sexual orientation, gender identity, gender expression, reproductive and sexual anatomy, and the process of sexual reproduction.

CRN	Dates	Days	Time	Location	Instructor
51913	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberlev

# High School Health B

**IHSS 346** 

Advisory: Successful completion of IHSS 345 High School Health A. In this course, students will learn about the various methods of contraception, their effectiveness in preventing unwanted pregnancy, and sexually transmitted infections including HIV/AIDS. Students will also learn about pregnancy, prenatal care, abortion, and California laws regarding human trafficking, sexual violence, and sexual harassment.

CRN	Dates	Days	Time	Location	Instructor
52850	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberlev

# **High School Health C**

IHSS 347

Advisory: Successful completion of IHSS 345 High School Health A, and IHSS 346 High School Health B. In this course, students will learn about healthy relationships and how to identify signs of unhealthy relationships. Students will also learn about the communication skills necessary to be in a committed relationship, the implications of marriage, and the responsibilities of raising children.

CRN	Dates	Days	Time	Location	Instructor
51915	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley

## High School Health D

**IHSS 348** 

Advisory: Successful completion of IHSS 345 High School Health A IHSS 346 High School Health B IHSS 347 High School Health C. In this course, students will learn about human health in a holistic way by investigating how proper nutrition, physical activity, and emotional intelligence work in synergy. The course will culminate in a capstone project that challenges students to apply their learning to their own lives, empowering them to achieve a lifetime of health and vitality.

CRN	Dates	Days	Time	Location	Instructor
51916	CANCELLED	Remote	Remote	ONLINE-ONLINE	Stiemke, Kimberley

#### High School Biology A

**IHSS 415** 

In this course, students will learn about the basic structure of the cell, cell division, and the basics of human physiology. Students will also learn about DNA, how it helps the human body function, and explore how plants live through the process of photosynthesis.

CRN	Dates	Days	Time	Location	Instructor
51952	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet

# High School Biology B

**IHSS 416** 

In this course, students will learn the basic principles of ecology. Students will learn how energy is transferred within different types of ecosystems. Additionally, this course covers the water, nitrogen, and carbon cycles and the ways humans impact biodiversity within the environment.

CRN	Dates	Days	Time	Location	Instructor
51955	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet

## High School Biology C

**IHSS 417** 

In this course, students will learn the basic principles of genetics and heredity. Students will explore the process of sexual reproduction and meiosis. Furthermore, students will analyze the causes of genetic variation within populations and Mendel's laws of genetic inheritance.

CRN	Dates	Days	Time	Location	Instructor
51958	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet

#### High School Biology D

**IHSS 418** 

In this course, students will learn the basic principles of biological evolution. Students will learn about the scientific evidence that supports the theory of biological evolution. Darwin's theory of natural selection, the classification of life, process of speciation, and how humans have impacted speciation over time.

CRN	Dates	Days	Time	Location	Instructor
51961	CANCELLED	Remote	Remote	ONLINE-ONLINE	Williams, Janet

# **GED/HiSET Preparation**

For more information on attendance, drops, and waitlist policy please visit: noce.edu/academic-policies. CASAS assessment is required.

## **GED/HiSET Mathematics**

**ABED 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.

CRN	Dates	Days	Time	Location	Instructor
50489	8/11-10/10	MW	08:30am-12:20pm	ZOOM-ZOOM	Tran, Tam
50495	10/13-12/19	MW	08:30am-12:20pm	ZOOM-ZOOM	Tran, Tam
50494	8/11-10/10	MW	05:00pm-08:50pm	ZOOM-ZOOM	Tran, Tam

## GED/HiSET Reading

**ABED 406** 

GED/HiSET reading prepares students to pass the reading section of the GED test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of instruction includes comprehension, fiction, nonfiction, poetry, and drama.

CRN	Dates	Days	Time	Location	Instructor
51177	8/11-10/10	TTh	08:30am-12:20pm	ZOOM-ZOOM	Jeanpierre, Shani
50490	10/13-12/19	TTh	08:30am-12:20pm	ZOOM-ZOOM	Jeanpierre, Shani

#### **GED/HiSET Science**

**ABED 407** 

GED/HiSET science prepares students to pass the science section of the GED/HiSET test. Sciences covered are life, physical, earth and space. Students learn to analyze and apply science information.

CRN	Dates	Days	Time	Location	Instructor
50491	10/13-12/19	MW	05:00pm-08:50pm	ZOOM-ZOOM	Tran. Tam

#### **GED/HiSET Social Studies**

**ABED 408** 

GED/HiSET social studies prepares students to pass the social studies section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of course covers U.S. history, world history, civics and government, geography and economics.

CRN	Dates	Days	Time	Location	Instructor
50492	8/11-10/10	TTh	05:00pm-08:50pm	ZOOM-ZOOM	Jeanpierre, Shani

# **GED/HiSET Language and Writing**

**ABED 409** 

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.

CRN	Dates	Days	Time	Location	Instructor
50493	10/13-12/19	TTh	05:00pm-08:50pm	ZOOM-ZOOM	Jeanpierre, Shani

# **Basic Skills Academic Learning Center and Resources**

## ▶ In-Person Tutoring

Individualized and group academic tutoring is available to support the learning experience.

#### **NOCE Learning Center**

**ABED 105** 

Designed for students from beginning levels of reading and mathematics to those needing support for higher education. Through the use of small-group instruction, computer-aided instruction, audio books and workbooks, students will become better readers, writers and thinkers. Students may also improve their skills in mathematics. Skills attained can be used for personal growth, job advancement or for entry into other educational programs. Learning plans will be developed for each students based on student goals, needs and learning style.

CRN	Dates	Days	Time	Location	Instructor
50502	8/11-12/18	MTWTh	08:30am-06:50pm	Anaheim Campus-140	Carey, Jennifer
					Collins, Raheem
					Stapleton, William
					Tseng, Anh
					Williams, Janet

# ▶ Online Tutoring

- Students may schedule their online appointment by vising <u>noce.edu/tutoring</u>.
- Failure to show up to an appointment prevents other students from receiving academic support and/or attaining their educational goals.
- ♦ If you are not able to attend, please cancel your online tutoring session appointment in advance.
- Repeatedly missing your online tutoring appointment may result in forfeiting future appointment requests.

#### Supervised Tutoring

**ABED 102** 

This self-paced, open-entry/open exit non-credit course provides individualized and growth activities designed to include a learning style assessment and follow-up, assistance with acquiring study skills, and guidance in completing coursework. Designed to help students achieve outcomes related to specific courses for which tutoring is sought.

CRN	Dates	Days	Time	Location	Instructor
51665	8/11-12/18	Remote	Remote	ZOOM - ZOOM	Carey, Jennifer
					Collins, Raheem
					Stapleton, William
					Tseng, Anh
					Williams, Janet

# **Prepare for College Success!**

Enroll in the College Preparation Program - Tuition-Free Courses to Build Confidence and Core Skills

Whether you're returning to school, preparing for college-level classes, or want to strengthen your skills, <mark>our College Preparation Program is here to support you!</mark> Designed to help adult learners in math, reading, & writing.

#### College Prep English: Reading and Writing



In-Person: Cypress Center | Mon/Wed 9 a.m. – 10:50 a.m. | Instructor: Emilee Gibbons (CRN 52812)

Online via Zoom: Mon/Wed 6 p.m. – 7:50 p.m. | Instructor: Emilee Gibbons (CRN 50381)



- Tuition-free, noncredit classes
- Supportive instructors
- Perfect for adult learners
- Flexible online and in-person options

Start building your future today!



#### College Prep Basic Math

Online: Tue/Thu 4 p.m. – 5:50 p.m. Instructor: George Lacuesta (CRN 50727)



#### College Prep Pre-Algebra

Online: Tue/Thu 6 p.m. – 7:50 p.m. Instructor: George Lacuesta (CRN 50379)



#### College Prep Elementary Algebra

Online: Mon/Wed 10 a.m. – 11:50 a.m. Instructor: Dr. Kimberley Stiemke (CRN 52851)

For info about College Preparation attendance, drops, and waitlist policies, visit <u>noce.edu/academic-policies</u>.

## 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.

CRN	Dates	Days	Time	Location	Instructor
52812	CANCELLED	MW	09:00am-10:50am	NOCE Cypress Tech Ed 2 - 201	Gibbons, Emilee
50381	CANCELLED	MW	06:00pm-07:50pm	ZOOM - ZOOM	Gibbons, Emilee

## 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, percents, 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.

CRN	Dates	Days	Time	Location	Instructor
50727	CANCELLED	TTh	04:00pm-05:50pm	ZOOM-ZOOM	Lacuesta, George

## 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.

CRN	Dates	Days	Time	Location	Instructor
50379	CANCELLED	TTh	06:00pm-07:50pm	ZOOM-ZOOM	Lacuesta, George

# 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

CRN	Dates	Days	Time	Location	Instructor
52851	CANCELLED	MW	10:00am-11:50am	ZOOM-ZOOM	Stiemke, Kimberley



# CAREER TECHNICAL EDUCATION

Earn a certificate.

Prepare for a thriving career.

Increase your earning potential.

Explore noce.edu/careers or call (714) 808-4915.

# **Program Office Location:**

Anaheim Campus - 5th Floor, Room 513

# **In-person Office Hours:**

# **Program Overview**

# What Is Your Career Goal?

The NOCE Career Technical Education (CTE) offers dynamic programs to meet the critical needs of Orange County students, industries, and communities. NOCE short-term and tuition-free vocational training supports high-demand industries and builds foundational skills for success. More info at noce.edu/careers.

# **Choose Your Path: Certificate Programs at NOCE**

- Bookkeeping
- Computer Information and Systems Technology
- Customer Relations
- Early Childhood Education
- Electrical Technology
- Entrepreneurship
- Funeral Service Assistant
- Google IT Support Professional

- Human Resource Assistant
- Management
- Medical Assistant
- Office Assistant
- Personal Care Aide
- Pharmacy Technician
- Quality Assurance Management for Medical Devices

The classes being offered in this schedule may not be the complete list of the required courses to obtain a certificate. To review all the required courses, visit our catalog at <a href="noce.edu/catalog">noce.edu/catalog</a>, click on "Programs A-Z" and choose your desired "Program of Study" for a complete list of required courses.

# Career Pathways for English Language Learners 🖈

In partnership with our English as a Second Language (ESL) Program, we offer career pathway classes with two instructors. Students learn career-specific language and job skills to prepare them for rewarding entry-level positions. Offered in fall and spring semesters; see page 67. For more information, visit noce.edu/esl/careerpathways.

# Resources to Help You Thrive

NOCE provides many support services to help CTE Program students thrive in their studies, stay on track through their educational journey, and excel after graduation. More info at noce.edu/student-services.

# Career Skills and Resource Lab

Enroll in our in-person or online labs. We offer resources and strategies to launch your career.

- Career Launch Academy and free access to LinkedIn Learning.
- Workshops on 21st Century Skills, job preparation, career exploration, and more.
- Resume and cover letter development, job search, and interviewing techniques.
- In-person lab offers access to computers and internet.
- Free online job board: Handshake.

More info at noce.edu/career-services.



# Ready to Get Started?

# Once you've applied to NOCE...

- Complete "General Orientation" in myGateway at <u>noce.edu/mygateway</u>. Pharmacy Technician students need to instead take the "NOCE CTE Pharmacy Technician Program" orientation. Check out <u>noce.edu/orientation</u> for details.
- 2. Register for classes by following the College Scheduler steps; see page 5 or visit **noce.edu/register** for details.
- Meet with a counselor: (714) 808-4682 or counseling@noce.edu.
- 4. Attend class
  - Online by logging into Canvas at noce.edu/canvas on the start date listed in the class schedule.
  - In person on the date, time, and at the location listed in the class schedule.
  - Attendance on first day of class is MANDATORY
    to secure your place in class. For more information
    on attendance, drops, and waitlist policy, please visit
    noce.edu/academic-policies







# Have Questions?

# **Need Registration Help?**

(714) 808-4679 or starhelp@noce.edu

## Info Sessions

Want to learn more about the various CTE Program certificate programs such as required courses, program length, and types of careers? Join us on Zoom: <a href="mailto:noce.edu/info-sessions">noce.edu/info-sessions</a>. Visit careers.noce.edu or email careers@noce.edu.

# **Jobs for Success**

According to the March 2023 report "OC Resilient Jobs & Jobs for Recovery" by the Centers of Excellence for Labor Market Research, NOCE offers programs that are both Pandemic Resilient and Jobs for Recovery.



Pandemic Resilient - these NOCE certificate programs identify occupations that

are prevalent and needed during the pandemic and economic downturns.



**Jobs for Recovery** - these NOCE certificate programs identify jobs that are noted as in-demand, growing occupations in Orange County.

# **Bookkeeping**



This program is designed to prepare students for a career as an entry-level bookkeeper or provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs. Bookkeepers maintain their employers' financial records by using accounting software and other tools. As they play such a significant role in determining their companies' success, employers want only the most highly trained and ethical bookkeepers.

## Accounting Fundamentals for Bookkeepers

**BUSA 100** 

Accounting fundamentals covers foundational topics, such as accounting for purchases, analyzing business transactions, and how accounting acts as the language of business. Upon completion students will understand the basics of accounting fundamentals in preparation for the bookkeeping certification exam.

CRN	Dates	Days	Time	Location	Instructor
52035	8/11-10/10	Remote	Remote	ONLINE-ONLINE	Korniakov, Alexander
52423	10/13-12/19	Remote	Remote	ONLINE-ONLINE	Korniakov, Alexander

#### **Accounting Principles for Bookkeepers**

**BUSA 101** 

Prerequisite BUSA 100 Accounting Fundamentals for Bookkeepers. This course covers accounting for partnerships, long-term bonds, and the statement of cash flows, among other pieces of vital bookkeeping knowledge. The course prepares students for part two of the certification exam-Accounting Principles.

CRN	Dates	Days Time	Location	Instructor
52425	10/13-12/19	Remote Remote	ONLINE-ONLINE	Korniakov, Alexander

#### **Payroll Fundamentals for Bookkeepers**

**BUSA 102** 

Prerequisite BUSA 100 Accounting Fundamentals for Bookkeepers. Payroll fundamentals covers foundational topics, such as accounting for computing wages, social security, taxes, withholdings, and analyzing and journalizing payroll transactions. Upon completion students will understand the basics of payroll fundamentals in preparation for the bookkeeping certification exam.

CRN	Dates	Days	Time	Location	Instructor
52426	8/11-10/10	Remote	Remote	ONLINE-ONLINE	Korniakov Alexander

# QuickBooks Fundamentals for 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.

CRN	Dates	Days	Time	Location	Instructor
51792	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Teipe, William
50784	10/13 - 12/15	M	06:00pm-08:50pm	Anaheim Campus - 313	Viana, Alejandra

# **QuickBooks Fundamentals for Financial Office Applications, Intermediate**

**COMP 652** 

Advisory: COMP 652 is designed for individuals that have already completed COMP 650 or are currently using QuickBooks. This course is intended as the foundation for using QuickBooks as a bookkeeping, business management and cash flow building tool. The course material provides a critical basis for establishing bookkeeping best practices and ensuring accurate financial information.

CRN	Dates	Days	Time	Location	Instructor
52998	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Teipe, William



# **Train for In-Demand Careers — Tuition-Free! Get Job-Ready with NOCE Career Education Programs**

OFFICE ASSISTANT

#### Be the backbone of any workplace!

Gain real-world skills for entry-level to advanced administrative jobs.

#### **Entry-Level Job Titles:**

- Office Clerk
- Customer Service Representative
- Receptionist
- Information Clerk
- Retail Sales Support



#### What You'll Learn:

- Computer Applications: Word, Excel, PowerPoint, and QuickBooks
- **Customer Service and** Professionalism
- Information Management and Digital Records
- Communication Skills and Time Management

#### **Estimated Time to Complete:**

- Office Assistant, Introduction Certificate: 9 months
- Customer Relations Certificate: 9 months

See page 30 for class details.

For certificate requirements, visit noce.edu/catalog/office-assistant

# **PERSONAL CARE AIDE** Median Salary: \$17 - \$21/hour

## Make a difference every day.

Prepare for a rewarding career helping others live independently.

#### **Entry-Level Job Titles:**

- Personal Care Aide
- Caregiver
- Home Health Aide
- **Direct Support Professional**

#### What You'll Learn:

- Personal Care Skills
- Health & Safety in the Home
- Understanding Aging & Disabilities
- Communication & Observation

See page 46 for class details. For certificate requirements, visit noce.edu/catalog/pca

# **Estimated Time to Complete:**

Personal Care Aide Certificate: 4 months

# Why Enroll at NOCE?

- · FREE, hands-on training with experienced instructors
- · Flexible scheduling with day, evening, and online options.
- Earn industry-relevant certificates.
- Great first step toward a career or further training.
- Free support services including loans on laptops. hotspots, and books.

## **Learn More:**



noce.edu/careers



CTE Department: (714) 808-4915

## Register Now!



noce.edu/register

# **Business/Office Technology**





#### **Office Assistant**

This series of certificate options will prepare students for entry-level to advanced office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks. Training includes hands-on courses in customer service, information management, and using computers. Complete the entire program to reach a higher level in your administrative skills.

#### **Customer Relations**

This program was designed as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills, including QuickBooks, database and presentation, fundamentals of electronic record keeping, and an introduction to customer relations management.

For specific course requirements for each program, visit: noce.edu/catalog/business

## **Computer Basics**

**OTEC 091** 

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 course.

CRN	Dates	Days	Time	Location	Instructor
51680	8/12 - 9/2	Т	09:00am-11:50am	Anaheim Campus - 403	Moreno-Herrera, Enrique
51939	8/22 - 9/12	F	09:30am-11:20am	Leisure World Seal Beach	Moreno-Herrera, Enrique
51798	10/7 - 10/28	Τ	09:00am-11:50am	Anaheim Campus - 403	Moreno-Herrera, Enrique
52985	11/4 - 12/2	Τ	09:00am-11:50am	Anaheim Campus - 403	Moreno-Herrera, Enrique

#### **Software Essentials**

**OTEC 092** 

Learn the beginning basics of MS Word, MS Excel, MS PowerPoint, and MS Access in one class. This class serves as a foundation for OTEC courses.

CRN	Dates	Days	Time	Location	Instructor
51681	8/14 - 9/4	Th	09:00am-11:50am	Anaheim Campus - 403	Moreno-Herrera, Enrique
52986	10/9 - 10/30	Th	09:00am-11:50am	Anaheim Campus - 403	Moreno-Herrera, Enrique
51801	11/6 - 12/4	Th	09:00am-11:50am	Anaheim Campus - 403	Moreno-Herrera, Enrique
52615	10/10-10/31	F	09:30am-11:20am	Leisure World Long Beach	Moreno-Herrera, Enrique
	Class will be he	ld at Clubh	ouse 3, Learning Center	,	

#### 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.

CRN	Dates	Days	Time	Location	Instructor
53052	8/11-10/13	Remote	Remote	ONLINE-ONLINE	Loazya, Santiago
52987	8/11 - 10/13	M	06:00pm-08:50pm	Anaheim Campus - 405	Benson, Colleen
52810	10/14 - 12/9	T	06:00pm-08:50pm	Anaheim Campus - 405	Benson, Colleen

#### Microsoft Outlook Fundamentals

**OTEC 105** 

This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and manage task and contact records, and customize Outlook.

CRN	Dates	Days	Time	Location	Instructor
50801	8/12 - 9/16	Т	06:00pm-08:50pm	Anaheim Campus - 405	Benson, Colleen
51176	10/27 - 12/12	Remote	Remote	ONLINE - ONLINE	Benson, Colleen

## Business Math for Office Technology

**OTEC 110** 

Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic.

CRN	Dates	Days	Time	Location	Instructor
52995	8/11 - 10/3	Remote	Remote	ONLINE - ONLINE	Prey, Maria Josephine
52994	10/15 - 12/10	W	09:00am-10:50am	Anaheim Campus - 405	Prey, Maria Josephine





# For English-language learners wanting to learn job skills for working an office, go to page 67.

#### Windows and Word for Business

**OTEC 216** 

Recommended Preparation: Basic keyboarding skills This course introduces students to fundamental workforce skills necessary to succeed in an office environment: Windows operating system and Microsoft Word. This is the first of three courses (OTEC 216, 217, 218) and prepares students for the Microsoft Office Specialist (MOS) certification.

CRN	Dates	Days	Time	Location	Instructor			
52529	8/11 - 10/10	Remote	Remote	Hybrid - HYBRID	Kretschmar, Judith			
	8/11 - 10/6			Anaheim Campus - 405	Kretschmar, Judith			
	Required in-person meetings on Mondays 9:00pm-11:00am. Meeting dates: 8/11, 8/18, 8/25, 9/8, 9/15, 9/22, 9/29, and 10/6.							
	All remaining ho	urs comple	eted online asynchronou	sly.				

## **Excel for Business**

**OTEC 217** 

Advisory: Completion of OTEC 216 Windows and Word for Business. This is the second course in a series of three courses (OTEC 216, 217, 218) 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 II introduces students to fundamental workforce skills in Microsoft Excel. The course series will also help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.

CRN	Dates	Days	Time	Location	Instructor			
52531	10/13 - 12/19	Remote	Remote	Hybrid - HYBRID	Kretschmar, Judith			
	10/13 - 12/15	M	09:00am-11:00am	Anaheim Campus - 403	Kretschmar, Judith			
	Required in-person meetings on Mondays 9:00pm-11:00am. Meeting dates: 10/13, 10/20, 10/27, 11/3, 11/10, 11/17,							
	12/8, and 12/15.	. All remain	ina hours completed on	line asvnchronously.				

## **Databases and Presentations for Business**

**OTEC 218** 

Prerequisite: OTEC 211 Computer Concepts and Applications II or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business and OTEC 217 Excel for Business. This is the third course in a series of three courses (OTEC 216, OTEC 217, and OTEC 218) 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 introduces students to fundamental workforce skills in using a database and presentations. The course series also helps prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.

CRN	Dates	Days	Time	Location	Instructor			
52852	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Ahmed, Md Riffat			
	10/13 - 12/19	T	06:00pm-08:50pm	Anaheim Campus - 308	Ahmed, Md Riffat			
	Required in-person meetings on Tuesdays 6:00pm-8:50pm. Meeting dates: 10/14, 10/21, 10/28, 11/4, 11/18, 11/25, 12/2,							
	12/9, and 12/16.	All remain	ing hours completed on	line asynchronously.				

# **MS Office Integrated Projects**

**OTEC 225** 

Prerequisite: OTEC 211 Computer Concepts and Applications II, and OTEC 212 Computer Concepts and Applications III or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business, OTEC 217 Excel for Business and OTEC 218 Databases and Presentations for Business. 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.

CRN	Dates	Days	Time	Location	Instructor
52997	9/22 - 12/15	M	06:00pm-08:50pm	Anaheim Campus - 308	Lampkins, Ta'Quonna

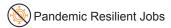
# Electronic Records Management

**OTEC 230** 

Prerequisite(s): OTEC 100 Office Essentials. This course introduces the fundamentals of traditional and electronic records and information management. Topics include the principles of records and information management (RIM) such as the roles within the RIM environment, the selection of filing systems and the major types of indexing (alphabetic, subject, numeric, and geographic filing systems) along with the selection of systems, equipment, and supplies; design, control, and maintenance of inactive records will be identified.

CRN	Dates	Days Time	Location	Instructor
53053	8/11 - 12/19	Remote Remote	ONLINE - ONLINE	McClurkin, Tina





# **Career Skills and Resources**

#### Career Skills and Resource Lab

**WFPR 100** 

Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills.

CRN	Dates	Days	Time	Location	Instructor	
51321	8/11 - 12/19	MTWTh	10:00am-06:00pm	Anaheim Campus - 606 A/B	STAFF	

#### Virtual Career Skills and Resource Lab

**WFPR 101** 

Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills.

CRN	Dates	Days	Time	Location	Instructor
53083	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Loazya, Santiago

#### **Build Your Career**

**WFPR 105** 

Ready to get to work? This course will help you launch your career through learning how to step out of your comfort zone, network, build communication skills, explore career options and land the jobs and internships you want.

CRN	Dates	Days	Time	Location	Instructor
52510	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Loayza, Santiago

# Computer Technology: Google IT Support Professional





The Google IT Support Professional Certificate is designed to prepare students with the academic tools to provide service as an IT Support Professional. In the program, students are required to complete seven courses that prepare them with a solid IT support foundation.

# Information Technology (IT) Technical Support Fundamentals CIST 100

This course is the first of a series that aims to prepare students for a role as an entry-level IT Support Specialist. Students will be introduced to the world of Information Technology. Topics include: computer hardware, Internet and security, managing computer software, networking and security, understanding/installing operating systems, troubleshooting, and customer service.

CRN	Dates	Days	Time	Location	Instructor				
52620	8/11-9/19	Remote	Remote	Hybrid-HYBRID	Sedrak, Afraim				
	8/14-9/18	Th	6:00pm-8:50pm	Anaheim Campus - 303	Sedrak, Afraim				
	Required in-person meetings on Thursdays 6:00pm-8:50pm. Meeting dates: 8/14, 8/21, 8/28, 9/4, 9/11, and 9/18.								
	All remaining ho	urs comple	eted online asynchronou	ısly.					

## The Bits and Bytes of Computer Networking

**CIST 105** 

Prerequisite: CIST 100 Information Technology (IT) Technical Support Fundamentals. This course is part of a series that aims to prepare students for a role as an entry-level IT Support Specialist. In this course, students will learn a full overview of Computer Networking. Topics include: the fundamentals of modern networking technologies and protocols, and overview of the cloud, practical applications, and network troubleshooting.

CRN	Dates	Days	Time	Location	Instructor		
51873	8/11 - 9/19	Remote	Remote	ONLINE - ONLINE	Sedrak, Afraim		
52944	9/22-10/31	Remote	Remote	Hybrid-HYBRID	Sedrak, Afraim		
	9/25-10/30	Th	6:00pm-8:50pm	Anaheim Campus - 303	Sedrak, Afraim		
Required in-person meetings on Thursdays 6:00pm-8:50pm. Meeting dates: 9/25, 10/2, 10/9, 10/16, 10/23, and 10/30.							
			eted online asynchronou				



## Operating Systems and Becoming a Power User

**CIST 110** 

Prerequisite: CIST 105 The Bits and Bytes of Computer Networking. This course is part of a series that aims to prepare students for a role as an entry-level IT Support Specialist. In this course, students will learn about the main components of an operating system (Windows, Linux, OS, etc.) and how to perform critical tasks like managing software and users and configuring hardware.

CRN	Dates	Days	Time	Location	Instructor		
52490	9/22 - 10/31	Remote	Remote	ONLINE - ONLINE	Sedrak, Afraim		
52573	11/16-12/19	Remote	Remote	Hybrid-HYBRID	Sedrak, Afraim		
	11/16-12/18	Th	6:00pm-8:50pm	Anaheim Campus - 303	Sedrak, Afraim		
	Required in-person meetings on Thursdays 6:00pm8:50pm. Meeting dates: 11/6, 11/13, 11/20, 12/4, 12/11, and 12/18.  All remaining hours completed online asynchronously.						
	All remaining no	urs compie	etea oriline asynchronot	ISIY.			

## IT Security: Defense Against the Digital Dark Ages

**CIST 120** 

Prerequisite:CIST 115 System Administration and IT Infrastructure Service. This course is part of a series that aims to prepare students for a role as an entry-level IT Support Specialist. Students will learn about IT security concepts, tools, and best practices.

CRN	Dates	Days	Time	Location	Instructor
53107	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Sedrak, Afraim

# **Computer Technology: iOS Swift Programming Courses**





Swift courses allow students to learn to create iOS Application Development with the help of Swift. Swift is the new programming language that adopts safe programming patterns and adds modern features to make programming more flexible and fun.

# **Develop in Swift Explorations: Values**

**CIST 150** 

The first course in a series to learn how to develop in Swift. Students will learn about the fundamental units of programming, explore how to associate names with values using variables and constants, and how values can be used in simulations. The course culminates in an app project.

CRN	Dates	Days	Time	Location	Instructor
51874	8/12 - 9/2	T	06:30pm-08:50pm	Anaheim Campus - 302	Sedrak, AfraimDevelop in

## Swift Explorations: Algorithms

**CIST 153** 

Prerequisite: CIST 150 Develop in Swift Explorations: Values. This is the second course in a series to learn how to develop in Swift. Students explore how functions can encapsulate repetitive tasks and how to use if/else statements to make decisions in their code. Students also learn how Swift uses types to distinguish different kinds of data.

CRN	Dates	Days	Time	Location	Instructor
51875	9/16 - 10/7	T	06:30pm-08:50pm	Anaheim Campus - 302	Sedrak, Afraim

#### **Develop in Swift Explorations: Organizing Data**

**CIST 156** 

Prerequisite: CIST 153 Develop in Swift Explorations: Algorithms. This is the third course in a series to learn how to develop in Swift. Students explore how to create custom types using structs, group large quantities of items into arrays, and process them using loops. Students also learn how to use enums to represent a set of related values.

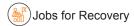
CRN	Dates	Days	Time	Location	Instructor
51876	10/14 - 11/4	Τ	06:30pm-08:50pm	Anaheim Campus - 302	Sedrak, Afraim

# **Develop in Swift Explorations: Building Apps**

**CIST 159** 

Prerequisite: CIST 156 Develop in Swift Explorations: Organizing Data. The fourth course in a series to learn how to develop in Swift. Students will use techniques to add user interface elements to a screen, connect those elements to code, and respond to the events generated by user interaction.

CRN	Dates	Days	Time	Location	Instructor
52489	11/18 - 12/16	T	06:30pm-08:50pm	Anaheim Campus - 302	Sedrak, Afraim





# **Computer Keyboarding**

#### Computer Keyboarding, Beginning

**COMP 685** 

Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys alpha keys, punctuation, and number keys.

CRN	Dates	Days	Time	Location	Instructor			
50818	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Kretschmar, Judith			
51168	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Prey, Maria Josephine			
50820	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Prey, Maria Josephine			
53001	8/11 - 10/10	Remote	Remote	Hybrid - HYBRID	Casper, Judith			
	8/14 - 10/9	Th	05:30pm-07:20pm	Anaheim Campus - 405	Casper, Judith			
				m-7:20pm. Meeting dates: 8/14, 8/21, 9/4, 9/	18, 10/2, and 10/9.			
	All remaining ho	urs comple	eted online asynchronou	ısly.				
50819	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Kretschmar, Judith			
52999	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Prey, Maria Josephine			
50823	10/13 - 12/19	Remote	Remote	Hybrid - HYBRID	Prey, Maria Josephine			
	10/13 - 12/15	M	09:00am-10:50am	Anaheim Campus - 405	Prey, Maria Josephine			
				-10:50am. Meeting dates: 10/13, 10/20, 11/3	1, 11/17, 12/1, 12/8, and 12/15.			
	All remaining hours completed online asynchronously.							

#### Computer Keyboarding, Mastery I

**COMP 510** 

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

CRN	Dates	Days	Time	Location	Instructor
50807	8/11-10/10	Remote	Remote	ONLINE-ONLINE	Casper, Judith

## Computer Keyboarding, Mastery II

**COMP 511** 

Prerequisite: The student must have completed COMP 510 Computer 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).

CRN	Dates	Days	Time	Location	Instructor
50810	8/11-10/11	Remote	Remote	ONLINE-ONLINE	Casper, Judith

# **Computer Software**





#### MS Word, Intermediate

MS 134

This continuing course covers features such as mail merging, styles and templates, large documents and Word Art. Textbook purchase may be required at first class. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Word or equivalency. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor			
53089	10/13 - 12/19	Remote	Remote	ONLINE-ONLINE	Ahmed, Riffat			
51679	8/11 - 10/10	Remote	Remote	Hybrid - HYBRID	Loazya, Santiago			
	8/11 - 10/16	M	09:00am-10:50am	Anaheim Campus - 403	Loazya, Santiago			
	Required in-person meetings on Mondays 9:00am-10:50am. Meeting dates: 8/11, 8/18, 8/25, 9/8, 9/15, 9/22, 9/29,							
	and 10/6. All ren	naining hou	irs completed online as	ynchronously				





#### MS Excel, Power-User Skills

MS 165

Advisory: : OTEC 217 Excel for Business. 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.

CRN	Dates	Days	Time	Location	Instructor
52983	10/14 - 12/16	T	06:00pm-09:50pm	Anaheim Campus - 403	DeBiase, Vincent

#### MS Office, Overview

**MS 160** 

Advisory: Knowledge of Windows and keyboarding. Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses.

CRN	Dates	Days	Time	Location	Instructor		
50770	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Ahmed, Md Riffat		
53088	10/13 - 12/19	Remote	Remote	Hybrid - HYBRID	Loayza, Santiago		
	10/13 - 12/19	M	06:30pm-08:20pm	Anaheim Campus - 403	Loayza, Santiago		
	Required in-person meetings on Wednesdays 6:30pm-8:20pm. Meeting dates: 8/11, 8/18, 8/25, 9/1, 9/8, 9/15, 9/22, 9/29,						
	and 10/6. All ren	naining hou	ırs completed online as	ynchronously.			

# QuickBooks Fundamentals for 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.

CRN	Dates	Days	Time	Location	Instructor
51792	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Viana, Alejandra
50784	10/13 - 12/15	M	06:00pm-08:50pm	Anaheim Campus - 313	Teipe, William

# **QuickBooks Fundamentals for Financial Office Applications, Intermediate**

COMP 652

Advisory: COMP 652 is designed for individuals that have already completed COMP 650 or are currently using QuickBooks. This course is intended as the foundation for using QuickBooks as a bookkeeping, business management and cash flow building tool. The course material provides a critical basis for establishing bookkeeping best practices and ensuring accurate financial information.

CRN	Dates	Days	Time	Location	Instructor
52998	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Teipe, William

# **Early Childhood Development**



NOCE's Early Childhood Education (ECE) Certificate Program provides the beginning steps to prepare for your new career. The ECE Program offers four certificate options focusing on childcare, educational support, and the management of childcare programs in a variety of private facilities. Complete the program to earn a certificate and begin your childcare career.

# **Early Childhood Development**

**ECED 100** 

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. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
51119	8/11 - 12/15	M	06:00pm-08:50pm	Anaheim Campus - 134	STAFF
51118	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	STAFF





# **Family Community Relationships**

**ECED 105** 

Examination of the sociological relationships between family and society; institutional, racial, social, and economical factors affecting the family and the child. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
51121	8/14- 12/16	Th	06:00pm-08:50pm	Anaheim Campus - 134	McLellan-Bujnak, Danielle
51120	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Hill-West, Jami

# Early Childhood Education, Principles and Practice

ECED 110

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

CRN	Dates	Days	Time	Location	Instructor
52174	8/13 - 12/17	W	06:00pm-08:50pm	Anaheim Campus - 134	McLellan-Bujnak, Danielle
51122	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Le. Debbie

# **Child Health & Safety**

**ECED 115** 

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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
52970	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Le, Debbie

# **Curriculum for Early Childhood Education, Introduction**

**ECED 120** 

Prerequisite: ECED 100: Early Childhood Development. This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook required.

CRN	Dates	Days Time	Location	Instructor
51125	10/13 - 12/19	Remote Remote	ONLINE - ONLINE	Hill-West, Jami

# Early Childhood Education, Science and Math

**ECED 200** 

Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook Required.

CRN	Dates	Days Time	Location	Instructor
52971	8/11 - 10/10	Remote Remote	ONLINE - ONLINE	Hill-West. Jami

#### Children with Special Needs

**ECED 205** 

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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook required.

CRN	Dates	Days	Time	Location	Instructor
51126	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Le. Debbie

#### Infant-Toddler Care and Education

**ECED 210** 

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

CRN	Dates	Days	Time	Location	Instructor
51127	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Hill-West, Jami





# Language Arts and Literacy in Early Childhood

**ECED 215** 

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

CRN	Dates	Days	Time	Location	Instructor
52175	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Hill-West, Jami

## Early Childhood Education, Creative Experiences

**ECED 220** 

In this course, students explore and experience how developmentally appropriate creative experiences can enhance children's learning while developing fine motor, creative expression and problem-solving skills. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

CRN	Dates	Days	Time	Location	Instructor
51587	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	STAFF

# **Early Childhood Education, Music and Movement**

**ECED 225** 

Explores areas of music and movement appropriate to a child's development through participating and experimenting. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook required.

CRN	Dates	Days	Time	Location	Instructor
52178	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	STAFF

# Child Care Supervision and Administration

**ECED 400** 

Prerequisite: ECED 100 Early Childhood Development, and ECED 105 Family Community Relations, and ECED 110 ECE Program Principles and Practice, and ECED 115 Child Health and Safety, and ECED 120 Introduction to Curriculum for Early Childhood Education. This course covers the laws and regulations to operate a childcare center. Upon completion, the student will have learned business and management skills, health and safety, and parent/child relationship. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook required.

CRN	Dates	Days	Time	Location	Instructor
52972	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Le, Debbie

# **Electrical Technology**



Prepare for a career in the electrical field with training at NOCE. Our Electrical Technology (ET) Certificate offers practical training to install, maintain, and repair electrical equipment and systems. The ET Certificate Program prepares students for entry-level employment in numerous electrical and electrical-related trades. The program integrates electrical theory with a hands-on application where students receive practical training to develop the foundational skills necessary to install, maintain, and repair electrical equipment and systems in residential, commercial, and industrial buildings.

#### Electrical Trades Mathematics I

**ELET 175** 

Advisory: Challenge exam may be completed with a passing grade of 75% or higher. A study of mathematics used in the electrical and construction trades including topics such as arithmetic, fractions, decimals, percents, graphing, measurement, and an introduction to algebra. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
52978	8/13 - 12/17	W	06:00pm-08:50pm	Anaheim Campus - 504 A/B	Massia, Freddy

## **OSHA Standards for Construction**

NEW **ELET 178** 

This course covers Occupational Safety and Health Administration (OSHA) policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card.

CRN	Dates	Days	Time	Location	Instructor
52975	8/12 - 12/2	T	10:00am-11:50pm	Anaheim Campus - 504 A/B	STAFF





#### **National Electrical Code - Residential**

**ELET 190** 

This course is an introduction to the National Electrical Code. The interpretation of electrical wiring diagrams, material use, installation methods and calculations of electrical loads to size feeders, branch circuits and conductors as they relate to residential occupancies is included.

CRN	Dates	Days	Time	Location	Instructor
52979	8/14 - 12/18	Th	06:00pm-08:50pm	Anaheim Campus - 402B	Faessel, Stephen

# **Electrical Cost Estimating**

**ELET 195** 

This course will present an introduction to electrical cost estimating, including take-off, and listing procedures. It is designed for students preparing to enter electrical estimating occupations or electrical contracting work.

CRN	Dates	Days	Time	Location	Instructor
53091	8/14 - 12/18	Th	06:00pm-08:50pm	Anaheim Campus - 504 A/B	Massia, Feddy

## Electrical Fundamentals I - Residential

**ELET 205** 

Prerequisite: ELET 175 Electrical Trades Mathematics I. Co-requisite: Must be taken concurrently with ELET 210 Electrical Laboratory Practices I. This course introduces the student to the elements of basic direct current circuits and residential type construction with an emphasis on wiring principles and basic residential design. The student will perform a "hands on" design of a basic residential blueprint with all components in strict accordance with the requirements of the National Electrical Code.

CRN	Dates	Days	Time	Location	Instructor
52976	8/11 - 12/15	M	06:00pm-08:50pm	Anaheim Campus - 504 A/B	STAFF

# **Electrical Laboratory Practices I**

**ELET 210** 

Co-requisite: Must be taken concurrently with ELET 205 - Electrical Fundamentals I - Residential. This course covers laboratory work associated with the fundamentals of DC electricity, electromagnetism, series, parallel and combination circuits, wiring practices, and hand tools.

CRN	Dates	Days	Time	Location	Instructor
52977	8/12 - 12/16	T	06:00pm-08:50pm	Anaheim Campus - 504 A/B	STAFF

# **Entrepreneurship**





A certificate program designed to equip aspiring entrepreneurs with the knowledge, skills, and resources necessary to launch and grow their own businesses. The program emphasizes business planning, guiding students in developing comprehensive plans that outline their vision, mission, goals, and growth strategies.

# **Entrepreneurship, Introduction**

**ENTR 100** 

Entrepreneurship introduces students to the basics of starting up a business, including identifying business opportunities, understanding the components of a business plan, structuring the business, and financial considerations. Upon completion of this course, students will be able to use basic business terminology, explain the components of a business plan, and identify possible business structures.

CRN	Dates	Days	Time	Location	Instructor
52814	8/12 - 12/16	T	06:00pm-08:50pm	Anaheim Campus - 313	Gener, Alvin
52815	8/13 - 12/17	W	06:00pm-08:50pm	Anaheim Campus - 313	Viana, Alejandra

#### Marketing, Introduction

**ENTR 105** 

Marketing, Introduction covers foundational topics, such as planning your marketing strategy, creating content, understanding, engaging, and retaining consumers. Upon completion students will understand the basics of marketing from concept to optimization.

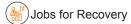
CRN	Dates	Days	Time	Location	Instructor
52973	10/16 - 12/18	Th	06:00pm-08:50pm	Anaheim Campus - 313	Gener, Alvin

## **Business Law Essentials**

**ENTR 115** 

Business Basics: Law and Accounting is an introduction to the laws and resources needed for new entrepreneurs.

			=			
CRN	Dates	Days	Time	Location	Instructor	
52974	10/16 - 12/18	Th	06:00pm-08:50pm	Anaheim Campus - 313	Gener, Alvin	





# **Funeral Service Assistant**





Prepare for a career in the funeral services field with training at NOCE. If you enjoy talking to others and looking for ways to help people, consider the Funeral Service Assistant Program. It provides an overview of the funeral service industry and offers training on how to start as a funeral assistant. The program is a pathway for interested students to transition to Cypress College's mortuary science associate and baccalaureate degrees.

#### **Introduction to Funeral Service Practice**

**FSRV 100** 

This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50760	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Ojeda, Gary

# Computers in Healthcare and EHR, Introduction

**MEDA 101** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning. 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. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
53010	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Kane, Raenie
50908	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Kane, Raenie
53047	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Kane, Raenie
51745	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Kane, Raenie

#### **Communication Skills for the Funeral Assistant**

**FSRV 110** 

Prerequisite: FSRV 100 Introduction to Funeral Service Practice. This class will prepare the student to provide support to client families in grief, bereavement, and mourning, and communicate effectively with the public. Topics include an exploration of cultural differences in grief and funeralization practices, as well as the diversity of religious beliefs impacting disposition options. Textbook Required.

CRN	Dates	Days Time	Location	Instructor
52967	8/11 - 10/10	Remote Remote	ONLINE - ONLINE	Ojeda, Gary

## **Funeral Service Operations**

**FSRV 120** 

Prerequisite: FSRV 100 Introduction to Funeral Service Practice. This course introduces students to funeral service practices and procedures in preparation for entry-level positions in the funeral home. These include funeral service assistant, receptionist, mortuary representative, transfer personnel, funeral director assistant, and pre-need salesperson. Students review historical funeral service practices, funeral service price lists, and service arrangements. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
52177	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Ojeda, Gary

#### Funeral Service Practices and Procedures I

**FSRV 125** 

Prerequisite: FSRV 100 Introduction to Funeral Service Practice. This course introduces students to the sociology of funeral service practice. It is designed to develop the necessary skills for arranging religious funeral ceremonies, conducting funeral and memorial services, and assisting in the disposition of human remains including cremation and scattering. Funeral service merchandise options are also covered. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
52968	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Ojeda, Gary



# **Human Resources**

This series of courses are designed to prepare you for entry-level roles within a human resources (HR) department. These courses provide a comprehensive overview of HR functions covering recruiting practices, pay structures and policies, and performance work systems.

#### **Human Resources, Introduction**

**HRMA 100** 

This course will introduce students to the human resource environment. It focuses on basic human resource management, creating equal opportunities, analyzing jobs, and creating job descriptions.

CRN	Dates	Days	Time	Location	Instructor
52361	8/11 - 10/3	Remote	Remote	ONLINE - ONLINE	Oo, Jennifer

#### Employee Relations

**HRMA 105** 

This class with address working with collective bargaining units, labor and employee relations, and global human resource management.

CRN	Dates	Days	Time	Location	Instructor
52364	10/20 - 12/19	Remote	Remote	ONLINE - ONLINE	Oo, Jennifer

# Compensation

**HRMA 110** 

This class with cover employee compensation by establishing a pay structure, recognizing employee contributions with pay, and providing employee benefits.

CRN	Dates	Days	Time	Location	Instructor
52370	8/11 - 10/3	Remote	Remote	ONLINE - ONLINE	Oo, Jennifer

#### **Assessing Improving Performance**

**HRMA 115** 

This class addresses assessing performance of employees and building programs to help improve employee performance and satisfaction.

CRN	Dates	Days Time	Location	Instructor
52982	8/11 - 9/19	Remote Remote	ONLINE - ONLINE	Edson, Stephanie

#### Talent Acquisition Development

**HRMA 120** 

This course focuses processes and concepts of attracting, recruiting, hiring, retaining and developing quality talent for organizational need.

CRN	Dates	Days	Time	Location	Instructor
52372	10/20 - 12/19	Remote	Remote	ONLINE - ONLINE	Edson, Stephanie

# **Student Succes Spotlight: Lourdes Valiente**

Career Technical Education Program



Lourdes Valiente is a compassionate and determined student leader whose journey at NOCE exemplifies the transformative power of education and community. Despite life's many challenges, including managing personal responsibilities and pursuing her education as an adult learner, Lourdes has never let obstacles deter her. Someone who once felt uncertain about her direction, Lourdes found a sense of purpose and belonging at NOCE. She has completed the Parenting Program and Personal Care Aide Certificates and is now pursuing a certificate in Human Resources—each step a testament to her resilience, strong work ethic, and drive for personal and professional growth. For the past three years, Lourdes has been a cornerstone of the student leadership program. Her unwavering kindness, patience, and

mentorship have uplifted countless peers, especially those who felt unsure about their educational path. Whether in the classroom or in committee meetings, Lourdes leads by example, applying what she learns to real-world settings and consistently going above and beyond expectations. Lourdes now aspires to build a career in student services or community advocacy, so she can empower others through access to education and support. Congratulations, Lourdes.





# **Management**

NOCE's Management Certificate trains students for a manager promotion. The program will prepare students for first-line supervisory or management positions. Students will learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking, and writing. The course sequence builds a knowledge base to enhance effectiveness on the job through topics such as leadership development, business law, finance, negotiations, marketing, and more.

# Management Skills I

**BMGR 412** 

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

CRN	Dates	Days Time	Location	Instructor
50751	8/11 - 9/19	Remote Remote	ONLINE - ONLINE	Baltazar, Ramon

# **Elements of Supervision**

**BMGR 410** 

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

CRN	Dates	Days	Time	Location	Instructor
50750	8/11 - 9/19	Remote	Remote	ONLINE - ONLINE	Baltazar, Ramon

#### **Written Communication-Business**

**BMGR 415** 

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

CRN	Dates	Days	Time	Location	Instructor
50746	8/11 - 9/19	Remote	Remote	ONLINE - ONLINE	Baltazar, Ramon
52936	9/23 - 10/30	Remote	Remote	ONLINE - ONLINE	Teipe, William
51933	11/10 - 12/19	Remote	Remote	ONLINE - ONLINE	Baltazar Ramon

#### **Effective Business Presentations**

**BMGR 417** 

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

CRN	Dates	Days Time	Location	Instructor
50754	9/22-10/31	Remote Remote	ONLINE-ONLINE	Baltazar, Ramon

# **Successful Negotiations**

**BMGR 421** 

This course is designed to plan and achieve business objectives and effect change through effective negotiating tactics and strategies, discover the art of persuasion in an ethical, empathetic, and assertive way, and develop confidence to influence and overcome psychological barriers and biases to achieve better outcomes.

CRN	Dates	Days	Time	Location	Instructor
50755	9/22-10/31	Remote	Remote	ONLINE-ONLINE	Berry, Nera

## Introduction to Employment Law

**BMGR 423** 

This course introduces the legal system, court structure, and laws governing the employer-employee relationship. It defines the employee status and common contracts, and examines unlawful practices by an employer, obligations of an employee, the principles of non-discrimination, harassment, labor laws, and the time limit to bring actions are also discussed.

CRN	Dates	Days Time	Location	Instructor
50752	8/11-9/19	Remote Remote	ONLINE-ONLINE	Berry, Nera





# **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.

CRN	Dates	Days	Time	Location	Instructor
50748	11/10-12/19	Remote	Remote	ONLINE-ONLINE	Baltazar, Ramon

#### Finance for the Non-Financial Manager

**BMGR 431** 

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

CRN	Dates	Days	Time	Location	Instructor
50747	9/22-10/31	Remote	Remote	ONLINE-ONLINE	Baltazar, Ramon

# **Understanding Business Contracts**

**BMGR 452** 

This course is an overview of basic contract principles and explores the meaning and effect of common contracts clauses. Topics covered include the different types of contracts, defenses available to the enforcement of a contract, subsequent remedies for the breach of a contract, and alternatives in the absence of a contract.

CRN	Dates	Days	Time	Location	Instructor
50749	11/10-12/19	Remote	Remote	ONLINE-ONLINE	Berry, Nera

# Management Skills II

**BMGR 610** 

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

CRN	Dates	Days Time	Location	Instructor
50753	11/3-12/19	Remote Remote	ONLINE-ONLINE	Baltazar, Ramon

# **Medical Assistant**





NOCE's Medical Assistant Certificate provides the first steps to enter a new career. This program will prepare students for an entry-level position as a medical assistant in an administrative and/or a clinical setting. The program consists of courses that prepare students with the knowledge and skills needed to perform a medical assistant's tasks in medical and healthcare settings.

# Medical Terminology

**MEDO 105** 

This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50886	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Smith, Fawn
50888	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Tarrango, Courtney
50887	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Smith, Fawn
50889	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Tarrango, Courtney

## Medical Assistant, Core Concepts

**MEDA 100** 

Explores past history and current issues of healthcare; the health care field; the role of the Medical Assistant; ethics and law for medical assistants; customer service; communication/cultural competencies in healthcare; student success; math skills for healthcare; safety in healthcare; and job skills and the professional portfolio. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50905	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Tarrango, Courtney
50906	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Tarrango, Courtney
51117	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Tarrango, Courtney
50994	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Tarrango, Courtney





# Computers in Healthcare and EHR, Introduction

**MEDA 101** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning. 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. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
53010	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Kane, Raenie
50908	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Kane, Raenie
53047	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Kane, Raenie
51745	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Kane, Raenie

#### **Medical Assistant Administrative**

**MEDA 110** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology. Co-requisite: MEDA 111 Medical Assistant Administrative Lab. This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50909	8/11 - 10/3	Remote	Remote	ONLINE - ONLINE	Bacon, Amy
50910	10/13 - 12/12	Remote	Remote	ONLINE - ONLINE	Bacon, Amy

#### **Medical Assistant Administrative Lab**

**MEDA 111** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology. Co-requisite: MEDA 110 Medical Assistant Administrative. This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50926	8/11 - 10/3	Remote	Remote	ONLINE - ONLINE	Bacon, Amy
50927	10/13 - 12/12	Remote	Remote	ONLINE - ONLINE	Bacon Amy

#### **Medical Assistant Electronic Health Records**

**MEDA 120** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers. Co-requisite: MEDA 121 Medical Assistant Electrical Health Records. This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
51102	8/11 - 9/19	Remote	Remote	ONLINE - ONLINE	Echolds, Nora

#### **Medical Assistant Electronic Health Records Lab**

**MEDA 121** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning, and MEDA 100 Medical Assistant, Core Concepts, MEDA 101 Computers in Healthcare and EHR, Introduction, and MEDO 105 Medical Terminology. Co-requisite: MEDA 120 Medical Assistant Electronic Health Records. This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools. Textbook Required.

CRN	Dates	Days Time	Location	Instructor
51104	8/11 - 9/19	Remote Remote	ONLINE - ONLINE	Echolds, Nora



# **Medical Assistant Financial Concepts**

**MEDA 130** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology. Co-requisite: MEDA 131 Medical Assistant Financial Concepts Lab. This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50913	8/11 - 10/3	Remote	Remote	ONLINE - ONLINE	Bacon, Amy
51106	10/13 - 12/12	Remote	Remote	ONLINE - ONLINE	Bacon, Amy

#### Medical Assistant Financial Concepts Lab

**MEDA 131** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts. Co-requisite: MEDA 130 Medical Assistant Financial Concepts. This course develops the necessary skills for financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices in a direct hands on, simulated environment. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50914	8/11 - 10/3	Remote	Remote	ONLINE - ONLINE	Bacon, Amy
51107	10/13 - 12/12	Remote	Remote	ONLINE - ONLINE	Bacon, Amy

# Medical Billing, Introduction

**MEDA 140** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning, and MEOC 210 Introduction of Computers for Health Care Workers. Co-requisite: MEDA 141 Medical Billing Lab, Introduction. An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50915	9/22 - 10/31	Remote	Remote	ONLINE - ONLINE	Echolds, Nora

#### Medical Billing Lab, Introduction

**MEDA 141** 

Prerequisite: COMP 685 Computer Keyboarding-Beginning, and MEDA 101 Computers in Healthcare and EHR, or MEOC 210 Introduction of Computers for Health Care Workers. Co-requisite: MEDA 140 Medical Billing, Introduction. An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
53011	9/22 - 10/31	Remote	Remote	ONLINE - ONLINE	Echolds Nora

#### Medical Assistant Clinical Procedures Theory I

**MEDA 200** 

Prerequisite: MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts. Co-requisite: MEDA 201 Medical Assistant Clinical Procedures Lab I. This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50919	8/11 - 10/3	Remote	Remote	ONLINE - ONLINE	Oo, Jennifer
53015	10/13 – 11/21	Remote	Remote	ONLINE - ONLINE	Uy, Audrey



#### Medical Assistant Clinical Procedures Lab I

**MEDA 201** 

Co-requisite: MEDA 200 Medical Assistant Clinical Procedures Theory I. This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: exam room procedures, medical asepsis, infection control, patient intake, vital signs, assisting with physical examination, specialty exams, electrocardiograph, public health education, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50920	8/11 - 10/3	Remote	Remote	Hybrid - HYBRID	Oo, Jennifer
	8/12 - 9/16	T	06:00pm-09:50pm	Anaheim Campus - 510	Oo, Jennifer
				n-9:50pm. Meeting dates: 8/12, 8/19, 8/26, 9/	2, 9/9, and 9/16.
	All remaining ho	ours comple	eted online asynchronoι	ısly	
53016	10/13 - 11/21	Remote	Remote	Hybrid - HYBRID	Uy, Audrey
	10/13 - 11/17	M	06:00pm-09:50pm	Anaheim Campus - 510	Uy, Audrey
Required in-person meetings on Mondays 6:00pm-9:50pm. Meeting dates: 10/13, 10 All remaining hours completed online asynchronously.					, 11/3, 11/10, and 11/17.

#### Medical Assistant Clinical Procedures Theory II

**MEDA 210** 

Prerequisite: MEDA 200 Medical Assistant Clinical Procedures Theory I. Co-requisite: MEDA 211 Medical Assistant Clinical Procedures Lab II. This course reviews the theory behind back office procedures. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
53130	8/11 – 10/10	Remote	Remote	ONLINE - ONLINE	Kane, Raenie
53012	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Oo, Jennifer
53046	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Kane, Raenie

# **Medical Assistant Clinical Procedures Lab II**

**MEDA 211** 

Corequisite: MEDA 210 Medical Assistant Clinical Procedures Theory II. This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor		
53131	8/11 – 10/10	Remote	Remote	Hybrid - HYBRID	Kane, Raenie		
	8/13 - 10/8	W	6:00pm-9:50pm	Anaheim Campus - 510	Kane, Raenie		
	Required in-pers	on meeting	gs on Tuesdays 6:00pm	9:50pm. Meeting dates: 8/12, 8/20, 8/27, 9/3	3, 9/10, 9/17, 9/24, 10/1,		
	and 10/8. All rem	naining hou	rs completed online asy	rnchronously.			
50940	10/13 - 12/19	Remote	Remote	Hybrid - HYBRID	Oo, Jennifer		
	10/21 - 12/16	T	06:00pm-09:50pm	Anaheim Campus - 510	Oo, Jennifer		
	Required in-pers	on meeting	gs on Tuesdays 6:00pm	9:50pm. Meeting dates: 10/21,11/4, 11/18, a	nd 12/2.		
	All remaining ho	urs comple	ted online asynchronou	sly.			
53048	10/13 - 12/19	Remote	Remote	Hybrid - HYBRID	Kane, Raenie		
	10/22 - 12/17	W	6:00pm-9:50pm	Anaheim Campus - 510	Kane, Raenie		
	Required in-person meetings on Tuesdays 6:00pm 9:50pm. Meeting dates: 10/22,11/5, 11/19, and 12/3.						
	All remaining ho	urs comple	ted online asynchronou	sly.			

# Medical Assisting Simulation Lab and Certification Prep MEDA 300

Prerquisite: MEDA 210 Medical Assistant Clinical Procedures Theory II and MEDA 211 Medical Assistant Clinical Procedures Lab II. This course will offer hands on simulation to medical case studies in a laboratory environment as well as offer an opportunity for students to prepare to take a CCMA certification exam. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor		
53049	8/11 - 12/19	Remote	Remote	Hybrid - HYBRID	Oo, Jennifer		
	8/12 - 12/16	Τ	09:00am-11:50am	Anaheim Campus - 510	Oo, Jennifer		
	Required in-person meetings on Tuesdays 9:00am 11:50pm. Meeting dates: 8/12, 8/19, 8/26, 9/2, 9/9, 9/16, 9/23, 9/30,						
	10/7, 10/14, 10/	21, 10/28,	11/4, 11/18, 12/2, 12/9, 8	and 12/16. All remaining hours completed on	line asynchronously.		





# **Personal Care Aide**





This program is designed to prepare students for an entry-level position as a personal care aide. The program consists of courses to provide students with the knowledge and skills needed to perform personal care aide tasks in a consumers' home or a residential care setting.







# **Personal Care Aide 1**

#### **MEDO 311**

This course introduces key concepts for the personal care aide, working in different settings, teamwork, and professional behavior. Students will also gain foundational knowledge and skills in the following areas: working with elders; respecting clients; communication; working with depressed patients; infection control; basic nutrition and eating; body systems and common diseases; and proper body mechanics. This is the first course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with daily living activities at their homes or in a care facility.

CRN	Dates	Days	Time	Location	Instructor	
51805	8/11 - 9/19	Remote	Remote	Hybrid - HYBRID	Uy, Audrey	
	8/13 - 9/17	W	06:30pm-09:20pm	Anaheim Campus - 134	Uy, Audrey	
	Required in-person meetings on Wednesdays 6:30pm-9:20pm. Meeting dates: 8/13, 8/20, 8/27, 9/3, 9/10, and 9/17.					
	All remaining ho	urs comple	eted online asynchronou	isly.		

## Personal Care Aide 2

#### **MEDO 312**

Prerequisite: MEDO 311 Personal Care Aide 1 This course focuses on activities of daily living (ADL): bathing and personal care, toileting, bed making, and dressing. Students will learn about working with patients with dementia, mental illness, and developmental disabilities, as well as different types of abuse and neglect. This is the second course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with activities of daily living at their homes or in a care facility.

CRN	Dates	Days	Time	Location	Instructor	
51806	9/22 - 10/31	Remote	Remote	Hybrid - HYBRID	Uy, Audrey	
	9/24 - 10/29	W	06:30pm-09:20pm	Anaheim Campus - 134	Uy, Audrey	
	Required in-person meetings on Wednesdays 6:30pm-9:20pm. Meeting dates: 9/24, 10/1, 10/8, 10/15, 10/22, and 10/29.					
	All remaining ho	urs comple	eted online asynchronou	isly.		

#### Personal Care Aide 3

#### **MEDO 313**

Prerequisite: MEDO 311 Personal Care Aide 1 and MEDO 312 Personal Care Aide Personal Care Aides ensure better care to people while they are aging or recovering at home. This career development course will provide students with the skills needed to obtain employment as a personal care aide. Topics includes: resume writing, interviewing skills, and job search. Students will also complete CPR and First Aid training for certification.

CRN	Dates	Days	Time	Location	Instructor		
51807	11/3 - 12/19	Remote	Remote	Hybrid - HYBRID	Uy, Audrey		
	11/5 - 12/17	W	06:30pm-09:20pm	Anaheim Campus - 134	Uy, Audrey		
	Required in-person meetings on Wednesdays 6:30pm-9:20pm. Meeting dates: 11/5, 11/12, 11/19, 12/3, 12/10, and 12/17.						
	All remaining ho	urs comple	eted online asynchronou	isly.			





# **Pharmacy Technician**





NOCE's Pharmacy Technician Certificate provides the first steps to enter a new career. The program is accredited by the American Society of Health-System Pharmacists (ASHP). Become a certified pharmacy technician and prepare to work in a retail or hospital pharmacy.

# **Medical Terminology**

**MEDO 105** 

This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50886	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Smith, Fawn
50888	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Tarango, Courtney
50887	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Smith, Fawn
50889	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Tarango, Courtney

# **Pharmacy Technician, Introduction**

**PTEC 100** 

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

CRN	Dates	Days	Time	Location	Instructor
52259	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Yeon, Jennifer
50884	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Gonzalez-Stone, Debra

# **Pharmacy Operations Lab**

**PTEC 105** 

Prerequisite: PTEC 100 Pharmacy Technician, Introduction and COMP 685 Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 35 net words a minute with 5 or less errors. This course is an introduction to the operations of a pharmacy and provides students with a working knowledge of its structural, functional, business and inter-relational aspects within the health care system. The course also covers the basics of compounding, medication distribution and inventory control. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50896	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Shields, Julie

#### **Pharmaceutical Mathematics**

DTEC 110

Prerequisite: PTEC 100 Pharmacy Technician, Introduction. Includes a review of basic mathematics focusing on its application to common pharmaceutical calculations; terminology, abbreviations and units needed to perform pharmaceutical calculations; and how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge. Textbook Required.

CRN	Dates	Days Time	Location	Instructor
50893	8/11 - 10/10	Remote Remote	ONLINE - ONLINE	Yeon, Jennifer

# Pharmacology I

PTFC 115

Prerequisite: MEDO 105 Medical Terminology. Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the neurological, visual, auditory, integumentary, and musculoskeletal body systems. Over-the-counter drugs including antihistamines, anti-inflammatory, analgesics, vitamins and natural substances will be covered. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50890	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Shields, Julie

#### Pharmacology II

**PTEC 120** 

Prerequisite: MEDO 105 Medical Terminology. Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the cardiovascular, blood, respiratory, urinary, digestive, endocrine and reproductive body systems. Anti-infectives, vaccines, oncology agents, as well as fluid and electrolytes are covered. Textbook Required.

CRN	Dates	Days Time	Location	Instructor
50892	10/13 - 12/19	Remote Remote	ONLINE - ONLINE	Shields Julie





#### **Human Relations for Healthcare Workers**

**PTEC 125** 

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

CRN	Dates	Days	Time	Location	Instructor
50901	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Gonzalez-Stone, Debra
50925	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Gonzalez-Stone, Debra

# Pharmacy Technician, Lab for the In-Patient

**PTEC 200** 

Prerequisite: PTEC 105 Pharmacy Operations Lab, and PTEC 110 Pharmaceutical Mathematics, and PTEC 115 Pharmacology I, and PTEC 120 Pharmacology II. Course covers the preparation of medications given by intravenous, epidural and subcutaneous routes of administration. The student will learn aseptic techniques, pharmacy IV calculations, drug compatibilities and stabilities, IV therapy management, and specialized equipment. The laboratory incorporates use of laminar and vertical flow hoods and computerized software for IV preparation. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor		
51136	8/11 - 10/10	Remote	Remote	Hybrid - HYBRID	Shields, Julie		
	8/13 - 10/8	W	6:00pm-7:50pm	Anaheim Campus - 408	Shields, Julie		
	Required in-per	son meetin	gs on Wednesdays 6:0	0pm-7:50pm. Meeting dates: 8/13, 8/20, 8/27	', 9/3, 9/10, 9/17, 9/24,		
	10/1, and 10/8.	All remainiı	ng hours completed on	line asynchronously.			
51785	10/13 - 12/19	Remote	Remote	Hybrid - HYBRID	Shields, Julie		
	10/15 - 12/17	W	9:00am-10:50am	Anaheim Campus - 408	Shields, Julie		
	Required in-person meetings on Wednesdays 9:00am-10:50am. Meeting dates: 10/15, 10/22, 10/29, 11/5, 11/12, 11/19,						
	12/3, 12/10, and	d 12/17. All	remaining hours comp	leted online asynchronously.			

#### Pharmacy Technician, Lab for the Out-Patient

**PTEC 205** 

Prerequisite: MEDO 105 Medical Terminology and PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II. This course is designed to provide pharmacy technician students with practical experience in a simulated out-patient pharmacy setting. It includes hands-on experience working with a computerized pharmacy management system in the retail setting, third party billing and telephone etiquette. Textbook Required.

CRN	Dates	Days	Time	Location	Instructor
50897	8/11 - 10/10	Remote	Remote	Hybrid - HYBRID	Shields, Julie
	8/13 - 10/8	W	09:00am-10:50am	Anaheim Campus - 408	Shields, Julie
				0am-10:50am. Meeting dates: 8/13, 8/20, 8/2	27, 9/3, 9/10, 9/17, 9/24, 10/1,
	and 10/8. All rer	naining hoເ	urs completed online as	ynchronously.	
51135	10/15 - 12/17	Remote	Remote	Hybrid - HYBRID	Shields, Julie
	10/15 - 12/17	W	06:00pm-07:50pm	Anaheim Campus - 408	Shields, Julie
			gs on Wednesdays. Me eted online asynchronou	eeting dates: 10/15, 10/22, 10/29, 11/5,11/12 usly.	, 11/19, 12/3, 12/10, and 12/17.

# Pharmacy Technician Practical Career Training - Entry PTEC 300

Prerequisite: PTEC 125 Human Relations for Healthcare Workers and PTEC 200 Pharmacy Technician, Lab for the In-Patient, PTEC 205 Pharmacy Technician, Lab for the Out-Patient and Enrollment must be within one year of completion of final pharmacy technician lab or work experience as a Pharmacy Technician within the previous 12 months. This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class participation, plus 130 experiential hours in an approved pharmacy. Class topics include professionalism, current issues in pharmacy, and work performance.

CRN	Dates	Days	Time	Location	Instructor
52260	8/11 - 10/10	Remote	Remote	ONLINE - ONLINE	Shields, Julie
51935	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Shields, Julie





## Pharmacy Technician Advanced Level Lecture

**PTEC 301** 

Prerequisite: Completion of the ASHP Entry Level Certificate. This course prepares students for practice as Advanced-level pharmacy technicians in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician.

CRN	Dates	Days Time	Location	Instructor
52261	10/13 - 12/19	Remote Remote	ONLINE - ONLINE	Yeon, Jennifer

#### Pharmacy Technician Advanced Level Lab

**PTEC 302** 

Prerequisite: Completion of the ASHP Entry Level certificate and PTEC 301 Pharmacy Technician Advanced Level Lecture or Co-requisite: Concurrently with PTEC 301 Pharmacy Technician Advanced Level Lecture. The course prepares students for practice as Advanced-level pharmacy technicians, in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. The Lab is designed to be taken concurrently or after the lecture course.

CRN	Dates	Days	Time	Location	Instructor	
52262	10/13 - 12/19	Remote	Remote	Hybrid - HYBRID	Yeon, Jennifer	
	10/16 - 12/18	Th	06:00pm-09:50pm	Anaheim Campus	Yeon, Jennifer	
	Required in-person meetings on Thursdays 6:00pm-9:50pm. Meeting dates: 10/16, 10/23, 10/30,11/6, 11/13, 11/20, 12/4,					
	12/11 and 12/18	R All remai	ning hours completed o	nline asynchronously		

# Pharmacy Technician Practical Career Training - Advanced PTEC 305

Prerequisite: PTEC 301 Pharmacy Technician Advanced Level Lecture and PTEC 302 Pharmacy Technician Advanced Level Lab and Enrollment must be within one year of completion of PTEC 302 Pharmacy Technician Advanced Level Lab. This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy environment. It requires weekly class participation plus 200 experiential hours in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance.

CRN	Dates	Days	Time	Location	Instructor
52493	8/11 - 9/19	Remote	Remote	ONLINE - ONLINE	Shields, Julie

# Pharmacy Technician Certification Exam Review

**PTEC 310** 

This course is a review for the pharmacy technician certification exam. It covers the registration process and re-

certification requirements, and reviews the materials contained on the exam. This course is designed as a review for individuals who have completed a pharmacy technician program or who are working pharmacy technicians. Textbook Required.

CRN	Dates	Days Time	Location	Instructor	
51130	9/1 - 11/21	Remote Remote	ONLINE - ONLINE	Shields, Julie	

# **Quality Assurance Management for Medical Devices**

#### Technical Writing for Bio-Medical Industries

**QAMD 420** 

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

CRN	Dates	Days	Time	Location	Instructor
52431	10/13 - 12/19	Remote	Remote	ONLINE - ONLINE	Sharma, Atima

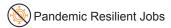
#### Quality Auditing for Medical Devices

**QAMD 425** 

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

CRN	Dates	Days Time	Location	Instructor
52965	10/13 - 12/19	Remote Remote	ONLINE - ONLINE	Sharma Atima







# DISABILITY SUPPORT SERVICES

Increase independence and self-advocacy.

Prepare for and obtain competitive employment.

Get support with emotional health and relationship skills.

Access disability resources for college courses.

Explore noce.edu/dss or call (714) 808-4719.

# **Program Office Location:**

NOCE Cypress Center - Bldg 18, Room 110

**In-person Office Hours:** 

Monday - Friday ...... 8 a.m. - 4:30 p.m.

# **Program Overview**

# **Disability Support Services**

The Disability Support Services (DSS) Program provides assistance to adults with disabilities so they can successfully complete their postsecondary education, job, and independent living goals at NOCE. Visit noce.edu/disability-services.

# **Support Services and Accommodations**

DSS provides traditional accommodations, aids, services, and instruction as required by law to support adult students with disabilities. Through the DSS Program, students can access:

- DSS Counseling
- Alternate Media
- Assistive Technology
- Sign-Language Interpretation
- Testing Accommodations

# **Instructional Programs**

Through the DSS instructional Program, students can access:

- DSS Special Classes. For more informtion visit: noce.edu/dss.
- Work Independence Self-Advocacy Education (WISE) Program. Visit noce.edu/wise.

# **Supporting Inclusive Education**

DSS offers programs and services that support key transitions and inclusion in employment and educational pathways for adults with disabilities. Counselors in the DSS Program help students with referrals, assessments, developing educational goals and plans, recommending accommodations, and more. The following DSS programs at NOCE support preparation and transition to inclusive education at NOCE, Cypress College, and/or Fullerton College:

- Bus Mobility Training Program. Visit noce.edu/mobility.
- College to Career (C2C). Visit noce.edu/college2career.
- Department of Rehabilitation (DOR) Student Services Educational Coaching.
- Independent Vocational and Educational Supports (IVES). Visit noce.edu/ives.
- The Academics Relationships Independence Self-Advocacy Emotional Health (ARISE) Labs Visit noce.edu/arise.

# **Supporting Inclusive Employment**

The following DSS programs at NOCE support preparation and transition to employment:

- Bus Mobility Training Program. Visit noce.edu/mobility.
- College to Career (C2C). Visit noce.edu/college2career.
- Ralph's Grocery Workforce Case Management
- Project Search
- The California Adult Education Program (CAEP) Job Development
- The California Subminimum Wage to Competitive Integrated Employment Project (CSP)
- Workability III (WAIII). Visit noce.edu/workability.

# Ready to Get Started? Once you've applied to NOCE...

- Meet with a DSS counselor to complete onboarding and registration: (714) 808-4719 or disabilitysupport@noce.edu.
- 2. Attend class
  - Online by logging into Canvas on the start date listed in the class schedule.
  - In person on the date, time, and at the location listed in the class schedule.

# Have Questions? Need Registration Help?

(714) 808-4719 or disabilitysupport@noce.edu

TIP: Make arrangements for support four weeks prior to the start of class. For information about what to bring to the appointment with the DSS counselor, visit noce.edu/dss.

# **Info Sessions**



Want to learn more about the DSS programs including Workability or College to Career? Join us for an information session via Zoom: noce.edu/info-sessions.







# Students Supported through Inclusive Education at NOCE

As our affirmation to continuously serve our diverse community, NOCE celebrated Autism Awareness Month this past April. During the month, students from the NOCE ARISE Lab were invited to share their thoughts on Autism Spectrum Disorder (ASD). Common themes emerged: friendship, the desire for inclusion, individuality, and the challenges that come with being misunderstood. These voices remind us of the importance of creating a campus culture rooted in understanding and belonging. One inspiring example is **Luis Ornelas** (pictured right), a dedicated and quietly determined student who has been taking DSS classes for several years. In 2024 Fall Semester, Luis enrolled in the NOCE High School Diploma Program while continuing his DSS coursework. In under a year, he achieved his goal of earing his diploma and proughwalked in the



2025 Commencement and Student Success Ceremony this past May. Luis plans to enroll in credit classes at Cypress College this fall. At NOCE, we affirm our collective support for all our students. These students reflect the rich diversity of our campus and contribute immeasurably to the vibrancy of our community.

# **Workforce Preparation Courses**

Explore Careers • Build Confidence • Gain Foundational Skills

These entry-level, tuition-free courses listed below are open to all students and recommended for adults with disabilities to gain workplace skills, explore career paths, and prepare for future success — a perfect first step before Career Technical Education (CTE)!

#### **Career Exploration Courses:**



**Animal Care** 



Childcare



Retail



Food Services

#### Ready to Enroll?

To apply: <u>noce.edu/start</u>
To register: <u>noce.edu/register</u>

#### **Questions?**

Contact StarHelp at (714) 808-4679 or

starhelp@noce.edu

#### Learn valuable skills in:

- Punctuality & Professionalism
- Communication & Teamwork
- Basic Safety & Task
   Completion
- Willingness to Learn & Grow

These classes are open to anyone, 18+!



# Workforce Preparation

This certificate program is designed to allow students to participate in workforce education as an initial step toward a career pathway. Completing this program can benefit students who are interested in taking additional course work to develop foundational skills to prepare for success in the classroom and workplace. Students can be expected to learn the following: desirable qualities of an employee, different work environments, problem-solving strategies, and professional duties and industry standards.

# Career Exploration: Animal Care Skills



**WFPR 204** 

This course prepares individuals with the foundational skills needed for animal care-related careers and reviews the basics of animal care skills through interaction with animals. Students study soft skills and apply them to foundational concepts and basic industry-related requirements.

CRN	Dates	Days	Time	Location	Instructor
52656	8/11-12/17	MW	09:00am-11:20am	Anaheim Campus-313	STAFF
52654	8/11-12/17	MW	12:30pm-02:50pm	NOCE Cypress Bldg 18-107	Garcia, Michael

# Career Exploration: Childcare Skills

**WFPR 200** 

This course prepares individuals with the foundational skills needed for child-related careers and reviews the basis of childcare skills through interaction with children. Students study soft skills and apply them to foundational concepts and basic industry-related requirements.

CRN	Dates	Days	Time	Location	Instructor
52689	8/11-12/19	Remote	Remote	ONLINE-ONLINE	Stanojkovic, Alli
	5 hours/week to	tal, 2 hours	in Zoom (9:00a-10:00a	. T/Th). All remaining hours to be completed	online in Canvas.

# Career Exploration: Paths in the Food Service Industry



**WFPR 220** 

This course is designed to further develop knowledge of guest services required skills and vocational options. Integrated field experience includes hands-on training in the basic vocational skills and responsibilities required for working as a server, food runner, lobby or bell attendant, and entry-level housekeeper in a hotel or resort setting.

CRN	Dates	Days	Time	Location	Instructor
53110	8/11-12/17	MW	09:00am-11:20am	NOCE Cypress Bldg 18-200	Mungaray, Sally

# Career Exploration: Retail Services, Introduction



**WFPR 224** 

This course provides students with an understanding of essential skills required for entry-level retail service professions. It explores the basics of sales transactions, customer service techniques, and the math skills necessary for retail operations. Students will learn about various roles within the retail sector, from Cashiers to Stockers and Order Fillers, preparing them for immediate employment or further training in retail services. The curriculum is designed to contextualize the skills needed in retail environments, offering a foundation for those seeking to advance their careers in this dynamic industry.

CRN	Dates	Days	Time	Location	Instructor
53111	8/12-12/18	TTh	09:00am-11:20am	Anaheim Campus-308	Stanojkovic, Ivan

# **Academic Track**

# Reading: Survival Vocabulary & Basic Reading and Writing DSSS 116

This course is designed for students interested in improving their basic reading and writing skills, as well as increasing reading comprehension abilities. Topics include survival vocabulary, introduction to use of reference tools and time management.

CRN	Dates	Days	Time	Location	Instructor
52653	8/11-12/17	MW	09:00am-11:20am	NOCE Cypress Bldg 18-107	Garcia, Michael
52677	8/11-12/17	MW	09:00am-11:20am	Wilshire NOCE 200 BLDG-201	Ndirangu-Mwathi, Agnes

# **Community Track**

# **Community Resources**

**DSSS 110** 

This course is designed to provide students with the skills necessary to access resources in the community that may provide opportunities for employment, personal wellness, and organizations that provide community transition assistance. Topics include instructions for use of public transportation to get to and return from community destinations

CRN	Dates	Days	Time	Location	Instructor
52666	8/15-12/19	F	09:00am-02:50pm	Anaheim Campus-118	STAFF
53095	8/12-12/16	T	09:00am-02:50pm	NOCE Cypress Bldg 18-107	STAFF
52687	8/11-12/19	Remote	Remote	ONLINE-ONLINE	Sorooshian-Tafti, Rose
	5 hours/week to	tal 2 hours	s in Zoom (12:30n-1:30n	T/Th) All remaining hours to be completed	online in Canvas

# **Computer Track**

# **Computer Fundamentals: Beginning Skills**

**DSSS 120** 

This course is designed for students interested in an introduction to basic computer and word processing skills.

CRN	Dates	Days	Time	Location	Instructor	
52661	8/11-12/17	MW	12:30pm-02:50pm	NOCE Cypress Tech Ed 2-200	Aguirre, Miguel	

# **Computers: Word Processing and Electronic Mail**

**DSSS 123** 

Designed for students interested in increasing their basic knowledge of word processing and training in the use of the Internet and operation of e-mail accounts.

CRN	Dates	Days	Time	Location	Instructor		
52672	8/11-12/17	MW	12:30pm-02:50pm	Anaheim Campus-313	Ndirangu-Mwathi, Agnes		
52674	8/11-12/17	MW	12:30pm-02:50pm	Anaheim Campus-610	Friedman, Courtney Jo		
52685	8/11-12/19	Remote	Remote	ONLINE-ONLINE	Sorooshian-Tafti, Rose		
	5 hours/week total, 2 hours in Zoom (10:30a-11:30a, T/Th). All remaining hours to be completed online in Canvas.						

# Photoshop Elements:

# Digital Camera Operation and Editing Fundamentals

**DSSS 124** 

This course is designed for individuals wanting to increase their basic knowledge of taking a digital photo and introduce photo editing software basics. Topics will include operating a camera or related device, the parts of a camera, photo editing software options and basic skills in editing to print.

CRN	Dates	Days	Time	Location	Instructor
52673	8/12-12/18	TTh	12:30pm-02:50pm	Anaheim Campus-313	Nakawatase, Tiffany

# **Core Skills Track**

# Money Skills: Safe Shopping and Money Management

**DSSS 132** 

A course designed for students wanting to gain fundamental skills of safe shopping and money management basics. Students will learn to identify and avoid scams online and in the community.

CRN	Dates	Days	Time	Location	Instructor
52662	8/12-12/18	TTh	12:30pm-02:50pm	NOCE Cypress Tech Ed 2-200	Calsita, Ciara

#### Independent Living: Options & Resources

**DSSS 137** 

This course is an overview of living options for those considering living independent of their family homes. Topics will include the advantages and disadvantages of various living options as well as exploring the process of choosing and renting an apartment.

CRN	Dates	Days	Time	Location	Instructor		
52671	8/12-12/18	TTh	12:30pm-02:50pm	Anaheim Campus-308	STAFF		
52658	8/11-12/17	MW	09:00am-11:20am	NOCE Cypress Tech Ed 2-223	Cunningham, Julia		
52686	8/11-12/17	Remote	Remote	ONLINE-ONLINE	Van Gelder, Matthew		
	5 hours/week total, 2 hours in Zoom (12:30p-1:30p, M/W). All remaining hours to be completed online in Canvas.						

# **Employment Skills Track**

# Job Skills: Exploring Occupational Paths

**DSSS 140** 

This course is intended to assist students in establishing a realistic occupational goal and explore resources for seeking employment in a chosen occupational. This course will also introduce students to effective job interview preparation, technique and attire.

CRN	Dates	Days	Time	Location	Instructor
52670	8/11-12/17	MW	12:30pm-02:50pm	Anaheim Campus-308	Hester, Tracy
52669	8/12-12/18	TTh	09:00am-11:20am	Anaheim Campus-610	Maldonado Apaez, Lizbeth
52660	8/12-12/18	TTh	09:00am-11:20am	NOCE Cypress Tech Ed 2-223	Aguirre, Miguel

#### Communication on the Job: Foundational Skills

**DSSS 142** 

A class designed for students interested in learning how to expand their communication skills in relation to employment. Course will focus on professional communication while seeking employment as well as once employment is obtained; and will include activities to enhance written and verbal skills.

CRN	Dates	Days	Time	Location	Instructor
52663	8/11-12/17	MW	12:30pm-02:50pm	NOCE Cypress Tech Ed 2-223	Cunningham, Julia
52667	8/12-12/18	TTh	09:00am-11:20am	Anaheim Campus-118	Knorr, Arielle

#### Workplace Skills Training: Exceptional Employee

**DSSS 146** 

This is a lecture and lab course designed to provide students with hands-on training in basic vocational tasks that may be expected of them in entry-level employment. Topics include effective on-the-job/workplace behavior, attitude, appropriate dress, hygiene and basic work safety.

CRN	Dates	Days	Time	Location	Instructor	
52680	8/15-12/19	F	09:00am-02:50pm	Wilshire NOCE 200 BLDG-201	Ndirangu-Mwathi, Agnes	
52684	8/11-12/19	Remote	Remote	ONLINE-ONLINE	Van Gelder, Matt	
	5 hours/week total, 2 hours in Zoom (10:30a-11:30a, M/W). All remaining hours to be completed online in Canvas.					

# **Educational Support and Employment Prep Lab**

**DSSS 370** 

This course is designed to provide students with the basic knowledge to develop educational and vocational skills. Students will increase awareness of campus and community supports, build self-advocacy skills, as well as exercise communication and mobility skills.

CRN	Dates	Days	Time	Location	Instructor
52964	8/11 - 10/10	Remote	Remote	HYBRID-HYBRID	Calsita, Ciara
				s and Thursdays from 9:00am-11:20am. M	
	8/28, 9/2, 9/4,	9/9, 9/11, 9/	16, 9/18, 9/1	23, 9/25, 9/30, 10/2, 10/7, and 10/9. All rem	aining hours online.
53125	10/13 - 12/19	Remote	Remote	HYBRID-HYBRID	Calsita, Ciara
	Required inper	rson meeting	s Tuesdays	s and Thursdays from 9:00am-11:20am. Me	eting dates 10/14, 10/16, 10/21, 10/23,
	10/28, 10/30,	11/4. 11/6. 11	//13. 11/18.	11/20, 12/2, 12/4, 12/9, 12/11, 12/16, and 1	2/18. All remaining hours online.

# Interpersonal Skills Track

# Self Advocacy: Making a Plan

**DSSS 150** 

This course provides students with the knowledge and resources to make decisions and communicate needs for determining life and vocational paths. Students will examine personal strengths and skills to successfully advocate for life or vocational goals, in addition exploration into areas of disability and adaptive skills to mitigate personal challenges.

CRN	Dates	Days	Time	Location	Instructor			
52665	8/11-12/17	MW	09:00am-11:20am	Anaheim Campus-118	Knorr, Arielle			
52675	8/12-12/18	TTh	12:30pm-02:50pm	Anaheim Campus-610	Maldonado Apaez, Lizbeth			
52657	8/12-12/18	TTh	09:00am-11:20am	NOCE Cypress Tech Ed 2-200	Van Gelder, Matthew			
52688	8/11-12/20	Remote	Remote	ONLINE-ONLINE	Calsita, Ciara			
	5 hours/week total, 2 hours in Zoom (2:00p-3:00p, M/W). All remaining hours to be completed online in Canvas.							

# Relationships:

# Foundational Basics in Building Healthy Relationships

**DSSS 160** 

This course is designed to provide students an overview of appropriate interactions with foundational relationships concepts. Topics include appropriate interactions for building and maintaining healthy friendships and romantic relationships, using a variety of basic skills.

CRN	Dates	Days	Time	Location	Instructor
52676	8/15-12/19	F	09:00am-02:50pm	Anaheim Campus-610	Friedman, Courtney Jo

# Social Skills: Foundational Interpersonal Basics

**DSSS 152** 

This course is designed to provide students with an overview of foundational social skills at home, school, work, and in the community, as well as their personal life using a variety of basic skills.

CRN	Dates	Days	Time	Location	Instructor
52679	8/12-12/18	TTh	09:00am-11:20am	Wilshire NOCE 200 BLDG-201	Mungaray, Sally
52664	8/12-12/18	TTh	12:30pm-02:50pm	NOCE Cypress Tech Ed 2-223	Van Gelder, Matthew

# **Boundaries & Relationships: Fundamentals**

**DSSS 162** 

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

	CRN	Dates	Days	Time	Location	Instructor
ļ	52681	8/11-12/17	MW	12:30pm-02:50pm	Wilshire NOCE 200 BLDG-201	Stanojkovic, Alli
Ę	53096	8/14 - 12/18	Th	09:00am-02:50pm	NOCE Cypress Bldg 18 - 107	STAFF
ļ	52683	8/11-12/19	Remote	Remote	ONLINE-ONLINE	Stanojkovic, Alli
		5 hours/week tot	al, 2 hours	in Zoom (9:00a-10:00a	, M/W). All remaining hours to be completed	online in Canvas.

# Life Skills Track





# **Basic Cooking: Beginning Skills**

**DSSS 134** 

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

CRN	Dates	Days	Time	Location	Instructor
52655	8/15-12/19	F	09:00am-02:50pm	NOCE Cypress Bldg 18-107	Sorooshian-Tafti, Rose
52718	8/11-12/19	Remote	Remote	ONLINE-ONLINE	Breen, Theresa
	5 hours/week tot	al 2 hours i	in Zoom (2:00n-3:00n	T/Th) All remaining hours to be complete.	d online in Canvas

# Banking & Bill Paying: Beginning Skills

**DSSS 130** 

A quick-paced course designed to provide students with foundational banking and money management skills. Topics include basic banking terminology, budgeting and computing purchases.

CRN	Dates	Days	Time	Location	Instructor
52668	8/11-12/17	MW	09:00am-11:20am	Anaheim Campus-610	Maldonado Apaez, Lizbeth
52682	8/12-12/18	TTh	12:30pm-02:50pm	Wilshire NOCE 200 BLDG-201	Mungaray, Sally

# **WISE Program**

# WISE - Independent Living Skills

**DSSS 306** 

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

CRN	Dates	Days Ti	ime	Location	Instructor
52678	8/11 - 12/19	MTWThF 09:0	0am-02:50pm	NOCE Cypress Bldg 18-103	Pietrzak, Edyta
					McArthur, Arina
53102	8/11 - 12/19	MTWThF 09:0	0am-02:50pm	Wilshire NOCE 200 BLDG-207	Reeves, Megan
					Breen, Thersa

# **DSS Off-Site Locations**

CRN	Location
53097	My Day Counts
53098	My Day Counts
53099	My Day Counts
53100	My Day Counts

CRN	Location
53101	My Day Counts
53126	My Day Counts
53127	My Day Counts
53128	My Day Counts

CRN	Location
53118	Online Access Pass
53119	Online Access Pass
53120	Online Access Pass



# ENGLISH AS A SECOND LANGUAGE AND U.S. CITIZENSHIP PREPARATION

Practice listening, speaking, reading, and writing skills.

Learn English and job skills at the same time.

Prepare for the U.S. Citizenship Test.

Develop academic skills for success in college.

Explore noce.edu/ESL, call (714) 808-4638, text (714) 497-1523, or e-mail ESL4ALL@noce.edu.

# **Program Office Location:**

Anaheim Campus - 7th Floor Reception

# In-person Office Hours:

Monday - Thursday.....8 a.m. - 8:30 p.m.

Friday ...... 8 a.m. - 4:30 p.m.

# **Program Overview**

# **English as a Second Language (ESL) Courses**

The ESL Program offers six levels of English – from literacy to advanced - with instruction in listening, speaking, reading, writing, and grammar. Specialty courses for beginning and intermediate/advanced students offer additional practice. Visit **noce.edu/esl**.

# **ESL Student Support Centers**

ESL Student Support Centers have instructors and staff available to help students with homework, resources, technology, and more. Available in-person at Anaheim Campus, Cypress Center, and Wilshire Center, and online in Zoom: noce.edu/ESL/SSC.

# **Career Pathways for English Language Learners**

With our Career Technical Education (CTE) Program, NOCE offers career pathway programs for ESL students. Two instructors teach career-specific language and job skills to prepare students for rewarding entry-level positions. For information, visit <a href="mailto:noce.edu/esl/careerpathways">noce.edu/esl/careerpathways</a> or contact by phone (714) 808-4638, text (714) 497-1523, or email ESL4ALL@noce.edu.

# Citizenship Pathways for English Language Learners

Citizenship Preparation classes prepare students to take the USCIS Citizenship Test. Students examine required forms and prepare for their USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. Classes available for beginning and intermediate/advanced level English Language Learners. More info at noce.edu/citizenship.

# College Pathways for English Language Learners

Academic and College Success classes and certificates are available for intermediate-advanced ESL students with a goal of transferring to college or university. More info at <a href="noce.edu/esl-academic">noce.edu/esl-academic</a>.

# Ready to Get Started?

# Once you've applied to NOCE...

- Complete "NOCE ESL Orientation" through myGateway at noce.edu/mygateway. Visit noce.edu/orientation for details.
- 2. Contact the ESL Program to schedule a placement test, registration, and orientation by phone (714) 808-4638, text (714) 497-1523, or email ESL4ALL@noce.edu.
- 3. Attend class in-person or online through Canvas at noce.edu/canvas.

# **Have Questions?**



**Need Registration Help?** 

¿Necesita ayuda con el registro? Call (714) 808-4638, text (714) 497-1523, or email ESL4ALL@noce.edu.

# **ESL Program Certificates**

The ESL Program offers certificates of completion that students can earn after they **PASS** all courses listed. The state-approved certificates awarded appear on official student transcripts. For more information on certificate requirements, please visit noce.edu/esl/certificates.

# **Core Certificates**

	ESL Ir	ESL Integrated Skills		ESL Skill Review		
Beginning Literacy	ESLA 229 + 12 hours		ESLA 239	+ One Elective		
Beginning Low	ESLA 230	ESLA 001 or	ESLA 240	(ESLA 180, ESLA 182, ESLA 185,		
Beginning High	ESLA 231	ESLA 305	ESLA 241	ESLA 222, or ESLA 225)		
Intermediate Low	ESLA 232	+ 12 hours	ESLA 242	+ One Elective		
Intermediate High	ESLA 233	ESLA 001 or	ESLA 243	(ESLA 181, ESLA 183, ESLA 186,		
Advanced	ESLA 234	ESLA 307	ESLA 244	ESLA 223, or ESLA 226)		

# **Specialty Certificates**

**ESL for Community Involvement** 

Beginning
 Intermediate/Advanced
 ESLA 260 + One elective: ESLA 180, 182, 185, 222, 225, 250, or 801
 ESLA 261 + One elective: ESLA 181, 183, 186, 223, 226, 251, or 815

ESL for the Arts ESLA 351, 352, 353 or 354 (Select three courses)

ESL Grammar Review ESLA 222 + ESLA 223

ESL Multiskills ESLA 110 + ESLA 120

ESL Reading & Writing Skills

Beginning
 Intermediate/Advanced
 ESLA 180 + ESLA 185
 ESLA 181 + ESLA 186

**ESL Speaking Skills** 

Beginning
 Intermediate/Advanced
 ESLA 182 + (ESLA 222 or ESLA 225)
 ESLA 183 + (ESLA 223 or ESLA 226)

ESL Specialty Courses

• Beginning ESL Student Support Center, 12 hrs (ESLA 001) +

One elective: ESLA 180, 182, 185, 222, 225, 250, or 801

• Intermediate/Advanced ESL Student Support Center, 12 hrs (ESLA 001) +

**One elective:** ESLA 181, 183, 188, 211, 223, 226, 251, 804, or 815

ESLA 225 + ESLA 226

# **College and Career Pathway Certificates**

ESL for Academic Success I ESLA 1060 + ESLA 1062 ESL for Academic Success II ESLA 1065 + ESLA 1067 ESL College Success Skills ESLA 1071 + ESLA 1073

**ESL for Employment Preparation** 

Part A
 Part B
 ESLA 1200 + ESLA 1202
 ESLA 1204 + ESLA 1205

# **ESL Student Support Center**

Need extra practice with English? Want help participating in your online class? At the ESL Student Support Center, students:

- Get help with technology and completing forms (book awards, etc.)
- 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

ESL Student Support Center schedule: noce.edu/ESL/SSC

Questions? call: (714) 808-4638, text: (714) 497-1523, or email: ESL4ALL@noce.edu.

# **ESL Student Support Center**

**ESLA 001** 

The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology.

CRN	Dates	Days	Time	Location			
In-person Classes – Anaheim Campus							
52727	8/11-12/18 8/11-12/18		12:10pm-02:40pm 04:00pm-05:50pm	Anaheim Campus - 702A/B Anaheim Campus - 702A/B			
In-pers	on Classes – C	ypress C	enter				
52811	8/11-12/18 8/11-12/18	MTWTh	12:00pm-02:20pm 03:30pm-05:50pm	NOCE Cypress Tech Ed 2 - 203 NOCE Cypress Tech Ed 2 - 203			
In-pers	on Classes – V	lilshire C	enter				
52793	8/11-12/18 8/11-12/18		12:15pm-03:00pm 04:30pm-05:50pm	Wilshire NOCE 200 BLDG - 214 Wilshire NOCE 200 BLDG - 214			
Online Classes							
52847	8/11-12/18 8/15-12/19	MTWTh F	08:30am-06:20pm 08:00am-08:20pm	ZOOM ZOOM			

# Want to succeed in the U.S. workplace?

Build the skills that employers want—tuition-free!

Earn one (or both!) of our new ESL for Work Certificates:

# **EMPLOYMENT PREPARATION A**

✓ Job Searches and Resume Writing (ESLA 1200)
✓ Interview Skills (ESLA 1202)

#### ALLO WALL OF THE PARTY OF THE P

 ✓ U.S. Workplace Culture & Etiquette (ESLA 1204)
 ✓ U.S. Workplace Operations & Financial Literacy (ESLA 1205)

**EMPLOYMENT PREPARATION R** 

Improve your English, learn how to impress U.S. employers, and understand your rights at work!

Join us in-person at the Anaheim Campus, NOCROP, or online from anywhere in California!

#### Register now-seats fill fast!

Call: (714) 808-4638 | Text: (714) 497-1523

Email: ESL4ALL@noce.edu

Check out pages 66 and 73 for more information about these classes!



# **ESL Core Classes**

# ESL Integrated Skills, Beginning Literacy

**ESLA 229** 

This course is designed for adult language learners who possess limited to no proficiency in English. The class will focus on basic vocabulary and basic grammar. Students will start to build competency in all four language skills. Course topics relate to using English for everyday needs.

CRN	Dates	Days	Time	Location	Instructor			
In-pers	In-person Classes – Anaheim Campus							
52696 52891 52697 52894 52895 52732 52733	8/11 - 12/18 8/11 - 12/18 8/11 - 12/19 8/11 - 12/18 8/11 - 12/18 8/11 - 12/18 8/11 - 12/18	MTWTh MTWTh MTWTh MTWTh MTWTh	08:30am-11:50am 08:30am-11:50am 08:30am-11:50am 01:00pm-04:20pm 01:00pm-04:20pm 06:00pm-09:20pm 06:00pm-09:20pm	Anaheim Campus - 108 Anaheim Campus - 116 Anaheim Campus - 132 Anaheim Campus - 108 Anaheim Campus - 132 Anaheim Campus - 108 Anaheim Campus - 108	Rueckert, Daniel STAFF Pico, Karina Houser, Tatiana STAFF Williams, Jodie Ruan, Elaine			
	on Classes - C							
52764 52775	8/11 - 12/18 8/11 - 12/18		08:30am-11:50am 06:00pm-09:20pm	NOCE Cypress Tech Ed 2 - 209 NOCE Cypress Tech Ed 2 - 209	Lu, Vivian Gatiglio, Karla			
In-pers	on Classes – W	lilshire C	enter					
52782 52794	8/11 - 12/18 8/11 - 12/18	MTWTh MTWTh		Wilshire NOCE 200 BLDG - 202 Wilshire NOCE 200 BLDG - 202	Allen, Cindy Witt, Sharon			
Online	Classes							
52816	8/11 - 12/18 12 hours in Zoo	Remote m (9:30a-1		ONLINE naining hours to be completed online in Canva	Takeda, Nancy as.			
52813	8/11 - 12/18 12 hours in Zoo	Remote m (9:30a-1		ONLINE paining hours to be completed online in Canva	Billiter, Laura as.			
52836	8/11 - 12/18	Remote	Remote	ONLINE ining hours to be completed online in Canvas	Lee, Julie			

# **ESL Integrated Skills, Beginning Low**

**ESLA 230** 

Recommended Preparation: Read, write, speak and comprehend English at the beginning literacy level. This course focuses on developing basic-level listening, speaking, reading and writing skills. Students will acquire basic language forms and functions to help them access community resources, prepare for the workplace and introduce them to lifelong learning opportunities.

	3 to									
CRN	Dates	Days	Time	Location	Instructor					
In-pers	In-person Classes – Anaheim Campus									
52701	8/11 - 12/18	MTWTh	08:30am-11:50am	Anaheim Campus - 110	Kim, Jungeun					
52702	8/11 - 12/18	MTWTh	08:30am-11:50am	Anaheim Campus - 112	Choi, Jean					
52892	8/11 - 12/18	MTWTh	08:30am-11:50am	Anaheim Campus - 114	Gonzalez, Daniela					
52896	8/11 - 12/18	MTWTh	01:00pm-04:50pm	Anaheim Campus - 114	Perez, Fernando					
52736	8/11 - 12/18	MTWTh	06:00pm-09:20pm	Anaheim Campus - 110	Herrera, Sharon					
52737	8/11 - 12/18	MTWTh	06:00pm-09:20pm	Anaheim Campus - 112	Kuzmenko, Nadiia					
In-pers	on Classes – C	ypress C	enter							
52765	8/11 - 12/18	MTWTh	08:30am-11:50am	NOCE Cypress Tech Ed 2 - 208	Glicker, Eric					
52776	8/11 - 12/18	MTWTh	06:00pm-09:30pm	NOCE Cypress Tech Ed 2 - 208	Klimmek, Kelly					
In-pers	on Classes – V	Vilshire C	enter							
52783	8/11 - 12/18	MTWTh	08:30am-11:50am	Wilshire NOCE 200 BLDG - 217	Koh, Myung					
52796	8/11 - 12/18	MTWTh	06:00pm-09:20pm	Wilshire NOCE 200 BLDG - 217	Zarifes, Marina					
Online	Classes									
52818	8/11 - 12/18	Remote	Remote	ONLINE	Palacio, Daniel					
	12 hours in Zoo	m (8:30a-1	1:20a, MTWTh). All rem	aining hours to be completed online in Canva	as					
52819	8/11 - 12/18			ONLINE	Howie, Sherri					
		,	. ,	aining hours to be completed online in Canva						
52837	8/11 - 12/18		Remote	ONLINE	Stasiuk, Pedro					
	12 hours in Zoo	m (6:30p-9	:20p, M I W l'h). All rem	aining hours to be completed online in Canva	IS.					

# ESL Integrated Skills, Beginning High

**ESLA 231** 

This course focuses on developing beginning-level listening, speaking, reading and writing skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities.

CRN	Dates	Days	Time	Location	Instructor				
In-person Classes – Anaheim Campus									
52705	8/11 - 12/18	MTWTh	08:30am-11:50am	Anaheim Campus - 104	Alvarez, Cristina				
52704	8/11 - 12/18	MTWTh	08:30am-11:50am	Anaheim Campus - 106	Rezai, Maryam				
52893	8/11 - 12/18	MTWTh	08:30am-11:50am	Anaheim Campus - 120	Chavez, Ricardo				
52740	8/11 - 12/18	MTWTh	06:00pm-09:20pm	Anaheim Campus - 104	Wang, Denise				
52741	8/11 - 12/18	MTWTh	06:00pm-09:20pm	Anaheim Campus - 106	Elmossaallamy, Marina				
In-pers	on Classes -	Cypress C	enter						
52767	8/11 - 12/18	MTWTh	08:30am-11:50am	NOCE Cypress Tech Ed 2 - 215	Betts, Robert				
52777	8/11 - 12/18	MTWTh	06:00pm-09:20pm	NOCE Cypress Tech Ed 2 - 215	Kunimoto, Trisha				
In-pers	on Classes - \	Wilshire C	enter						
52784	8/11 - 12/18	MTWTh	08:30am-11:50am	Wilshire NOCE 200 BLDG - 218	Fu, Agnes				
52795	8/11 - 12/18	MTWTh	06:00pm-09:20pm	Wilshire NOCE 200 BLDG - 218	Wu, Jaimie				
Online	Classes								
52820	8/11 - 12/18	Remote	Remote	ONLINE	Hasan, Fouton				
	12 hours in Zo	*	. ,	naining hours to be completed online in Canv	as.				
52821	8/11 - 12/18		Remote	ONLINE	Nguyen, Sophie				
		,	. ,	naining hours to be completed online in Canv					
52838	8/11 - 12/18		Remote	ONLINE	Pabla, Hardeep				
		, ,	, ,	aining hours to be completed online in Canva					
52839	8/11 - 12/18		Remote	ONLINE	Lewis, Wayne				
	12 nours in Zo	om (6:30p-9	:20p, M i vv i n). Ali rem	aining hours to be completed online in Canva	as.				

# ESL Integrated Skills, Intermediate Low

**ESLA 232** 

Recommended Preparation: Read, write, speak and comprehend English at the beginning high level. This is an Intermediate Low four skill language course using topics and information sources related to student level. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Civics topics will be chosen each term based on the needs of the students.

CRN	Dates	Days	Time	Location	Instructor				
In-person Classes – Anaheim Campus									
52707 52706 52745 52800	8/11 - 12/18 8/11 - 12/18 8/11 - 12/18 8/11 - 12/18	MTWTh MTWTh		Anaheim Campus - 122 Anaheim Campus - 130 Anaheim Campus - 122 Anaheim Campus - 130	Hong, Andrew Pyo, Henry Lianos Vu, Hose Pham, Vy				
In-pers	on Classes – C	Cypress C	enter						
52769 52768 52778	8/11 - 12/18 8/11 - 12/18 8/11 - 12/18	MTWTh	08:30am-11:50am 08:30am-11:50am 06:00pm-09:20pm	NOCE Cypress Tech Ed 2 - 217 NOCE Cypress Tech Ed 2 - 219 NOCE Cypress Tech Ed 2 - 219	Doherty, Doreen Cipriani, Christina Peterson, Lucas				
In-pers	on Classes – V	Vilshire C	enter						
52785 52797	8/11 - 12/18 8/11 - 12/18	MTWTh MTWTh	08:30am-11:50am 06:00pm-09:20pm	Wilshire NOCE 200 BLDG - 203 Wilshire NOCE 200 BLDG - 203	Lynch, Candace Sun, Michelle				
Online	Classes								
52823	8/11 - 12/18 10 hours in Zoo		Remote 0:50a, MTWTh). All ren	ONLINE naining hours to be completed online in Canv	Azarcon, Cynthia /as.				
52824	8/11 - 12/18 10 hours in Zoo		Remote 0:50a, MTWTh). All ren	ONLINE maining hours to be completed online in Canv	Carson, Gerald /as.				
52822	8/11 - 12/18 8 hours in Zoon		Remote :15a, MTWTh). All rema	ONLINE aining hours to be completed online in Canva	Diaz, Carlos as.				
52840	8/11 - 12/18 10 hours in Zoo		Remote :20p, MTWTh). All rem	ONLINE aining hours to be completed online in Canva	Khssassi, Zineb				
52841	8/11 - 12/18 10 hours in Zoo		Remote :20p, MTWTh). All remo	ONLINE aining hours to be completed online in Canva	Jones, Abram as.				

# ESL Integrated Skills, Intermediate High

**ESLA 233** 

Recommended Preparation: Read, write, speak and comprehend English at an intermediate level. This is an Intermediate High four-skill language course using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. 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.

CRN	Dates	Days	Time	Location	Instructor				
In-person Classes – Anaheim Campus									
52709	8/11 - 12/18	MTWTh	08:30am-11:50am	Anaheim Campus - 126	Jimenez, Alvin				
52708	8/11 - 12/18	MTWTh	08:30am-11:50am	Anaheim Campus - 124	Bolourieh, Fariba				
52748	8/11 - 12/18	MTWTh	06:00pm-09:20pm	Anaheim Campus - 124	Ramirez, Cindy				
In-pers	on Classes - C	ypress C	enter						
52771	8/11 - 12/18	MTWTh	08:30am-11:50am	NOCE Cypress Tech Ed 2 - 203	Sahakian, Souzan				
52779	8/11 - 12/18	MTWTh	06:00pm-09:20pm	NOCE Cypress Tech Ed 2 - 203	Reyna, Bryan				
In-pers	on Classes - V	Vilshire C	enter	·					
53056	8/11 - 12/18	MTWTh	08:30am-11:50am	Wilshire NOCE 200 BLDG - 219	Wong, Elaine				
52798	8/11 - 12/18	MTWTh	06:00pm-09:20pm	Wilshire NOCE 200 BLDG - 219	Hug, Daniel				
Online	Classes								
52826	8/11 - 12/18	Remote	Remote	ONLINE	Myers, Victoria				
	10 hours in Zoo	m (8:30a-1	0:50a, MTWTh). All ren	naining hours to be completed online in Canv	as.				
53041	8/11 - 12/18	Remote	Remote	ONLINE	Kopydlowska, Grazyna				
	10 hours in Zoom (8:30a-10:50a, MTWTh). All remaining hours to be completed online in Canvas.								
52842	8/11 - 12/18		Remote	ONLINE	Croteau, Ronald				
		m (7:00p-9	:20p, MTWTh). All rema	aining hours to be completed online in Canva	is.				
52844	8/11 - 12/18		Remote	ONLINE	Lee, Eugene				
	10 hours in Zoo	m (7:00p-9	:20p, MTWTh). All rema	aining hours to be completed online in Canva	is.				

# ESL Integrated Skills, Advanced

**ESLA 234** 

Recommended Preparation: Read, write, speak and comprehend English at a high intermediate level. This is an Advanced four-skill language course using topics and information sources related to students' lives, experiences and goals. Students will expand English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. 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 feel competent and capable in their communities. Civics topics will be chosen each term based on the needs of the students.

CRN	Dates	Days	Time	Location	Instructor
In-perso	on Classes – A	naheim C	Campus		
52710 53055	8/11 - 12/18 8/11 - 12/18		08:30am-11:50am 06:00pm-09:20pm	Anaheim Campus - 602 Anaheim Campus - 602	Cruz, Cassandra Santostefano, Michela
In-pers	on Classes - C	ypress (	Center		
52772 53040	8/11 - 12/18 8/11 - 12/18		08:30am-11:50am 06:00pm-09:30pm	NOCE Cypress Tech Ed 2 - 221 NOCE Cypress Tech Ed 2 - 221	de la Vega, Ryan Robinson, Christopher
In-perso	on Classes – W	ilshire C	enter		
52787 52799	8/11 - 12/18 8/11 - 12/18		08:30am-11:50am 06:00pm-09:20pm	Wilshire NOCE 200 BLDG - 215 Wilshire NOCE 200 BLDG - 215	Stehly, JoAnn Kepler, Marc
Online (	Classes				
52828	8/11 - 12/18 8 hours in Zoom		Remote 50a, MTWTh). All remai	ONLINE ining hours to be completed online in Canvas.	Filloy, Eileen
52845	8/11 - 12/18 8 hours in Zoom		Remote 20p, MTWTh). All remai	ONLINE ining hours to be completed online in Canvas.	Espinoza, Guadalupe
52846	8/11 - 12/18 8 hours in Zoom		Remote 20p, MTWTh). All remai	ONLINE ining hours to be completed online in Canvas.	FitzMaurice, Hillary

# ESL Skill Review, Beginning Literacy

**ESLA 239** 

This Beginning Literacy course focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. Vocabulary topics are based on the needs of an adult immigrant learner, including basic personal information and classroom instructions.

CRN In-pers	Dates on Classes –	Days Anaheim	Time Campus	Location	Instructor
	8/11 - 12/17 8/12 - 12/18	MW TTh		Anaheim Campus - 116 Anaheim Campus - 116	STAFF STAFF

# ESL Skill Review, Beginning Low

**ESLA 240** 

This Beginning Low course focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. Vocabulary topics are based on the needs of an adult immigrant learner, including describing people, places, daily activities and schedules.

CRN	Dates	Days	Time	Location	Instructor			
In-person Classes – Anaheim Campus								
52738	8/11 - 12/17	MW	06:30pm-08:50pm	Anaheim Campus - 114	Lim, Emmie			
52739	8/12 - 12/18	TTh	06:30pm-08:50pm	Anaheim Campus - 114	Lim, Emmie			

# ESL Skill Review, Beginning High

**ESLA 241** 

This Beginning High course focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. Vocabulary topics are based on the needs of an adult immigrant learner, including housing, personal finances, food and shopping.

CRN	Dates	Days	Time	Location	Instructor			
In-person Classes – Anaheim Campus								
52742	8/11 - 12/17	MW	06:30pm-08:50pm	Anaheim Campus - 120	Levingston, Brent			
52743	8/12 - 12/18	TTh	06:30pm-08:50pm	Anaheim Campus - 120	Levingston, Brent			

#### ESL Skill Review, Intermediate Low

**ESLA 242** 

Recommended Preparation: Read, write, speak and comprehend English at the beginning high level. This Intermediate Low course focuses on vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. The vocabulary focus is on word forms and families determining meaning of words in context, and introduction of the basic affixes in the prediction meaning. Civics topics will be chosen each term based on the needs of the students.

CRN	Dates	Days	Time	Location	Instructor				
In-pers	In-person Classes – Anaheim Campus								
52746	8/11 - 12/17	MW	06:30pm-08:50pm	Anaheim Campus - 126	Martinez, Mayra				

# ESL Skill Review, Intermediate High

**ESLA 243** 

Recommended Preparation: Read, write, speak and comprehend English at an intermediate level. This Intermediate High course focuses on vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. The vocabulary focus is on the acquisition and use of new vocabulary and the strategies to understand and interpret content. Civics topics will be chosen each term based on the needs of the students.

CRN	Dates	Days	Time	Location	Instructor				
In-pers	In-person Classes – Anaheim Campus								
52751	8/12 - 12/18	TTh	06:30pm-08:50pm	Anaheim Campus - 126	Zhao, Jasper				

# **Career Pathways for English Language Learners**

# ESL for Work: Job Searches and Resume Writing

**NEW** ESLA 1200

Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above. Intermediate to advanced ESL students taking this course will gain necessary skills to search and prepare for English-speaking employment in the USA. Students will learn how to determine a career path, conduct job searches, complete applications, write a professional resume, and communicate with potential employers.

CRN	Dates	Days	Time	Location	Instructor				
In-pers	In-person Classes – Anahéim Campus								
52899	8/11 - 10/8	MW	06:00pm-08:50pm	Anaheim Campus - 128	Edwards, Tom				

# **ESL for Work: Interview Preparation**

NEW ESLA 1202

Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above. Intermediate to advanced ESL students taking this course will learn about and practice interviewing for U.S. jobs. Students will learn how to prepare for the interview, question-answering strategies, strategies for speaking a second language when nervous, U.S. interview culture and etiquette, and how to impress U.S. employers in an interview.

CRN	Dates	Days	Time	Location	Instructor			
In-person Classes – Anaheim Campus								
52900	8/12 - 10/9	TTh	06:00pm-08:50pm	Anaheim Campus - 128	Edwards, Tom			

# ESL for Work: U.S. Workplace Culture and Etiquette

NEW ESLA 120

Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above. Intermediate to advanced ESL students taking this course will be introduced to workplace etiquette and professional behavior in USA workplace culture. Students will learn about expected behaviors, fixing misunderstandings, better understand the behavior of their coworkers, work life balance in the U.S., cultural trends in the U.S. workplace, and more.

CRN	Dates	Days	Time	Location	Instructor			
In-pers	n-person Classes – Anahéim Campus							
52901	10/13 - 12/17	MW	06:00pm-08:50pm	Anaheim Campus - 128	Edwards, Tom			
Online	Classes							
52885		Remote (6:30p-8:2		ONLINE hours to be completed online in Canvas.	Khan, Nadia			

# ESL for Work: U.S. Workplace Operations and Financial Literacy

**NEW** ESLA 1205

Advisory: Student has passed ESLĀ 232 Intermediate Low or tested into 233 Intermediate High or above. This course will teach intermediate to advanced students about U.S. workplace operations and employment financial literacy. Students will learn about topics such as employment contracts, completing the onboarding process, employee rights, predatory employers, interpreting paystubs and retirement planning. Students will be prepared to enter employment as confident and informed employees.

CRN	Dates	Days	Time	Location	Instructor			
In-pers	n-person Classes – Anaheim Campus							
52902	10/14 - 12/18	TTh	06:00pm-08:50pm	Anaheim Campus - 128	Edwards, Tom			
Online	Classes							
52886	10/13 - 12/18 4 hours in Zoon			ONLINE	Khan, Nadia			

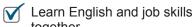


# Career Pathways for English Learners

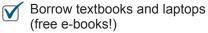
# Learn English. Gain job skills. Build your future.

This free Integrated Basic Education & Skills Training (I-BEST) program is for Intermediate High and Advanced ESL students. *It combines English and job skills training with two teachers to help you achieve your goals faster!* 

# You will:



together



Get work experience in an office setting

# ✓ Earn 2 state-approved certificates

Build confidence, apply for better jobs, and earn more

# Office Assistant, Introduction

**Program for English Language Learners** 

# Prepare for careers in:

- Office Support
- Retail & Customer Service
- Reception & Administration Roles

#### **Learn skills employers want:**

- Workplace communication
- Microsoft Word, Excel, PowerPoint
- Bookkeeping & budgeting
- File management, payroll & admintrative tasks
- Microsoft certification preparation

# Class Details:

Aug. 11 - Dec. 19, 2025

Average Salary: \$20 -25/hour

On Zoom (9 hrs/week): Tuesday-Thursday, 6 p.m. - 8:50 p.m.

plus 1 hr/week required independent work in Canvas

# **NEW! Hands-On Experience**

Complete the first half of the program and qualify for a volunteer office assistant role — gain real work experience that could lead to a job!

#### **Certificates Earned**

- Office Assistant, Introduction
- ESL Employment Preparation Part A

# Ready to Start?

Attend an info session: noce.edu/info-sessions Call: (714) 808-4638 | Text: (714) 497-1523 Email: ESL4ALL@noce.edu

# **College Pathways for English Language Learners**



Try a Fullerton College Class—For FREE!

Mirrored courses let you experience college credit classes—without the cost or pressure. As a noncredit student, you'll attend the same Fullerton College class and complete the same assignments as credit students. You'll earn a pass/no pass—no letter grade. Seats are limited for NOCE students, so contact the ESL Office to register for ESLM 1077!

Call: (714) 808-4638 | Text: (714) 497-1523 | Email: ESL4ALL@noce.edu

# ESL Pre-College Reading and Writing, Intermediate

**NEW ESLM** 1077

This course will take place at Fullerton College and is equivalent to their ESL 082F course: Intermediate Reading and Writing for Non-Native Speakers of English. It is designed for low-intermediate and high-intermediate non-native speakers of English. This course provides intensive instruction in oral communication, basic grammar, reading, sentence and paragraph writing, and vocabulary development.

CRN	Dates	Days	Time	Location	Instructor			
Online	Classes							
53033	8/25 - 12/10	Remote	Remote	Hybrid - HYBRID	Hui, Arthur			
	4 hours on campus at Fullerton College, Bldg 2400, Room 218 (10:30a-12:35p, MW), plus one hour lab each week							
	to be arranged	with instruc	tor. All remaining hours	to be completed online in Canvas.				

# ESL for Academic Success: Reading and Writing I

**ESLA 1060** 

Acquire reading and writing skills for academic success in higher level academic ESL courses, college, high school, GED, or career technical education programs. Students will participate in a variety of writing and reading activities on high-interest academic topics. Skills covered include reading for main ideas/details, sentence patterns and the writing process.

CRN	Dates	Days	Time	Location	Instructor
In-pers	on Classes – A	naheim C	ampus		
53085	8/11 - 12/17	MW	08:30am-11:50am	Anaheim Campus - 119	STAFF
52717	8/11 - 12/18	TTh	06:00pm-09:20pm	Anaheim Campus - 119	Serrano, Helen
Online	Classes				
52833	8/11 - 12/18 5 hours in Zoom		Remote 50p, MW). All remaining	ONLINE hours to be completed online in Canvas.	Khan, Nadia

# ESL for Academic Success: Listening and Speaking I

**ESLA 1062** 

Acquire listening and speaking skills necessary for academic success in higher level academic ESL courses, college, high school, GED, or career technical education programs. Students will participate in a variety of listening and speaking activities on high-interest academic topics. Skills covered include listening to lectures, note taking, presentation skills and critical thinking.

CRN	Dates	Days	Time	Location	Instructor				
In-pers	In-person Classes – Anaheim Campus								
	8/11 - 12/18 8/12 - 12/18	MW TTh	06:00pm-09:20pm 08:30am-11:50am	Anaheim Campus - 119 Anaheim Campus - 119	Serrano, Helen STAFF				
Online	Classes								
52830	8/12 - 10/9 10 hours in Zoo		Remote 1:20a. MTWTh). All ren	ONLINE naining hours to be completed online in Canva	Urionabarrenechea, Clara				

# ESL for Academic Success: Reading and Writing II

**ESLA 1065** 

Prerequisite: ESLA 500 ESL Intermediate High or ESLA 1060 ESL for Academic Success: Reading and Writing I. Acquire reading, writing, note-taking, test-taking, critical thinking, and computer skills necessary for academic success in college, high school, GED, or career technical education programs. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For advanced level ESL students.

CRN	Dates	Days	Time	Location	Instructor			
In-pers	In-person Classes – Wilshire Center							
52789	8/11 - 12/18	TTh	08:30am-11:50am	Wilshire NOCE 200 BLDG - 214	Nunez, Vincent			
Online	Classes							
52831	8/11 - 10/9		Remote	ONLINE paining hours to be completed online in Canva	Pederson, Blake			

# ESL for Academic Success: Listening and Speaking II ESLA 1067

Advisory: Students have passed ESLA 232 ESL Integrated Skills, Intermediate Low or have placed into ESLA 233 ESL Integrated Skills, Intermediate High ESL students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the technological skills needed for academic success and experience campus life through field trips to local colleges. For intermediate high and advanced level ESL students.

CRN	Dates	Days	Time	Location	Instructor
In-pers	ion Classes – W	lilshire C	enter		
52788	8/11 - 12/17	MW	08:30am-11:50am	Wilshire NOCE 200 BLDG - 214	Nunez, Vincent
Online	Classes				
52832	10/13 - 12/19 10 hours in Zoom			ONLINE ining hours to be completed online in Canvas	Pederson, Blake





# Citizenship Pathways for English Language Learners

# Citizenship Preparation, Beginning

**ESLA 850** 

This beginner course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for their USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing simple sentences, developing fluency in speaking and listening, and producing accurate pronunciation.

CRN	Dates	Days	Time	Location	Instructor
In-perso	on Classes – A	naheim C	Campus		
52713 52757 52763 52714	8/11 - 10/9 8/15 - 12/19 8/12 - 12/18 10/13 - 12/18	MTWTh F TTh MTWTh	08:30am-10:50am 09:00am-12:50pm 06:30pm-08:50pm 08:30am-10:50am	Anaheim Campus - 607 Anaheim Campus - 607 Anaheim Campus - 607 Anaheim Campus - 607	Stivers, Matthew STAFF Cruz, Joshuapaul Stivers, Matthew
In-perso	on Classes - C	ypress C	enter		
52781	8/12 - 12/18	TTh	06:30pm-08:50pm	NOCE Cypress Tech Ed 2 - 217	Rualo, Dithmar
Online	Classes				
52864	8/11 - 10/9 6 hours in Zoom	Remote (9:00a-11:		ONLINE og hours to be completed online in Canvas.	Hernandez, Alondra
52865	10/13 - 12/17 6 hours in Zoom		Remote :50a, MW). All remainin	ONLINE og hours to be completed online in Canvas.	Hernandez, Alondra

#### Citizenship Preparation, Intermediate to Advanced

**ESLA 851** 

This intermediate/advanced course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for the USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing paragraphs with complex sentences while refining accuracy in speaking, listening, and pronunciation.

CRN	Dates	Days	Time	Location	Instructor				
In-pers	n-person Classes – Anaheim Campus								
52719	8/11 - 10/9 10/13 - 12/18 <b>Classes</b>		11:00am-01:20pm 11:00am-01:20pm	Anaheim Campus - 607 Anaheim Campus - 607	Stivers, Matthew Stivers, Matthew				
52875	8/11 - 12/17 3 hours in Zoon		Remote 20p, MW). All remaining	ONLINE I hours to be completed online in Canvas.	Stivers, Matthew				

# **ESL Specialty Classes – Beginning**

# ESL and Computer Skills, 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.

CRN	Dates	Days	Time	Location	Instructor				
In-pers	In-person Classes – Anaheim Campus								
52694	8/12 - 10/9	TTh	09:30am-11:50am	Anaheim Campus - 702A/B	Lopez, Corinna				
52759	8/15 - 12/19	F	08:30am-10:50am	Anaheim Campus - 702A/B	Klimmek, Kelly				
52761	8/15 - 12/19	F	01:30pm-03:50pm	Anaheim Campus - 702A/B	Levingston, Brent				
53087	8/12 - 12/18	TTh	06:00pm-08:50pm	Anaheim Campus - 702A/B	Hamano, Matthew				
52695	10/14 - 12/18	TTh	09:30am-11:50am	Anaheim Campus - 702A/B	Lopez, Corinna				
Online	Online Classes								
52869	8/15 - 12/19 2 hours in Zoon		Remote 3:20a, F). All remaining	ONLINE hours to be completed online in Canvas.	Carson, Gerald				

## ESL Grammar Review, Beginning

**ESLA 222** 

This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels.

CRN	Dates	Days	Time	Location	Instructor
In-pers	on Classes – A	naheim (	Campus		
52723	8/12 - 12/18	TTh	12:00pm-12:50pm	Anaheim Campus - 104	Alvarez, Cristina
Online	Classes				
52873	8/15 - 10/10 3 hours in Zoon			ONLINE hours to be completed online in Canvas.	Sattler, Tracy
52874	10/17 - 12/19 3 hours in Zoon			ONLINE hours to be completed online in Canvas.	Sattler, Tracy

# ESL Speaking Skills, Beginning

**ESLA 182** 

This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations.

CRN	Dates	Days	Time	Location	Instructor
In-pers	on Classes – A	Anaheim	Campus		
52690	8/11 - 10/10	MW	09:00am-11:50am	Anaheim Campus - 410	Urrutia, Jose
52720	8/11 - 12/18	MW	12:00pm-01:50pm	Anaheim Campus - 410	Alharbi, Deema
52722	8/11 - 12/19	TTh	12:00pm-12:50pm	Anaheim Campus - 110	Kim, Jungeun
52728	8/11 - 10/10	MW	06:00pm-08:50pm	Anaheim Campus - 410	Arceo, Grace
52729	10/13 - 12/17	MW	06:00pm-08:50pm	Anaheim Campus - 410	Urrutia, Jose
52691	10/13 - 12/17	MW	09:00am-11:50am	Anaheim Campus - 410	Arceo, Grace
Online	Classes				
52876	8/12 - 12/18	TTh	05:00pm-06:15pm	ZOOM	Pabla, Hardeep
52870	8/15 - 12/19	F	08:30am-11:50am	ZOOM	Samaan, Ann

# ESL Vocabulary Review, Beginning

**ESLA 225** 

Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels.

CRN	Dates	Days	Time	Location	Instructor
In-person Classes – Wilshire Center					
53054	8/11 - 12/17	MW	12:00pm-12:50pm	Wilshire NOCE 200 BLDG - 219	Fu, Agnes

## **ESL Specialty Classes – Intermediate to Advanced**

#### American Idioms, Intermediate to Advanced

**ESLA 251** 

This course aims at developing language skills through the use of common North American English idioms and expressions. Productive skills (i.e., speaking and writting) are emphasized by sharing daily life experiences.

CRN	Dates	Days	Time	Location	Instructor	
Online Classes						
52872	8/15 - 12/19	F	08:30am-10:50am	ZOOM-ZOOM	Filloy, Eileen	

#### **ESL** and Computer Skills, Intermediate to 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.

CRN	Dates	Days	Time	Location	Instructor
In-pers	on Classes -	Anaheim	Campus		
52760	8/15 - 12/19	F	11:00am-01:20pm	Anaheim Campus - 702A/B	Wang, Denise

#### **ESL Grammar Review, Intermediate to Advanced**

**ESLA 223** 

This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels.

CRN	Dates	Days	Time	Location	Instructor
In-pers	on Classes – A				
52725	8/12 - 12/18	TTh	12:00pm-12:50pm	Anaheim Campus - 126	Jimenez, Alvin
52756	8/15 - 12/19	F	09:00am-11:50am	Anaheim Campus - 410	Prendergast, Yukuko
Online	Classes				
52868	8/11 - 12/17	Remote	Remote	ONLINE	Kopydlowska, Grazyna
	2 hours in Zoor	n (11:30a-1	12:20p, MW). All remain	ing hours to be completed online in Canvas.	
52882	8/12 - 10/10	Remote	Remote	ONLINE	Usary, Danny
	4 hours in Zoon	n (TTh 6:30	0-8:20p). All remaining l	hours to be completed online in Canvas.	
52879	8/12 - 12/18	Remote	Remote	ONLINE	Pederson, Blake
	2 hours in Zoor	n (6:00p-6:	50p TTh). All remaining	hours to be completed online in Canvas.	
52884	10/14 - 12/18	Remote	Remote	ONLINE	Usary, Danny
	4 hours in Zoon	n (TTh 6:30	0-8:20p). All remaining h	ours to be completed online in Canvas.	

## ESL Skill Building, Intermediate to Advanced

**ESLA 211** 

The course content is relevant to the lives of students. It integrates language functions and language forms with informational sources, skills and topics. Course topics will include the process and skills needed to seek employment as well as norms in the American workforce. The course will also cover planning, traveling and finances as skills needed to function in society. Students will use the above topics to build on reading comprehension, vocabulary, listening, speaking, writing and technology skills in an online environment. Students will be required to attend an orientation and take the CASAS assessment on campus.

CRN	Dates	Days	Time	Location	Instructor			
Online	Classes							
52857	8/11 - 12/18	Remote	Remote	ONLINE	Diaz, Carlos			
	1 hour in Zoom (8:00a-8:50a M). All remaining hours to be completed online in Canvas.							

## **ESL Speaking Skills, Intermediate to Advanced**

**ESLA 183** 

This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations.

CRN	Dates	Days	Time	Location	Instructor				
In-pers	În-person Classes – Anaheim Campus								
53093	8/11 - 12/18	MW	12:00pm-12:50pm	Anaheim Campus - 119	STAFF				
52692	8/12 - 10/9	TTh	09:00am-11:50am	Anaheim Campus - 410	Kobayashi, Amy				
52724	8/12 - 12/18	TTh	12:00pm-12:50pm	Anaheim Campus - 602	Cruz, Cassandra				
52758	8/15 - 12/19	F	09:00am-11:20am	Anaheim Campus - 602	Lianos Vu, Hose				
52731	8/14 - 12/18	Th	06:00pm-08:50pm	Anaheim Campus - 410	Martinez, Mayra				
52730	8/12 - 12/16	T	06:00pm-08:50pm	Anaheim Campus - 410	Noor, Dulce				
52693	10/14 - 12/18	TTh	09:00am-11:50am	Anaheim Campus - 410	Kobayashi, Amy				
In-pers	on Classes – C	Cypress (	Center						
52773	8/12 - 12/18	TTh	12:00pm-12:50pm	NOCE Cypress Tech Ed 2 - 219	Cipriani, Christina				
In-pers	on Classes – V	Vilshire C	Center						
52792	8/12 - 12/18	TTh	12:00pm-12:50pm	Wilshire NOCE 200 BLDG - 203	Nunez, Vincent				
Online	Classes								
52867	8/12 - 12/18	TTh	11:30am-12:45pm	ZOOM	Hasan, Fouton				
52877	8/12 - 12/19	TTh	05:30pm-06:45pm	ZOOM	Jones, Abram				
52871	8/15 - 12/19	F	08:30am-11:50am	ZOOM	Alvarez-Morales, Angela				





#### ESL Writing Skills, Intermediate to Advanced

**ESLA 186** 

This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing.

•		•			
CRN	Dates	Days	Time	Location	Instructor
Online	Classes				
52888	8/15 - 12/19 1.5 hours in 70	Remote		ONLINE All remaining hours to be completed online in Canvas	Stasiuk, Pedro

## **ESL Vocabulary Review, Intermediate to Advanced**

**ESLA 226** 

Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels.

CRN	Dates	Days	Time	Location	Instructor					
In-pers	In-person Classes – Anaheim Campus									
52726	8/12 - 12/18	TTh	12:00pm-12:50pm	Anaheim Campus - 122	Hong, Andrew					
Online	Classes									
52866	8/11 - 12/18 2 hours in Zoon		Remote 1:50a TTh). All remaini	ONLINE ng hours to be completed online in Canvas	Myers, Victoria					
52881	8/11 - 10/8 4 hours in Zoon		Remote 20p, MW). All remaining	ONLINE hours to be completed online in Canvas.	Usary, Danny					
52883	10/13 - 12/17 4 hours in Zoon		Remote 20p, MW). All remaining	ONLINE I hours to be completed online in Canvas.	Usary, Danny					
52880	8/11 - 12/18 2 hours in Zoon		Remote 50p TTh). All remaining	ONLINE online in Canvas.	Croteau, Ronald					

## **ESL Community-Based/Off-Site Classes**

#### **ESL for Community Involvement, Beginning**

**ESLA 260** 

This course covers beginning level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their emerging language abilities. It develops beginning level listening, speaking, reading, and writing skills to prepare students to function successfully in the community.

CRN	Dates	Days	Time	Location	Instructor				
Anahei	Anaheim Union High School District (AUSHD)								
52804 52808 52809	8/25 - 12/18 8/18 - 12/18 8/11 - 12/18	MTWTh	08:30am-11:50am 06:00pm-09:50pm 06:00pm-09:20pm	Dale Junior High School Loara High School Sycamore Junior High School	Dini, Manije Danielsen, Marissa STAFF				
City An	aheim			·					
52854	8/18 - 12/18	MTWTh	08:30am-11:50am	Downtown Anaheim Community Center	Raslan, Nayrouz				
Higher	<b>Ground Youth</b>	and Fam	ily Services						
52801	8/11 - 12/18	MTWTh	08:30am-11:50am	Higher Ground Youth Family Services	Zabayle, Zachary				
Placen	tia-Yorba Lind	a Unified	School District (PYL	LUSD)					
52805 52855	8/26 - 12/18 8/26 - 12/18		08:15am-11:05am 08:15am-11:05am	Ruby Drive Elementary School Topaz Elementary School	Armstrong, Kristin Jackson, Julia				
OC Uni	ited (Fullerton)								
52807 52802	8/25 - 12/18 8/12 - 12/18	MTWTh TWTh	06:30pm-09:20pm 08:30am-11:50am	Gilbert Community Center Valencia Park Elementary School	Alharbi, Deema Perez, Mary Alice				

#### ESL for Community Involvement, Intermediate to Advanced ESLA 2

This course covers intermediate-advanced level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their developing language abilities. It develops intermediate-advanced level listening, speaking, reading, and writing skills to prepare students to function fully in the community.

CRN	Dates	Days	Time	Location	Instructor		
Anaheim Elementary School District (AESD)							
52806	8/12 - 12/18	TWTh	06:00pm-09:20pm	Thomas Edison Elementary School	Lara, Vanessa		

## ESL for Work: U.S. Workplace Culture and Etiquette

NEW ESLA 1204

Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above. Intermediate to advanced ESL students taking this course will be introduced to workplace etiquette and professional behavior in USA workplace culture. Students will learn about expected behaviors, fixing misunderstandings, better understand the behavior of their coworkers, work life balance in the U.S., cultural trends in the U.S. workplace, and more.

CRN	Dates	Days	Time	Location	Instructor
Online	Classes				
53043	8/11 - 9/19 3 hours in perso	Remote n at NOCR		Hybrid p-8:50p, M). All remaining hours to be compl	Carlson, Danielle eted online in Canvas.
53044	9/22 - 10/31 3 hours in perso	Remote n at NOCR		Hybrid p-8:50p, M). All remaining hours to be compl	Carlson, Danielle eted online in Canvas.
53045	11/3 - 12/19 3 hours in perso	Remote n at NOCR		Hybrid p-8:50p, M). All remaining hours to be compl	Carlson, Danielle eted online in Canvas.

#### ESL Speaking Skills, Beginning

**ESLA 182** 

This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations.

CRN	Dates	Days	Time	Location	Instructor
OC Uni	ited (Fullerton)				
52803	8/11 - 12/15	M	08:30am-11:50am	Valencia Park Elementary School	Perez, Mary Alice



# ACTIVE OLDER ADULTS/EMERITUS

Designed for adults age 50 and older, but open to anyone 18+.

Empower independence, advocacy, physical and cognitive health, economic self-sufficiency, and community engagement.

Explore noce.edu/emeritus or call (714) 808-4909.

## **Program Office Location:**

Anaheim Campus - 1st Floor, Room 154

## **In-person Office Hours:**

Monday - Thursday......8 a.m. - 4:30 p.m.

## **Program Overview**

# Stay Vibrant with Emeritus Classes

## **Emeritus Program Classes**

Registration is required before attending class.

- Advisory: Some classes fill up quickly, prior to the first day of class.
- For courses not at full capacity by the start date, on-going registration is available throughout the semester, i.e., students can register for an Emeritus course anytime during the semester, space permitting.

## Ready to Get Started?

# Once you've applied for free admission to NOCE and have your student ID Number...

- 1. Register for class(es) as soon as possible. Options include:
  - Online via College Scheduler: see page 5 or visit noce.edu/register for details.
  - In-person at an NOCE Center.
  - In class, if space permits.

Note: Classes that don't have a sufficient number of students enrolled may be cancelled.

- 2. Attend class on the date, time, and at the location listed in the class schedule.
  - Attending class is important. Let your instructor know in advance if you may be absent. Students who don't attend frequently may be dropped from the class.
  - For more information on attendance, drops, and waitlist policy, please visit noce.edu/academic-policies.
- 3. Students who are on a waitlist:
  - Ensure NOCE has your current email on file in order to contact you.
  - If a space in the class opens up, an email will notify you. You must respond within 24 hours to register for the class.

## **Community/Off-Site Class Locations**

- Students registered in off-site classes should check in at the site's reception area for classroom location.
- For more information about classes at community-based locations, please see pages 8-9 for site addresses and phone numbers.
- Review note on page 9 about possible closures at some private/residential community locations.

## **Have Questions about Classes?**

**Contact the Emeritus Program** 

(714) 808-4909 or emeritus@noce.edu.

## **Need Registration Help?**



**Contact StarHelp** 

(714) 808-4679 or starhelp@noce.edu.

## **Tell Your Story with the Emeritus Program!**

**FREE Creative Writing Classes** 

EMER 115 - Creative Writing for Seniors - now including an online option!

Explore fiction, non-fiction, poetry & more. Beginners welcome! **See page 78.**  EMER 122 - Guided Memoirs Reflect, write, and share your life's journey in a supportive group. See page 80.

Open to ages 18+ with a passion for writing & storytelling. Register now – limited spots available!



## **Body & Mind**

#### **Health and Wellness for Older Adults**

**EMER 310** 

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	Dates	Days	Time	Location	Instructor
NOCE C	enters				
52954	8/13 - 12/17	W	05:30pm-07:20pm	Anaheim Campus - 118	Porraz, Marissa
	nity Centers ar				
52341	8/11 - 12/15	M	10:00am-11:50am	Brea Senior Center	Layne, Jonathan
52366	8/12 - 12/16	T	10:00am-11:50am	Brea Senior Center	Matikinyidze, Rufaro
52367	8/14 - 12/18	Th	09:30am-11:20am	Brea Senior Center	Matikinyidze, Rufaro
52365	8/11 - 12/15	M	09:30am-11:20am	Buena Park Senior Center	Matikinyidze, Rufaro
52357	8/12 - 12/16	T	09:30am-11:20am	Buena Park Senior Center	STAFF
52290	8/12 - 12/16	T	12:30pm-02:20pm	Buena Park Senior Center	Carter-Rosenbloom, Robin
52291	8/14 - 12/18	Th	10:00am-11:50am	Buena Park Senior Center	Carter-Rosenbloom, Robin
52559	8/11 - 12/15	M	01:00pm-02:50pm	Buena Park Senior Center	Yu, Kenneth
52359	8/15 - 12/19	F	09:30am-11:20am	Buena Park Senior Center	Marissa Porraz
52558	8/11 - 12/15	M	10:20am-12:10pm	Cypress Senior Citizen Center	Yu, Kenneth
52356	8/11 - 12/15	M	02:00pm-03:50pm	Cypress Senior Citizen Center	Matikinyidze, Rufaro
52360	8/14 - 12/18	Th	09:45am-11:35am	Cypress Senior Citizen Center	STAFF
52346	8/14 - 12/18	Th	01:00pm-02:50pm	Cypress Senior Citizen Center	Layne, Jonathan
52413	8/12 - 12/16	T	10:00am-11:50am	Downtown Anaheim Community Center	Wotring, Janine
52411	8/11 - 12/15	M	09:00am-10:50am	Fullerton Community Center	Wotring, Janine
52289	8/12 - 12/16	T	10:00am-11:50am	Fullerton Community Center	Carter-Rosenbloom, Robin
52369	8/15 - 12/19	F	08:30am-10:20am	Fullerton Community Center	Matikinyidze, Rufaro
52355	8/11 - 12/15	M	10:00am-11:50am	La Habra Community Serv-Senior Center	
52499	8/12 - 12/16	T	08:30am-10:20am	La Habra Community Serv-Senior Center	Yu, Kenneth
52408	8/14 - 12/18	Th	11:30am-01:20pm	Leisure World Seal Beach	Stumps, Devon
			ouse # 6 Dance Studio		
52407	8/14 - 12/18	Th	09:30am-11:20am	Leisure World Seal Beach	Stumps, Devon
50440			ouse # 6 Dance Studio	V - 1: 1 0 : 0 :	14/ ( ) 1 /
52412	8/11 - 12/15	M	12:00pm-01:50pm	Yorba Linda Senior Center	Wotring, Janine
52342	8/12 - 12/16	T	10:30am-12:20pm	Yorba Linda Senior Center	Layne, Jonathan
52344	8/13 - 12/17	W	02:00pm-03:50pm	Yorba Linda Senior Center	Layne, Jonathan
52561	8/13 - 12/17	W	10:00am-11:50am	Yorba Linda Senior Center	Yu, Kenneth
52345	8/14 - 12/18	Th	10:30am-12:20pm	Yorba Linda Senior Center	Layne, Jonathan
52414	8/15 - 12/19	F	09:30am-11:20am	Yorba Linda Senior Center	Wotring, Janine
	ntial and Adult I			Emerald Isla Caniar Anartments	V. Vannath
52560	8/12 - 12/16	T Th	12:30pm-02:20pm	Emerald Isle Senior Apartments	Yu, Kenneth
52564	8/14 - 12/18	rn F	12:30pm-02:20pm	Emerald Isle Senior Apartments	Yu, Kenneth
52537	8/15 - 12/19	T	11:00am-12:50pm	Park Vista Assisted Living The Grove Post Acute	Matikinyidze, Rufaro
52331 52343	8/12 - 12/16 8/13 - 12/17	W	01:30pm-03:20pm 10:00am-11:50am		Kim, Hannah
Online (		۷V	10.008111-11.508111	West Anaheim Youth Center	Layne, Jonathan
		Th	03:00nm-04:50nm	ZOOM	Yu Kenneth
52567	8/14 - 12/18	Th	03:00pm-04:50pm	ZOOM	Yu, Kenneth

## Health and Wellness for Older Adults: Adapted Mobility

**EMER 315** 

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

CRN	Dates	Days	Time	Location	Instructor
	ınity Centers a				
52498	8/14 - 12/18	_Th	09:00am-10:50am	La Habra Community Serv-Senior Center	· Wotring, Janine
Resider		Day Prog	gram Locations		
52475	8/14 - 12/18	Th	09:30am-11:20am	Alamitos West Health Care Center	Penn, Elline
52380	8/15 - 12/19	F	02:00pm-03:50pm	Anaheim Point Healthcare and Wellness	Nguyen-Zintgraff
52379	8/12 - 12/16	Τ	09:30am-11:20am	Anaheim Terrace Care Center	Nguyen-Zintgraff, Nicholas
52274	8/11 - 12/15	M	01:00pm-02:50pm	Bayshire Yorba Linda	Alcala, Lilia
52271	8/14 - 12/18	Th	09:30am-11:20am	Bonita Hills Post Acute	Adams, Stephanie
52375	8/12 - 12/16	Τ	01:00pm-02:50pm	Brookdale Anaheim	Matikinyidze, Rufaro
52270	8/13 - 12/17	W	01:30pm-03:20pm	Buena Park Nursing Center	Adams, Stephanie
52272	8/15 - 12/19	F	09:30am-11:20am	Harbor Villa Care Center	Adams, Stephanie
53074	8/11 - 12/15	M	09:30am-11:20am	Health Center of Orange County	STAFF
52915	8/11 - 12/15	M	09:00am-10:50am	Ivy Terrace of Garden Grove	Nguyen-Zintgraff, Nicholas
53109	8/14 - 12/18	Th	01:00pm-02:50pm	Ivy Park at Bradford	STAFF
52374	8/11 - 12/15	M	02:00pm-03:50pm	Brookdale Anaheim	STAFF
52477	8/15 - 12/19	F	10:50am-12:40pm	Park Anaheim Healthcare Center	Penn, Elline
53017	8/14 - 12/18	Th	09:30am-11:20am	Park Regency Retirement Center	STAFF
52497	8/11 - 12/15	M	10:00am-11:50am	Park Vista Assisted Living	Adams, Stephanie
52504	8/13 - 12/17	W	01:30pm-03:20pm	Rowntree Gardens	Penn, Elline
52633	8/14 - 12/18	Th	09:30am-11:20am	Rowntree Gardens	Porraz, Marissa
53027	8/15 - 12/19	F	09:30am-11:20am	Rowntree Gardens	STAFF
52474	8/13 - 12/17	W	10:00am-11:50am	St. Elizabeth Healthcare	Penn, Elline
52273	8/15 - 12/19	F	01:00pm-02:50pm	The Pavilion at Sunny Hills	Adams, Stephanie
53058	8/14 - 12/18	Th	01:00pm-02:50pm	Westmont Cypress Compass Rose	STAFF
52478	8/15 - 12/19	F	01:30pm-03:20pm	Whitten Heights	Penn, Elline
53057	8/14 - 12/18	Th	09:30am-11:20am	Villagio at Capriana	STAFF

## **Food Prep-Good Nutrition for Older Adults**

**EMER 305** 

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.

CRN	Dates	Days	Time	Location	Instructor			
Comm	unity Centers a	and Libra	ries					
52506	8/15 - 12/19	F	01:00pm-02:50pm	Fullerton Community Center	Villarreal, Maria			
52608	8/14 - 12/18	Th	09:30am-11:20am	Leisure World Seal Beach	Villarreal, Maria			
	Class will be held	d at Clubho	ouse # 3 Room 9					
Reside	ntial and Adult	t Day Pro	gram Locations					
52403	8/14 - 12/18	Th	02:00pm-03:50pm	Alamitos West Health Care Center	Villarreal, Maria			
52401	8/12 - 12/16	Τ	02:00pm-03:50pm	Anaheim Terrace Care Center	Villarreal, Maria			
52387	8/12 - 12/16	Τ	09:00am-10:50am	Bayshire Yorba Linda	Rose, Rachel			
52388	8/12 - 12/16	Τ	01:00pm-02:50pm	Bayshire Yorba Linda	Rose, Rachel			
52402	8/15 - 12/19	F	09:30am-11:20am	Gordon Lane Care Center	Villarreal, Maria			
52399	8/11 - 12/15	M	01:30pm-03:20pm	Park Vista Assisted Living	Villarreal, Maria			
52400	8/12 - 12/16	Τ	09:30am-11:20am	The Pavilion at Sunny Hills	Villarreal, Maria			
52398	8/11 - 12/15	M	09:30am-11:20am	La Palma Nursing Center	Villarreal, Maria			

#### **Help Yourself to Health for Older Adults**

**EMER 320** 

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

CRN	Dates	Days	Time	Location	Instructor			
Community Centers and Libraries								
52566	8/15 - 12/19	F	03:00pm-04:50pm	Cypress Senior Citizen Center	Yu, Kenneth			
52353	8/14 - 12/18	Th	12:00pm-01:50pm	Downtown Anaheim Community Center	Wotring, Janine			
52565	8/15 - 12/19	F	12:30pm-02:20pm	Fullerton Community Center	Yu, Kenneth			
52562	8/13 - 12/17	W	12:30pm-02:20pm	Fullerton Community Center	Yu, Kenneth			
Reside	Residential and Adult Day Program Locations							
52373	8/13 - 12/17	W	09:00am-10:50am	Stanton Civic Center	Matikinvidze Rufaro			

#### Staying Mentally Sharp for Older Adults

**EMER 330** 

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.

CRN	Dates	Days	Time	Location	Instructor				
Community Centers and Libraries									
52447	8/11 - 12/15	M	03:30pm-05:20pm	Buena Park Senior Center	Belknap, Jeannie				
52449	8/13 - 12/17	W	12:30pm-02:20pm	Brea Senior Center	Belknap, Jeannie				
52448	8/12 - 12/16	Τ	09:00am-10:50am	Fullerton Community Center	Belknap, Jeannie				
52446	8/11 - 12/15	M	01:00pm-02:50pm	La Palma Community Center	Belknap, Jeannie				
52535	8/15 - 12/19	F	12:00pm-01:50pm	Leisure World Seal Beach	Bloom, Danielle				
	Class will be he	eld at Clubl	house # 3 (Learning Cen	iter)					
53077	8/12 - 12/16	Τ	01:00pm-02:50pm	Oakmont of Fullerton	Akin, Ilayda				
52445	8/11 - 12/15	M	09:00am-10:50am	Yorba Linda Senior Center	Belknap, Jeannie				

## Communication

#### History of Comedy and Humor for Older Adults

**EMER 325** 

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 makes them laugh. Older adult students become aware of the influences, various mediums, elements and forms of comedy and humor that has influenced people throughout history.

CRN	Dates	Days	Time	Location	Instructor					
Reside	Residential and Adult Day Program Locations									
52294	8/13 - 12/17	W	09:30am-11:20am	Ivy Terrace of Garden Grove	Fischer, Hildy					
52295	8/14 - 12/18	Th	09:45am-11:35am	Reimagine Network	Fischer, Hildy					
53029	8/14 - 12/18	Th	09:30am-11:29am	St. Catherine	Akin, Ilayda					

#### **Creative Writing for Seniors**

**EMER 115** 

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

CRN	Dates	Days	Time	Location	Instructor	
Commi	unity Centers a	and Libra	ries			
52556	8/12 - 12/16	Τ	01:00pm-02:50pm	Cypress Senior Citizen Center	Edwards, June	
53067	8/12-12/16	Τ	11:45am-01:35pm	East Anaheim Community Center	Bloom, Danielle	
52981	8/12 - 12/16	Τ	01:00pm-02:50pm	Leisure World Seal Beach	Terranova, John	
	Class will be he	eld at Clubl	ouse # 6 Room 2			
Reside	ntial and Adul	t Day Pro	gram Locations			
52555	8/11 - 12/15	M	03:00pm-04:50pm	Morningside of Fullerton	Edwards, June	
Online Classes						
53106	8/12 - 12/16	W	10:00am-11:50am	ZOOM - ZOOM	Terranova, John	

## Senior Topics for Older Adults

**EMER 145** 

This course presents older adults with various topics for discussion and class activities based on the students? individual interests, 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.

CRN	Dates	Days	Time	Location	Instructor
Commi	unity Centers a	nd Libra	ries		
53121	8/11 - 12/15	_M	10:30am-12:20pm	Fullerton Community Center	Lange-Goldstein, Laureen
		•	gram Locations		
52304	8/15 - 12/19	F	09:45am-11:35am	Bayshire Yorba Linda	Gable, Mary
52326	8/13 - 12/17	W	10:00am-11:50am	Bonita Hills Post Acute	Johnson, Lisa
52308	8/15 - 12/19	F	02:30pm-04:20pm	Brookdale Anaheim	Gomes, Mary
52315	8/11 - 12/15	M	01:00pm-02:50pm	Buena Park Nursing Center	Harris, Amy
52376	8/12 - 12/16	T	01:30pm-03:20pm	Buena Vista Care Center	Miller, Joy
52309	8/15 - 12/19	F	09:30am-11:20am	Buena Vista Care Center	Gomes, Mary
52316	8/12 - 12/16	T	01:00pm-02:50pm	Cambridge Court	Harris, Amy
52319	8/15 - 12/19	F	09:30am-11:20am	Chapman Care Center	Harris, Amy
52617	8/11 - 12/15	M	03:15pm-05:05pm	Emerald Court	Harris, Amy
52301	8/12 - 12/16	T	09:30am-11:20am	Emerald Court	Gable, Mary
52296	8/13 - 12/17	W	02:45pm-04:35pm	Emerald Court	Fischer, Hildy
52300	8/11 - 12/15	M	03:15pm-05:05pm	The Pavilion at Sunny Hills	Gable, Mary
52525	8/12 - 12/16	T	09:30am-11:20am	Gordon Lane Care Center	Gomes, Mary
52305	8/15 - 12/19	F	03:15pm-05:05pm	Gordon Lane Care Center	Gable, Mary
52298	8/14 - 12/18	Th	02:45pm-04:35pm	Ivy Terrace of Garden Grove	Fischer, Hildy
52325	8/15 - 12/19	F	01:30pm-03:20pm	Ivy Terrace of Garden Grove	Johnson, Lisa
52317	8/13 - 12/17	W	09:30am-11:20am	La Palma Nursing Center	Harris, Amy
52377	8/13 - 12/17	W	02:30pm-04:20pm	Leisure Court	Miller, Joy
52310	8/13 - 12/17	W	01:30pm-03:20pm	Palm Retirement Center	Gomes, Mary
52311	8/13 - 12/17	W	10:00am-11:50am	Park Anaheim Healthcare Center	Gomes, Mary
53063	8/14-12/18	Th	9:30am -11:20am	Park Regency Care Center	Bloom, Danielle
52299	8/11 - 12/15	M	01:00pm-02:50pm	Park Regency Retirement Center	Gable, Mary
52312	8/14 - 12/18	Th	01:30pm-03:20pm	Park Vista Assisted Living	Gomes, Mary
52328	8/14 - 12/18	Th	09:30am-11:20am	Park Vista Assisted Living	Johnson, Lisa
52323	8/11 - 12/15	M	10:00am-11:50am	Park Vista at Morningside	Johnson, Lisa
52302	8/13 - 12/17	W	01:30pm-03:20pm	Park Vista at Morningside	Gable, Mary
52303	8/14 - 12/18	Th	09:45am-11:35am	St. Elizabeth Healthcare	Gable, Mary
52320	8/15 - 12/19	F	01:30pm-03:20pm	St. Elizabeth Healthcare	Harris, Amy
52333	8/15 - 12/19	F	02:30pm-04:20pm	The Grove Post Acute	Kim, Hannah
52327	8/13-12/17	W	01:00pm-02:50pm	The Pavilion at Sunny Hills	STAFF
52318	8/13 - 12/17	W	01:00pm-02:50pm	Walnut Village Retirement Comm	Harris, Amy
52314	8/11 - 12/15	M	09:30am-11:20am	Windsor Gardens of Anaheim	Gomes, Mary

## **Mobile Information Literacy**

**EMER 150** 

Designed to give students the necessary communication and technology skills that are crucial in order to take advantage of the wealth of new and emerging opportunities associated with digital technologies whilst also remaining alert to the various challenge's technology can present.

CRN	Dates	Days	Time	Location	Instructor					
NOCE	NOCE Centers									
52495	8/14 - 12/18	Th	01:00pm-02:50pm	Anaheim Campus - 403	Belknap, Jeannie					
Commi	unity Centers	and Libra	ıries							
53020	8/15 - 12/19	F	09:00am-10:50am	Brea Senior Center	Bloom, Danielle					
53018	8/13 - 12/17	W	03:30pm-05:20pm	Buena Park Senior Center	Belknap, Jeannie					
53019	8/14 - 12/18	Th	09:00am-10:50am	Fullerton Community Center	Belknap, Jeannie					
53064	8/11-12/1	M	12:30pm-2:20pm	La Habra Senior Center	Bloom, Danielle					
52536	8/15 - 12/19	F	02:00pm-03:50pm	Leisure World Seal Beach	Bloom, Danielle					
	Class will be held at Clubhouse # 3 (Learning Center)									

## **Books Come Alive for Older Adults**

**EMER 120** 

"Books Come Alive" is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, older adult students are offered exciting opportunities for self-discovery and personal growth.

CRN	Dates	Days	Time	Location	Instructor
Commu	unity Centers a	and Libra	ries		
53108	8/13 - 12/17	W	09:30am-11:20am	Cypress Senior Citizen Center	Bloom, Danielle
52307	8/11 - 12/15	M	12:00pm-01:50pm	Fullerton Community Center	Gomes, Mary
52980	8/12 - 12/16	Τ	03:30pm-05:20pm	Leisure World Seal Beach	Terranova, John
	Class will be he	eld at Clubh	nouse # 6 Room 2		
53104	8/14 - 12/18	Th	02:00pm-03:50pm	St. Catherine	STAFF
53065	8/11-12/15	M	9:30am-10:50am	Yorba Linda Senior Center	Bloom, Danielle

#### Journey Back into Time for Older Adults

**EMER 125** 

This class offers older adult 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.

CRN	Dates	Days	Time	Location	Instructor				
Residential and Adult Day Program Locations									
52378	8/1 1- 12/15	M	02:00pm-03:50pm	Beach Creek Post Acute	Miller, Joy				
53081	8/11 - 12/15	M	1:30pm-3:20pm	Coral Cove Post Acute	Akin, Ilayda				
53066	8/12 - 12/16	T	9:30am-11:20am	East Anaheim Community Center	Bloom, Danielle				
52912	8/12 - 12/16	T	01:00pm-02:50pm	St. Catherine	Fischer, Hildy				

#### **Guided Memoirs**

**EMER 122** 

This course is designed to help older adults reflect on and document their life experiences through guided memoir writing. Participants will explore various themes and writing techniques to create a meaningful and personal memoir. The course will provide a supportive environment for sharing stories and receiving feedback.

			-	-					
CRN	Dates	Days	Time	Location	Instructor				
Comm	Community Centers and Libraries								
53112	8/12 - 12/16	T	10:00am-11:50am	Buena Park Senior Center	Johnson, Lisa				
53113	8/15 - 12/19	F	10:30am-12:20pm	Buena Park Senior Center	STAFF				

## **Creative Arts**

Creative arts students provide their own artistic supplies. At first class meeting, the instructor will provide guidance on the items needed for class.

#### Ceramics for Older Adults

**EMER 200** 

This is a basic course in ceramics for older adults which includes lecture, demonstration, and the application of ceramic artwork. Students will learn mold selection, glazing, decorating techniques, and proper firing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult students are often displayed publicly.

CRN	Dates		Time	Location	Instructor					
Commu	Community Centers and Libraries									
52420	8/12 - 10/7			Leisure World Seal Beach	Baba, Ramayana					
	Class will be he	eld at Clubl	house # 6 Ceramics Stu	dio						
52523	8/14 - 10/9	Th	12:45pm-04:35pm	Leisure World Seal Beach	Baba, Ramayana					
	Class will be he	eld at clubh	ouse # 6 Ceramics Stud	dio						
52522	10/14 - 12/16	T	08:30am-12:20pm	Leisure World Seal Beach	Baba, Ramayana					
	Class will be held at Clubhouse # 6 Ceramics Studio									
52524	10/16 - 12/18	Th	12:45pm-04:35pm	Leisure World Seal Beach	Baba, Ramayana					
	Class will be he	eld at Clubl	house # 6 Ceramics Stu	dio						

Painting for Older Adults EMER 225
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 students will learn techniques in drawing, brush strokes, color mixing and application.

CRN	Dates	Days	Time	Location	Instructor
NOCE (	Centers				
52496	8/11 - 12/15	M	01:00pm-02:50pm	Anaheim Campus - 402A	Gier, Bryce
52599	8/14 - 12/18	Th	12:00pm-01:50pm	Anaheim Campus - 402A	Lopez, Israel
	unity Centers a				
52438	8/12 - 12/16	T	01:00pm-02:50pm	Brea Senior Center	Bowman, Ashley
52461	8/13 - 10/8	W	01:00pm-04:50pm	Buena Park Senior Center	Park, So Im
52907	8/14 - 10/9	Th	01:15pm-05:05pm	Buena Park Senior Center	Cooper, Sarah
52462	10/15 - 12/17	W	01:00pm-04:50pm	Buena Park Senior Center	Park, So Im
52908	10/16 - 12/18	Th	01:15pm-05:05pm	Buena Park Senior Center	Cooper, Sarah
52914	8/13 - 12/17	W	09:30am-11:20am	Cypress Senior Citizen Center	Lopez, Israel
52470	8/13 - 10/8	W	01:00pm-04:50pm	Cypress Senior Citizen Center	Gier, Bryce
52992	10/15 - 12/17	W	01:00pm-04:50pm	Cypress Senior Citizen Center	Gier, Bryce
52464	8/14 - 10/9	Th	12:00pm-03:50pm	Downtown Anaheim Community Center	Park, So Im
52465	10/16 - 12/18	Th	12:00pm-03:50pm	Downtown Anaheim Community Center	Park, So Im
52468	8/12 - 10/7	Τ	01:00pm-04:50pm	Leisure World Seal Beach	Park, So Im
	Class will be he	ld at Clubh	nouse # 6 Room B		
52469	10/14 - 12/16	Τ	01:00pm-04:50pm	Leisure World Seal Beach	Park, So Im
	Class will be he	ld at Clubh	nouse # 6 Room B		
52452	8/11 - 10/6	M	08:00am-11:50am	Yorba Linda Senior Center	Clary, Ling Ling
52455	8/13 - 10/8	W	08:30am-12:20pm	Yorba Linda Senior Center	Clary, Ling Ling
52453	10/13 - 12/15	M	08:00am-11:50am	Yorba Linda Senior Center	Clary, Ling Ling
52456	10/15 - 12/17	W	08:30am-12:20pm	Yorba Linda Senior Center	Clary, Ling Ling
			gram Locations		
52636	8/12 - 12/16	T	02:30pm-04:20pm	Brookdale Valley View	Akin, Almira
52905	8/14 - 12/18	Th	12:30pm-02:20pm	Brookdale Valley View	Akin, Almira
53129	8/12 - 12/16	T	01:00pm-02:50pm	Crescendo Senior Living of Placentia	STAFF
53069	8/12 - 12/16	T	02:00pm-03:50pm	Crescendo Senior Living of Placentia	STAFF
53073	8/13 - 12/17	W	09:30am-11:20am	Health Center of Orange County	STAFF
52903	8/11 - 12/15	M	10:00am-11:50am	Ivy Park at Bradford	Akin, Almira
52906	8/15 - 12/19	F	10:00am-11:50am	Ivy Park at Bradford	Akin, Almira
53031	8/19 - 12/16	Τ	10:00am-11:50am	Ivy Terrace of Garden Grove	Park, So Im
52591	8/15 - 12/19	F	12:30pm-02:20pm	La Habra Community Serv-Senior Center	Lopez, Israel
53079	8/12 - 12/16	T	01:00pm-02:50pm	Oakmont of Fullerton	Gier, Bryce
53117	8/13 - 12/17	W	01:00pm-02:50pm	Oakmont of Fullerton	Correa, Deborah
53078	8/13 - 12/17	W	01:00pm-02:50pm	Oakmont of Fullerton	Shneezai, Meena
52437	8/11 - 12/15	M	09:00am-10:50am	Stanton Civic Center	Bowman, Ashley
53030	8/12 - 12/16	Τ	01:00pm-02:50pm	Westmont Cypress Compass Rose	Tuttle, Kathryn
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#### **Needlecraft: Knit Crochet for Older Adults**

**EMER 240** 

Students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepointed and crossstitched hand-made items. A variety of items are created by students, including decorations for the home and clothing for babies, children, and adults.

CRN	Dates	Days	Time	Location	Instructor					
NOCE (	NOCE Centers									
52439	8/11 - 12/15	M	01:00pm-02:50pm	NOCE Cypress Tech Ed 2 - 204	Bowman, Ashley					
Commi	unity Centers a	nd Libra	ries							
52441	8/14 - 12/18	Th	09:00am-10:50am	Fullerton Community Center	Bowman, Ashley					
52444	8/15 - 12/19	F	09:30am-11:20am	Downtown Anaheim Community Center	Bowman, Ashley					
52440	8/13 - 12/17	W	02:00pm-03:50pm	Leisure World Seal Beach	Bowman, Ashley					
	Class will be he	ld at Clubl	nouse # 3 (Needle Arts S	Studio)	-					
52442	8/14 - 10/9	Th	01:00pm-04:50pm	Yorba Linda Senior Center	Bowman, Ashley					
52443	10/16 - 12/18	Th	01:00pm-04:50pm	Yorba Linda Senior Center	Bowman, Ashley					

#### **Creative Arts for Older Adults**

**EMER 205** 

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	Dates	Days	Time	Location	Instructor
Commi	unity Centers a	nd Libra	ries		
52394	8/12 - 12/16	T	10:30am-12:20pm	La Palma Community Center	Tuttle-Harry, Honour
52467	8/12 - 12/16	T	09:30am-11:20am	Leisure World Seal Beach	Park, So Im
ь	Class will be he				
		-	gram Locations		
52393	8/11 - 12/15	M	02:00pm-03:50pm	Anaheim Point Healthcare & Wellness	Tuttle-Harry, Honour
52909	8/11 - 12/15	M	11:30am-01:20pm	Anaheim Crown Plaza	Cooper, Sarah
52395	8/12 - 12/16	T	02:00pm-03:50pm	Alamitos West Health Care Center	Tuttle-Harry, Honour
52415	8/12 - 12/16	T	02:00pm-03:50pm	Bonita Hills Post Acute	Yoo, Joy
52417	8/14 - 12/18	Th	02:00pm-03:50pm	Buena Park Nursing Center	Yoo, Joy
52392	8/11 - 12/15	M	10:30am-12:20pm	Chapman Care Center	Tuttle-Harry, Honour
53082	8/12 - 12/16	Τ	09:30am-11:20am	Coral Cove Post Acute	Gier, Bryce
52910	8/11 - 12/15	M	02:00pm-03:50pm	Gordon Lane Care Center	Cooper, Sarah
53072	8/15 - 12/19	F	09:30am-11:20am	Health Center of Orange County	Shneezai, Meena
52637	8/12 - 12/16	T	10:00am-11:50am	Ivy Park at Bradford	Shneezai, Meena
53025	8/13 - 12/17	W	09:30am-11:20am	Ivy Park at Bradford	Park, So Im
52991	8/14 - 12/18	Th	10:00am-11:50am	Ivy Park at Bradford	Shneezai, Meena
52589	8/14 - 12/18	Th	09:30am-11:20am	Ivy Terrace of Garden Grove	Lopez, Israel
52418	8/15 - 12/19	F	09:45am-11:35am	Ivy Terrace of Garden Grove	Yoo, Joy
52389	8/11 - 12/15	M	09:00am-10:50am	Leisure Court	Thakkar, Nirali
52416	8/14 - 12/18	Th	09:30am-11:20am	Park Vista at Morningside	Yoo, Joy
52472	8/15 - 12/19	F	10:00am-11:50am	Reimagine Network	Gier, Bryce
52635	8/12 - 12/16	Τ	09:30am-11:20am	St. Catherine	Akin, Almira
52904	8/13 - 12/17	W	09:30am-11:20am	St. Catherine	Akin, Almira
52554	8/14 - 12/18	Th	01:30pm-03:20pm	The Grove Post Acute	Shneezai, Meena
53122	8/12 - 12/16	T	01:00pm-02:50pm	Villagio at Capriana	STAFF

#### **Quilting for Older Adults**

**EMER 260** 

This course offers the essentials of quilting for older adult 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, appliqu'e hand and machine methods, and finishing techniques.

			•							
CRN	Dates	Days	Time	Location	Instructor					
Commi	Community Centers and Libraries									
52546	8/12 - 10/7	T	12:30pm-04:20pm	Buena Park Senior Center	Smith, Larene					
52547	10/14 - 12/16	Τ	12:30pm-04:20pm	Buena Park Senior Center	Smith, Larene					
52543	8/11 - 10/6	M	08:30am-12:20pm	Cypress Senior Citizen Center	Smith, Larene					
52544	10/13 - 12/15	M	08:30am-12:20pm	Cypress Senior Citizen Center	Smith, Larene					
52955	10/13 - 12/15	M	01:30pm-03:20pm	Leisure World Seal Beach	Smith, Larene					
	Class will be he	ld at Clubi	house # 3 Needle Arts S	tudio						
52545	8/11 - 10/6	M	01:30pm-03:20pm	Leisure World Seal Beach	Smith, Larene					
	Class will be he	ld at Clubi	house # 3 Needle Arts S	tudio						
52548	8/15 - 10/10	F	08:30am-12:20pm	Yorba Linda Senior Center	Smith, Larene					
52549	10/17 - 12/19	F	08:30am-12:20pm	Yorba Linda Senior Center	Smith, Larene					

#### Sew What You Wish

CC 215

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

CRN	Dates	Days	Time	Location	Instructor
NOCE Centers					
53114	8/13 - 12/17	W	10:30am-12:20pm	NOCE Cypress Tech Ed 2 - 204	Wagner, Robin

## **Sewing Techniques**

CC 415

Sewing machine techniques. Sew a blouse or shirt. Learn to set-in sleeves, embellish fabric, sew collars, buttonholes and zippers. Using twin needles and decorative stitches covered. Use of specialty feet and machine maintenance included. Bring your own machine or use ours

CRN	Dates	Days	Time	Location	Instructor
NOCE (	Centers	-			
53115	8/13 - 12/17	W	06:00pm-07:50pm	Anaheim Campus - 402B	Cowley, Virginia
	Sewing Techni	ques, Beg	inning (This class will a	teach sewing techniques at a beginner level)	
53116	8/14 - 12/18	Th	10:00am-11:50am	NOCE Cypress Tech Ed 2 - 204	Cowley, Virginia
	Sewing Techni	ques, Inte	rmediate (This class wi	Il teach sewing techniques at a intermediate I	evel)

## **Student Success Spotlight: Irving Schwartz**

LEAP, Emeritus/Active Older Adults Program



Irving B. Schwartz is amazing at 99 years of age! He is a consistent attendee at two different Emeritus Program health and wellness classes each week. He has a true zest for life and proves *if you use it, you won't lose it!* He believes in a full, well-rounded and healthy living, eating good food, exercising consistently, spending time with family and friends, and providing service to his community. When he's not attending class, Irving enjoys going to social events at his community center and dancing at the legion hall. His teacher, Janine Wotring shared that he has been an active student for over 15 years and has greatly contributed to the growth in her teaching throughout the years. She says, "Irving is a tremendous motivator for me. I'm so thankful for his participation as a student and for being a true friend."

## **Music Arts**

Senior Chorus EMER 275

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.

CRN	Dates	Days	Time	Location	Instructor				
Community Centers and Libraries									
52338	8/15 - 12/19	F	09:30am-11:20am	Cypress Senior Citizen Center	Lassetter, Elizabeth				
52916	8/13 - 12/17	W	10:00am-11:50am	Fullerton Community Center	Ozment, Gregory				
52337	8/11 - 12/15	M	10:00am-11:50am	Leisure World Seal Beach	Lassetter, Elizabeth				
	Class will be i	held at Amn	hitheater						

#### **Tone Chime Choir for Older Adults**

**EMER 280** 

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 Handbell Ringers. The class will share their music by performing to the community in different public venues.

CRN	Dates	Days	Time	Location	Instructor					
Commu	Community Centers and Libraries									
52339	8/13 - 12/17	W	12:00pm-01:50pm	Downtown Anaheim Community Center	Lassetter, Elizabeth					
52340	8/14 - 12/18	Th	10:00am-11:50am	Leisure World Seal Beach	Lassetter, Elizabeth					
	Class will be held at Clubhouse # 3									

## **Music Arts for Older Adults**

**EMER 270** 

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.

CRN	Dates	Days	Time	Location	Instructor
	Centers	Days	Tillic	Location	matructor
53024	8/14 - 12/18	Th	10:00am-11:50am	Anaheim Campus - 402A	Orozco, Stefan
	unity Centers a			7 than only campac 1027	Orozoo, Otolair
52542	8/14 - 12/18	Th	01:30pm-03:20pm	Cypress Senior Citizen Center	Orozco, Stefan
			gram Locations	3,5.000 00	
52275	8/13 - 12/17	W	09:30am-11:20am	Alamitos West Health Care Center	Baker, Nathalie
52988	8/11 - 12/15	M	02:30pm-04:20pm	Bonita Hills Post Acute	Wessler, Daniel
52397	8/12 - 12/16	Τ	09:00am-10:50am	Bonita Hills Post Acute	Ozment, Gregory
53051	8/12 - 12/16	Τ	01:00pm-02:50pm	Buena Park Nursing Center	Rodriguez, Renzo
52352	8/15 - 12/19	F	01:30pm-03:20pm	Buena Vista Care Center	Martin, Karen
52285	8/13 - 12/17	W	09:00am-10:50am	Cambridge Court	Behrbaum, Patricia
52348	8/11 - 12/15	M	02:00pm-03:50pm	Cottage of Artesia Gardens	Martin, Karen
52350	8/14 - 12/18	Th	02:00pm-03:50pm	Cottage of Artesia Gardens	Martin, Karen
53103	8/12 - 12/16	Т	01:30pm-03:20pm	Coral Cove Post Acute	STAFF
53070	8/11 - 12/15	M	01:00pm-02:50pm	Crescendo Senior Living of Placentia	Kim, Ena
53124	8/11 - 12/15	M	03:00pm-04:50pm	Crescendo Senior Living of Placentia	Kim, En
52283	8/11 - 12/15	M	01:00pm-02:50pm	Emerald Court	Behrbaum, Patricia
52288	8/14 - 12/18	Th	01:00pm-02:50pm	Emerald Court	Behrbaum, Patricia
52282	8/11 - 12/15	M	08:30am-10:20am	Ivy Park at Bradford	Behrbaum, Patricia
53023	8/12 - 12/16	T	01:30pm-03:20pm	Ivy Park at Bradford	Orozco, Stefan
52641	8/13 - 12/17	W	10:00am-11:50am	Ivy Park at Bradford	Wessler, Daniel
52382	8/15 - 12/19	F	01:00pm-02:50pm	Ivy Park at Bradford	Wessler, Daniel
52989	8/14 - 12/18	Th	01:00pm-02:50pm	Ivy Terrace of Garden Grove	Wessler, Daniel
52351	8/15 - 12/19	F	09:30am-11:20am	La Palma Nursing Center	Martin, Karen
53080	8/11 - 12/15	M	01:00pm-02:50pm	Oakmont of Fullerton	Rodriguez, Renzo
52286	8/13 - 12/17	W	12:00pm-01:50pm	Park Anaheim Healthcare Center	Behrbaum, Patricia
52347	8/14 - 12/18	Th	01:00pm-02:50pm	Park Anaheim Healthcare Center	Magno, Ursula
52383	8/14 - 12/18	Th	02:00pm-03:50pm	Park Regency Retirement Center	Ozment, Gregory
52281	8/15 - 12/19	F	03:00pm-04:50pm	Park Regency Retirement Center	Baker, Nathalie
53062	8/11-12/16	M	9:30am-11:20am	Park Regency Care Center	STAFF
52280	8/14 - 12/18	Th	03:30pm-05:20pm	Park Vista Assisted Living	Baker, Nathalie
52990	8/12 - 12/16	T	10:00am-11:50am	Park Vista at Morningside	Wessler, Daniel
52277	8/13 - 12/17	W	03:30pm-05:20pm	Park Vista at Morningside	Baker, Nathalie
52292	8/15 - 12/19	F	09:30am-11:20am	Park Vista at Morningside	Ediger, Jeremy
52538	8/12 - 12/16	T	10:00am-11:50am	Reimagine Network	Orozco, Stefan
52284	8/12 - 12/16	Ť	09:00am-10:50am	Rowntree Gardens	Behrbaum, Patricia
53105	8/12 - 12/16	Ť	10:00am-11:50am	Rowntree Gardens	Lin, Angela
52640	8/11 - 12/15	M	09:30am-11:20am	St. Catherine	Wessler, Daniel
52984	8/15 - 12/19	F	09:30am-11:20am	St. Catherine	Wessler, Daniel
52381	8/11 - 12/15	M	01:30pm-03:20pm	The Grove Post Acute	Ozment, Gregory
52384	8/13 - 12/17	W	01:00pm-02:50pm	The Pavilion at Sunny Hills	Park, Moses
52287	8/14 - 12/18	Th	09:30am-11:20am	The Pavilion at Sunny Hills	Behrbaum, Patricia
52386	8/15 - 12/19	F	02:00pm-03:50pm	The Pavilion at Sunny Hills	Magno, Ursula
53050	8/15 - 12/19	F	01:00pm-02:50pm	Villagio at Capriana	Rodriguez, Renzo
52623	8/12 - 12/16	T	01:00pm-02:50pm	Walnut Village Retirement Comm	Behrbaum, Patricia
53123	8/12 - 12/16	Ť	01:00pm-02:50pm	Westmont Cypress	Lin, Angela
53028	8/13 - 12/17	W	03:15pm-05:05pm	Westmont Cypress	Ozment, Gregory
52276	8/13 - 12/17	W	01:00pm-02:50pm	Westmont Cypress Compass Rose	Baker, Nathalie
52278	8/14 - 12/18	Th	09:30am-11:20am	Whitten Heights	Baker, Nathalie
52279	8/14 - 12/18	Th	01:00pm-02:50pm	Whittier Glen	Baker, Nathalie
					,



# PARENTING

Improve parenting skills.

Deepen connections with the children in your life.

Create a thriving home.

Explore noce.edu/parenting or call (714) 808-4915.

## **Program Office Location:**

Anaheim Campus - 5th Floor, Room 513

## **In-person Office Hours:**

. Monday - Thursday......9 a.m. - 4 p.m.

Friday ...... By Appointment

## Program Overview

In a world that is ever-changing, parents, grandparents, foster parents, and guardians can learn positive parenting techniques in a friendly and safe environment.

Enhance parent and child relationships.

- Learn techniques to raise children and teens who flourish.
- Develop effective communication skills.
- Build positive social, emotional, and creative environments.

## Parent-and-Me Classes

Parent-and-Me classes are a lifeline for parents of young children. Enjoyed by an enrolled adult along with a child ages one to five years, parents and other adult caregivers learn about child development through observation and interaction.

## Love and Logic® Classes

Love and Logic<sup>®</sup> courses offer a new and specific way to parent using a unique approach. Parents and caregivers develop practical skills for reinforcing expectations of their children's behavior at home and school. Classes consist of six subsets of skills that empower parents. Love and Logic<sup>®</sup> is a registered trademark of the Love and Logic<sup>®</sup> Institute, Inc.

## **Child Wellness**

Students taking these courses will learn how to contribute to the critical factors that ensure children's lifelong health and wellness. Students expand their knowledge to better support, encourage, and connect with the children in their lives and learn to model critical life skills that make a difference now and in the future.

## Ready to Get Started?

## Once you've applied to NOCE...

- 1. Register for classes by following the College Scheduler steps on page 5 or visit **noce.edu/register** for details.
- 2. Attend class in-person and/or online through Canvas at <a href="mailto:noce.edu/canvas">noce.edu/canvas</a>
  Optional Meet with a counselor: (714) 808-4682 or counseling@noce.edu.

## **Have Questions About Classes?**

## **Contact the Parenting Program**

(714) 808-4915 or parenting@noce.edu.

## Need Registration Help?



## Contact StarHelp

(714) 808-4679 or starhelp@noce.edu.

## **Parent-and-Me Classes**

## Joyful Parenting-Creative Art, Music and Movement (Ages 1.5-2.5 years)

**PARN 101** 

Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation and cooperative learning with other parents. Parents participate with their child in age appropriate activities, which provides them with ideas to use at home while understanding the importance of developmental stages of child rearing.

CRN	Dates	Days	Time	Location	Instructor
51589	8/14-10/9	Th	09:00am-10:50am	Anaheim Campus-611	Alquiza, Darrlene
52922	8/15-10/10	F	09:00am-10:50am	Anaheim Campus-611	Schlickenmeyer, Courtney
51590	10/16-12/18	Th	09:00am-10:50am	Anaheim Campus-611	Alquiza, Darrlene
52924	10/17-12/19	F	09:00am-10:50am	Anaheim Campus-611	Schlickenmeyer, Courtney
51595	8/11-10/6	M	09:00am-10:50am	NOCE Cypress Bldg 18-117	Quintanilla, Melissa
51596	8/13-10/8	W	09:00am-10:50am	NOCE Cypress Bldg 18-117	Quintanilla, Melissa
51591	8/11-10/6	M	09:00am-10:50am	Wilshire NOCE 200 BLDG-204	Edson, Stephanie
51593	10/13-12/15	M	09:00am-10:50am	Wilshire NOCE 200 BLDG-204	Edson, Stephanie







# Joyful Parenting-Art, Music and Movement (Ages 2.5-4.5 years)

**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.

CRN	Dates	Days	Time	Location	Instructor
52933	8/13-10/8	W	01:00pm-02:50pm	Anaheim Campus-611	Schlickenmeyer, Courtney
51598	8/14-10/9	Th	11:00am-12:50pm	Anaheim Campus-611	Alquiza, Darrlene
51600	8/14-10/9	Th	06:00pm-07:20pm	Anaheim Campus-611	Alquiza, Darrlene
52934	8/15-10/10	F	11:00am-12:50pm	Anaheim Campus-611	Schlickenmeyer, Courtney
52935	10/15-12/17	W	01:00pm-02:50pm	Anaheim Campus-611	Schlickenmeyer, Courtney
51603	10/16-12/18	Th	06:00pm-07:20pm	Anaheim Campus-611	Alquiza, Darrlene
51601	10/16-12/18	Th	11:00am-12:50pm	Anaheim Campus-611	Alquiza, Darrlene
52932	10/17-12/19	F	11:00am-12:50pm	Anaheim Campus-611	Schlickenmeyer, Courtney
52928	8/11-10/6	M	11:00am-12:50pm	NOCE Cypress Bldg 18-117	Quintanilla, Melissa
52929	8/13-10/8	W	11:00am-12:50pm	NOCE Cypress Bldg 18-117	Quintanilla, Melissa
51604	8/11-10/6	M	11:00am-12:50pm	Wilshire NOCE 200 BLDG-204	Edson, Stephanie
52927	10/13-12/15	M	11:00am-12:50pm	Wilshire NOCE 200 BLDG-204	Edson, Stephanie

#### **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.

CRN	Dates	Days	Time	Location	Instructor
51617	8/12-10/7	Т	09:00am-10:50am	NOCE Cypress Bldg 18-117	Quintanilla, Melissa
51618	8/14-10/9	Th	09:00am-10:50am	NOCE Cypress Bldg 18-117	Quintanilla, Melissa
51611	8/12-10/7	Τ	09:00am-10:50am	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
51614	8/13-10/8	W	09:00am-10:50am	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
51615	10/14-12/16	Τ	09:00am-10:50am	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
51616	10/15-12/17	W	09:00am-10:50am	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia

## **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.

CRN	Dates	Days	Time	Location	Instructor
51846	8/12-10/7	Т	11:00am-12:50pm	NOCE Cypress Bldg 18-117	Quintanilla, Melissa
51847	8/14-10/9	Th	11:00am-12:50pm	NOCE Cypress Bldg 18-117	Quintanilla, Melissa
51623	8/12-10/7	Τ	11:00am-12:50pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
51624	8/13-10/8	W	11:00am-12:50pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
51625	10/14-12/16	Τ	11:00am-12:50pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
51626	10/15-12/17	W	11:00am-12:50pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia

#### Raising Thoughtful Children (Ages 1.5-2.5)

**PARN 237** 

Students participate with their child to support social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities for very young children.

CRN	Dates	Days	Time	Location	Instructor
51605	8/12-10/7	T	09:00am-10:50am	Anaheim Campus-611	Alquiza, Darrlene
51606	8/13-10/8	W	09:00am-10:50am	Anaheim Campus-611	Schlickenmeyer, Courtney
51842	10/14-12/16	Τ	09:00am-10:50am	Anaheim Campus-611	Alquiza, Darrlene
51843	10/15-12/17	W	09:00am-10:50am	Anaheim Campus-611	Schlickenmeyer, Courtney
52937	8/14-10/9	Th	09:00am-10:50am	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
52940	8/13-10/8	W	05:30pm-07:20pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
52941	10/16-12/18	Th	09:00am-10:50am	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
52942	10/15-12/17	W	05:30pm-07:20pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia

#### Raising Thoughtful Children (Ages 2.5-5)

**PARN 238** 

Students participate with their child to support social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities that emphasize building a growth mindset and thoughtfulness toward themselves and towards others.

CRN	Dates	Days	Time	Location	Instructor
52956	8/12-10/7	Т	11:00am-12:50pm	Anaheim Campus-611	Alquiza, Darrlene
52958	8/13-10/8	W	11:00am-12:50pm	Anaheim Campus-611	Schlickenmeyer, Courtney
52960	8/15-10/10	F	01:00pm-02:50pm	Anaheim Campus-611	Schlickenmeyer, Courtney
52957	10/14-12/16	T	11:00am-12:50pm	Anaheim Campus-611	Alquiza, Darrlene
52959	10/15-12/17	W	11:00am-12:50pm	Anaheim Campus-611	Schlickenmeyer, Courtney
52961	10/17-12/19	F	01:00pm-02:50pm	Anaheim Campus-611	Schlickenmeyer, Courtney
51609	8/14-10/9	Th	11:00am-12:50pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
51844	8/14-10/9	Th	05:30pm-07:20pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
51610	10/16-12/18	Th	11:00am-12:50pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia
51845	10/16-12/18	Th	05:30pm-07:20pm	Wilshire NOCE 200 BLDG-204	Blandford, Cynthia

## Foundational Parenting

#### **Connected Parenting**

**PARN 102** 

This class focuses on strengthening the caregiver-child connections, essential methods in helping children regulate their emotions, improving feelings of safety and security and decrease challenging behaviors. These are simple, research-based techniques for every parent who wants to build a life-long positive relationship with their child.

CRN	Dates	Days	Time	Location	Instructor
52925	8/11-9/19	Remote	Remote	ONLINE-ONLINE	Carter, Chivonne
52926	10/6-11/14	Remote	Remote	ONLINE-ONLINE	Flores, Kailey

## Love and Logic®

## Parenting the Love and Logic® Way

**PARN 265** 

This course assists parents and caregivers in developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing The Love and Logic® approach, this course will teach six subsets of skills that encourage home environments that stimulate responsibility, prevent misbehavior, and encourage setting healthy limits.

CRN	Dates	Days	Time	Location	Instructor
52645	8/11 - 9/19	Remote	Remote	ONLINE - ONLINE	Sherard, Erin
51638	9/12 - 12/5	F	09:00am-11:50am	Wilshire NOCE 200 BLDG - 217	Lampkins, Ta'Quonna
52009	11/3 - 12/19	Remote	Remote	ONLINE - ONLINE	Sherard. Erin

## Love and Logic:

## Supporting Youth with Special Needs™

**PARN 268** 

This course is designed to support adults parenting or supporting youth with disabilities by developing practical skills for reinforcing the expectations of children at home and in school. By utilizing the Love and Logic® approach, this course will teach four subsets of skills that encourage home environments that stimulate positive relationship development, empathetic listening, realistic goal setting, and encourage independence. The information included in this course is for those who already have a strong understanding of the Love and Logic® approach.

CRN	Dates	Days	Time	Location	Instructor				
52508	8/11 - 9/19	Remote	Remote	Hybrid - HYBRID	Sherard, Erin				
	8/15 - 9/19	F	10:00am-11:50am	Anaheim Campus - 505A	Sherard, Erin				
	Required in-pers	Required in-person meetings on Fridays 10:00am-11:50am. Meeting dates: 8/15, 8/22, 8/29, 9/5, 9/12, and 9/19.							
	All remaining hours completed online asynchronously.								
52897	9/22 - 10/24	Remote	Remote	ONLINE - ONLINE	De La Mora Jamie				

## Love and Logic:

#### Adults Supporting Youth with Challenging Pasts™

**PARN 269** 

This course assists parents and caregivers in understanding how trauma and hurtful events affect a child's brain. Students will learn the importance of bonding and relationships and how to address the root causes of a child's behavior through practicing empathy, establishing boundaries, and building healthy relationships.

CRN	Dates	Days	Time	Location	Instructor		
52509	8/11 - 9/19	Remote	Remote	ONLINE - ONLINE	Carter, Chivonne		
52946	11/3 - 12/19	Remote	Remote	Hybrid - HYBRID	Sherard, Erin		
	11/7 - 12/19	F	10:00am-11:50am	Anaheim Campus - 312	Sherard, Erin		
	Required inperson meetings on Fridays 10:00am-11:50am. Meeting dates: 11/7, 11/14, 11/21, 12/5, 12/12, and 12/19.						
	All remaining ho	urs comple	eted online asynchronou	slv			

## **Child Wellness**

#### Raising Culturally Responsive Children

**PARN 297** 

The purpose of this course is to help parents and caregivers gain awareness and understanding around the "Justice" and "Action" components of k-12 anti-bias framework. Instruction will center on personal identities, labels, confirmation bias, belonging, human rights, discrimination, speaking up, speaking out, and making human rights universal.

CRN	Dates	Days	Time	Location	Instructor
52898	10/6-11/14	Remote	Remote	ONLINE-ONLINE	Sherard, Erin

#### Understanding Adverse Childhood Experiences (ACEs)

**PARN 300** 

This course assists parents and caregivers in learning about the effects of childhood adversity, toxic stress, and the impact on health and well-being. Tools are provided to help parents and caregivers address their personal histories in order to provide attuned, nurturing care. Tools are also provided to promote healing and resilience in children.

CRN	Dates	Days	Time	Location	Instructor	
52917	9/22 - 10/31	Remote	Remote	ONLINE - ONLINE	Carter, Chivonne	
52947	11/3 - 12/19	Remote	Remote	Hybrid - HYBRID	De La Mora, Jamie	
	11/6 - 12/18	Th	10:00am-11:50am	Anaheim Campus - 505A	De La Mora, Jamie	
Required in-person meetings on Thursdays 10:00am-11:50am. Meeting dates: 11/6, 11/13, 11/20, 12/4, 12/11, and 12/18						
	All remaining ho	urs comple	eted online asynchronou	isly.		

Connected Parenting: Early Childhood and Infancy PARN 301

This course assists parents and caregivers in learning the importance of connection (attachment and bonding) as the building blocks to infant/early childhood social emotional and cognitive development. The focus is on exploring ways parents and caregivers can provide responsive and attuned care while increasing lifelong resilience for their children.

CRN	Dates	Days Time	Location	Instructor
52948	11/3-12/19	Remote Remote	ONLINE-ONLINE	Carter, Chivonne

#### Mental Wellness in the Home

**PARN 304** 

This course provides parents and caregivers an overview on mental health in order to provide awareness and understanding. The focus is on exploring factors that influence mental health in our homes, protective measures, and skills needed to aid in healthy coping and regulation strategies for parents, caregivers, and youth in the community.

CRN	Dates	Days	Time	Location	Instructor
51310	10/13-11/21	Remote	Remote	ONLINE-ONLINE	Carter, Chivonne

## Foster, Kinship, and Adoptive Families

**PARN 302** 

This course is created for foster, adoptive and kinship parents to assist in learning the importance of connection (attachment and bonding) as the building blocks to social- emotional and cognitive development. The focus is on exploring ways parents can provide responsive and attuned care while increasing lifelong resilience for children.

CRN	Dates	Days	Time	Location	Instructor		
53036	11/3 - 12/19	Remote	Remote	Hybrid - HYBRID	Lampkins, Ta'Quonna		
	11/5 - 12/17	W	08:30am-09:20am	Pacific Drive Elementary	Lampkins, Ta'Quonna		
	Required in-person meetings on Wednesday 8:30am-9:20am. Meeting dates: 11/5, 11/12, 11/19,12/3, 12/10, and 12/17.						
	All remaining ho	urs comple	eted online asvnchronou	ıslv.			

#### **Understanding Addictive Behaviors**

**PARN 308** 

The purpose of this class is to provide understanding and awareness around addiction and how it impacts individuals and families. Definitions of addiction will be explored, as well as the connection between trauma and addiction, and the importance of connection and relationship as a preventative and protective measure.

CRN	Dates	Days	Time	Location	Instructor
52950	8/11-9/19	Remote	Remote	ONLINE-ONLINE	De La Mora, Jamie

## Strengthening Families

**PARN 303** 

This course assists parents and caregivers in learning the characteristics needed for healthy environments and relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and caregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children.

CRN	Dates	Days	Time	Location	Instructor	
51851	8/11 - 9/19	Remote	Remote	ONLINE - ONLINE	De La Mora, Jamie	
53034	9/22 - 10/31	Remote	Remote	Hybrid - HYBRID	De La Mora, Jamie	
	9/24 - 10/29	W	08:30am-09:20am	Pacific Drive Elementary	De La Mora, Jamie	
	Required in-person meetings on Wednesday 08:30am-09:20am. Meeting dates: 9/24, 10/1, 10/8, 10/15, 10/22, and 10/29.					

All remaining hours completed online asynchronously.

#### **Strengthening Families Seminar**

**PARN 313** 

This course is a teaser seminar intended to promote PARN 303, Strengthening Families. This workshop overviews the characteristics needed for healthy environments and relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and caregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children.

CRN	Dates	Days	Time	Location	Instructor
53035	9/17 - 9/17	W	08:30am-10:00am	Pacific Drive Elementary	De La Mora, Jamie

#### **Internet Safety and Awareness**

**PARN 307** 

The purpose of this course is to help parents and caregivers gain awareness and understanding around the online world and how it works. The benefits and risks associated with the Internet will be explored along with the tools needed to help children stay safe while they engage in technology use.

CRN	Dates	Days	Time	Location	Instructor	
51627	8/11 - 9/19	Remote	Remote	ONLINE - ONLINE	Flores, Kailey	
53038	9/22 - 10/31	Remote	Remote	Hybrid - HYBRID	Sherard, Erin	
	9/23 - 10/28	T	08:30am-10:00am	Golden Elementary School	Sherard, Erin	
	Required in-person meetings on Tuesday 08:30am-09:20am. Meeting dates: 9/23, 9/30, 10/7, 10/14, 10/21, and					
All remaining hours completed online asynchronously.						

#### Internet Safety Seminar

**PARN 352** 

The purpose of this workshop course is to help parents and caregivers gain awareness and understanding around the online world and provide an overview of what is offered in PARN 307.

CRN	Dates	Days	Time	Location	Instructor
53037	9/18 - 9/18	Th	08:30am-10:00am	Golden Elementary School	Sherard, Erin

## Student Success Spotlight: Raúl Güereque

Career Technical Education and Parenting Programs



**Raúl Güereque** is a devoted stay-at-home father of two daughters and a long-time educator who found a perfect match for his goals in NOCE's Parenting Program. Drawn by the flexibility and accessibility of online, tuition-free courses, Raúl sought more than just parenting tips—he wanted personal growth, deeper connection with his children, and a renewed sense of purpose. According to his teacher Chivonne Carter, Raúl was a standout participant in the Connected Parenting course. He not only completed every assignment with thoughtfulness and care, but also consistently uplifted his classmates, offering empathy, encouragement, and building a genuine sense of community. His commitment to learning and supporting others captured

the very heart of the program. Now enrolled in Love and Logic: Adults Supporting Youth with Challenging Pasts™ course, Raúl continues to deepen his understanding of parenting and emotional wellness. His journey at NOCE has sparked a renewed passion for education and mental health, with hopes to one day return to teaching in those fields. Congrats, Raúl!

## Information and Policies

For more details, visit noce.edu/academic-policies.

## **Open Enrollment**

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. See the online, searchable class schedule for the most up-to-date information at noce.edu/schedule.

## **Parking**

Parking permits are \$40 per semester and are required to park at Anaheim Campus, NOCE Cypress Center, NOCE Wilshire Center, Cypress College, and Fullerton College. Students must park in marked spaces for on-campus classes at the Anaheim Campus, Cypress Center, and Wilshire Center.

The purchase of one NOCE parking permit will be accepted at all District campuses. For details, visit noce.edu/parking.

#### Class Information

For details on the information listed below, visit noce.edu/academic-policies.

- Admission to Classes
- Auditing Classes
- Campus Bookstores
- Class Attendance/Cancellations
  - In-Class Registration
  - Children in Class
  - Minor Students
- Tuition-Free Classes
- Waitlist Policies
- Weekend Policy

## **Grading Policy**

For detailed grading policy information, visit noce.edu/academic-policies.

- Grade Appeal Policy
- Academic Honesty

## Fees/Payments

For more information regarding fees/payment information, including holds, and refunds, visit noce.edu/academic-policies.

Tuition-free (apportionment) classes are offered through the state of California and funded based on class attendance. NOCE offers the following apportionment classes:

- English as a Second Language
- Citizenship for Immigrants
- Elementary and Secondary Basic Skills
- · Health and Safety
- DSS (Substantial Disabilities)
- Parenting
- Home Economics
- Older Adults (Emeritus)
- Short-Term Vocational (Career Technical Education)
- Workforce Preparation

## **Records & Identification Cards**

For more information on records and identification cards, visit

noce.edu/academic-policies.

- Student Records
- · Records and Release of Records
- Classification of Students
- · Catalog Rights Policy

## **Information Change**

For more information regarding information change, visit **noce.edu/academic-policies**.

A student may submit a request to update their legal or chosen name as well as sex in compliance with NOCCCD Administrative Procedure (AP) 5041.

Changes can be made to the following at any NOCE Admissions and Records Office:

- Legal Name/Legal Sex
- Chosen Name
- Gender and Gender Identity

## **Board Policies and Procedures**

For additional policies and procedures enacted by the NOCCCD Board of Trustees, visit noce.edu/policies.

## **Campus Safety**

For details on campus safety, visit **noce.edu/safety.** 

For any emergency, dial 9-1-1.

To reach Campus Safety, call the following numbers by NOCE Center:

- Anaheim Campus Safety: (714) 808-4911
- NOCE Cypress Center: (714) 484-7387
   (Cypress College Campus Safety)
- NOCE Wilshire Center: (714) 992-7777 (Fullerton College Campus Safety)

## **Victims of Sexual Assault**

Students who are victims of sexual assault occurring on District property or at an off-site location maintained by the District, or for those seeking information or assistance regarding a sexual assault, should contact a Campus Safety Office, listed above.

All inquiries will be maintained in confidence, except as may otherwise be required by law. For more information or additional assistance, contact:

#### Martha Gutierrez

NOCE Title IX Coordinator/ Vice President of Student Services

North Orange Continuing Education 1830 W. Romneya Drive, Anaheim, CA 92801

Telephone: **(714)** 808-4660 Email: mgutierrez@noce.edu

## **Disability Support Services**

NOCE provides support services to enable persons with disabilities to participate in classes and programs. Support may include educational coaching, interpreter service, note takers, or other assistance. See the Disability Support Services section in this schedule for additional class listings. For accommodations or more information, contact (714) 484-7057 or <a href="mailto:disabilitysupport@noce.edu">disabilitysupport@noce.edu</a>.

## **Student Conduct Policy**

For the full Student Conduct Policy, visit noce.edu/academic-policies.

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.

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

## **Accreditation**

For more information, visit <u>noce.edu/accreditation</u> or contact WASC at:



Accrediting Commission for Schools, Western Association of Schools and Colleges 533 Airport Blvd., Suite 200, Burlingame, California 90410 Website: https://www.acswasc.org

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