School of **Continuing Education**

2018 SPRING TERM
Continuing Education Class Schedule
Noncredit and Community Services
April • May • June

IS NOW ▶ NOCE
NORTH ORANGE
CONTINUING EDUCATION

FREE CLASSES

Registration Begins in February

Most NOCE classes begin the week of April 9, 2018

www.noce.edu • 714.808.4679

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

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

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

NEED A HIGH SCHOOL DIPLOMA

"Education is the key to unlock the golden door of freedom." ~ George Washington Carver

NOCE high school diplomas are issued to adult learners, 18 years of age and older. The NOCE Hight School Diplomas Program operates as an open-entry la where student work individually and at their own pace on various required subjects. All labs have instructors and staff to assist students with completing their courses.

- Free tutorial services
- Free Textbooks
- Set your own hours

Registration

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

1 APPLY FOR AN NOCE BANNER ID

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

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

2 REGISTER FOR CLASSES

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

3 PURCHASE A PARKING PERMIT AND BOOK(S)

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

Parking at the NOCE Cypress Center requires a virtual parking permit enforced by license plate recognition. You may register your
vehicle online at https://cypress.lprpermit.com/Internal/UserRegistration.aspx?u=SCE and purchase a permit for the entire NOCE
term or for one day. To purchase a permit online with a debit or credit card **ONLY** you will need your vehicle license plate number
or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card **ONLY** at any
Cypress College parking kiosk. Permits are also valid at the Anaheim Campus and Wilshire Center.

TERM DATES & HOLIDAYS TO REMEMBER

2018 SPRING TERM
April 9, 2018—July 1, 2018

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

REGISTRATION OPTIONS
- **Wednesday, February 28, 2018:** Medical Assistant Certificate Program Online Registration ONLY
- **Tuesday, March 6, 2018**: Online Registration for Career Technical Education Classes ONLY
- **Wednesday, March 7, 2018**: Online Registration for ALL NOCE Classes
- **Thursday, March 8, 2018**: Walk-In Registration for ALL NOCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER
- January 29, 2018—May 26, 2018

HOLIDAYS—NOCE CENTERS CLOSED
- Memorial Day Holiday: May 26—28, 2018

> **For Spring Recess, the week of
> March 26 — April 1, 2018,
> administrative office hours will
> be adjusted to the following:**
>
> NOCE Anaheim, Cypress and Wilshire Centers:
> ⟹ M-W/8a-5:30p
> ⟹ Th-Su/CLOSED

2018 SUMMER TERM
July 2, 2018 — August 11, 2018

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

REGISTRATION OPTIONS
- **Wednesday, May 30, 2018:** Medical Assistant Certificate Program Online Registration ONLY
- **Tuesday, June 5, 2018**: Online Registration for Career Technical Education Classes ONLY
- **Wednesday, June 6, 2018**: Online Registration for ALL NOCE Classes
- **Thursday, June 7, 2018**: Walk-In Registration for ALL NOCE Classes

CYPRESS COLLEGE/FULLERTON COLLEGE SPRING SEMESTER
- June 11, 2018—August 2, 2018

HOLIDAYS—NOCE CENTERS CLOSED
- Independence Day Holiday: July 4, 2018

READY TO REGISTER?
Get started with this checklist

HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN REGISTERING ONLINE:

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

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

1. Log in to your myGateway account one week (or more) prior to registration to confirm that your BANNER ID/PIN combination is working.

2. If you are unable to log in to your myGateway account due to an incorrect PIN or disabled pin, and you provided a valid e-mail address at the time you applied for an NOCE BANNER ID number, click "PIN RESET." Follow the prompts to reset your PIN number. If you have forgotten your Banner ID, click "FORGOT BANNER ID" and follow the prompts to have your Banner ID e-mailed to you.

3. If your BANNER ID/PIN combination is still not working, call the ONLINE REGISTRATION HELPLINE at 714.808.4679 from 7 a.m.——5 p.m. on Monday——Thursday and 7 a.m.——4:30 p.m. on Friday or visit the Admissions and Registration Office at an NOCE Center location.

4. Holds **MUST BE** cleared prior to registration. You may have a hold on your account if you owe fees at either NOCE, Cypress College, or Fullerton College. Visit the Admissions and Registration Office at an NOCE Center location for assistance.

5. Prerequisites **MUST BE** cleared prior to registration. You can confirm prerequisites by:
   ⇒ Checking your unofficial transcript on myGateway
   ⇒ Checking with your NOCE counselor

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

ONLINE REGISTRATION WORKSHOPS

Save Time, Save Gas, Don't Wait in Line!

LEARN THE ESSENTIALS TO REGISTERING ONLINE AT ONE OF OUR ONE-HOUR WORKSHOPS

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

- ☑ **Wednesday, February 21, 2017 at 6 p.m.**
- ☑ **Thursday, February 22, 2018 at 6 p.m.**
- ☑ **Monday, February 26, 2018 at 6 p.m.**

Workshops are free. No reservation required.

Online Registration will open at 7:30 a.m.

Log in to mg.nocccd.edu at 7:30 a.m.

Wednesday, February 28, 2018: for Medical Assistant classes
Tuesday, March 6, 2018: for CTE classes
Wednesday, March 7, 2018: for all NOCE classes

Watch the REGISTRATION TUTORIAL VIDEO at www.noce.edu/admissions-registration/returning-students to guide you through the walk-in registration process.

Use the REGISTRATION WORKSHEET on page 4 to guide you through the online registration process.

Registration

REGISTRATION WORKSHEET

STEP 1 – Go to myGateway

Go to www.noce.edu and click on the myGateway logo on the right-hand side of the page
or visit www.mg.nocccd.edu directly.

STEP 2 – Log In

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

STUDENT ID

Enter your **Six-digit password**.

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

STEP 3 – Register for Classes

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

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

IDEAL CLASSES

CRN (Course Reference No.)	Title	Days	Times	Location

ALTERNATE CLASSES

CRN (Course Reference No.)	Title	Days	Times	Location

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

Waitlist: If the class is closed, some classes have the option of putting yourself on the waitlist which would appear in the drop-down menu under the **ACTION** column. You may add yourself to the waitlist by choosing the waitlist option in the drop-down menu or you may drop yourself from the class by choosing Drop On-Line. Click on **Confirm Your Choices**

STEP 5 – Complete Registration

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

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

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

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

ONLINE REGISTRATION INFORMATION

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

1. WEDNESDAY, FEBRUARY 28, 2018

Online Registration for Medical Assistant Certificate Program Classes ONLY

Students can register online for the Medical Assistant Certificate Program* courses at 7:30 a.m. on Wednesday, February 28, 2018.

*Students must complete the ONLINE ORIENTATION prior to registration; ASSESSMENT required to enroll in some classes. See pages 16-18 for more information or call 714.808.4915 with questions.

2. TUESDAY, MARCH 6, 2018

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

Students can register online for courses in the following eligible programs beginning at 7:30 a.m. on Tuesday, March 6, 2018 (those designated with a clock in this schedule): Administrative Assistant*, Computers, Early Childhood Education*, Electrical Trainee*, Funeral Service Assistant*, Management*, Pharmacy Technician*, Physical Therapy Aide, and Quality Assurance Management for Medical Devices*

*Students must complete the ONLINE ORIENTATION prior to registering for these CTE programs; ASSESSMENT required to enroll in some classes. See pages 16-18 for more information or call 714.808.4915 with questions.

3. WEDNESDAY, MARCH 7, 2018

Online Registration for All NOCE Classes

Students can register online for ALL NOCE courses beginning at 7:30 a.m. on Wednesday, March 7, 2018.

CASH * CHECK

BASIC ONLINE REGISTRATION INSTRUCTIONS

1. To register online, go to: **www.noce.edu.**
2. Click on the **"myGateway" logo**.
3. Enter your **BANNER ID** number (ID) as your **myGateway ID**.
4. Enter your **PASSWORD**; your default password is e-mailed to you upon Application submission.
5. Click **"ADD OR DROP CLASSES"** in the Registration Tools Box at the top right of the **myGateway** portal

NEED ASSISTANCE WITH ONLINE REGISTRATION?

- Use the **CHECKLIST** on **Page 3** of this class schedule when preparing to register for classes online.
- Attend one of our free **ONLINE REGISTRATION WORKSHOPS**; details on **Page 3** of this class schedule.
- Use the **REGISTRATION WORKSHEET on Page 4** to guide you through the online registration process.
- Computers are available by the registration counters at the three NOCE Center locations for online registration; technical assistance provided, if needed.

WALK-IN REGISTRATION INFORMATION

4. THURSDAY, MARCH 8, 2018

Walk-In Registration for All NOCE Classes

Students can register at the Admissions and Registration Office at any of the three NOCE Centers beginning on Thursday, March 8, 2018.

CASH * CHECK

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

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

CYPRESS CENTER
9200 Valley View Street
Pkg Lot 4, Building 18
CYP 18, Room 100
Cypress, CA 90630
714.484.7038

OFFICE HOURS:
M-Th: 8 a.m. — 6 p.m.
Fri: 8 a.m. — 4 p.m.
Sat: 8 a.m. — 2 p.m.

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

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

Registration Information for English as a Second Language Program: SEE PAGES 35-36

Registration Information for High School Diploma Program: SEE PAGES 11-14

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

DO YOU KNOW YOUR BANNER ID#?

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

NOCE CLASS SCHEDULE SYMBOL KEY

AN	Anaheim Campus
CC	Cypress College
CRN	Course Registration Number
FC	Fullerton College
NC	No class will be held on that date
CYP18	Cypress College, Bldg 18
CYPTE2	Cypress College, Bldg 12 - TE2
WIL	Wilshire Center, across from FC

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

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See page 5 for details.

STUDENT SUCCESS & SUPPORT PROGRAM

Counseling and Educational Planning

WHAT IS SSSP?

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

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

SSSP helps students make informed choices about the following:
- English as a Second Language Program
- Basic skills
- High School Diploma Program
- Career Technical Education certificates

HOW CAN I MAKE AN APPOINTMENT?

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

Anaheim Campus	**Cypress Center**	**Wilshire Center**
1830 W. Romneya Drive	9200 Valley View Drive	315 E. Wilshire Avenue
Anaheim, CA 92801	Cypress, CA 90630	Fullerton, CA 92832
2nd floor, Room 215	Room TE2-207	100 Building, Room 112
714.808.4682	714.484.7440	714.992.9565

Adult College & Career Transitions (ACCT) Program

INTERESTED IN TRANSITIONING TO COLLEGE?

The Adult College and Career Transitions (ACCT) Program is available to currently registered NOCE students who are considering going to college or who want to explore career options.

Services include group outings, special events, and career exploration activities.

Check out the NOCE website for upcoming events. For more info, contact ACCT Program Manager Linda Langgle at 714.808.4677 or llanggle@noce.edu.

NOCE Students Touring Cypress College

We are excited to start a new chapter in our more than 40-year history with a new name: **North Orange Continuing Education (NOCE)**. But rest assured, we are the same institution that stands as the foundation in North Orange County for personal transformation and new opportunities!

Benefits of North Orange Continuing Education (NOCE):

- NOCE aligns with the District and claims a geographic location
- NOCE incorporates "continuing education," which survey results showed is the clearest descriptive term
- North Orange Continuing Education, and acronym NOCE, are considerably shorter than North Orange County Community College District's School of Continuing Education
- NOCE will eliminate brand confusion with Southern California Edison, also SCE
- When searching the Internet for "North Orange Continuing Education," NOCCCD SCE is already listed as the first choice
- NOCE will provide for increased brand presence in the community

NOCE Brand Pillars:

Empowering
Pathways to Opportunities
Celebrating Diversity

Dignity of Every Student
Accessible and Flexible
Leadership and Innovation

NOCE
NORTH ORANGE
CONTINUING EDUCATION

FAST TRACK YOUR FUTURE

NEW, CONTINUING, AND CURRENT STUDENTS

GET ON THE

FasTrack!

Free Parking!

Come in on any of these two dates:

Wednesday, February 21
Open Between:
4 p.m. - 8p.m.

Thursday, February 22
Open Between:
9 a.m. - 1 p.m.

Anaheim Campus
1830 W. Romneya Dr.
Anaheim, CA 92801

Check-In On The First Floor

What is NOCE FasTrack?

FasTrack is an event to help all students complete up to four or five registration steps on the same day! Come in at any time and complete what you can.

What to expect at FasTrack:

Counselors and support staff will be on site to assist in the preparation for the registration process. During FasTrack students can:

▶ Obtain a student ID
▶ Take an assessment test
▶ Complete the online orientation
▶ Chat with a counselor
▶ Plan spring classes
▶ Learn more about other NOCE programs and services
▶ All participants will receive a student planner and NOCE prize!

To All Future **High School Diploma** Students:
Bring **sealed, official** high school transcripts.
Assessments start at 5:15pm and 10:15am.

LAST **CTE and ESL** ASSESSMENTS ON EACH DAY

Wednesday, February 21 ....6:30 p.m.

Thursday, February 22..11:30 a.m.

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

FasTrack

NONCREDIT CLASSES

❶ **TUITION-FREE CLASSES AND SUPPORT**

⇒ North Orange Continuing Education (NOCE) offers noncredit classes that are tuition-free and "not for college credit." These classes are state-supported and based on student attendance.

⇒ The magic number at NOCE is the minimum number of students needed in each class in order for the state to cover the costs of the class including instruction, supplies and administrative costs. If attendance drops below this number, the class may be cancelled.

⇒ Noncredit classes include morning, afternoon, and evening offerings to support working adults.

⇒ Free support services include: tutoring, counseling, and college and career workshops.

❷ **ACCREDITED BY WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES**

⇒ Established in 1973, NOCE is accredited by the Accrediting Commission of Schools, Western Association of Schools and Colleges (WASC).

⇒ As part of the California Community College (CCC) system, all curriculum has been approved by the CCC Chancellor's Office.

❸ **PATHWAYS TO OPPORTUNITY**

⇒ NOCE prepares students to gain skills to transition to academic, career, and life enrichment opportunities.

⇒ Programs and classes include:
  ⇒ Basic Skills
  ⇒ Career Technical Education
  ⇒ Citizenship
  ⇒ Disability Support Services
  ⇒ English as a Second Language
  ⇒ High School Diploma/GED/HiSET Preparation
  ⇒ Classes for Older Adults
  ⇒ Parenting

EVERY DAY COUNTS AT NOCE!

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

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

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

See You in Class!

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FIVE EASY STEPS TO ENROLL

1 OBTAIN TRANSCRIPTS

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

2 APPLY ONLINE OR IN-PERSON

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

3 COMPLETE ONLINE ORIENTATION

Orientation is an overview of the institution, its student services, the support programs, and the school's expectations of the students. Students are required to complete the High School Diploma Program online orientation at http://mg.nocccd.edu.

4 REGISTER & ATTEND ASSESSMENT

Assessment is a test to determine your current reading level. Students are required to register for a high school diploma assessment session.
    ⇒ Assessment will test reading comprehension
    ⇒ Assessment is timed (two hours) and offered in English <u>only</u>

5 COUNSELING

⇒ Make appointment to meet with a counselor
⇒ After meeting with a counselor, you may start your NOCE High School Diploma Program

HIGH SCHOOL DIPLOMA PROGRAM LOCATIONS & HOURS*

Days/hours subject to change.

Anaheim Campus: 1st Floor, Rm 139
- Monday —— Friday: 8:30 a.m. - 2:45 p.m.
- Monday —— Thursday: 5 p.m. - 9 p.m.

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

Wilshire Center: Bldg 100, Rm 118
- Monday —— Thursday: 8:30 a.m. - 2:45 p.m.
- Monday —— Thursday: 5 p.m. - 9 p.m.

FOR MORE INFORMATION:
Call the High School Diploma Program information line at 714.808.4683.

Students can also visit www.noce.edu and click *Programs* and then click *High School Diploma / GED-HiSET Preparation* for more details.

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

Basic Skills

ADULT (18+) HIGH SCHOOL DIPLOMA PROGRAM

FOUR EASY STEPS TO ENROLL

❶ OBTAIN OFFICALLY-SEALED TRANSCRIPTS

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

❷ APPLY FOR AN NOCE BANNER ID

Apply online at www.noce.edu or visit any NOCE Admissions and Registration Office. You will need a BANNER ID number <u>before</u> you can complete steps 3 and 4.

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

❸ COMPLETE THE HIGH SCHOOL DIPLOMA PROGRAM ONLINE ORIENTATION

Once you have a BANNER ID number, students must complete the required High School Diploma Program online orientation.

A. Visit **myGateway** at mg.nocccd.edu. Use your **BANNER ID** and **Password** to log in.
B. On the left side of the screen, click on the **NOCE (SCE) t**ab.
C. In the **NOCE Orientations** box, select **NOCE General Orientation**.
D. Follow the directions and complete <u>all sections</u> of the **NOCE General Orientation** and **pass a series of short quizzes**.
E. NOTE: If you do not pass the High School Online Orientation and try to register, you will receive an error message, "cohort restriction," and you will not be able to register for an assessment session. You can take the online orientation several times to successfully complete and pass.

❹ REGISTER FOR A HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

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

Students are tested in English reading comprehension. Students must register for and complete the required two-hour assessment to enroll in the High School Diploma Program. **The Center at which you take your assessment is the Center you must attend to complete your high school diploma.**

Refer to the chart on **page 14** for assessment session **course reference numbers (CRNs)** and note the **registration period** dates and times. The **registration period** will close early if the session fills before the close date and time.

A. Go to **myGateway** at mg.nocccd.edu and log in by entering your **BANNER ID** and **PIN**.
B. Next, go to the **Registration Tools** box and select **Add or Drop Classes**.
C. Select the term: **North Orange Continuing Education** and then click **Submit**.
D. Complete the short survey and click **Submit**.
E. On the **Registration** page, scroll down to the **Add Classes Worksheet** section and, in the first box under the CRNs section, **enter the 5-digit CRN** for the assessment session you wish to attend **(listed in the chart on page 14)**.
F. Next, click **Confirm Your Choices**
G. Now, click **Complete Registration**.
H. Go to the upper left corner of the screen and click **Back to Student Tab** to return to the main menu.
I. Under the **Registration Tools** box, select **Print Schedule/Bill**. Under **Print Schedule/Bill** select the term you want to view and then click **Submit**. Click **View Schedule/Bill**, then **right click your mouse anywhere on the page** and select **Print**.
J. <u>**Bring this printed copy of the Schedule/Bill to the assessment session as proof of your registration. Also bring your officially-sealed transcripts and BANNER ID number.**</u>

Basic Skills

PROGRAMA DE ESCUELA SECUNDARIA PARA ADULTOS (18+)

CUATRO PASOS FACILES PARA INSCRIBIRSE

❶ OBTENGA SU CERTIFICADO DE ESTUDIOS ANTERIORES

Obtenga todas sus calificaciones oficiales de <u>todas</u> las escuelas secundarias a las que ha asistido anteriormente y tráigalas a la Sesión de Evaluación (paso 4). (Si la escuela es de los Estados Unidos, tiene que venir en un sobre sellado para que sea oficial-official transcripts).

❷ APLIQUE EN LINEA O EN PERSONA

Los nuevos estudiantes pueden aplicar en www.noce.edu o visitar una de nuestras Oficinas de Admisión NOCE. Usted necesitará tener un número de estudiante (BANNER ID) para completar los pasos 3 y 4. **No espere hasta cuando se abran las inscripciones para obtener su número de estudiante porque tomará aproximadamente 48 horas para que lo reciba.** Si usted aplica en persona, lo recibirá inmediatamente.

❸ COMPLETE LA ORIENTACION EN LINEA

Una vez que ha obtenido su número de estudiante (BANNER ID) es necesario que complete la orientación en línea para el Programa de Escuela Secundaria Para Adultos.

A. Visite **myGateway** en: http://mg.nocccd.edu. Ingrese su número de estudiante de **8 dígitos** y la contraseña (Password) para ingresar**.**

B. En el lado izquierdo superior presione **NOCE (SCE).**

C. Bajo **NOCE Orientations** seleccione **General Orientation**.

D. Siga las instrucciones y complete <u>todas las secciones</u> de **NOCE General Orientation** y **pase una serie de pequeñas pruebas.** Presione **Next** para ir a la siguiente página hasta que obtenga su calificación que le indica que pasó y ha terminado esta orientación.

E. NOTA: Si usted no pasa la Orientación en Línea y trata de inscribirse, recibirá un mensaje de error: "cohort restriction" y <u>NO</u> podrá inscribirse para la Sesión de Evaluación (assessment session). Usted puede tomar la orientación en línea tantas veces sea necesario hasta completarla y pasarla.

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

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

Campus NOCE Cypress: CYP TE2-205
Dirección: 9200 Valley View Street, Cypress, 90630
- Lunes – Viernes: 8:30 a.m. – 2:45 p.m.
- Lunes – Jueves: 5 p.m. – 9 p.m.

Campus NOCE Wilshire: Salón 118
Dirección: 315 E. Wilshire Avenue, Fullerton, 92832
- Lunes – Viernes: 8:30 a.m. – 2:45 p.m.
- Lunes – Jueves: 5 p.m. – 9 p.m.

❹ INSCRIBASE Y ASISTA A LA SESION DE EVALUACION

<u>24 horas después</u> de que usted haya completado la Orientación del paso 3, podrá <u>inscribirse</u> para la Sesión de Evaluación, a la cual tendrá que asistir personalmente. Esta evaluación se ofrece en **inglés solamente.**

Los estudiantes serán evaluados en lectura y comprensión en inglés. Deben inscribirse para una sesión de evaluación obligatoria de dos horas para registrarse en el Programa de Escuela Secundaria Para Adultos. **El Centro donde tome la sesión de evaluación es al que deberá asistir hasta completar el Programa de Escuela Secundaria Para Adultos.**

Mire el cuadro en la **siguiente página** para el **número de referencia (CRN)** para la sesión de evaluación y fíjese en las fechas y horas del **período de inscripciones**. El **tiempo de inscripciones** se cerrará antes si la sesión se llena antes de la fecha indicada.

A. Vaya a myGateway a: http://mg.nocccd.edu, e ingrese su número de estudiante de **8 dígitos** y la contraseña (Password) para ingresar a su cuenta**.**

B. Vaya a **Registration Tools** y seleccione **Add or Drop Classes.**

C. Seleccione **North Orange Continuing Education** y presione **Submit.**

D. Conteste las preguntas de la pequeña encuesta y presione **Submit.**

E. En la página de **Registration** vaya a la sección de **Add Classes Worksheet** y en el primer cuadro, bajo la sección CRN, **ingrese los 5 dígitos del CRN** de la sesión de evaluación a la que desea asistir **(Por favor vaya a la página de High School Diploma Program Assesssment Session en el librito del horario de clases)**.

F. Presione en **Confirm Your Choices.**

G. Presione en **Complete Registration.**

H. Vaya a la parte superior izquierda de la pantalla y presione en **Back to Student Tab** para regresar al menú principal.

I. Bajo el cuadro **Registration Tools**, seleccione **Print Schedule/Bill.** Bajo **Print Schedule/Bill** seleccione la sesión que quiere ver y presione **Submit.** Presione en **View Schedule/Bill**, ahora presione el **botón derecho de su ratón en cualquier parte de la página** y seleccione **Print.**

J. **Traiga esta copia a la sesión de evaluación como prueba de su inscripción. También traiga sus calificaciones oficiales (en sobre sellado) y su tarjeta de identificación de estudiante (BANNER ID).**

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

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

Basic Skills

STEP 4: REGISTER FOR A
HIGH SCHOOL DIPLOMA PROGRAM ASSESSMENT SESSION

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

April

Please select 'NOCE Continuing Ed Spring 2018 term when registering via myGateway.

Assessment Location		Registration Period	Assessment Date	CRN	Assessment Time
Anaheim, 1st Floor	Room 105	March 26 - April 5	Mon, April 9	31047	10 a.m.
				31048	6 p.m.
Cypress, Bldg. 100	Room 118	March 28 - April 9	Wed, April 11	31049	10 a.m
				31050	6 p.m.
Wilshire, Bldg. 200	Room 215	April 1 - April 11	Fri, April 13	31051	10 a.m
	Room 202	April 2 - April 15	Mon, April 16	31052	6 p.m.

May

Please select 'NOCE Continuing Ed Spring 2018 term when registering via myGateway.

Assessment Location		Registration Period	Assessment Date	CRN	Assessment Time
Anaheim, 1st Floor	Room 105	April 30- May 10	Mon, May 14	31053	10 a.m.
				31054	6 p.m.
Cypress, Bldg. 100	Room 118	May 4- May 14	Wed, May16	31055	10 a.m
				31056	6 p.m.
Wilshire, Bldg. 200	Room 215	May 6- May 16	Fri, May 18	31057	10 a.m
	Room 202	May 7- May 20	Mon, May 21	31058	6 p.m.

June

Please select 'NOCE Continuing Ed Spring 2018 term when registering via myGateway.

Assessment Location		Registration Period	Assessment Date	CRN	Assessment Time
Anaheim, 1st Floor	Room 105	May 21- May 31	Mon, June 4	31059	10 a.m.
				31060	6 p.m.
Cypress, Bldg. 100	Room 118	May 25- June 4	Wed, June 6	31061	10 a.m
				31062	6 p.m.
Wilshire, Bldg. 200	Room 215	May 27- June 6	Fri, June 8	31063	10 a.m
	Room 202	May 31- June 10	Mon, June 11	31064	6 p.m.

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

ASSESSMENT LOCATIONS:

Anaheim Campus: 1830 West Romneya Drive, Anaheim, CA 92801 (1st Floor)
Cypress Center: 9200 Valley View Street, Cypress, CA 90630 (Parking Lot 4, Bldg 18)
Wilshire Center: 315 East Wilshire Avenue, Fullerton, CA 92832 (Bldg 200)

For parking information, visit http://noce.edu/admissions-registration/parking-and transportation.   For Cypress Center parking, see page 12.

DON'T FORGET TO BRING:

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

Basic Skills

GED/HiSET PREPARATION PROGRAM

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

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

For more information and tips to help you decide if the GED/HiSET is your best option, go to www.noce.edu/basic skills.
1. Go to the Wilshire Center Admissions and Registration Office (Bldg 300) and obtain an NOCE Student ID/Access Card.
2. Attend the Wilshire Learning Center GED/HiSET Preparation Lab to prepare for the GED/HiSET exam.

GED/HiSET PREPARATION LAB & HOURS*

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

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

Days/hours subject to change.

For more information about the GED/HiSET Preparation Lab, call 714.992.9535

NOCE LEARNING CENTERS

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

ABOUT THE LEARNING CENTERS

- The Learning Centers are open-entry and funded by the state of California based on student seat time in the labs; enrollment is on-going. Students must clock in and out of the lab.

- Students receive assistance in gaining skills to attain academic and employment goals by working with faculty and tutors in small groups or one-on-one in a variety of subjects such as math, grammar, and reading. Computers are available for online instruction and assessment.

- All instructional materials, including textbooks, are provided at no cost to the students. These instructional materials are to remain in the labs as they are shared by all students at the Center. Programs are unable to purchase textbooks and other materials to be taken outside of the labs.

- If you require special accommodations for a verified disability, please contact Disability Support Services at 714.484.7057.

- Self-paced lab style. Students work at their own pace to complete their educational goals.

- GED/HiSET Preparation is only offered at Wilshire's Learning Center.

LEARNING CENTER LOCATIONS & HOURS*

Set your own schedule during these hours:

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

- **Cypress Center (TE2, Rm 209)**
  M-Th: 8:30 a.m. —— 2:45 p.m.

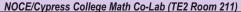 **Cypress College Math Co-Lab* (TE2, Rm 211)**
  M-Th: 8:30 a.m. —— 4 p.m.
  W-Th: 5p.m. —— 9 p.m.
  F: 8:30 a.m. —— 3 p.m.

  * For Cypress College students referred to Math 10 and 15 only.

- **Wilshire Center (Bldg 100, Rm 105)**
  M-Th: 8:30 a.m. —— 2:45 p.m.
  M/W: 5 p.m. —— 8 p.m.

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

NOCE/Cypress College Math Co-Lab (TE2 Room 211)
Mon-Thur: 8:30 a.m.— 4 p.m.   Fri: 8:30 a.m.— 3 p.m.
Wed-Thur: 5 p.m.— 9 p.m.

Contact Information: *714.484.7000, option 4, ext. 48876 or mathcolab@sce.edu*

CAREER TECHNICAL EDUCATION PROGRAM

FIVE EASY STEPS TO ENROLL

NEW STUDENTS: Complete Steps 1—5

1 APPLY ONLINE OR IN-PERSON
⇒ New students apply to the school at www.noce.edu
⇒ Or visit the Admissions and Registration Office at any NOCE Center

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

⇒ Administrative Assistant ⇒ Management
⇒ Early Childhood Education ⇒ Medical Assistant
⇒ Electrical Trainee ⇒ Pharmacy Technician
⇒ Funeral Service Assistant ⇒ Quality Assurance Management

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

3 ASSESSMENT
Assessment is a test to determine your current proficiency in a particular subject. Students must complete an assessment to enroll in the following:
⇒ Administrative Assistant BUSN/320, BUSN/340
⇒ Early Childhood Education ECE/136, ECE/140
⇒ Electrical Trainee..ELET/140
⇒ Funeral Service Assistant...FSRV/100
⇒ Management Program..........................BMGR/412, BMGR 430
⇒ Medical Assistant MEDO/260
⇒ Pharmacy Technician..MEOC/130
⇒ Quality Assurance Management BMGR/645, BMGR/648

4 REGISTRATION
CTE online registration will open at 7:30 a.m. on the following dates for the 2018 Spring Term:
⇒ Medical Assistant Certificate Program: Wednesday, February 28, 2018
⇒ All other CTE Certificate Program Classes: Tuesday, March 6, 2018

5 COUNSELING
⇒ Meet with a counselor by appointment
⇒ New students must meet with a counselor during their first term to develop a Student Educational Plan
⇒ Returning students are highly encouraged to meet with a counselor to update their Student Educational Plan

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

Career Tech Ed

CAREER TECHNICAL EDUCATION PROGRAM

FIVE EASY STEP TO ENROLL

❶ APPLY FOR AN NOCE BANNER ID

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

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

❷ COMPLETE A REQUIRED ORIENATION

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

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

❸ COMPLETE A REQUIRED ASSESSMENT

Students are assessed in reading and mathematics. Students enrolled in the Administrative Assistant, Early Childhood Education, Electrical Trainee, Funeral Service Assistant, Management, Medical Assistant, Pharmacy Technician, and/or Quality Assurance Management for Medical Devices Certificate Programs **must complete an assessment to register for certain CTE classes.** See the next page for dates and times to take the assessment.

❹ REGISTER ONLINE FOR 2018 SPRING TERM COURSES

2018 Spring Term **Online Registration** opens on these dates at 7:30 a.m.:
- Medical Assistant Certificate Program:
  Wednesday, February 28, 2018
- All other CTE Programs:
  Tuesday, March 6, 2018

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

HELPFUL TIPS:
- Spaces are limited and available on a first-come, first-served basis. Registration opens at 7:30 a.m. on both February 28, 2018 and March 6, 2018.
- **FIRST TIME REGISTERING ONLINE?** See page 3 of this class schedule for details about Online Registration Workshops and see page 4 for a helpful worksheet.

❺ COUNSELING

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

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

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

EVERY DAY COUNTS AT NOCE!

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

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

See you in class!

Career Tech Ed

CAREER TECHNICAL EDUCATION PROGRAM

STEP 3: COMPLETE A REQUIRED ASSESSMENT

Assessments are **REQUIRED** before registering for the following classes:

Administrative Assistant Certificate Program BUSN/320, BUSN/340
Early Childhood Education Certificate Program ....ECE/136, ECE 140
Electrical Trainee Certificate Program...ELET/140
Funeral Service Assistant Certificate Program..FSRV/100
*** **Management Program ***..BMGR/412, BMGR/430 *****
Medical Assistant Certificate Program...MEDO/260
Pharmacy Technician Certificate Program MEOC/130
Quality Assurance Management Certificate Program BMGR/645

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

FEBRUARY	Monday, February 12, 2018 ....10:00 am ....Anaheim – Rm 310 Tuesday, February 20, 2018 ....6:00 pm ....Anaheim – Rm 606 Friday, February 23, 2018 ....10:00 am ....Anaheim – Rm 606 Tuesday, February 27, 2018 ....10:00 am ....Anaheim – Rm 606 Wednesday, February 28, 2018........10:00 am or 6:00 pm.........Anaheim – Rm 606
FEBRUARY	***** Management Program ***** Thursday, February 15, 2018............6:30 p.m. ....Wilshire - Bldg. 200 – Rm 214 Monday, February 26, 2018 ....6:30 p.m. ....Wilshire - Bldg. 200 – Rm 214
MARCH	Thursday, March 1, 2018 ....10:00 am or 6:00 pm ....Anaheim – Rm 606 Friday, March 2, 2018 ....10:00 am ....Anaheim – Rm 606 Wednesday, March 7, 2018 ....6:00 pm ....Anaheim – Rm 310 Friday, March 16, 2018 ....10:00 am ....Anaheim – Rm 606 Friday, March 23, 2018 ....10:00 am ....Anaheim – Rm 606
APRIL	Wednesday, April 4, 2018 ....10:00 am or 6:00 pm ....Anaheim – Rm 606 Thursday, April 5, 2018 ....10:00 am or 6:00 pm ....Anaheim – Rm 606 Friday, April 6, 2018 ....10:00 am ....Anaheim – Rm 606 Wednesday, April 11, 2018 ....6:00 pm ....Anaheim – Rm 310 Monday, April 16, 2018 ....10:00 am ....Anaheim – Rm 606 Monday, April 16, 2018 ....6:00 pm ....Anaheim – Rm 310 Friday, April 20, 2018 ....10:00 am ....Anaheim – Rm 606

RSVP CTE Program Assessments Locations

Anaheim

Wilshire

Questions? Call 714.808.4915

Anaheim Campus	Wilshire Center
1830 West Romneya Drive	315 East Wilshire Avenue
Anaheim, California 92801	Fullerton, California 92832
https://tinyurl.com/ctespring18	https://tinyurl.com/mngspring18

- Classes fill up quickly and they are on a first come, first serve basis. The later you complete the On-Line Orientation and Assessment Session, the less probability you will have to enroll for classes.

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

- If you are not able to attend the Wilshire Management Assessment sessions you are still able to attend the assessment sessions that are offered at the Anaheim Campus.

- You MUST BRING the following items with you for your assessment testing: ► Photo ID
    ► Banner ID Card

Allow at least two hours for the assessment.

<div style="writing-mode: vertical">Career Tech Ed</div>

CAREER TECHNICAL EDUCATION PROGRAM

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

- Administrative Assistant Certificate Program
- Early Childhood Education Certificate Program
- Electrical Trainee Certificate Program
- Fundamental Computer Concepts and Skills Certificate Program
- Funeral Service Assistant Certificate Program
- Graphic Design and Web Skills Certificate Program
- Management Certificate Program
- Medical Assistant Certificate Program
- Medical Assistant: Front Office Certificate Program
- Office Application Essentials Certificate Program
- Pharmacy Technician Certificate Program
- Quality Assurance Management Certificate for Medical Devices

Program Attendance and Grading Requirements
• **FIRST CLASS ATTENDANCE IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the wait list. **Students on the wait list should attend the first class.** Regular attendance is expected of every student. No student will be allowed to enroll in a class after the second week of the term.

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

GRADING POLICY: These courses are considered Career Development and College Preparation by NOCE. Students will receive grades. All grades awarded will appear on the student transcript or permanent student record. Please refer to the **GENERAL INFORMATION** section in the back of this schedule for further information.

⏰ **= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See pg 5 for details.**

Every Day Counts at NOCE!

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

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

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

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

The Administrative Assistant Certificate Program prepares students for a career as a secretary or an administrative assistant. Training includes keyboarding and speed building, current Windows operating system, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet, Microsoft Outlook, customer service, communication and problem solving, telephone techniques, business mathematics, proofreading and spelling, filing, and job hunting skills.

Administrative Assistant Certificate Requirements
• For program requirements, please refer to the **NOCE Catalog** at www.noce.edu/catalog.
• **Additional program requirements include:**
  1) CCTR/100: Business/Computer Skills Lab (120 hours; averaging a minimum of five hours per week during the fall, winter, and spring terms).
  2) Students must meet the keyboarding requirement of passing a five minute, 35 wpm with no more than five errors, keyboarding exam. As of the 2017 Winter Term, the keyboarding exam is now given as part of BUSN/341: Computer Applications for the Administrative Assistant II. All must now pass the keyboarding exam as part of their course requirements for BUSN/341 and are no longer able to challenge the keyboarding exam in the Business/Computer Skills Lab.
  3) Complete all program requirements within one year and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within one year and/or not maintaining catalog rights will be required to repeat any classes that are not within the one year time frame and/or take any further program requirements.

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

⏰ **= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See pg 5 for details.**

Career Tech Ed

COMPUTER APPLICATIONS FOR THE ADMINISTRATIVE ASSISTANT I
BUSN/340

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30015	TTh/9a-10:50a	AN/405	McClurkin

CRN 30015 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

OFFICE SKILLS I
BUSN/320

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30016	TTh/11a-11:50a	AN/405	McClurkin

CRN 30016 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

COMPUTER APPLICATIONS FOR THE ADMINISTRATIVE ASSISTANT II
BUSN/341

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30012	MW/8:30a-10:20a	AN/405	Grane
30033	**TTh/6:30p-8:20p**	**AN/405**	**Teipe**

OFFICE SKILLS II
BUSN/321

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30011	MW/10:30a-11:20a	AN/405	Grane
30032	**TTh/8:30p-9:20p**	**AN/405**	**Teipe**

COMPUTERS

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

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

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

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

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

GRADING POLICY: Some NOCE Computer courses are considered Career Development and College Preparation by NOCE. Students will receive a grade of Pass, No Pass, or Withdrawal. All grades awarded will appear on the student transcript or permanent student record. Please refer to the GENERAL INFORMATION section in the back of this schedule for further information.

=Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See page 5 for details.

BUSINESS/COMPUTER SKILLS LAB
CCTR/100

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

Dates: Apr 9-Jun 30; nc May 26

CRN	DAYS	PLACE	INSTR
22033	MTWTH/8a-7p F/8a-12p	AN/304	Staff
31150	S/8a-1p	Wil/214	Staff

Having academic difficulties?
Meet with a Learning Disability Specialist.

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

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

Career Tech Ed

Tips for Success on Your Career Pathway Journey!

√ <u>Attend</u> all of your classes <u>every day</u>! *(All CTE courses and programs have attendance requirements. Please refer to your course syllabus and instructor for requirements.)*

√ Come to class <u>on time</u> and <u>stay for the whole class</u>!

√ <u>Actively participate</u> in the classroom! *(Including engaging in classroom discussions and asking questions.)*

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

√ <u>Create a Student Educational Plan</u> (SEP)! *(Meet with a counselor <u>by the end of your first term</u> to create your SEP. This will help you map out your educational goals.)*

√ <u>Take advantage of</u> all available <u>student services</u> as soon and as often as needed!

√ <u>Attend</u> NOCE and CTE <u>workshops</u>!

BEGINNING KEYBOARDING COMP/685

Stop hunting and pecking at the keyboard with this short course. Learn the keyboard layout to build speed and accuracy. Course covers proper technique at the computer keyboard as well as 10-key keyboarding. **Textbook Required**.

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
30035	Th/9a-11:50a	AN/302	Prey
30171	T/9a-11:50a	AN/312	Prey
30034	W/12p-2:50p	AN/403	Kretschmar
30036	**Th/6:30p-9:20p**	**AN/302**	**Casper**
30019	**T/6:30p-9:20p**	**AN/302**	**Casper**

Need help registering online? Give us a call!

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

INTRODUCTION TO COMPUTERS COMP/100

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30017	W/9a-11:50a	AN/403	Kretschmar
30014	M/3:30p-6:20p	AN/405	Kretschmar

INTRODUCTION TO WINDOWS OPERATING SYSTEMS MS/104

Advisory: Knowledge of Windows. Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows XP, making connections and communicating with other people.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31065	Th/9a-11:50a	AN/312	Ahmed
31040	M/12:30p-3:20p	AN/302	Loayza
30083	**W/6:30p-9:20p**	**AN/312**	**Sedrak**

CRN 31040 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

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.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

*Dates: Apr 9 – May 16

CRN	DAYS	PLACE	INSTR
30178	M/9a-11:50a	AN/302	Loayza
30105	M/12:30p-3:20p	AN/405	Kretschmar
30013	**W/6:30p-9:20p**	**AN/301**	**DeBiase**
31138*	**M/W 9a-11:50a**	**GGOS**	**Debiase**

CRN 30178 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

DISCOVER THE INTERNET COMP/105

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

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
31066	W/9a-11:50a	AN/313	Ahmed
31041	**Th/6:30p-9:20p**	**AN/301**	**Smolek**

INTRODUCTION TO WORD MS/144

Advisory: Introduction to Computers, Introduction to Windows or equivalent. Provides a basic working knowledge of Word. Covers topics such as formatting with fonts, paragraph alignment, indents, margins, inserting clip art bullets and numbering, columns and tables.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30177	W/9a-11:50a	AN/302	Tilak
30135	**M/6:30p-9:20p**	**AN/312**	**Alvarado**

INTERMEDIATE WORD
MS/134

Advisory: Introduction to Computers, Introduction to Windows, Introduction to Word or equivalent. This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. **Textbook purchase may be required at first class.**

Dates: Apr 13-Jun 29

CRN	DAYS	PLACE	INSTR
31045	F/9a-11:50a	AN/312	Grane

Get ahead with a COMPUTER CERTIFICATE!

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

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

Job outlook: entry-level clerk or general office position

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

Job outlook: administrative support position

GRAPHIC DESIGN AND WEB SKILLS
Learn how to perform editing a simple website, creating and optimizing digital images, and cataloging and retrieving digital files.

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

Check out the current NOCE Catalog for program requirements at www.noce.edu/catalog or call the Career Technical Education (CTE) Program Office at 714.808.4915.

INTRODUCTION TO EXCEL
MS/105

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

Dates: Apr 10-Jun 26

CRN	DAYS	PLACE	INSTR
30010	T/9a-11:50a	AN/302	Garmon
30022	**T/6:30p-9:20p**	**AN/308**	**DeBiase**

MS EXCEL - POWER-USER SKILLS
MS/165

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

Starts week of 4/9/2018, ends week of 6/25/2018
* Dates: May 21-Jun 27

CRN	DAYS	PLACE	INSTR
30038	T/12p-2:50p	AN/302	Garmon
30040	**Th/6:30p-9:20p**	**AN/312**	**DeBiase**
31149*	M/W 9a-11:50a	GGOS	Debiase

INTRODUCTION TO POWERPOINT
MS/119

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

Dates: Apr 12-Jun 28

CRN	DAYS	PLACE	INSTR
31043	Th/3p-5:50p	AN/301	Smolek

INTRODUCTION TO ACCESS
MS/106

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

Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
31044	**W/6:30p-9:20p**	**AN/313**	**Alvarado**

ADOBE PHOTOSHOP ELEMENTS
COMP/119

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

Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
30020	W/1:30p-3:20p	AN/302	Loayza

DIGITAL PHOTO RESTORATION AND PORTRAIT MAKEOVERS
COMP/705

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

Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
30104	W/3:30p-5:20p	AN/302	Loayza

Career Tech Ed

EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM

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

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

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

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

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See pg 5 for details.

EARLY CHILDHOOD DEVELOPMENT ECE/140

Intro to age-related child growth, development, learning characteristics, self-concept, mechanics and techniques of positive learning. **Textbook Required**.
Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30053	M/9a-11:50a	AN/112	Hill-West
30052	**W/6:30p-9:20p**	**AN/108**	**Sueng**

CRN 30053 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

FAMILY COMMUNITY RELATIONSHIPS ECE/136

Examination of the sociological relationships between family and society; institutional, racial, social, and economic factors affecting the family and the child. **Textbook Required**.
Dates: Apr 10-Jun 26

CRN	DAYS	PLACE	INSTR
30054	**T/6:30p-9:20p**	**AN/112**	**Martin**

ECE PROGRAM PRINCIPLES AND PRACTICE ECE/108

Course examines the history, basic principles, and philosophies of various types of early childhood programs, emphasizing the role of the adult and characteristics of quality programs. This course is part of a program approved by the California Department of Social Services, Community Care Licensing, for employment in private facilities only. **Textbook Required**.
Dates: Apr 10-Jun 14

CRN	DAYS	PLACE	INSTR
30055	**TTh/6:30p-9:20p**	**AN/104**	**Sueng**

CHILD HEALTH AND SAFETY ECE/100

For teachers and directors of pre-schools, this course will focus on the skills and knowledge needed for developing emergency plans and responding to health and safety issues in the classroom. **Textbook Required**.
Dates: Apr 12-Jun 28

CRN	DAYS	PLACE	INSTR
30056	**Th/6:30p-9:20p**	**AN/112**	**Le**

INTRODUCTION TO CURRICULUM FOR EARLY CHILDHOOD EDUCATION ECE/170

Prerequisite: ECE 140 Early Childhood Development. This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. **Textbook Required**.
Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
30066	W/9a-11:50a	AN/112	Sueng
30136	**W/6:30p-9:20p**	**AN/110**	**Martin**

PROGRAM SCIENCE & MATH ECE/130

Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math.
Dates: Apr 9-Jun 25; nc May 28

CRN	DAYS	PLACE	INSTR
30098	M/6:30p-9:20p	AN/108	Le

Career Tech Ed

INFANT-TODDLER CARE
ECE/175

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

Dates: Apr 9-Jun 13; nc May 28

CRN	DAYS	PLACE	INSTR
30071	MW/6:30p-9:20p	AN/112	Hill-West

SUPERVISION & ADMINISTRATION
ECE/142

(Offered Spring Term Only) *Prerequisites: ECE 170 Introduction to Curriculum for ECE, and ECE 108 ECE Program Principles and Practice, and ECE 140 Early Childhood Development, and ECE 136 Family Community Relationships, and ECE 100 Child Health and Safety.* (or courses equivalent - see Program Manager). In depth study of the essentials of daily school supervision and operation as mandated by State regulations.

Dates: Apr 10-Jun 28

CRN	DAYS	PLACE	INSTR
30057	TTh/6:30p-9:20p	AN/108	Pagalidis

HEARTSAVER PEDIATRIC FIRST AID
MEDO/305

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

Dates: May 11-May 11

CRN	DAYS	PLACE	INSTR	FEE
30187	F/8a-2:50p	AN/611	Staff	$80

ARE YOU ON-TRACK TO FINISH YOUR CERTIFICATE?

Meet with a counselor regarding your educational plan.

Contact the Counseling Office nearest you:
Anaheim Campus: 714.808.4682
Cypress Center: 714.484.7440
Wilshire Center: 714.992.9565

ELECTRICAL TRAINEE CERTIFICATE PROGRAM

For more information about the Electrical Trainee Certificate Program, please call the Career Techinical Education (CTE) Program Office at 714.808.4915 or e-mail cteinfo@noce.edu.

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

Electrical Trainee Certificate Requirements
• For program requirements, please refer to the **NOCE Catalog** at www.noce.edu/catalog.
• **Additional program requirements include:**
  1) Complete all program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.
  2) Students must complete at least 36 hours in the **NOCE Learning Center (ABE 105)** in order to satisfy the required elective units. Hours completed in the NOCE Computer Lab or the NOCE ESL Learning Center **do not count** towards this requirement.

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

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See pg 5 for details.

INTRODUCTION TO ELECTRICAL TRAINEE
ELET/140

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

Dates: Apr 10-Jun 14

CRN	DAYS	PLACE	INSTR
30068	TTh/6:30p-9:20p	AN/611	Hauck

ELECTRICITY FUNDAMENTALS
ELET/145

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

Dates: Apr 10-Jun 26

CRN	DAYS	PLACE	INSTR
30069	T/6p-9:50p	AN/402A	Famolaro

INTRODUCTION TO BLUEPRINT READING
CONS/230

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

Dates: Apr 9-Jun 25; nc May 28

CRN	DAYS	PLACE	INSTR
30084	M/6:30p-9:20p	AN/611	Massia

WIRING FUNDAMENTALS: INDUSTRIAL
ELET/170

Prerequisite: ELET 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to industrial wiring. Topics to include industrial wiring, conduit systems, conductor types and applications, over-current protection, polyphase distribution, system and equipment grounding, electrical motors, motor circuit conductors, motor control circuits, and electrical power installations in accordance to the NEC.

Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
30099	W/6:30p-9:20p	AN/402A	Faessel

Every Day Counts at NOCE

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

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

FUNERAL SERVICE ASSISTANT CERTIFICATE PROGRAM

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

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

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

Registration
Students must begin with FSRV 100: Introduction to Funeral Service Practice. It is highly recommended that students also be concurrently enrolled in MEOC 210: Introduction to Computers for Healthcare Workers.

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See pg 5 for details.

FUNERAL SERVICE OPERATIONS FSRV/120

Prerequisite of FSRV 100 - Introduction to Funeral Services. 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.

Dates: Apr 9-Jun 27; nc May 28

CRN	DAYS	PLACE	INSTR
30142	**MW/6:30p-8:50p**	**AN/607**	**Wright**

FUNERAL SERVICE PRACTICES AND PROCEDURES II FSRV/126

Prerequisite of FSRV 125 Funeral Services Practices and Procedures I. This course provides students with experience related to administrative and managerial funeral directing. Students will explore the necessary skills required to operate within the funeral home, including advertising and public relations, marketing and merchandising, and compliance with applicable laws, rules, and regulations.

Dates: Apr 10-Jun 28

CRN	DAYS	PLACE	INSTR
30143	**TTh/6:30p-8:50p**	**AN/607**	**Wright**

Boost your computer skills!

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

See page 20 for more information.

INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS MEOC/210

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30107	Th/9a-12:50p	AN/403	Bacon
30133	**W/6p-9:50p**	**AN/302**	**Kane**

Need help registering online? Give us a call!

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

MANAGEMENT CERTIFICATE PROGRAM

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

This program will prepare students for first-line supervisory or management positions. Students learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking and writing. The sequence builds their knowledge base to enhance their effectiveness in the job by covering topics such as leadership development, business law, finance, negotiations, marketing, and more.

Management Certificate Requirements

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

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See pg 5 for details.

FINANCE FOR THE NON-FINANCIAL MANAGER BMGR/431

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

Dates: May 22-Jun 26

CRN	DAYS	PLACE	INSTR
31029	**T/6:30p-9:20p**	**WIL/203**	**Baltazar**

SUCCESSFUL NEGOTIATIONS BMGR/421

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

Dates: Apr 11-May 16

CRN	DAYS	PLACE	INSTR
31031	**W/6:30p-9:20p**	**WIL/203**	**Berry**

MARKETING PRINCIPLES BMGR/430

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

Dates: Apr 10-May 15

CRN	DAYS	PLACE	INSTR
31030	**T/6:30p-9:20p**	**WIL/203**	**Baltazar**

EFFECTIVE BUSINESS PRESENTATIONS
BMGR/417

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

Dates: Apr 9-May 14

CRN	DAYS	PLACE	INSTR
31032	**M/6:30p-9:20p**	**WIL/203**	**Berry**

MEDICAL ASSISTANT CERTIFICATE PROGRAM

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

The Medical Assistant Certificate Program prepares students for an entry-level position as a medical assistant in a front office (administrative) and back office (clinical setting). The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a medical assistant in keeping the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. **All Medical Assistant Certificate Program students are required to purchase and wear a uniform for all classes.**

Medical Assistant Certificate Requirements
• For program requirements, please refer to the **NOCE Catalog** at www.noce.edu/catalog.
• **Additional program requirements include:**
   1) Meet the keyboarding requirement: Pass Comp/685 Beginning Keyboarding OR pass a three minute, 30 net words per minute keyboarding challenge exam.
   2) Complete all program requirements within five years and maintain catalog rights. **NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN.** Those students not meeting the requirements within five years and/or not maintaining catalog rights will be required to repeat any classes that are not within the five year time frame and/or take any further program requirements.
   3) Students wishing to enroll in MEOC/112 may also meet the prerequisite by passing MEOC/210, Introduction to Computers for HealthCare Workers. (Visit the CTE Office to complete and submit a course substitution form).

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

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See pg 5 for details.

INTRODUCTION TO MEDICAL ASSISTING
MEDO/260

This course is an introduction to the medical assisting profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, health care settings, medical law, and therapeutic communication skills. **Textbook Required**.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30072	W/9a-12:50p	AN/611	Kane
30138	M/1p-4:50p	AN/611	Oo
30073	**W/6p-9:50p**	**AN/611**	**Murray**

Online Registration for Medical Assistant Certificate Program classes is Wednesday, February 28, 2018. See page 5 for details.

MEDICAL TERMINOLOGY
MEOC/104

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30046	F/9a-12:50p	AN/607	Oo
31038	**T/6p-9:50p**	**AN/610**	**Kane**
30080	**M/6p-9:50p**	**AN/104**	**Yeon**
30086	**W/6p-9:50p**	**AN/104**	**Yeon**

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

INTRODUCTION OF COMPUTERS FOR HEALTH CARE WORKERS
MEOC/210

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30107	Th/9a-12:50p	AN/403	Bacon
30133	**W/6p-9:50p**	**AN/302**	**Kane**

MEDICAL ASSISTING: FRONT OFFICE
MEDO/115

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

Dates: Apr 10-Jun 26

CRN	DAYS	PLACE	INSTR
30074	T/9a-11:50a	AN/403	Echolds
30106	**T/6:30p-9:20p**	**AN/403**	**Bacon**

Online Registration for Medical Assistant Certificate Program classes is Wednesday, February 28, 2018. See page 5 for details.

What is I-BEST?

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

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

Here's what CTE I-BEST students are saying:
"In this class we get two [teachers] for the price of one…" -Dennis
"In this class I receive the help and support I need to be successful…" -Neeven
"One instructor explains what the other is teaching. I find this helpful." -Peenalben

For more information, please call the CTE Program Office at 714.808.4915 or e-mail cteinfo@NOCE.edu.

MEDICAL CODING-INTERMEDIATE
MEOC/227

Prerequisite: MEOC 225 Medical Coding - Introduction. This course covers the practical application of CPT-4 coding as well as both ICD-9-CM and ICD-10-CM coding for correct reimbursement in the physician office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical body systems and disease processes concepts will be covered in this course: (a) urinary and male genital systems, (b) female genital and system, (c) general surgical, (d) medicine (e) radiology, and (f) pathology.

Dates: Apr 10-Jun 28

CRN	DAYS	PLACE	INSTR
31075	**TTh/6p-9:50p**	**AN/110**	**Collie Corzine**

Online Registration for Medical Assistant Certificate Program classes is Wednesday, February 28, 2018. See page 5 for details.

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

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30075	TTh/2p-4:50p	AN/403	Echolds
30137	**MW/6:30p-9:20p**	**AN/403**	**Collie Corzine**

Online Registration for Medical Assistant Certificate Program classes is Wednesday, February 28, 2018. See page 5 for details.

MEDICAL ASSISTING: BACK OFFICE PROCEDURES I
MEDO/235

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

Dates: Apr 9-Jun 20; nc May 28
*Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31073	MW/9a-12:30p	AN/510	Oo
30077*	TTh/1p-4:05p	AN/510	Wiley
30076*	**MW/6p-9:35p**	**AN/510**	**Uy**

Online Registration for Medical Assistant Certificate Program classes is Wednesday, February 28, 2018. See page 5 for details.

MEDICAL ASSISTING: BACK OFFICE PROCEDURES II
MEDO/240

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

Starts week of 4/9/2018, ends week of 6/18/2018; nc May 28
*Dates: Apr 10-Jun 28

CRN	DAYS	PLACE	INSTR
31074	TTh/9a-12:20p	AN/510	Oo
30078	MW/1p-4:20p	AN/510	Uy
30079*	**TTh/6p-9:20p**	**AN/510**	**Wiley**

Online Registration for Medical Assistant Certificate Program classes is Wednesday, February 28, 2018. See page 5 for details.

Career Tech Ed

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018

PHYSICAL THERAPY AIDE

For more information about the Physical Therapy Aide classes, please call the Career Technical Education (CTE) Program Office at 714.808.4915.

= **Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See page 5 for details.**

PHYSICAL THERAPY AIDE MEDO/166

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

Dates: Apr 9-Jun 27; nc May 28

CRN	DAYS	PLACE	INSTR
30041	3wks MW/6:30p-9:20p 9wks MW/6:30p-9:20p	CYP18/103 St. Jude Ctrs for Rehab	Landgreen Pirkle

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

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

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

Pharmacy Technician Certificate Requirements
• For program requirements, please refer to the **NOCE Catalog** at www.noce.edu/catalog.

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

Registration
Students must begin with MEOC/130: Introduction to Pharmacy Technician. It is also recommended that students concurrently enroll in MEOC 104: Medical Terminology.

= **Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See pg 5 for details.**

INTRODUCTION TO PHARMACY TECHNICIAN MEOC/130

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

Starts week of 4/9/2018, ends week of 6/11/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30045	MW/9a-11:50a	AN/611	Dunne
30044	TTh/6:30p-9:20p	AN/106	Shields

CRN 30045 is part of NOCE's I-BEST Pilot Project and is open to all students. See page 28 for more information.

MEDICAL TERMINOLOGY MEOC/104

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30046	F/9a-12:50p	AN/607	Oo
31038	T/6p-9:50p	AN/610	Kane
30080	M/6p-9:50p	AN/104	Yeon
30086	W/6p-9:50p	AN/104	Yeon

Career Tech Ed

PHARMACOLOGY I
MEOC/121

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

Dates: Apr 10-May 17
*Dates: Apr 9-Jun 25; nc May 28

CRN	DAYS	PLACE	INSTR
30139	TTh/9a-11:50a	AN/607	Shields
30047*	**M/6:30p-9:20p**	**AN/106**	**Smith**

PHARMACOLOGY II
MEOC/122

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

Dates: May 22-Jun 28
*Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
30110	TTh/9a-11:50a	AN/607	Shields
30048*	**W/6:30p-9:20p**	**AN/106**	**Smith**

PHARMACEUTICAL
MATHEMATICS
MEOC/140

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

Dates: Apr 10-Jun 26

CRN	DAYS	PLACE	INSTR
30050	**T/6:30p-9:20p**	**AN/132**	**Diaz**

PHARMACY OPERATIONS
LAB
MEDO/230

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

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
31039	F/9a-11:50a	AN/408	Dunne
30094	**Th/6:30p-9:20p**	**AN/408**	**Dunne**

NOCE NETWORKS

HUMAN RELATIONS FOR
HEALTHCARE WORKERS
MEOC/135

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

Dates: Apr 12-Jun 28

CRN	DAYS	PLACE	INSTR
30051	**Th/6:30p-9:20p**	**AN/403**	**Pham**

MEDICAL ASSISTANT &
PHARMACY TECHNICIAN STUDENTS:
Need Help with Math?

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

Visit the Anaheim Campus
Learning Center for details.

OUT-PATIENT LAB FOR
THE PHARMACY
TECHNICIAN
MEDO/220

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30111	T/9a-12:50p	AN/408	Dunne
30112	**M/6p-9:50p**	**AN/408**	**Shields**

IN-PATIENT LAB FOR THE
PHARMACY TECHNICIAN
MEDO/221

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

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
30141	W/12p-3:50p	AN/408	Pham
30085	**W/6p-9:50p**	**AN/408**	**Pham**

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018

IN-PATIENT EXTERNSHIP FOR THE PHARMACY TECHNICIAN
MEDO/316

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

Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
30095	W/6p-7:50p	AN/132	Dunne

OUT-PATIENT EXTERNSHIP FOR THE PHARMACY TECHNICIAN
MEDO/317

Prerequisite: MEDO/220 Out-Patient Lab: Pharmacy Technician; MEOC/135 Human Relations for Health Care Workers; and MEDO/221 In-Patient Lab: Pharmacy Technician. This course is designed to provide pharmacy technician students with field experience in an out-patient/retail pharmacy setting. It requires weekly class meetings plus120 hours of externship in an approved pharmacy. Class topics include portfolio development, jobsearch, professionalism, current issues in pharmacy, and work performance.

Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
30096	W/6p-7:50p	AN/132	Dunne

QUALITY ASSURANCE MANAGEMENT FOR MEDICAL DEVICES CERTIFICATE PROGRAM

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

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

Quality Assurance Management for Medical Devices Certificate Requirements

• For program requirements, please refer to the **NOCE Catalog** at www.noce.edu/catalog.

• **Additional program requirements include:**
  1) Complete all program requirements and maintain catalog rights. **NO EXCEPTIONS WILL BE GIVEN.** Those students not maintaining catalog rights will be required to take any further program requirements if the program undergoes changes and/or revisions.

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See pg 5 for details.

INTRODUCTION TO MEDICAL DEVICE QUALITY ASSURANCE
BMGR/645

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

Dates: Apr 9-Jun 25; nc May 28

CRN	DAYS	PLACE	INSTR
31070	M/6:30p-9:20p	AN/610	Vu

DOCUMENT AND DATABASE MANAGEMENT FOR MEDICAL DEVICES
BMGR/651

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

Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
31071	W/6:30p-9:20p	AN/610	McIntyre

QUALITY AUDITING FOR MEDICAL DEVICES
BMGR/660

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

Dates: Apr 26-Jun 28

CRN	DAYS	PLACE	INSTR
31072	Th/6:30p-9:50p	AN/610	Goyal

NOCE NETWORKS

Connect with us! See inside back cover for details.

Career Tech Ed

DISABILITY SUPPORT SERVICES

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

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

INTRODUCTION TO BASIC WORD PROCESSING EDITING FOR STUDENTS WITH DISABILITIES
DSPS/414

Designed for individuals with disabilities, this course teaches basic word processing editing.

Dates: Apr 9-Jun 27; nc May 28

CRN	DAYS	PLACE	INSTR
31114	MW/9a-11:20a	CYPTE2-200	Van Gelder

INTERMEDIATE POWERPOINT SLIDE PRESENTATION & BASIC FORMATTING
DSPS/424

Designed for individuals with disabilities, this course provides training in the use of PowerPoint slide presentation software and basic spreadsheet software.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31126	TTh/12:30p-2:50p	CYPTE2-200	Van Gelder
31101	MW/12:30p-2:50p	AN/308	Bennett

Need help registering online? Give us a call!

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

COMMUNITY RESOURCES
DSPS/129

A class geared for students with developmental or learning disabilities designed to teach skills necessary to independently take part in typical community activities by traveling to various locations in the area. Lessons learned in the classroom will be practiced in the community.

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
31106	F/9a-2:50p	WIL/201	Stanojkovic
31120	F/9a-2:20p	CYPTE2-200	Van Gelder
31119	T/9a-2:20p	CYP18/118	Cunningham

LIVING MORE INDEPENDENTLY: HEALTH, SAFETY AND LIVING WITH YOUR ROOMMATE
DSPS/334

Students with disabilities will learn about choosing and living with a roommate. Students will be presented with strategies for cooperative living and problem solving. Students will also learn about health and safety in the home .

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31094	TTh/9a-11:20a	AN/118	Uriarte-Feld
31127	MW/12:30p-2:50p	CYPTE2/223	Cunningham
31102	MW/12:30p-2:50p	AN/610	Sorooshian-Tafti

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

For more information, contact Disability Support Services at 714.484.7057.

RELATIONSHIPS: RELATIONSHIPS REVIEW, INTIMACY, AND SEXUALITY CONCEPTS
DSPS/474

This course is designed to give students with disabilities a review of general relationships, intimate relationships, and an overview of sexuality concepts, using a variety of basic skills.

Dates: Apr 9-Jun 27; nc May 28

CRN	DAYS	PLACE	INSTR
31111	MW/12:30p-2:50p	WIL/202	Ferrier

EDUCATIONAL SUPPORT AND EMPLOYMENT PREP LAB
DSPS/531

This course is designed to provide students who have disabilities with the knowledge to develop vocational and educational skills.

Dates: Apr 10-Jun 29

CRN	DAYS	PLACE	INSTR
31096	TTh/9a-11:20a F/9a-11:20a	AN/303	Reeves Staff

USING READING IN REAL LIFE SITUATIONS FOR STUDENTS WITH DISABILITIES
DSPS/384

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

Dates: Apr 10-Jun 28

CRN	DAYS	PLACE	INSTR
31105	TTh/9a-11:20a	WIL/201	Ferrier
31124	TTh/12:30p-2:50p	CYP18/107	Dulac

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

This course is designed to provide students who have developmental disabilities with the knowledge to develop or maintain skills in basic computer applications such as, but not limited to: Windows, word processing, data entry, Internet navigation, keyboarding, and remedial academic software.

Dates: Apr 10-Jun 28

CRN	DAYS	PLACE	INSTR
31115	TTh/9a-11:20a	CYPTE2-200	Van Gelder

Boost your computer skills!

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

See page 20 for more information.

INTERACTING WITH AUTHORITY AND EMERGENCY PERSONNEL
DSPS/364

This course will prepare students with disabilities for interaction with police and emergency personnel. Topics include an overview of the criminal justice system, rights of individuals if taken into custody and reporting victimization. This course also prepares students for interaction with fire, medical, and emergency medical personnel.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31122	TTh/9a-11:20a	CYPTE2/223	Barrett
31099	MW/12p-2:20p	AN/118	Anderson
31112	TTh/12:30p-2:50p	WIL/202	Breen

ILS: US NATIONAL SYMBOLS AND HISTORY
DSPS/374
NEW!

This class is designed for adults with developmental disabilities and learning disabilities who want to become better American citizens by gaining knowledge of American national monuments, American heroes, and national patriotic symbols.

Dates: Apr 9-Jun 29; nc May 28

CRN	DAYS	PLACE	INSTR
31129	MTWThF/9a-2:20p	CYP18/103	Brown
31113	MTWThF/9a-2:20p	WIL/214	Anderson

SAFE SHOPPING AND SAFE MONEY MANAGEMENT
DSPS/434

A course designed for students with developmental or learning disabilities to learn how to safely shop and manage their money. Students will learn to identify and avoid scams within the community.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31097	TTh/9a-11:20a	AN/610	Bennett
31109	MW/12:30p-2:50p	WIL/201	Stanojkovic

BASIC COOKING: MORE ADVANCED SKILLS FOR STUDENTS WITH DISABILITIES
DSPS/454

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31107	MW/9a-11:20a	WIL/207	Ferrier
31118	F/9a-2:20p	CYP18/107	Reeves
31117	TTh/9a-11:20a	CYP18/107	Dulac

SOCIAL SKILLS: ADDITIONAL INTERPERSONAL CONCEPTS DSPS/464

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31123	MW/12:30p-2:50p	CYP18/107	Pietrzak
31100	TTh/12:30p-2:50p	AN/114	Alire

AFFECTIVELY DEALING WITH WORK- RELATED PROBLEMS DSPS/490

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

Dates: Apr 9-Jun 27; nc May 28

CRN	DAYS	PLACE	INSTR
31093	MW/8:30a-10:50a	AN/118	Anderson
31116	MW/9a-11:20a	CYP18/107	Uriarte-Feld
31104	MW/9a-11:20a	WIL/201	Stanojkovic

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

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

Dates: Apr 9-Jun 27; nc May 28

CRN	DAYS	PLACE	INSTR
31134	MW/9a-11:20a	CYPTE2-223	Cunningham

WORK ATTITUDES AND EMPLOYER EXPECTATIONS FOR STUDENTS WITH DISABILITIES DSPS/270

This course is intended to prepare students for successful employment by introducing them to appropriate on-the-job behavior, communication, attitude and work ethic. Students will also be introduced to the importance of workplace safety and customer service.

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
31103	TTh/12:30p-2:50p	AN/610	Sorooshian-Tafti
31128	TTh/12:30p-2:50p	CYPTE2/223	Barrett
31110	TTh/12:30p-2:50p	WIL/201	Stanojkovic

BUDGETING FOR APARTMENT LIVING DSPS/285

A quick paced course designed to provide money-management skills for employed students with developmental or learning disabilities living in their own apartment.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31095	MW/9a-11:20a	AN/308	Bennett
31108	TTh/9a-11:20a	WIL/214	Stanojkovic
31125	MW/12:30p-2:50p	CYPTE2-200	Van Gelder

DSS Off-Site Class Locations

CRN	LOCATION
31098	WESTVIEW
31130	BRAILLE
31131	BRAILLE
31132	BRAILLE
31133	WATRC

STUDENT SUCCESS SPOTLIGHT: RACHYL WIESNER

Since 2012, **Rachyl Wiesner** has been a student in both Disability Support Services' College to Career (C2C) Program and the Career Technical Education's Early Childhood Education (ECE) Certificate Program. While studying to become an early childhood educator, Rachyl volunteered at a local preschool, gaining hands-on experience working with children. With guidance and mentorship from the preschool's director and support from the C2C Program, Rachyl grew both professionally and personally from her time volunteering. The C2C staff shared, "Rachyl is a hardworking student who has overcome several challenges and adversities in furthering her independence, education, and career development. She has never lacked effort and always puts her best foot forward." Rachyl graduated from the ECE program in May 2016 and was offered a paid job opportunity from the preschool's director. In addition to successfully completing her educational and vocation goals, Rachyl recently completed a personal goal of obtaining her driver's license. Congratulations, Rachyl!

ENGLISH AS A SECOND LANGUAGE PROGRAM
REGISTRATION INFORMATION

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

Students who attended after SUMMER 2017 need to visit the ESL Learning Center for your class schedule information.

Student orientation is MANDATORY for ALL STUDENTS.

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

STEPS TO REGISTER

New students or students who attended before FALL 2017
MUST complete the following steps to enter the ESL Program:

▷ **STEP 1: APPLY FOR AN SCE STUDENT ACCESS CARD** at any campus registration office.
Registration office times vary at each campus
Students MUST have their Access Card in order to register for ESL classes.

▷ **STEP 2: SELECT YOUR CAMPUS AND TEST TIME:** Please arrive 15 minutes before the test as all testing will begin promptly at the scheduled time. Latecomers will NOT be admitted to the assessment session. Students arriving late will be directed to another session date and time. Spaced limited.

ANAHEIM CAMPUS ROOM 606	**CYPRESS CENTER ROOM TE2-203**	**WILSHIRE CENTER ROOM 110**
1830 W. Romneya Drive Anaheim, CA 92801	**9200 Valley View Street Cypress, CA 90630**	**315 E. Wilshire Avenue Fullerton, CA 92832**
Tuesday, March 27, 2018 Tuesday, April 10, 2018 Tuesday, April 17, 2018 Tuesday, April 24, 2018 Tuesday, May 1, 2018 Tuesday, May 8, 2018 Tuesday, May 15, 2018	Tuesday, April 10, 2018 Tuesday, April 17, 2018 Tuesday, April 24, 2018 Tuesday, May 1, 2018 Tuesday, May 8, 2018	Tuesday, April 10, 2018 Tuesday, April 17, 2018 Tuesday, April 24, 2018 Tuesday, May 1, 2018 Tuesday, May 8, 2018
9 a.m., 11 a.m., 1 p.m., 5:00 p.m. or 7:00 p.m.	8:30 a.m., 10:30 a.m., 5:00 p.m. or 7:00 p.m.	8:30 a.m., 10:30 a.m., 5:00 p.m. or 7:00 p.m.

ENGLISH AS A SECOND LANGUAGE CLASSES

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

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

English as a Second Language

PASOS PARA INSCRIBIRSE

Nuevos estudiantes o estudiantes que asistieron antes del OTOÑO de 2017 TIENEN que completar los siguientes pasos para entrar al programa de ESL:

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

PASO 2: SELECCIONE LA ESCUELA Y LA HORA A LA QUE DESEA ASISTIR: Por favor llegue 15 minutos antes del examen ya que todas las pruebas comenzaran puntualmente a la hora programada. Los que lleguen tarde NO serán admitidos en la sesión de evaluación. Los estudiante que lleguen tarde serán referidos a otra fecha y hora. Espacio limitado.

ANAHEIM CAMPUS SALON 606	CYPRESS CENTER SALON TE2-203	WILSHIRE CENTER SALON 110
1830 W. Romneya Drive Anaheim, CA 92801	9200 Valley View Street Cypress, CA 90630	315 E. Wilshire Avenue Fullerton, CA 92832
martes, Marzo 27, 2018 martes, Abril 10, 2018 martes, Abril 17, 2018 martes, Abril 24, 2018 martes, Mayo 1, 2018 martes, Mayo 8, 2018 martes, Mayo 15, 2018 9 a.m., 11 a.m., 1 p.m., 5:00 p.m. or 7:00 p.m.	martes, Abril 10, 2018 martes, Abril 17, 2018 martes, Abril 24, 2018 martes, Mayo 1, 2018 martes, Mayo 8, 2018 8:30 a.m., 10:30 a.m., 5:00 p.m. ó 7:00 p.m.	martes, Abril 10, 2018 martes, Abril 17, 2018 martes, Abril 24, 2018 martes, Mayo 1, 2018 martes, Mayo 8, 2018 8:30 a.m., 10:30 a.m., 5:00 p.m. ó 7:00 p.m.

Course Expiration Policy

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

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

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

ESL LEARNING CENTER ESLA/001

Dates: April 9-July 1; nc May 28

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21182	MTWTh/8a-9p F/8a-4p	AN/121
SCE CYPRESS CENTER		
21175	MTWTh/7:30a-9p F/7:30a-4p	SCE/TE2-203
WILSHIRE CENTER		
21249	MTWTh/7:30a-9p F/8a-12p	WIL/110

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

English as a Second Language

ENGLISH AS A SECOND LANGUAGE

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

ESL Academic Success Program

READING/WRITING FOR ACADEMIC SUCCESS
ESLA/1045

Acquire reading, writing, note-taking, test-taking, critical thinking, and computer skills necessary for academic success in college, high school, GED, or career technical education programs. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For Intermediate High through Advanced level students.

Dates: Apr 9-Jun 30; nc May 28

CRN	DAYS	PLACE
CYPRESS CENTER		
21836	MTWTh/8a-10:50a	CYPTE2-201
WILSHIRE CENTER		
21837	MTWTh/10:30a-1:20p	WIL/203

ESL Specialty Classes

COMPUTER SKILLS FOR ESL (BEGINNING)
ESLA/801

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

Dates: Apr 9-Jun 30

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21362	F/8a-10:20a	AN/302
CYPRESS CENTER		
21622	F/8a-10:20a	CYPTE2
21269	F/10:30a-12:50p	CYPTE2

Every Day Counts at NOCE

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

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

ESL PRONUNCIATION/CONVERSATION SKILLS
ESLA/802

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

Dates: Apr 9-Jun 30

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21496	F/8a-9:50a	AN/104
21172	MW/10:30a-12:50p	AN/106
31083	F/8a-1020a	AN/104
21753	**F/6p-9:20p**	**AN/126**
CYPRESS CENTER		
21769	MTWTh/8a-10:20a	CYPTE2-210
21154	S/10:30a-12:50p	CYPTE2-221
21371	F/10:30a-12:50p	CYPTE2-219
WILSHIRE CENTER		
21174	F/9a-11:50a	WIL/203
21175	TTh/1p-3:20p	WIL/217

CITIZENSHIP PREPARATION
ESLA/803

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

Dates: Apr 9-Jun 30

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21464	TTh/10:30a-12:50p	AN/410
21160	**TTh/7:30p-9:50p**	**AN/118**
CYPRESS CENTER		
21493	F/8a-10:20a	CYPTE2-201
21429	F/10:30a-12:50p	CYPTE2-201

WRITING/READING
ESLA/810

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

Dates: Apr 9-Jun 30

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21375	TTh/10:30a-12:50p	AN/128
21755	TTh/10:30a-12:50p	AN/106
21412	**F/6p-9:20p**	**AN/106**
CYPRESS CENTER		
21422	F/8a-10:20a	CYPTE2-219
21423	S/8a-10:20a	CYPTE2-221
21345	F/10:30a-12:50p	CYPTE2-217

NOCE NETWORKS

Connect with us! See inside back cover for details.

English as a Second Language

Need help registering online? Give us a call!

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

INTERMEDIATE GRAMMAR REVIEW
ESLA/813

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

Dates: Apr 9-Jun 30

CRN	DAYS	PLACE
ANAHEIM CAMPUS		
21369	F/10:30a-12:50p	AN/104
CYPRESS CENTER		
21240	F/1p-2:50p	CYPTE2-215

**CalWORKs Programs at
Cypress College & Fullerton College**
Serving NOCE, Cypress & Fullerton College Students

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

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

Fullerton College CalWORKs
315 N. Pomona, Fullerton * 714.992.7101

ESL MULTILEVEL
ESLA/110

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

Dates: Apr 9-Jun 30; nc May 28

CRN	DAYS	PLACE
21424	MTWTh/8a-10:20a	WIL/219

**Programa de CalWORKS de los
Colegios de Cypréss y Fullerton**
Asistiendo los Estudiantes de NOCE, Cypréss y Fullerton

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

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

ESL Off-Site Classes

FAMILY LITERACY
ESLA/120

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

Dates: Apr 9-Jun 30; nc May 28

CRN	DAYS	PLACE
ESL-ANAHEIM CITY SCHOOL DISTR		
21956	MTWTh/8a-11:50a	Higher Ground Youth Family Ser
31085	MTWTh/8a-11:50a	Gilbert Elementary School
21958	**MTWTh/5p-7:50p**	**Patrick Henry Elementary**
ESL-ANAHEIM HIGH SCHOOL DISTR		
21959	**MTWTh/6p-8:50p**	**Ball Junior High**
ESL-ANAHEIM SCH DISTR MULTI TR		
21960	**MTWTh/5p-8:20p**	**Thomas Edison Elementary**
ESL-BUENA PARK SCHOOL DISTRICT		
21962	**MTWTh/6p-8:50p**	**Buena Park Junior High**
21963	MW/8a-10:50a	Bordon H Beatty Elementary
ESL-LA HABRA SCHOOL DISTRICT		
21965	**MTWTh/6p-9:20p**	**Washington Middle School**
ESL-MAGNOLIA SCHOOL DISTRICT		
21966	MTWTh/8:30a-11:20a	Albert Schweitzer Elementary
21967	MTWTh/8:30a-11:20a	Baden-Powell Elementary
21968	MTWTh/8:30a-11:20a	Juliette Low Elementary
21969	**MTWTh/6p-8:50p**	**M L Maxwell Elementary**
21970	**MTWTh/6p-8:50p**	**Peter Marshall Elementary**
ESL-PLACENTIA/YORBA LINDA SCHOOL		
21972	MTWTh/8:30a-11:20a	Melrose Elementary School
21973	MTWTh/8:30a-11:20a	Ruby Drive Elementary School
21974	MTWTh/8:30a-11:20a	Rio Vista Elementary School
21975	MTWTh/8:30a-11:20a	Topaz Elementary
21976	**MTWTh/6p-8:50p**	**Valencia High School**

**Having academic difficulties?
Meet with a Learning Disability Specialist.**

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

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

ESL MULTILEVEL
ESLA/110

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

Dates: Apr 9-Jun 30; nc May 28

CRN	DAYS	PLACE	INSTR
21469	MTWTh/8:45a-12:20p	Access California Services	
21524	MTWTh/8:45a-12:20p	Access California Services	
21627	MTWTh/8:30a-10:50a	Brea Comm Ctr	
21072	MTWTh/8a-10:50a	First Christian Church Anaheim	
21209	MTWTh/1p-3:50p	Garden Grove One Stop	
21372	MTWTh/9a-11:20a	Ponderosa Park Family Resource	
21425	MTWTh/8a-10:50a	St Boniface Church	
21745	MTWTh/9:30a-11:50a	West Anaheim Youth Center	
ESL-FULLERTON SCHOOL DISTRICT			
21964	MTWTh/8:30a-11:20a	Pacific Drive Elementary	
31086	MTWTh/8a-11:05a	Richman Elementary	
31087	MTWTh/8a-11:20a	Valencia Park	
ESL-SAVANNA SCHOOL DISTRICT			
31145	MTWTh/6p-8:50p	Hansen High School	

MATURE DRIVER CLASSES

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

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

Anaheim Senior Center
250 E. Center St., Anaheim - 714.765.4510
May 5 and June 2, 2018

Brea Senior Center
500 South Sievers Ave., Brea - 714.990.7750
May 9, and May 10, 2018

Buena Park Senior Center
8150 Knott Avenue, Buena Park - 714.821.8191
April 23, April 24, May 21, May 23, June 25, and June 26, 2018

Cypress Senior Center
9031 Grindlay, Cypress - 714.229.2005
May 2 and May 3, 2018

Fullerton Senior Center
340 W. Commonwealth Ave, Fullerton - 714.738.6305
April 18 and April 19, 2018

La Habra Senior Center
101 W. La Habra, La Habra - 562.905.9746
April 14, May 12, and June 16, 2018

Yorba Linda Senior Center
4501 Casa Loma Dr., Yorba Linda - 714.961.7181
April 25, April 26, May 16, May 17, June 20, and June 21, 2018

EMERITUS PROGRAM

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

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

Communication

CREATIVE WRITING FOR SENIORS
ABE/240

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

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
21337	W/1p-2:50p	West Anaheim Sr Prog	French
21338	T/1p-2:50p	Cypress Sr Citizen Ctr	French
21430	**W/4:30p-6:20p**	**Buena Park Senior Ctr**	**McFall**
21339	**T/6:30p-8:20p**	**Morningside of Fullerton**	**Edwards**

JOURNEY BACK INTO TIME FOR OLDER ADULTS
ENCO/501

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
21124	M/1p-2:50p	Morningside of Fullerton	Small
21125	T/1p-2:50p	La Habra Villa	Small
21953	W/1:30p-3:20p	W Anah Extended Care Hospital	Miller
21126	W/2:30p-4:20p	Brookdale Anaheim	Small
21506	Th/2:45p-4:35p	Katella Sr Living Community	Fischer

English as a Second Language

SENIOR TOPICS FOR OLDER ADULTS
EDEN/100

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
21451	W/8:45a-10:35a	Emerald Court	Fischer
21444	F/9:30a-11:20a	Park Vista Assisted Living	Powell
22031	M/9:30a-11:20a	Brookdale Anaheim	Lange-Goldstein
21508	T/9:30a-11:20a	Cypress Sr Citizen Ctr	Heins
21466	W/9:30a-11:20a	Sunnycrest Senior Living	Schultz
21436	M/9:30a-11:20a	Crescendo Senior Living of Pl	Reutzel
21403	T/9:30a-11:20a	Sunrise Assisted Living at YL	Powell
21394	M/9:30a-11:20a	Brookdale-Yorba Linda	Powell
21276	Th/9:30a-11:20a	Sunrise Asst Liv Fullerton	Belknap
21191	W/9:30a-11:20a	Brookdale Anaheim	Jenkins Orr
21040	Th/9:30a-11:20a	Park Regency Ret Res	Henan
21214	F/9:45a-11:35a	Brookdale-Yorba Linda	Gable
21458	W/10a-11:50a	La Habra Villa	Edwards
21514	W/10a-11:50a	Karlton Residential Care Ctr	Heins
21808	F/10:30a-12:20p	Buena Park Senior Ctr	Lange-Goldstein
21454	T/11:45a-1:35p	Sunrise of Seal Beach	Fischer
21747	Th/12p-1:50p	Cottage of Artesia Gardens	Fischer
21395	T/12:30p-2:20p	New Horizon	Jenkins Orr
21035	W/1p-2:50p	La Palma Royale	Gomes
21038	F/1p-2:50p	La Habra Villa	Gable
21501	W/1p-2:50p	Park Vista Assisted Living	Henan
21393	M/1p-2:50p	Park Regency Ret Res	Gable
21523	M/1p-2:50p	Sunrise Asst Living La Palma	Belknap
21417	T/1:30p-3:20p	Cambridge Court	Harris
21128	Th/1:30p-3:20p	Whitten Heights	Jenkins Orr
22047	M/1:30p-3:20p	Cambridge Court	Lange-Goldstein
21457	T/1:30p-3:20p	Park Vista Assisted Living	Dunnam
21543	Th/2p-3:50p	Park Vista Assisted Living	Gomes
21815	W/2:30p-4:20p	Katella Sr Living Community	Fischer
21037	F/2:30p-4:20p	Brookdale Anaheim	Gomes
21200	T/3p-4:50p	Katella Sr Living Community	Gomes

CRN	DAYS	PLACE	INSTR
31089	Th/1230p-4:20p	Windsong Sr. Activity Ctr.	C a t a l a n
31092	T/0930a-11:20a	Sunrise Sr. Living - Fullerton	Gomes
31084	T/0930a-11:20a	Sunnycrest Sr. Lving	Dunnam
21955	Th/10:00a-11:50a	Brea Sr.Center	Lange-Goldstein

Creative Arts

CERAMICS FOR OLDER ADULTS
CRAE/101

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

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
21031	Th/8a-9:50a	Buena Park Senior Ctr	Reynolds
21621	Th/10a-11:50a	Buena Park Senior Ctr	Reynolds
21083	T/12:30p-2:20p	Cypress Sr Citizen Ctr	Reynolds
21364	T/2:30p-4:20p	Cypress Sr Citizen Ctr	Reynolds

STUDENT SUCCESS SPOTLIGHT:
Gina Espinoza

Since 2012, **Gina Espinoza** is a single mother who works part-time to support her children. Gina's interest in the medical field and the idea of increasing the quality of living for her and her children led her to NOCE's Medical Assistant Certificate Program. As a returning student, Gina chose to register for *Staying Mentally Sharp* in an attempt to improve her memory and the ability to focus more in her career certificate program. Within the first few weeks of class, Gina found that her memory was improving and that she was able to remember much more information than she could in the past, including long lists of medications. Her instructor **Lynda Gunderson** shared, "I have seen Gina's confidence in her own skills and abilities increase tremendously. She is not only an example of perseverance for her peers, but for her sons too." While studying to complete her NOCE certificate, Gina also enrolled in classes at Cypress College with the long-term goal of becoming a registered nurse. After her first semester at the college, she earned four A's and two B's! Congratulations, Gina!

Emeritus

CREATIVE ARTS FOR OLDER ADULTS
CRAE/100

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 26, May 28

CRN	DAYS	PLACE	INSTR
21336	S/9:30a-11:20a	Sunrise Asst Living La Palma	Hyatt Solomina
21347	T/9:30a-11:20a	Crescendo Senior Living of Pl	Hill
21748	W/9:30a-11:20a	Rehab Institute So Ca	Solis
22058	T/9:30a-11:20a	Whitten Heights	Trapani
21841	T/9:30a-11:20a	Sunrise Asst Liv Fullerton	Ngo
21839	F/10a-11:50a	Sunrise Assisted Living at YL	Ngo
22059	M/3:30p-5:20p	Park Vista Assisted Living	Trapani
21948	**T/2:00p-3:50p**	**Park Regency Retirement**	**Ngo**
31036	**F/9;30a-11:20a**	**Anaheim VIP Center**	**IThakkar**
22056	**T/1:00p-2:50p**	**Anaheim VIP Ctr.**	**Trapani**

PAINTING FOR OLDER ADULTS
CRAE/105

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

Starts week of 5/21/2018, ends week of 6/25/2018; nc May 28
*Starts week of 4/9/2018, ends week of 5/14/2018
†Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
21849	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
21438*	M/8a-11:50a	Yorba Linda Sr Ctr	Clary
21082†	W/9a-10:50a	Yorba Linda Sr Ctr	Bacon
21032†	T/9a-10:50a	Cypress Sr Citizen Ctr	Bacon
21030*	M/9a-12:50p	Buena Park Senior Ctr	Bacon
21437†	T/9a-10:50a	Emerald Isle Senior Apartments	Clary
21492	M/9a-12:50p	Buena Park Senior Ctr	Bacon
21518†	Th/10a-11:50a	Palacio Senior Apartments	Clary
21202*	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21435	Th/12p-3:50p	Sr Citizens Ctr Anaheim	Hyatt Solomina
21485†	W/1p-2:50p	Capriana	Bacon
21416†	W/1p-2:50p	Buena Park Senior Ctr	Hyatt Solomina

Join us as we celebrate the talents of our NOCE Fine and Applied Arts students at the:

2018 NOCE Parade of Needle Arts and Fashion Show

Friday, May 4, 2018
6 p.m. – 9 p.m.
Anaheim Campus – First Floor, Rooms 105/107
1830 W Romneya Dr, Anaheim, CA 92801
FREE

All attendees are entered into the opportunity drawing! Join us for an afternoon of fun, fashion and refreshments.

CHINA PAINTING FOR OLDER ADULTS
CRAE/103

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

Dates: Apr 10-Jun 26

CRN	DAYS	PLACE	INSTR
21392	T/11:30a-1:20p	Buena Park Senior Ctr	Bacon

NOCE NETWORKS

Connect with us! See inside back cover for details.

QUILTING FOR OLDER ADULTS
CRAE/106

This course offers the essentials of quilting, for older adults students, which includes fabric selection, cutting, and sewing methods along with the history and vocabulary of the craft. Special techniques for older adults are covered such as patchwork, applique, hand and machine methods, and finishing techniques.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28
*Starts week of 5/21/2018, ends week of 6/25/2018
†Starts week of 4/9/2018, ends week of 5/14/2018

CRN	DAYS	PLACE	INSTR
21539	F/9a-10:50a	Yorba Linda Sr Ctr	Smith
21036	M/10a-11:50a	Cypress Sr Citizen Ctr	Smith
21526	T/10a-11:50a	AN/402B	Johnson
21104*	W/12p-3:50p	AN/402B	Schultz
21636†	W/12p-3:50p	AN/402B	Schultz
21071†	T/12:30p-4:20p	Buena Park Senior Ctr	Schultz
21500*	T/12:30p-4:20p	Buena Park Senior Ctr	Schultz
31024	**W/1:30p-3:20p**	**SCE/TE2-204**	**Johnson**

NEEDLECRAFTS, KNITTING, CROCHET FOR OLDER ADULTS
CRAE/104

Older adult students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepoint, and cross-stitched hand-made items. A wide variety of items are created, by older adult students, including decorations for the home and clothing for babies, children and adults.

Starts week of 4/9/2018, ends week of 6/25/2018
*Dates: Apr 19-Jun 28

CRN	DAYS	PLACE	INSTR
21034*	Th/9a-10:50a	Fullerton Community Center	Carlson
21433	Th/1p-2:50p	Yorba Linda Sr Ctr	Carlson
21497	W/2p-3:50p	Emerald Isle Senior Apartments	Carlson
21415	T/3p-4:50p	Capriana	Carlson
21009	W/10a-11:50a	Vintage of Stonehaven	Carlson

SENIOR CHORUS
MUSC/303

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

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
21033	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Lassetter
22055	T/12:30p-2:20p	Yorba Linda Sr Ctr	Maldjieva

TONE CHIME CHOIR FOR OLDER ADULTS
MUSC/304

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

Dates: Apr 11-Jun 27

CRN	DAYS	PLACE	INSTR
21029	W/12p-1:50p	Sr Citizens Ctr Anaheim	Lassetter

MUSIC ARTS FOR OLDER ADULTS
MUSC/200

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 26, May 28

CRN	DAYS	PLACE	INSTR
21081	M/9a-10:50a	Bradford Square	Behrbaum
21396	S/9:30a-11:20a	Whitten Heights	Ediger
21195	Th/9:30a-11:20a	Whitten Heights	Baker
21951	Th/9:30a-11:20a	New Horizon	Lassetter
21251	W/9:30a-11:20a	New Horizon	Martin
21208	T/9:30a-11:20a	Harvest Retirement	Martin

CRN	DAYS	PLACE	INSTR
21006	Th/9:30a-11:20a	Brookdale-Yorba Linda	Mastin
21358	T/9:30a-11:20a	Sunrise Asst Living La Palma	Lassetter
21445	M/10a-11:50a	Sunrise of Seal Beach	Lassetter
21349	W/12:30p-2:20p	Cambridge Court	Behrbaum
21171	W/12:30p-2:20p	Katella Sr Living Community	Edwards
21363	M/12:30p-2:20p	Whitten Heights	Behrbaum
21439	Th/1p-2:50p	Whittier Glen	Baker
21344	Th/1p-2:50p	Bradford Square	Park
21179	Th/1p-2:50p	Emerald Court	Behrbaum
21039	Th/1p-2:50p	La Habra Villa	Edwards
21848	F/1p-2:50p	Park Regency Ret Res	Gerrard
21521	Th/1p-2:50p	Sunrise Asst Living La Palma	Baesler
21206	W/1:30p-3:20p	Brookdale-Yorba Linda	Martin
21520	T/2:30p-4:20p	Sunnycrest Senior Living	Baesler
21189	W/3p-4:50p	Brookdale-Garden Manor	Edwards
31091	**M/12:30p-2:20p**	**Windsong Sr. Activity Center**	**Pope**
22024	**Th/10:00a-11:50a**	**Rehab Inst. – So.California**	**Ward**
22057	**W/1:00p-2:50p**	**Whitten Heights**	**Pope**
31068	**W/9:30a-11:20a**	**Sunrise Senior Lvng-Fullerton**	**Pope**
31090	**M/10:30a-12:20p**	**Stanton Civic Center**	**Centazzo**

Body & Mind

HELP YOURSELF TO HEALTH FOR OLDER ADULTS
HLTH/163

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
21213	F/9a-10:50a	Fullerton Community Center	Underwood
21272	F/9:30a-11:20a	Cypress Sr Citizen Ctr	Gallagher
21271	M/9:30a-11:20a	Buena Park Senior Ctr	Gallagher
21486	W/9:30a-11:20a	Stanton Civic Center	Gallagher
21278	F/12:30p-2:20p	Fullerton Community Center	Yu
21809	Th/12:30p-2:20p	Friends Community Church Brea	Underwood
21275	Th/12:30p-2:20p	Sr Citizens Ctr Anaheim	Mastin
21277	W/12:30p-2:20p	Fullerton Community Center	Yu
21796	F/12:45p-2:35p	Whitten Heights	Gallagher
21452	F/1p-2:50p	Anaheim Crown Plaza	Feinstein
21274	F/3p-4:50p	Cypress Sr Citizen Ctr	Yu

Emeritus

STAYING MENTALLY SHARP FOR OLDER ADULTS
HLTH/167

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

Starts week of 4/9/2018, ends week of 5/14/2018
*Starts week of 5/21/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31020	MW/9a-10:50a	Friends Community Church Brea	Gunderson
31022	TTh/9a-10:50a	Fullerton Community Center	Gunderson
31021*	MW/9a-10:50a	Friends Community Church Brea	Gunderson
31023*	TTh/9a-10:50a	Fullerton Community Center	Gunderson
31018	TTh/12p-1:50p	Good Shepherd Church	Gunderson
30130	MW/12p-1:50p	Yorba Linda Sr Ctr	Gunderson
30131*	MW/12p-1:50p	Yorba Linda Sr Ctr	Gunderson
31019*	TTh/12p-1:50p	Good Shepherd Church	Gunderson
31013	TTh/12:30p-2:20p	AN/TBA	Krie
31014*	TTh/12:30p-2:20p	AN/TBA	Krie
30093*	MW/3p-4:50p	Buena Park Senior Ctr	Gunderson
30092	MW/3p-4:50p	Buena Park Senior Ctr	Gunderson
31016*	**TTh/5p-6:50p**	**AN/310**	**Krie**
31015	**TTh/5p-6:50p**	**AN/310**	**Krie**

Boost your computer skills!

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

FOOD PREPARATION AND GOOD NUTRITION FOR OLDER ADULTS
HLTH/109

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
31011	M/10a-11:50a	Park Anaheim Healthcare Ctr	Ruiz
21041	M/1:30p-3:20p	Park Vista Assisted Living	Wyckhouse
21443	T/1:30p-3:20p	Brookdale-Yorba Linda	Rose

HISTORY OF COMEDY AND HUMOR FOR OLDER ADULTS
HLTH/161

This class offers to older adults an informative look at past and present forms of comedy and humor, as it relates to their life experiences and what make them laugh. Older adult students become aware of the influences, various mediums, elements and forms of comedy and humor that has influences people throughout history.

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 28

CRN	DAYS	PLACE	INSTR
21077	W/9a-10:50a	Bradford Square	Linen
21078	M/12:30p-2:20p	Katella Sr Living Community	Linen
21079	F/2:20p-4:20p	Park Regency Care Ctr	Linen

Join us as we celebrate the talents of our NOCE Fine and Applied Arts students at the:

2018 NOCE Parade of Needle Arts and Fashion Show

Friday, May 4, 2018
6 p.m. – 9 p.m.
Anaheim Campus – First Floor, Rooms 105/107
1830 West Romneya Drive, Anaheim, CA 92801
FREE

All attendees are entered into the opportunity drawing! Join us for an afternoon of fun, fashion and refreshments.

BEGINNING DRAMA FOR OLDER ADULTS
CRAE/315

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

Starts week of 4/9/2018, ends week of 6/25/2018

CRN	DAYS	PLACE	INSTR
21250	W/10a-11:50a	Muckenthaler Cultural Center	Gable
21516	T/1p-2:50p	Fullerton Community Center	Galindo

Emeritus

Physical Fitness

HEALTH AND WELLNESS FOR OLDER ADULTS
HLTH/200

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 26, May 28

CRN	DAYS	PLACE	INSTR
21332	M/9a-10:50a	Good Shepherd Church	Matikinyidze
21317	T/9a-10:50a	Fullerton Community Center	Carter-Rosenbloom
21316	M/9a-10:50a	Fullerton Community Center	Wotring
21355	T10a-11:50a	Brea Senior Ctr	Matikinyidze
21530	M/9a-10:50a	Yorba Linda Sr Ctr	Linen
21328	W/9a-10:50a	Yorba Linda Sr Ctr	Underwood
21310	F/9:30a-11:20a	Buena Park Senior Ctr	Knox
21503	S/9:30a-11:20a	Capriana	Underwood
21426	T/9:30a-11:20a	Stanton Civic Center	Gallagher
21313	W/9:30a-11:20a	Cypress Sr Citizen Ctr	Mastin
21842	F/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21309	Th/9:30a-11:20a	Buena Park Senior Ctr	Truong
21308	W/9:30a-11:20a	Buena Park Senior Ctr	Knox
21307	T/9:30a-11:20a	Buena Park Senior Ctr	Mastin
21325	Th/9:30a-11:20a	Sr Citizens Ctr Anaheim	Knox
21510	T/9:30a-11:20a	Windsong Sr Activity Ctr	Truong
21323	T/9:30a-11:20a	Los Alamitos Senior Center	Knox
21331	F/9:30a-11:20a	Yorba Linda Sr Ctr	Wotring
21304	Th/9:30a-11:20a	Brea Senior Ctr	Matikinyidze
21305	M/9:30a-11:20a	Buena Park Senior Ctr	Knox
21314	Th/9:45a-11:35a	Cypress Sr Citizen Ctr	Mastin
21326	W/10a-11:50a	West Anaheim Sr Prog	Layne
21322	F/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
21321	Th/10a-11:50a	La Habra Community Serv-Sr Ctr	Gallagher
21320	T/10a-11:50a	La Habra Community Serv-Sr Ctr	Krie
21318	Th/10a-11:50a	Fullerton Community Center	Wotring
21303	M/10a-11:50a	Brea Senior Ctr	Layne
31004	F/10a-11:50a	Sunrise Asst Liv Fullerton	Zepeda

CRN	DAYS	PLACE	INSTR
21806	W/10a-11:50a	La Habra Community Serv-Sr Ctr	Linen
21512	M/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21488	W/10a-11:50a	Sr Citizens Ctr - Placentia	Adams
21404	Th/10a-11:50a	Buena Park Senior Ctr	Carter-Rosenbloom
21402	Th/10a-11:50a	Anhm Independencia Fam Reso Ct	Alcala
21341	M/10a-11:50a	La Habra Community Serv-Sr Ctr	Mastin
21335	T/10a-11:50a	Sr Citizens Ctr Anaheim	Wotring
21333	W/10a-11:50a	Good Shepherd Church	Matikinyidze
21327	T/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21441	T/10:30a-12:20p	Lake Park Mobile Home - YL	Franze
21330	Th/10:30a-12:20p	Yorba Linda Sr Ctr	Layne
21311	M/10:30a-12:20p	Cypress Sr Citizen Ctr	Yu
21413	F/11:30a-1:20p	Good Shepherd Church	Matikinyidze
22046	Th/12p-1:50p	Fullerton Community Center	Sellens
21295	T/12:30p-2:20p	Emerald Isle Senior Apartments	Yu
21538	F/12:30p-2:20p	Windsong Sr Activity Ctr	Truong
21324	T/12:30p-2:20p	Sr Citizens Ctr Anaheim	Gallagher
21625	W/12:30p-2:20p	Windsong Sr Activity Ctr	Wilmington
21807	M/1p-2:50p	Brookdale-Yorba Linda	Alcala
21431	T/1p-2:50p	Buena Park Senior Ctr	Carter-Rosenbloom
21315	Th/1p-2:50p	Cypress Sr Citizen Ctr	Layne
21633	F/1p-2:50p	Rehab Institute So Ca	Mastin
21306	M/1p-2:50p	Buena Park Senior Ctr	Yu
21513	Th/1p-2:50p	Emerald Isle Senior Apartments	Yu
21947	W/1p-2:50p	Buena Park Senior Ctr	Gallagher
31010	T/2p-3:50p	W Anah Extended Care Hospital	Wilmington
21329	W/2p-3:50p	Yorba Linda Sr Ctr	Layne
21312	M/2p-3:50p	Cypress Sr Citizen Ctr	Mastin

NOCE NETWORKS

Connect with us! See inside back cover for details.

Emeritus

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

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

Starts week of 4/9/2018, ends week of 6/25/2018; nc May 26, May 28

CRN	DAYS	PLACE	INSTR
31017	F/8:30a-10:20a	Rowntree Gardens	Penn
21448	F/9a-10:50a	Sunrise Asst Living La Palma	Matikinyidze
31005	M/9a-10:50a	La Habra Conv Hospital	Zepeda
21300	M/9:30a-11:20a	Park Vista Assisted Living	Smith
21297	Th/9:30a-11:20a	La Palma Royale	Adams
21296	T/9:30a-11:20a	La Habra Villa	Smith
31079	F/9:30a-11:20a	Buena Park Nurs Ctr	Firme
21293	W/9:30a-11:20a	Brookdale-Yorba Linda	Randeria
31037	Th/9:30a-11:20a	Alamitos West Health Care Ctr	Penn
21846	M/9:30a-11:20a	Gordon Lane Care Center	Krie
21780	Th/9:30a-11:20a	La Habra Villa	Underwood
21640	Th/9:30a-11:20a	Windsor Gardens of Fullerton	Linen
21639	F/9:30a-11:20a	Park Regency Ret Res	Linen
21533	Th/9:30a-11:20a	Coventry Court Health Center	Smith
21532	W/9:30a-11:20a	Park Regency Care Ctr	Smith
21475	F/9:30a-11:20a	Harbor Villa Care Center	Adams
21474	M/9:30a-11:20a	The Pavilion at Sunny Hills	Adams
21299	T/9:40a-11:30a	Park Regency Ret Res	Randeria
21482	T/10a-11:50a	Anaheim VIP Ctr	Underwood
21410	Th/10a-11:50a	Cambridge Court	Randeria
21389	T/10a-11:50a	Park Vista Assisted Living	Alcala
21301	Th/10:30a-12:20p	Park Vista Assisted Living	Feinstein
21781	T/1p-2:50p	Anaheim Crest Nurs Ctr	Truong
21490	T/1p-2:50p	Anaheim Crown Plaza	Feinstein
21477	T/1p-2:50p	Brookdale Anaheim	Matikinyidze
21302	T/1p-2:50p	Sunnycrest Senior Living	Alcala
21411	Th/1p-2:50p	Brookdale Anaheim	Alcala
21473	F/1p-2:50p	The Pavilion at Sunny Hills	Adams
21292	Th/1p-2:50p	Anaheim Crown Plaza	Adams
21476	W/1p-2:50p	Sunnycrest Senior Living	Alcala
21814	Th/1:30p-3:20p	Buena Vista Care Ctr	Linen
21737	T/1:30p-3:20p	La Habra Villa	Smith
21777	W/1:30p-3:20p	Buena Park Nurs Ctr	Adams
21762	F/2p-3:50p	Abby Pavilion	Zepeda
21298	W/2p-3:50p	New Horizon	Randeria
21491	W/2:30p-4:20p	Emerald Court	Feinstein
21499	F/3p-4:50p	The Pavilion at Sunny Hills	Tan
31034	Th/3p-4:50p	Park Anaheim Healthcare Ctr	Penn
21511	T/3:15p-5:05p	Gordon Lane Care Center	Yu
21767	S/3:30p-5:20p	Park Vista Assisted Living	Alcala
31136	**F/12:45p-2:35p**	**Whitten Heights**	**Gallagher**

SENIOR CLASSES

Register in class at any time. These classes are available to the public and are designed to improve the quality of daily living by providing non-threatening, educational experiences, social, and adaptive physical activity. Call facility for class schedule.

21624	Anaheim Crest Nurs Ctr	827-2440
21187	Anaheim Healthcare Center	816-0540
21173	Cottage of Artesia Gardens	670-1111
21007	Anaheim Terrace Care Center	821-7310
21119	Anaheim VIP Ctr	220-2114
21005	Alamitos West Health Care Ctr	(562) 596-5561
21357	Buena Park Nurs Ctr	828-8222
21012	Buena Vista Care Ctr	535-7264
21182	Coventry Court Health Center	636-2800
21479	Windsor Gardens of Fullerton	871-6020
21475	Harbor Villa Care Center	635-8131
21019	The Pavilion at Sunny Hills	992-5701
31076	Easter Seals Sr Day Services	672-0343
21013	Fullerton Gardens	441-2636
21014	Gordon Lane Care Center	879-7301
21181	Happy Brea Adult Day Hth Care	990-0333
21204	Knott Ave Care Ctr	826-2330
21514	Karlton Residential Care Ctr	236-1170
21017	Leisure Court	772-1353
21193	La Habra Conv Hospital	(562) 691-0781
21015	La Palma Nurs Ctr	772-7480
21018	Park Anaheim Healthcare Ctr	827-5880
21021	Park Regency Care Ctr	(562) 691-8810
21022	Park Vista at Morningside	256-1000
21070	Rehab Institute So Ca	680-6060
21270	Palm Retirement Center	870-8122
21026	St. Elizabeth Healthcare	871-9202
21023	Terrace View Care Ctr	870-0060
21178	W Anah Extended Care Hospital	821-1993
21011	Whittier Hills Healthcare Ctr	(562) 947-7817
21024	Walnut Manor Care Ctr	776-7150
21510	Windsong Sr Activity Ctr	956-4190

Emeritus

PARENTING

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

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

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

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

DEVELOPMENTAL MOVEMENT (AGES 1 - 2) PARN/260

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

Starts week of 4/9/2018, ends week of 6/11/2018

CRN	DAYS	PLACE	INSTR
30113	T/9a-9:50a	WIL/204	Dodson
30119	T/9a-9:50a	AN/134	Brown
30160	W/9a-9:50a	SCECYP/117	Amaradio
30155	Th/9a-9:50a	AN/134	Brown
30145	F/9a-9:50a	WIL/204	Swallows

DEVELOPMENTAL MOVEMENT (AGES 2 - 3) PARN/261

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

Starts week of 4/9/2018, ends week of 6/11/2018

CRN	DAYS	PLACE	INSTR
30114	T/10a-10:50a	WIL/204	Dodson
30122	T/10a-10:50a	AN/134	Brown
30161	W/10a-10:50a	SCECYP/117	Amaradio
30146	F/10a-10:50a	WIL/204	Swallows
30156	Th/10a-10:50a	AN/134	Brown
30144	**T/6p-6:50p**	**WIL/204**	**Dodson**

NOCE NETWORKS

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DEVELOPMENTAL MOVEMENT (AGES 3 - 4.5) PARN/262

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

Starts week of 4/9/2018, ends week of 6/11/2018

CRN	DAYS	PLACE	INSTR
30115	T/11a-11:50a	WIL/204	Dodson
30123	T/11a-11:50a	AN/134	Brown
30162	W/11a-11:50a	SCECYP/117	Amaradio
30157	Th/11a-11:50a	AN/134	Brown
30147	F/11a-11:50a	WIL/204	Swallows

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

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

Starts week of 4/9/2018, ends week of 6/11/2018
*Dates: Apr 9-Jun 18; nc May 28

CRN	DAYS	PLACE	INSTR
30002	Th/9a-10:50a	WIL/204	Dodson
30004	Th/9a-10:50a	Yorba Linda Church of Christ	Stearns
30006	T/9a-10:50a	Yorba Linda Church of Christ	Stearns
31142	Th/9a-10:50a	SCECYP/117	Amaradio
30100	W/9a-10:50a	WIL/204	Dodson
30101	T/9a-10:50a	SCECYP/117	Amaradio
30153*	M/9a-10:50a	AN/134	Brown
30089	F/9a-10:50a	AN/134	Brown

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

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

Starts week of 4/9/2018, ends week of 6/11/2018
*Starts week of 4/9/2018, ends week of 6/18/2018; nc May 28

CRN	DAYS	PLACE	INSTR
30025	Th/11a-12:50p	WIL/204	Dodson
30026	W/11a-12:50p	WIL/204	Dodson
30027	F/11a-12:50p	AN/134	Brown
31143	Th/11a-12:50p	SCECYP/117	Amaradio
30030	T/11a-12:50p	Yorba Linda Church of Christ	Stearns
30102	T/11a-12:50p	SCECYP/117	Amaradio
30154*	M/11a-12:50p	AN/134	Brown
30029	Th/11a-12:50p	Yorba Linda Church of Christ	Stearns

COMMUNITY SERVICES CLASSES

❶ FEE-BASED CLASSES

⇒ The North Orange Continuing Education (NOCE) offers self-supported programs and classes which cost a small tuition fee to pay for classroom instruction, materials, supplies, and administrative costs.

⇒ Both children and adults are eligible to enroll.

⇒ NOCE is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (WASC).

❷ VARIETY OF CLASSES TO REACH GOALS

⇒ Enroll in classes to learn a new skill, get fit, or tap into creativity

⇒ Exploratory way of experiencing "college" for kids and teens

⇒ Reach professional or personal goals through classes such as:

　⇒ **Art**: ceramics, drawing, painting

　⇒ **Business Skills**: bartending, digital media, presentations, public speaking, project management, notary

　⇒ **Dance**: ballroom, hip hop, salsa, swing, tango

　⇒ **Fitness**: aerobics, martial arts, yoga, Zumba®

　⇒ **Foreign Language**

　⇒ **Music**

　⇒ **Needle Arts**: knitting, sewing, quilting

　⇒ **Photography**

　⇒ **Kids' College and Teen Program**

　　⇒ Year-round academic, enrichment, and athletic classes

　　⇒ Teen career academies

　　⇒ Summer classes and camps

Community Services

ONLINE CLASSES

NOCE NORTH ORANGE CONTINUING EDUCATION

Most Online Courses $115!

Enroll today from anywhere at anytime!

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

For more information, call 714.808.4909

ONLINE COURSES	CAREER TRAINING PROGRAMS

ONLINE COURSES

Register here:
www.ed2go.com/sce

- Instructor-Facilitated
- 24-Hour Access
- 6 Weeks of Instruction

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

Popular Courses

ACCOUNTING FUNDAMENTALS

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
FEE $115

ADVANCED MICROSOFT EXCEL 2016

Master advanced features and functions of Microsoft Excel 2016, including data analysis tools, data tables and databases, PivotTables, custom controls, importing external data, and conditional formatting. FEE $129

START YOUR OWN SMALL BUSINESS

Stop dreaming and learn how to start your own successful small business.
FEE $115

CAREER TRAINING PROGRAMS

Register here:
Careertraining.ed2go.com/easyed

- One-On-One Instructor Assistance
- 24-Hour Access
- All materials and books included

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

Popular Courses

ADOBE CERTIFIED ASSOCIATE (3 VOUCHERS INCLUDED)

This program is perfect for you, if you have little or no experience with Adobe's Creative Suite, which is commonly used for professional graphic design, video editing, and web development. FEE $2,495

CERTIFIED RESIDENTIAL INTERIOR DESIGNER

The online Residential Interior Design Education (R.I.D.E.) program is available to both aspiring designing individuals and interior designers who are wanting to increase their education, career opportunities, and professional status in the interior design industry. FEE $1,995

CERTIFIED WEDDING PLANNER

Wedding planners combine creativity and organization to help happy couples celebrate the most important day of their lives. Train for a career surrounded by celebratory events! FEE $1,595

MANY MORE COURSES AVAILABLE — SEE OUR WEBSITE

www.Ed2Go.com	careertraining.ed2go.com/easyed

Online Classes

BUSINESS & PROFESSIONAL DEVELOPMENT

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

Bartending

BARTENDING WORKSHOPS
HOSM/101

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

CRN	DAYS	PLACE	INSTR	FEE
Starts week of 4/9/2018, ends week of 5/7/2018				
21655	S/8:30a-12:50p	CYPTE2-210	Salisbury	$165
21644	Th/12p-4:20p	CYPTE2-210	Salisbury	$165
Dates: May 17-Jun 14				
21820	**Th/5:30p-9:50p**	**CYPTE2-210**	**Salisbury**	**$165**
May 19-Jun 23; nc May 26				
21822*	S/8:30a-12:50p	CYPTE2-210	Salisbury	$165

Boost your computer skills!

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

See page 20 for more information.

HEALTHCARE MEDICAL INTERPRETER TRAINING

For more information about the Medical Interpreting Classes and assessment questions, please contact InterpretEd at 800-673-6923. Visit www.InterpretEd.com to schedule or email info@InterpretEd.com for questions.

HEALTHCARE MEDICAL INTERPRETER
HLTH/210

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

Dates: Apr 10-May 24

CRN	DAYS	PLACE	INSTR
31042	**TTh/6:30p-9:20p**	**AN/136**	**Staff**
For pricing and to register please contact InterpretEd at 800.673.6923.			

Need help registering online? Give us a call!

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

Machine Shorthand

MACHINE SHORTHAND SPEED BUILDING 1
BUSN/490

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

Dates: Apr 9-Jun 28; nc May 28

CRN	DAYS	PLACE	INSTR	FEE
21810	MTWTh/8a-8:50a	CC/BUS-306	Huddleston	$155

MACHINE SHORTHAND SPEED BUILDING 2
BUSN/492

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

Dates: Apr 9-Jun 28; nc May 28

CRN	DAYS	PLACE	INSTR	FEE
21811	MTWTh/9a-9:50a	CC/BUS-306	Huddleston	$155

Community Services

MACHINE SHORTHAND SPEED BUILDING 3
BUSN/494

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

Dates: Apr 9-Jun 28; nc May 28

CRN	DAYS	PLACE	INSTR	FEE
21812	MTWTh/10a -10:50a	CC/BUS-306	Huddleston	$155

MACHINE SHORTHAND SPEED BUILDING 4
BUSN/496

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

Dates: Apr 9-Jun 27; nc May 28

CRN	DAYS	PLACE	INSTR	FEE
21813	MW/12:30p-1:50p	CC/BUS-311	Huddleston	$135

Notary

NOTARY PUBLIC SEMINAR
BMGR/670

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

Dates: Apr 30-May 1

CRN	DAYS	PLACE	INSTR	FEE
21651	MT/6p-9:50p	AN/105	Reed	$80

$80 class fee includes materials.

Sit for the California Notary Public State Exam

**The exam will be offered
May 2, 2018 from 4 p.m. – 6 p.m.
Anaheim Campus, Rooms 105/107
For exam: $40**

For more information, including requirements and what to bring to the test, contact 714.808.4909.

NOTARY LOAN SIGNING CERTIFICATION
BMGR/680

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

Dates: May 3-May 3

CRN	DAYS	PLACE	INSTR	FEE
21652	Th/6p-9:50p	AN/105	Reed	$60

PROJECT MANAGEMENT CERTIFICATE PROGRAM

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

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

FUNDAMENTALS OF PROJECT MANAGEMENT
BUSN/440

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

Dates: Apr 10-Apr 24

CRN	DAYS	PLACE	INSTR	FEE
21854	TTh/6:30p-9:20p	AN/116	Paradiso	$80

NOCE NETWORKS

Connect with us! See inside back cover for details.

PROJECT PLANNING AND SCHEDULING TECHNIQUES
BUSN/445

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

Dates: Apr 26-May 10

CRN	DAYS	PLACE	INSTR	FEE
21855	TTh/6:30p-9:20p	AN/116	Paradiso	$80

PROJECT COST MANAGEMENT
BUSN/450

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

Dates: May 15-May 29

CRN	DAYS	PLACE	INSTR	FEE
21856	TTh/6:30p-9:20p	AN/116	Paradiso	$80

TEAM BUILDING FOR PROJECT MANAGERS
BUSN/455

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

Dates: May 31-Jun 14

CRN	DAYS	PLACE	INSTR	FEE
21857	TTh/6:30p-9:20p	AN/116	Gandhi	$80

INTRO TO MICROSOFT PROJECT PROFESSIONAL
COMP/814

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

Dates: Jun 19-Jun 28

CRN	DAYS	PLACE	INSTR	FEE
21858	TTh/6p-9:50p	AN/116	Gandhi	$100

FINE & APPLIED ARTS

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

PASTELS AND MORE
ARTC/225

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

Dates: Apr 12-Jun 28; nc May 24

CRN	DAYS	PLACE	INSTR	FEE
21817	Th/1p-3:50p	AN/402A	Black	$95

Drawing & Painting

DRAWING: BASICS AND BEYOND
ARTC/165

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

Dates: Apr 10-Jun 19

CRN	DAYS	PLACE	INSTR	FEE
21645	T/9a-11:50a	AN/402A	Innes	$95

ESSENTIALS OF PAINTING
ARTC/170

Get creative and discover the joys of expressing yourself with paint and brush. Course covers basic color theory and principles of good composition. Students will learn basic technique through structured assignments. Intermediate/advanced students may work independently with instructor guidance. Voluntary, supportive critiques given at end of each class. Materials list provided at first class meeting.

Dates: Apr 9-May 14

CRN	DAYS	PLACE	INSTR	FEE
21977	T/6p-9p	AN/402B	Prieto	$75

WATERCOLOR PAINTING
ARTC/185

This watercolor class covers the fundamental watercolor techniques for beginning students. The instructor will offer intensive and practical instruction and step-by step demonstration. In this supportive and friendly classroom environment will also inspire the more experienced students to experiment and develop their own unique form of expression. All levels welcome.

Dates: Apr 10-Jun 19

CRN	DAYS	PLACE	INSTR	FEE
21831	T/1p-3:50p	AN/402A	Innes	$95

Community Services

BASIC DRAWING
CRAE/320

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

Dates: Apr 12-Jun 21

CRN	DAYS	PLACE	INSTR	FEE
21647	Th/9a-11:50a	AN/402A	Innes	$95

COMBINE PAINTING
CRAE/360

In this fun, hands-on class, students will develop skills combining painting techniques with various three-dimensional objects, photographs, newspaper, fabric, etc., to create hybrids of painting and sculpture. Lecture and demonstration will be followed by assignments.

Dates: Apr 12-May 17

CRN	DAYS	PLACE	INSTR	FEE
21798	Th/6:30p-8:20p	AN/402B	Prieto	$75

Fashion Design

SEWING TECHNIQUES FOR BEGINNERS
CC/205

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

Dates: Apr 11-Jun 13

CRN	DAYS	PLACE	INSTR	FEE
21654	W/6p-7:50p	CYPTE2-204	Hashimoto	$75

BASIC SEWING TECHNIQUES FOR BEGINNERS
CC/206

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

Dates: Apr 9-Jun 18; nc May 28

CRN	DAYS	PLACE	INSTR	FEE
21656	M/6:30p-8:20p	AN/402B	Martinez	$75

SEW WHAT YOU WISH
CC/215

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

Dates: Apr 11-Jun 13

CRN	DAYS	PLACE	INSTR	FEE
21826	W/10:30a-12:20p	CYPTE2-204	Eggan	$75

FASHION DESIGN: SEWING LAB
CC/410

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

Dates: Apr 11-Jun 13

CRN	DAYS	PLACE	INSTR	FEE
21766	W/6:30p-8:20p	AN/402B	Martinez	$75

Join us as we celebrate the talents of our NOCE Fine and Applied Arts students at the:

2018 NOCE Parade of Needle Arts and Fashion Show

Friday, May 4, 2018
6 p.m. – 9 p.m.
Anaheim Campus – First Floor, Rooms 105/107
1830 W Romneya Dr, Anaheim, CA 92801
FREE

All attendees are entered into the opportunity drawing! Join us for an afternoon of fun, fashion and refreshments.

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

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

Dates: Apr 13-Jun 15

CRN	DAYS	PLACE	INSTR	FEE
21943	F/9a-10:50a	AN/402B	Martinez	$75

FASHION DESIGN: T-SHIRT MAKEOVER
CC/430

This course teaches students to re-design a basic T-shirt. Resize and custom fit any purchased, commercial T-Shirt. Students will learn how to add various design details as a new neckline, adjust sleeve lengths, and adding ruffles and embroidery designs.

Dates: Apr 12-Jun 14

CRN	DAYS	PLACE	INSTR	FEE
21942	Th/6p-7:50p	CYPTE2-204	Martinez	$75

Community Services

SEW TAILORED PROJECTS THAT ARE RUNWAY WORTHY
CC/245

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

Dates: Apr 10-Jun 12

CRN	DAYS	PLACE	INSTR	FEE
21825	T/6p-7:50p	CYPTE2-204	Eggan	$75

Music

GUITAR FOR ADULTS
MUSC/108

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

Dates: Apr 12-May 17

CRN	DAYS	PLACE	INSTR	FEE
21818	Th/6:30p-7:20p	WIL/207	Parent	$65

ADULT GUITAR & BASS WORKSHOP
MUSC/355

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

Dates: Apr 12-May 17

CRN	DAYS	PLACE	INSTR	FEE
21819	Th/7:30p-8:20p	WIL/207	Parent	$65

GUITAR WORKSHOP FOR ADULTS
MUSC/370

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

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21666	S/9a-9:50a	CYPTE2-201	Austin	$55

Photography

BASIC PHOTOGRAPHY: THE MECHANICS OF DIGITAL PHOTOGRAPHY
FOTO/101

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

Starts week of 4/9/2018, ends week of 6/11/2018

CRN	DAYS	PLACE	INSTR	FEE
21643	W/6:30p-9:20p	WIL/201	Rosenberger	$100

PHOTOGRAPHY (INTERMEDIATE)
FOTO/102

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

Dates: Apr 12-Jun 14

CRN	DAYS	PLACE	INSTR	FEE
21641	Th/6:30p-9:20p	AN/117	Rosenberger	$100

LANGUAGE ARTS

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

NOVEL WRITING AND MEMOIRS
CNED/250

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

Dates: Apr 11-Jun 13

CRN	DAYS	PLACE	INSTR	FEE
21646	W/6:30p-9:20p	AN/116	Wills	$80

NOCE NETWORKS

Connect with us! See inside back cover for details.

Community Services

SIGN LANGUAGE - SEE LEVEL 1
SIGN/001

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

Dates: Apr 10-Jun 12

CRN	DAYS	PLACE	INSTR	FEE
21649	T/6:30p-9:20p	CYP18/104	Zawolkow	$85

SIGN LANGUAGE - SEE LEVEL 2/3
SIGN/002

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

Dates: Apr 10-Jun 12

CRN	DAYS	PLACE	INSTR	FEE
21653	T/6:30p-9:20p	CYP18/103	Bodewig	$85

SPANISH - CONVERSATION I
LANG/190

Beginning level class introduces students to the culture and customs of Latin America and covers beginning level speaking skills. Book will be provided in class.

Dates: Apr 9-Jun 18; nc May 28

CRN	DAYS	PLACE	INSTR	FEE
21660	M/7p-8:50p	WIL/201	Chavez	$85

SPANISH - CONVERSATION II
LANG/200

Low intermediate level class expands students' basic knowledge of spoken Spanish.

Dates: Apr 12-Jun 14

CRN	DAYS	PLACE	INSTR	FEE
21935	Th/7p-8:50p	WIL/201	Chavez	$85

PHYSICAL FITNESS

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

Adult Martial Arts

KENPO KARATE
(BEGINNING/INTERMEDIATE)
FITN/442

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

Dates: Apr 14-Jun 23; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21663	S/10a-11:20a	WIL/204	Leonard	$55

KENPO KARATE
(ADVANCED)
FITN/446

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

Dates: Apr 14-Jun 23; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21648	S/8:30a-9:50a	WIL/204	Leonard	$55

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

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

Dates: Apr 9-Jun 18; nc May 28

CRN	DAYS	PLACE	INSTR	FEE
21664	MW/6:30p-7:20p	WIL/204	Gallegos	$55

Dance

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

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

Dates: Apr 16-June 11

CRN	DAYS	PLACE	INSTR	FEE
21749	M/7:30p-8:30p	AN/134	Knighton	$65

SALSA DANCE
DAN/104

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

Dates: Apr 13-June 18

CRN	DAYS	PLACE	INSTR	FEE
21750	F/8p-9p	AN/134	Knighton	$65

TAP DANCE FOR ADULTS
DAN/195

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

Dates: Apr 28-Jun 9; nc May 26
*Dates: Apr 1-May 30

CRN	DAYS	PLACE	INSTR	FEE
31046	S/10a-10:50a	CC/GYM 2-125	Landry	$70
21657*	W/6:30p-7:50p	AN/134	Knighton	$90

Community Services

Register Online at www.noce.edu

BALLET - ADULT BEGINNING
DAN/200

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

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21751	S/9a-9:50a	CC/GYM 2-125	Landry	$70

EAST COAST SWING DANCE
DAN/180

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

Dates: Apr 13-June 8

CRN	DAYS	PLACE	INSTR	FEE
21661	F/7:00p-8:00p	AN/134	Knighton	$65

Fitness

YOGA FOR RELAXATION
FITN/465

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

Dates: Apr 9-Jun 18; nc May 28

CRN	DAYS	PLACE	INSTR	FEE
21650	M/6p-7:20p	AN/134	Lin	$70

FULL BODY STRETCH
FITN/365

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

Dates: Apr 12-May 31

CRN	DAYS	PLACE	INSTR	FEE
21662	Th/6:30p-7:20p	AN/134	Knighton	$65

NOCE NETWORKS

Kids' College and Teen Program

www.noce.edu/kids

For more information about the Kids' College & Teen Program classes, please call the Lifeskills Education Advancement Program (LEAP) Office at 714.808.4909.

Welcome to the Kids' College and Teen Program! Most classes are held at our three NOCE Centers: Anaheim Campus, Cypress Center at Cypress College, and Wilshire Center across the street from Fullerton College. Occasionally classes are offered at other locations and those are identified in the location information for the class. Class enrollment is limited and is on a first come, first served basis. Classes may be cancelled due to low enrollment. Classes may be added after the schedule is printed, for the most-up-to-date listing visit www.noce.edu and check the Kids' College Schedule. Some classes require supplies; please check with the office for specific supply lists.

Parents are responsible for their own children. Each child should be accompanied by an adult to the first class to verify classroom location and future drop off and pick up points.

Parents/legal guardians please be prepared to show identification when registering your child or requesting information regarding your child. This will ensure the safety of your child and complies with the Family Educational Right and Privacy Act (FERPA). Please complete an emergency form for each child registering for the Kids' College and Teen Program so our records are up-to-date.

Spring classes will begin on April 28, 2018. Please check individual classes for the actual start date. All NOCE offices will be closed and there will be no classes held on May 26-28, 2018. Register for classes online starting Tuesday, March 6, 2018; walk-in registration begins Thursday, March 8, 2018.

Arts & Crafts

WONDERFUL ARTS AND CRAFTS

Come and create art and craft projects using different media and surfaces.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 5-7				
21859	S/9:30a-10:20a	CYPTE2-204	Bae	$75
AGES 8+				
21860	S/10:30a-11:20a	CYPTE2-204	Bae	$75

Community Services

PENCILS & PAINTBRUSHES
(AGES 4-10)
KIDS/415

An art class that will encourage your child's imagination to soar! Designed to build self-esteem through individual expression while interacting creatively with other students. Children will learn basic drawing skills and fun techniques of watercolor painting. Instruction at age- and ability-appropriate levels. Each session explores different themes. Repeat students will experience more advanced levels of previous sessions. Pick up a minimal materials list at the first class meeting.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21686	S/12p-1:20p	CYPTE2-204	Bae	$100

ART IS FOR YOU
(AGES 5-8)
KIDS/414

Calling young artists bold and shy! Come use different art materials each day to learn how to "draw what you see" and what you imagine.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21861	S/8:30a-9:20a	CYPTE2-204	Bae	$75

WONDERFUL WATERCOLORS
(AGES 8+)
KIDS/408

Come have fun learning basic watercolor painting techniques. No experience is necessary! Please bring a "set of 8" dry watercolor paints, a pad of inexpensive watercolor paper and two watercolor brushes: one 1/4" round and one 1/4" flat.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21885	S/1p-1:50p	CYPTE2-217	Gagne	$75

ANIME DRAWING
(AGES 8+)
KIDS/1012

Learn how to draw unique anime fantasy characters and settings. Also learn how to pose and costume the characters. Fantasy characters will be created using colored pencils, markers and watercolors.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21727	S/1:30p-2:50p	CYPTE2-204	Bae	$100

ART TECHNIQUES FOR KIDS!

Come make fun and beautiful art! Learn how to use pastels, mix paints, and how to paint on paper, and canvas. We will use our imaginations, photos, and real life to create our own lively works of art!

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
21883	S/11a-11:50a	CYPTE2-217	Gagne	$75
AGES 7+				
21884	S/12p-12:50p	CYPTE2-217	Gagne	$75

Computers

An Acceptable Use Policy Form is required. Parents may pick up a form at registration. Some classes may require a free Yahoo user account; the instructor will supply the information.

It is required that students bring a USB Flash Drive - minimum 256 MB to all Kids' College & Teen Program computer classes.

INTRO TO COMPUTERS
(AGES 8+)
KIDS/901

Have fun while developing proficiency in software usage and hardware knowledge.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21919	S/11a-11:50a	CYPTE2-209	Payne	$75

MICROSOFT WORD FOR KIDS
(AGES 8+)
KIDS/913

Learn how to create, save and print documents (letters, reports, tables, memos, flyers, etc.) Check spelling and grammar. Edit, change format, font and style. Create tables, print labels and envelopes, insert pictures and use mail merge.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21920	S/12p-12:50p	CYPTE2-209	Payne	$75

Kids' College

Cooking

KIDS FUN COOKING
KIDS/830

Are you read to be a junior chef? This class is for you. We'll make main dishes such as Lasagna Rolls, Chinese Chicken Salad, fresh steamed vegetables, breads and fun desserts, including chocolate of course. You'll learn preparation techniques, including chopping, slivering, mixing, blending and even making a sauce for one of the main dishes. You'll take home samples of foods prepared in class and will have a cookbook to try a recipe during each week. Bring a towel for clean up

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-10				
21936	S/10a-10:50a	CYP18/104	Whittenberg	$75
AGES 11-16				
21937	S/11a-11:50a	CYP18/104	Whittenberg	$75

MY FIRST COOKING CLASS
(AGES 6-8)
KIDS/2000

Students will make and serve yummy snacks, and learn how to use different ingredients while being safe in the kitchen. Students will learn about kitchen tools and safety. Students will learn how to use simple ingredients found in the kitchen. Students will learn how to make simple snacks that don't need to be cooked. Students will learn how to serve and clean up after snacks have been made.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21927	S/9a-9:50a	CYP18/104	Whittenberg	$75

FUN WITH BAKING
(AGES 12+)
KIDS/1977

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21928	S/12:30p-2:20p	CYP18/104	Whittenberg	$120

Dance

INTRODUCTION TO DANCE
(AGES 3-4)
KIDS/500

Come and learn the fundamentals of movement and dance. This class incorporates many styles of dance using a fun approach to learning through repetition, games and props. Students will develop self-confidence in a creative environment.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21862	S/10a-10:50a	CYP18/118	Casullo Burnes	$75

YOUTH BALLET

This is a beginning class that incorporates basic ballet technique with fun motor skill exercises that focus on rhythm and strength building. Parents not allowed in the dance studio during class. The children will perform a dance learned throughout the session on the last day of class, during the fall, winter and spring sessions only.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGE 3-4				
21923	S/11a-11:50a	CC/GYM 2-125	Weidman	$75
AGES 5-7				
21924	S/12p-12:50p	CC/GYM 2-125	Weidman	$75
AGES 8-10				
21925	S/1p-1:50p	CC/GYM 2-125	Weidman	$75

JAZZ HIP-HOP DANCE

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

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 5-6				
21863	S/11a-11:50a	CYP18/118	Casullo Burnes	$75
AGES 7+				
21864	S/12p-12:50p	CYP18/118	Casullo Burnes	$75

NOCE NETWORKS

Connect with us! See inside back cover for details.

Foreign Language

ROCK 'N LEARN SPANISH
(AGES 5-7)
KIDS/108A

This course is a fun way to learn beginning Spanish. Students with little or no previous Spanish will experience the thrill of learning a second language. Children will learn pronunciation, greetings, colors and other basic concepts through songs, games, dances and other activities.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21886	S/9a-9:50a	CYPTE2-217	Islas	$75

A TOUCH OF SPANISH
(AGES 8-12)
KIDS/108B

This class offers an introductory program that makes Spanish acquisition a natural, personalized, enjoyable and rewarding experience. Students will learn to read and write basic Spanish and will be introduced to speaking first level Spanish.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21887	S/10a-10:50a	CYPTE2-217	Islas	$75

Gymnastics

TINY TOTS TUMBLING
(AGES 18M - 3YRS)
KIDS/1330

This class will introduce your child to stretching, locomotor and basic gymnastic skills in a fun and safe environment. Parent/guardian participation required to assist the child through age appropriate progressive gymnastic instruction each week.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21877	S/9:30a-10:20a	CC/GYM 2-123	Feltus	$75

MOMS, POPS & TOTS TUMBLING
(AGES 3-5)
KIDS/580

Moms and Dads - bring your child to class! Through basic gymnastic skills, your child will improve coordination and developmental skills. You need to be there to assist your child at all times. Come dressed to stretch, jump and run. You'll both have a great time (boys and girls).

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21876	S/8:30a-9:20a	CC/GYM 2-123	Feltus	$75

Need help registering online? Give us a call!

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

GYMNASTICS - BEGINNING I

Introduces basic gymnastic tumbling skills, safety and stretching. Bridges, tripods and, a variety of rolls and jumps will be some of the skills taught for boys and girls. Pick up instruction sheet at registration!

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 5.5-7				
21878	S/10:30a-11:20a	CC/GYM 2-123	Feltus	$75
AGES 8+				
21879	S/11:30a-12:20p	CC/GYM 2-123	Feltus	$75

GYMNASTICS II
(AGES 8+)
KIDS/577

For continuing gymnasts; more advanced stretching and tumbling skills, including headstands, handstands, bridge kick-overs, cartwheels and tumbling combinations will be taught. Boys and girls are welcome. Must have instructor Permission.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21880	S/12:30p-1:20p	CC/GYM 2-123	Feltus	$75

Adult Martial Arts

INTRODUCTION TO THE MARTIAL ARTS/PARENT & ME
(AGES 4-7)
KIDS/2015

Children will be introduced to basic martial arts skills and exercises with an emphasis on class discussion and participation. This practice improves basic coordination, balance and confidence. Martial Arts is a process that develops self-discipline, respect for others and builds character. Watch your child grow while learning skills that last a lifetime. Parents are encouraged to participate in certain elements during class.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21881	S/9a-9:50a	CYP18/118	Firestone	$75

JUDO/JUJITSU FOR KIDS
(AGES 6-13)
KIDS/654

This program is designed for children, with a focus on improving coordination, quick reflexes, stamina, speed, strength and sportsmanship. The three main categories of Judo are taught, which include throwing techniques, striking techniques, and grappling techniques on the mat. Techniques for free practice are used, and children may participate in competition.

Dates: Apr 30-Jun 11; nc May 28

CRN	DAYS	PLACE	INSTR	FEE
21882	**MW/5:30p-6:20p**	**WIL/204**	**Firestone**	**$80**

Kids' College

Math

MATH: COMMON CORE - KINDERGARTEN
KIDS/2700

Kindergarten students will be introduced to two critical math skill areas: (1) representing, relating, and operating on whole numbers, initially with sets of objects: and (2) describing shapes and space. This class is fun and informative with hands-on learning activities.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21903	S/9a-9:50a	CYPTE2-219	Staff	$75

MATH: COMMON CORE - 1ST GRADE
KIDS/2701

Through games, hands-on activities and group work, 1st Grade students will be introduced to four critical learning areas: (1) developing understanding of addition & subtraction; (2) develop understanding of whole number relationships and place value; (3) developing understanding of linear measurement; and (4) reasoning about attributes of, and composing and decomposing geometric shapes.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21904	S/10a-10:50a	CYPTE2-219	Staff	$75

MATH: COMMON CORE - 2ND GRADE
KIDS/2702

In this fun, hands-on class, students will extend their understanding of the base-ten system. This includes ideas of counting in fives, tens, and multiples of hundreds, tens, and ones. Students use their understanding of addition to develop fluency with addition and subtraction within 100. Students will describe and analyze shapes by examining their sides and angles.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21905	S/11a-11:50a	CYPTE2-219	Staff	$75

MATH: COMMON CORE - 3RD GRADE
KIDS/2703

In this course students will focus on four critical areas: (1) developing understanding of multiplication and division strategies for multiplication and division within 100; (2) developing understanding of fractions, especially unit fractions (fractions with numerator 1); (3) developing understanding of the structure of rectangular arrays and of area; and (4) describing and analyzing two-dimensional shapes.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21906	S/12p-12:50p	CYPTE2-219	Staff	$75

MATH: COMMON CORE - 4TH GRADE
KIDS/2704

In grade 4, instructional time will be focused on three critical areas: (1) developing understanding and fluency with multi-digit multiplication, and developing understanding of dividing to find quotients involving multi-digit dividends; (2) developing an understanding of fraction equivalence, addition and subtraction of fractions with like denominators, and multiplication of fractions by whole numbers; (3) understanding that geometric figures can be analyzed and classified based on their properties,such as having parallel sides, perpendicular sides, particular angle measures, and symmetry.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21873	S/10a-10:50a	CYPTE2-215	Emperado	$75

MATH: COMMON CORE - 5TH GRADE
KIDS/2705

In grade 5, instructional time should focus on three critical areas: (1) developing fluency with addition and subtraction of fractions, and developing understanding of the multiplication of fractions and of division of fractions in limited cases (unit fractions divided by whole numbers and whole numbers divided by unit fractions); (2) extending division to two-digit divisors, integrating decimal fractions into the place value system and developing understanding of operations with decimals to hundredths, and developing fluency with whole number and decimal operations; and (3) developing understanding of volume.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21874	S/11a-11:50a	CYPTE2-215	Emperado	$75

NOCE NETWORKS

Connect with us! See inside back cover for details.

MATH: COMMON CORE - 6TH GRADE
KIDS/2706

In grade 6, instructional time should focus on four critical areas: (1) connecting ratio and rate to whole number multiplication and division, and using concepts of ratio and rate to solve problems; (2) completing understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; (3) writing, interpreting, and using expressions and equations; and (4) developing understanding of statistical thinking.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21875	S/12p-12:50p	CYPTE2-215	Emperado	$75

PRE-ALGEBRA CONCEPTS (GRADES 6)
KIDS/202

Increase your skills in pre-algebra and acquaint yourself with calculating activities. Also fractions, decimals, integers and solving equations.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21872	S/9a-9:50a	CYPTE2-215	Emperado	$75

ALGEBRA (GRADES 7+)
KIDS/217

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

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21890	S/12p-1:20p	WIL/201	Jones	$100

PSAT/NMSQT MATH TEST PREPARATION
KIDS/2650

This course prepares students for the math portion of the PSAT/NMSQT test given during their 10th grade year. PSAT/NMSQT is used as practice for the SAT college acceptance test, and is also the qualifying test for National Merit Scholarships.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21888	S/8a-9:50a	WIL/201	Jones	$120

High School Test Preparation

SAT/ACT PREP - MATH
KIDS/1300

This course is designed for students taking the SAT (Scholastic Aptitude Test) for College Admission purposes. The focus in this course includes review with Numbers/Operations and Algebra/Functions, Geometry, Data Analysis, Statistics, and Probability.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21889	S/10a-11:50a	WIL/201	Jones	$120

Music & Drama

For all music classes, students are required to bring their own musical instrument to class.

MUSICAL THEATRE (AGES 7+)
KIDS/315

Enjoy this introduction to the exciting world of musical theatre! Participants will learn choreography and vocals to a musical theatre song. Family and friends are invited to a performance on the last day of class.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21865	S/1p-1:50p	CYP18/118	Casullo Burnes	$75

VOCAL FOR KIDS

This class is designed to help children develop good ear-training to sing in groups or solos. It will help build confidence as well as strengthen their individual style.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 7-10				
21901	S/9a-9:50a	CYP18/107	Mattoon	$75
AGES 11+				
21902	S/10a-10:50a	CYP18/107	Mattoon	$75

GUITAR FOR KIDS – BEGINNING
KIDS /370

Learn to play the guitar in a fun way! Play simple chords, read chord bar charts, and strumming patterns. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. Parents, please accompany children to class.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-8				
21702	S/10a-10:50a	CYPTE2-201	Austin	$75
AGES 9+				
21703	S/11a-11:50a	CYPTE2-201	Austin	$75

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

Kids' College

PLAYING THE CELLO - BEGINNER I (AGES 7+)
KIDS/375

Learn to play the cello! Develop good technique, musicality, and have fun at the same time. Develop self-confidence, good listening and motor skills, memory, and concentration. Prior playing experience is not required. Teacher will assist with instrument rental. Class is limited to 6 students.

Dates: May 2-Jun 6

CRN	DAYS	PLACE	INSTR	FEE
21868	W/5:45p-6:35p	AN/154	DeFazio	$120

PLAYING THE CELLO - BEGINNER II (AGES 7+)
KIDS/375A

Prerequisite: Must have completed Beginner I or have instructor's approval. Learn to play and read simple one position songs. Chamber music for Cello ensemble.

Dates: May 2-Jun 6

CRN	DAYS	PLACE	INSTR	FEE
21869	W/6:45p-7:35p	AN/154	DeFazio	$120

PLAYING THE CELLO - INTERMEDIATE I
KIDS/383

Learn higher level of sound productions and 1st through 4th positions. Chamber music for Cello ensemble.

Dates: May 2-Jun 6

CRN	DAYS	PLACE	INSTR	FEE
21870	W/7:45p-8:35p	AN/154	DeFazio	$120

PLAYING THE CELLO - INTERMEDIATE II
KIDS/384

Learn higher level of sound and bow techniques including vibratos. Chamber music for cello ensemble.

Dates: May 2-Jun 6

CRN	DAYS	PLACE	INSTR	FEE
21871	W/8:45p-9:35p	AN/154	DeFazio	$120

Violin - Suzuki Method

The Suzuki method requires parents to learn and play Violin with their child. Violins are not needed for the first class meeting; rental information will be available in class. A new parent orientation will be held the first class meeting that covers how to create a successful practice environment at home and in the classroom. Parents bring your questions.

VIOLIN I (AGES 4+)
KIDS/351

Learn the violin using the successful Suzuki method. Develop your child's concentration, motor skills, memory powers and self-confidence. Students learn to play easily and musically. Class is limited to 6 students. Beginners: Pick up handout at registration. NOTE: Parents are required to learn and play along with their child!

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21866	S/11a-11:45a	CYP18/107	Chan	$75

VIOLIN II & III
KIDS/2450

This course continues to build violin skills for Violin I students. Students will continue to build finger strength, fingering agility, placement and coordination of note delivery and playing songs that are appropriate for these levels of skill.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21867	S/11:45a-12:30p	CYP18/107	Chan	$75

Personal Enrichment

PUBLIC SPEAKING FOR CHILDREN (AGES 8-12)
KIDS/1515

Learn the skills to confidently present a book report or a speech in front of class. Gain the skills to plan, write and give a book report or a planned speech. Learn tips to combat stage fright, project your voice, and be comfortable in front of a group.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21893	S/11a-11:50a	CYP18/103	Kuruppu	$75

Kids' College

BASIC READING SKILLS
(AGES 4-5)
KIDS/1335

This class focuses on developing your child's ability to rhyme and blend sounds in words to become better readers and spellers. We will use "phonemic awareness" techniques that allow children to practice manipulating sounds in words thru fun songs and activities. A student assessment and parent packet will be given. Each term has different activities.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21913	S/9a-9:50a	WIL/202	Ortega	$75
21896	S/9a-9:50a	CYP18/117	Larsen	$75

BASIC PHONICS
(AGES 5-6)
KIDS/118

For the young reader needing help in phonics. Children will be encouraged to be creative using sounds and simple writing and reading drills.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21894	S/12:30p-1:20p	CYP18/103	Kuruppu	$75

FUN WITH PHONICS
(GRADES 1-2)
KIDS/115

For children just learning to read or having difficulty reading. Sounds are taught in a fun but learning atmosphere through stories and writing.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21895	S/1:30p-2:20p	CYP18/103	Kuruppu	$75

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

If your child has a foundation in basic phonics, then this is the class for him. This class will take students to the next level of spelling words and better writing habits. Students will learn to read and spell words through various spelling patterns. This class will develop skills in writing correct sentences and paragraphs.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21897	S/10a-10:50a	CYP18/117	Larsen	$75

CREATIVE WRITING
(GRADES 1-2)
KIDS/139

Students will use their imaginations to write short stories. Emphasis is on the creative expression of ideas.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21891	S/9a-9:50a	CYP18/103	Kuruppu	$75

CREATIVE WRITING
(GRADES 3-6)
KIDS/138

Students will work from "The Writer's Toolbox", engaging in creative writing games and exercises for inspiring the "write" side of their brains. The toolbox includes: cue cards, four spinners, specialized learning sticks and more. Great emphasis will be placed on creativity, grammar, punctuation, and vocabulary skills, hosted in a fun and relaxed learning environment.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21892	S/10a-10:50a	CYP18/103	Kuruppu	$75

READING & COMPREHENSION
(GRADES 3-4)
KIDS/117A

Students will enhance their reading comprehension, learn to read more effectively, and improve interpretation and vocabulary skills.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21914	S/10a-10:50a	WIL/202	Ortega	$75

HOW TO STUDY, TAKE TESTS AND
ORGANIZE YOURSELF
(GRADES 3-6)
KIDS/130

Children will learn about their individual learning styles, modalities, and the ways in which they organize themselves. They will gain confidence as they learn new study, testing, and self-organizing techniques for both in and out of the school setting.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21916	S/10a-10:50a	CYPTE2-209	Payne	$75

MEMORY POWER FOR KIDS
(GRADES 3-6)
KIDS/126

Help your child be more productive and open new doors to learning - they will receive many different opportunities to increase the capability to remember. You'll see grades go up and self-confidence will grow too.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21915	S/9a-9:50a	CYPTE2-209	Payne	$75

TUTORIAL: READING AND WRITING
REVIEW
(GRADE 1-2)
KIDS/148

Students will enrich reading and writing skills by practicing language arts through writing, capitalization, using proper punctuation, spelling, correcting sentences, reading, and more through the use of ability leveled study packets. Each term uses different work. Limited to 8 students.
Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21898	S/11a-11:50a	CYP18/117	Larsen	$75

TUTORIAL: READING AND WRITING REVIEW
(GRADES 3-4)
KIDS/148A

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21899	S/12:30p-1:20p	CYP18/117	Larsen	$75

Science

DISCOVERING SCIENCE THROUGH ART EXPERIENCES
(AGES 4-10)
KIDS/2075

This class can awaken the imagination, challenge the mind and amaze the artist and scientist within each child. Build upon natural curiosity as children discover science concepts through art experiments. Themes investigated include: water and air, light and sight, motion and energy, and reaction and matter. Each term explores different elements of the above themes. No supplies needed.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21900	S/1:30p-2:20p	CYP18/117	Larsen	$75

Sports & Fitness

BASKETBALL CLINIC
KIDS601

Learn the fundamentals of basketball through instruction and practice. Includes these basic skills: footwork, passing, dribbling, shooting and running. Kids can improve their knowledge of the game and coordination.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
21669	S/8:30a-9:20a	CC/GYM 1-101	Staff	$75
AGES 7-9				
21670	S/9:30a-10:20a	CC/GYM 1-101	Staff	$75
AGES 10+				
21671	S/10:30a-11:20a	CC/GYM 1-101	Staff	$75

PEE WEE BASEBALL
KIDS 606

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

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-5				
21921	S/11:30a-12:20p	SOCCER/West	Staff	$75
AGES 6+				
21922	S/12:30p-1:20p	SOCCER/West	Staff	$75

PEE WEE SOCCER
KIDS 610

This is an introductory, non-competitive, skills based soccer class. Our goal is to stimulate a love for the game in very young athletes by showing them how to accelerate their own progress and success. We combine training methods to form a schedule that applies challenging drills and new techniques into game situations.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 4-6				
21931	S/9a-9:50a	SOCCER/West	Zapata Bruland	$75
GRADES 1-3				
21932	S/10a-10:50a	SOCCER/West	Zapata Bruland	$75
GRADES 4-6				
21933	S/11a-11:50a	SOCCER/West	Zapata Bruland	$75

TENNIS FOR KIDS – BEGINNING
KIDS 626

Instruction in basic skills. Students will learn forehand, backhand, serve, volley, approach shot and footwork. Bring racquet and one can of new tennis balls. Makeup classes in case of rain.

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
AGES 6-9				
21910	S/9a-9:50a	CC/Tennis Court -10	Noa	$75
AGES 10+				
21912	S/11a-11:50a	CC/Tennis Court -10	Noa	$75

TENNIS FOR KIDS - ADVANCED BEGINNING
KIDS/627

Permission needed from Instructor!

Dates: Apr 28-Jun 9; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21911	S/10a-10:50a	CC/Tennis Court -10	Staff	$75

Classes listed below are being offered at the Fullerton College Pool

WATER POLO FOR KIDS - BEGINNING
(AGES 9-14)
KIDS/669

This class is designed to provide basic instruction in the Olympic sport of Water Polo to students ages 9-14. Boys and girls will learn passing, dribbling, shooting, alternating frog kick, rules of the sport and aspects of team play. Class sessions will be in the pool. Practice games will occur after skills are learned. Must wear a suit and have some basic swimming skills. Goggles are encouraged. For additional information please read chapters found at http://fcwaterpolo.fullcoll.edu

Dates: Apr 13-Jun 23; nc May 26

CRN	DAYS	PLACE	INSTR	FEE
21726	S/8a-9:20a F/5:30p-6:50p	Pool - FC	O'Toole	$110

Kids' College

Kids' College

JOIN THE NOCE ALL-DAY SUMMER CAMP PROGRAM

FOR KIDS IN KINDERGARDEN – 6th GRADE
Your child will participate in hands-on experiential learning that explores science, technology, engineering, art, and mathematics in project-based activities.

Camp hours: Camp is from 9 a.m. to 2 p.m. with complimentary extended hours which include early drop-off that begins at 7:30 a.m. and aftercare hours that end at 5:30 p.m.

Camp rules: Children must bring a lunch and snack (no peanut or nut products). Children must be signed in and out of camp by an adult on approved list (ID required). No cell phones or electronic devices.

Camps are located at Cypress College.

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

STEAM CAMP: THE ENGINEER'S KITCHEN - MOLECULAR GASTRONOMY KIDS/3105

In this class we play with our food! Molecular gastronomy, or the science behind the cooking, is understanding the chemistry and physics of how food is cooked and using that knowledge to manipulate food preparation to create new tastes and textures. Join us as we experiment with food and create amazing treats!

Dates: Jun 11-Jun 15

CRN	DAYS	PLACE	PRICE	INSTR
31148	MTWThF/7:30a-5:30p	CYP	$165	Staff

STEAM CAMP: UNDER THE SEA MARINE ENGINEERING KIDS/3106

Wet fun for all as we explore the great mysteries of the ocean! We will enjoy ocean treats, ocean themed games, treasure hunts, sand art, and water gun wars. Campers must bring their own water guns. Our engineers participate in ocean experiments and record observations in their own engineering journal.

Dates: Jun 18-Jun 22

CRN	DAYS	PLACE	PRICE	INSTR
31146	MTWThF/7:30a-5:30p	CYP	$165	Staff

STEAM CAMP: ART BY MODERN MASTERS   KIDS/3108

Let's create modern art in the style of Andy Warhol, Jackson Polock, Robert Rauscenberg, and more. We will use various art mediums such as acrylics, tempera, and watercolors. Some of the art techniques we will learn are printmaking, action painting, and collage. Please wear old clothes or bring an apron.

Dates: Jun 25-Jun 29

CRN	DAYS	PLACE	PRICE	INSTR
31147	MTWThF/7:30a-5:30p	CYP	$165	Staff

More camps will be available in July and August

GENERAL INFORMATION

NOCE SCHEDULE SYMBOL KEY
AN ....Anaheim Campus
CC ....Cypress College
FC ....Fullerton College
CRN ....Course Registration Number
NC ....No class will be held on that date
CYP18 ....Cypress Coll Campus, NOCE 100 Bldg.
CYPTE2 ...Cypress Coll Campus, NOCE/TE2 200 Bldg.
WIL..........Wilshire Campus (Fullerton)

= Classes that are eligible for CTE Online Registration on Tuesday, March 6, 2018. See page 5 for details.

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

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

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

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

CLASS ATTENDANCE/CANCELLATIONS: Students are expected to attend all classes. If attendance drops, classes may be cancelled. Non-tuition classes may be discontinued during the term if attendance drops. Tuition classes will continue according to schedule once they have started.

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

IN-CLASS REGISTRATION: Students must attend the first meeting where in-class registration takes place or they may lose their seat to someone else. A minimum number of students must attend the first class meeting. In-class registration is on a first come, first served basis.

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

CAMPUS BOOKSTORES: Anaheim 714.808.4675; Cypress 714.484.7336; Wilshire (Fullerton) 714.992.7557

REGISTRATION LOCATIONS: No matter where the class is held, students can register at any NOCE Center: Anaheim (Second Floor), Cypress-Parking Lot 4: NOCE Cypress (Bldg 100), Wilshire (Bldg 300). **Registration is also available online at www.noce.edu.**

MINOR STUDENTS: NOCE classes are open to those 18 years or older who have been admitted to NOCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the campus Dean at the site where the class is offered prior to obtaining the required permission letter from the school that the minor student is attending. If permission to enroll is granted, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College and Teen Program classes as indicated in the course schedule.

NAME CHANGE: Students are encouraged to visit one of the NOCE Centers to change their name in the student database. Students must provide a picture ID when requesting a name change.

PARKING
A parking permit is required to park in marked spaces at all three NOCE Centers; however, a purchased parking permit does not guarantee a parking space. If you do not have a permit, you will be ticketed. An NOCE parking permit applies to any space that is marked for students or any unmarked space. Parking permits are refundable prior to the first class meeting only and must be returned to receive a refund. Please do not back into the parking space or you will be ticketed.

Parking at the NOCE Cypress Center requires a virtual parking permit enforced by license plate recognition. You may register your vehicle online at https://cypress.lprpermit.com/Internal/UserRegistration. aspx?u-NOCE and purchase a permit for the entire NOCE term or for one day. To purchase a permit online with a debit or credit card **ONLY** you will need your vehicle license plate number or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card **ONLY** at any Cypress College parking kiosk. Permits are also valid at the Anaheim Campus and Wilshire Center.

PARKING FEES: Parking is by permit only. Vehicle permits: $35; motorcycle permits: $20; both available at each NOCE Center's Admission and Registration Office. Daily permits available for $2 in parking areas. Parking permits are half-year permits that are available from Jan 1-Jun 30 OR Jul 1-Dec 31 (not six months from purchase date).

BUS PASSES: Student bus passes are available at any NOCE Center's Admission and Registration Office for students who are enrolled in a minimum of nine hours per week; 30-day passes are available for disabled and senior students; 75-day and 120-day passes are available for all students. Passes are sold year round. The Orange County Transportation Authority (OCTA) provides bus service to each of our three NOCE Centers. For more information, call 714.636.7433.

FEES
APPORTIONMENT CLASSES: These classes appear as free but are actually funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be cancelled if the attendance falls below the level needed to cover the costs of the class. There are 10 recognized areas in Title 5 that are eligible for noncredit education apportionment. NOCE offers noncredit classes in the following areas:
1. English as a Second Language
2. Citizenship for Immigrants
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. DSS (Substantial Disabilities)
6. Parenting
7. Older Adults
8. Short-Term Vocational

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

PAYING FOR CLASSES: Full payment is required at the time of registration. Cash, checks, money orders, and credit cards (MasterCard and VISA) are accepted. $25 will be charged to any students' account where a check is returned for non-sufficient funds.

HOLDS: NOCE will withhold transcripts, registration privileges, or any combination hereof from any student or former student who has failed to pay all outstanding fees (from current or previous terms) or for other administrative reasons.

REFUNDS: To receive a refund, a Refund Petition Form must be submitted at least two (2) full business days before the firstclass meeting. A $10 processing fee will be deducted from all refunds one time, per term, per student except for classes cancelled by NOCE. Refunds will be processed two weeks after the term begins. No refunds on books. Refund checks to students enrolled in the Kids' College & Teen Program will be made to the name of the student of record as required by State Education Code regulations. The only other criteria considered for refunds are circumstances in which the course differs from the way it was described in the class schedule, such as incorrect start date, time, or wrong location. You may request a credit valid for six months toward any fee-based course. Requests for credits must be submitted prior to the second class meeting of the course being dropped.

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

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

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

In accordance with FERPA, NOCE may release or publish, without the student's prior consent, items in the category of public (directory) information. The NOCCCD Board of Trustees has identified the following as public (directory) information:
- Degrees and awards received by students, including honors, scholarships, athletic awards, and Dean's List recognition;
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation for athletic team members;
- Dates of attendance.

Students who wish to restrict this information must submit a written request to the Registrar's Office at the NOCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each trimester a student is in attendance. For more information, call 714. 992.9502.

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

CATALOG RIGHTS POLICY: NOCE issues a new catalog each academic year beginning in the fall term and, if needed, subsequent addendums for the winter, spring, and summer terms. The information published in the catalog or catalog addendum is in effect for the academic year beginning with the fall term and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights, established when a student first takes classes at NOCE, protect the student from being held responsible for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous four consecutive terms, including summer, resulting in an academic record symbol of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

For example:

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

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained.

The lab enrollment in CCTR/100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights either. This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

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

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

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

Grade Appeal Policy
NOCE recognized the legal right of faculty to set standards of performance and to apply them to individiual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to formaly appeal the final grade earned. Appeals are limited to the situations in which students beleive the grade is prejudicially, capriciously, or arbitrarily assigned. Grade appeal requests should be initiated by the student during the next term but no later than one year Board Policy 4231 at 714.992.9502. For additional information, you may refer to requests should be directed to the NOCE Registrar at following the award of the orginal grade. All grade appeal

OPEN ENROLLMENT: It is the policy of the North Orange County Community College District (NOCCCCD) that, unless specifically exempted by statue, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or North Orange Continuing Education and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

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

1. Students shall not plagiarize, which is defined as:
   A. stealing or passing off as one's own ideas or words of another, or
   B. using a creative production without crediting the source.

The following cases constitute plagiarism:
- paraphrasing published material without acknowledging the source;
- making significant use of an idea or a particular arrangement of ideas, e.g. outlines;
- writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement; or
- submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as: A. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or B. misreporting or altering the data in laboratory or research projects involving the collection of data. to more than one class without approval from the second

3. Students shall not submit an original paper or project instructor. Instructors who do no accept course syllabus. previously-submitted papers should inform students in the in order to enable another student to plagiarize or cheat.

4. Students shall not furnish materials or information Instructors may deal with academic dishonesty in one or more of the following ways:
   1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
   2. Assign zero points on all or a particular paper, project, or exam.
   3. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the school. Such a report will be accompanied by supporting evidence and documentation.

See Student Conduct Policy for additional information.

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

NON-DISCRIMINATION STATEMENT: The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status, or as otherwise prohibited by state and federal statues, or because he or she is perceived to have one or more foregoing characteristics, or based on association with a person or group with one or more of these actual perceived characteristics in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

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

Name: Irma Ramos
Position: Vice Chancellor, Human Resources
Address: 1830 West Romneya Drive
            Anaheim, California 92801-1819
Telephone: 714.808.4826

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

CAMPUS SAFETY: For any emergency dial 9-1-1 from any campus phone. To reach Campus Safety or Security, call the following numbers by NOCE Center: Anaheim 714.808.4911; Cypress: 714.484.7387; Wilshire (Fullerton): 714.992.7777.

VICTIMS OF SEXUAL ASSAULT: Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the following Campus Safety and/or Security offices:
- Anaheim Campus Security: 714.808.4911
- NOCE Cypress Center
  Cypress College Campus Safety): 714.484.7387
- NOCE Wilshire Center
  (Fullerton College Campus Safety): 714.992.7777

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

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

WE'RE LOOKING FOR NEW INSTRUCTORS! DO YOU WANT TO TEACH FOR NORTH ORANGE CONTINUING EDUCATION? We are looking for new instructors for the following programs: Older Adult Classes, Kids' College, ESL, Computer Classes, Career Technical Education, and Basic Skills.

You must meet the minimum qualifications set by the State of California Chancellor's Office. For more info call 714.484.7038. If qualified, please send resume to: Dr. Karen Bautista, Dean of Instruction, NOCE Cypress Center, 9200 Valley View, Cypress, CA, 90630

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

Accrediting Commission for Schools, Western Association of Schools and Colleges
533 Airport Blvd., Suite 200, Burlingame, CA 90410
Website: www.acswasc.org

STUDENT CONDUCT POLICY

Standards of Student Conduct and Discipline Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, North Orange Continuing Education Provost, or authorized designee.

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

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

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

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

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

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

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

21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions,

authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

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

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

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

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

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

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

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

OFF-CAMPUS CONTINUING EDUCATION LOCATIONS

Register in Class!
Do not call location unless noted.

Abby Pavilion	3415 W. Ball Rd	Anah
Access California Services	631 S Brookhurst St Suite 107	Anah
Alamitos West Health Care Ctr	3902 W Katellla Ave	Los Alam
Albert Schweitzer Elem	229 S Dale Ave	Anah
Anaheim Care Cottages	9622 Katella Ave	Anah
Anaheim Crest Nurs Ctr	3067 W Orange Ave	Anah
Anaheim Crown Plaza	641 S Beach Blvd	Anah
Anaheim Healthcare Ctr	501 S Beach Blvd	Anah
Anaheim Sr Ctr	250 E Center Street	Anah
Anaheim Terrace Care Ctr	141 S Knott Ave	Anah
Anaheim VIP Ctr	1158 N Knollwood Cir	Anah
Anhm Independencia Fam Reso Ct	10841 Garza St	Anah
Baden-Powell Elem	2911 W Stonybrook Dr	Anah
Ball Junior High	1500 W. Ball Rd.	Anah
Bradford Square	1180 N Bradford Ave	Placnta
Brea Comm Ctr	500 South Sievers Avenue	Brea
Brea Sr Ctr	500 Sievers Ave	Brea
Brookdale Anaheim	200 N Dale Ave	Anah
Brookdale-Garden Manor	10200 Chapman Ave	G G
Brookdale-Yorba Linda	17803 Imperial Hwy	Y L
Buena Pk Junior High	6931 Orangethorpe Ave.	Buena Pk
Buena Pk Nurs Ctr	8520 S Western Ave	Buena Pk
Buena Pk Sr Ctr	8150 Knott Ave	Buena Pk
Buena Vista Care Ctr	1440 S Euclid Street	Anah
Cambridge Court	1621 E Commonwealth Ave	Full
Cottage of Artesia Gardens	6041 Kingman Ave	Buena Pk
Coventry Court Health Ctr	2040 S Euclid Street	Anah
Crescendo Sr Living of Pl	351 E. Palm Dr.	Placnta
Cypress Sr Citizen Ctr	9031 Grindlay St	Cypress
Easter Seals Sr Day Services	500 W Central Ave Ste A	Brea
El Camino Real High School	1351 E. Orangethorpe Avenue	Placnta
Emerald Court	1731 Medical Center Dr	Anah
Emerald Isle Sr Apartments	661 N Rose Dr	Placnta
First Christian Church Anaheim	520 W South St	Anah
Fullerton Community Ctr	340 W. Commonwealth Ave	Full
Fullerton Gardens	1510 E Commonwealth Ave	Full
Garden Grove One Stop	7077 Orangewood Ave Suite 200	G G
Good Shepherd Church	11600 Los Alamitos Blvd	Los Alam
Gordon Lane Care Ctr	1821 E Chapman Ave	Full
Happy Brea Adult Day Hth Care	596 Apollo St.	Brea
Harbor Villa Care Ctr	861 S Harbor Blvd	Anah
Harvest Retirement	9011 Knott Ave	Buena Pk
Healthcare Service Inc	Lighthouse Anaheim	Anah
Juliette Low Elem	215 N Ventura St	Anah
Karlton Residential Care Ctr	3615 W Ball Rd	Anah
Katella Sr Living Community	3952 W Katella Ave	Los Alam

General Information

Knott Ave Care Ctr	9021 Knott Ave	Buena Pk
a Habra Community Serv-Sr Ctr	101 W La Habra Blvd	La Habra
La Habra Conv Hospital	1233 W La Habra Blvd	La Habra
La Habra Villa	1100 E Whittier Blvd	La Habra
La Palma Nurs Ctr	1130 W La Palma Ave	Anah
La Palma Royale	525 W La Palma Ave	Anah
Lake Park Mobile Home - YL	3700 N Rose Dr	Y L
Leisure Court	1135 Leisure Ct	Anah
Los Alamitos Sr Ctr	10911 Oak Street	Los Alam
M L Maxwell Elem	2613 W Orange Ave	Anah
Melrose Elem	974 Melrose Ave	Placnta
Morningside of Fullerton	800 Morningside Dr	Full
Muckenthaler Cultural Ctr	1201 W Malvern Ave	Full
New Horizon	8541 W Cerritos Ave	Stanton
Palm Retirement Ctr	312 N Roosevelt Ave	Full
Park Anaheim Healthcare Ctr	3435 W Ball Rd	Anah
Park Regency Care Ctr	1770 W La Habra Blvd	La Habra
Park Regency Ret Res	1750 W La Habra Blvd	La Habra
Park Vista Assisted Living	2527 Brea Blvd	Full
Park Vista, Morningside	2525 Brea Blvd	Full
Patrick Henry Elem	1123 W Romneya Dr	Anah
Peter Marshall Elem	2627 Crescent Ave	Anah
Ponderosa Park Family Resource	2100 S Haster St	Anah
Rehab Institute So Ca	130 Laguna Rd	Full
Rio Vista Elem	310 N Rio Vista	Anah
Rowntree Gardens	12151 Dale Ave	Stanton
Ruby Dr Elem	601 Ruby Dr	Placnta
Sr Citizens Ctr - Placentia	143 S Bradford Ave	Placnta
Sr Citizens Ctr Anaheim	250 E Center St	Anah
St Boniface Church	120 N Janss St	Anah
St. Elizabeth Healthcare	2800 N Harbor Blvd	Full
Stanton Civic Ctr	7800 Katella Ave	Stanton
Sunnycrest Sr Living	1925 Sunnycrest Dr	Full
Sunrise Assisted Living, YL	4792 Lakeview Ave	Y L
Sunrise Asst Liv Fullerton	2226 North Euclid Avenue	Full
Sunrise Asst Living La Palma	5321 La Palma Ave	La Palma
Sunrise of Seal Beach	3840 Lampson Ave	Seal Beach
Terrace View Care Ctr	201 E Bastanchury Rd	Full
The Pavilion, Sunny Hills	2222 N Harbor Blvd	Fulllerton
Thomas Edison Elem	1526 E Romneya Dr	Anah
Topaz Elem	3232 Topaz Ln	Full
Valley View Gardens	11848 Valley View St	G G
Vintage of Stonehaven	5303 Stonehaven Dr	Y L
W Anah Extended Care Hospital	645 S Beach Blvd	Anah
Walnut Manor Care Ctr	891 S Walnut St	Anah
West Anaheim Sr Prog	2271 W Crescent Ave	Anah
Whitten Heights	200 W Whittier Blvd	La Habra
Whittier Glen	10615 Jordan Rd	Whittier
Whittier Hills Healthcare Ctr	10426 Bogardus Ave	Whittier
Windsong Sr Activity Ctr	1701 S Euclid St	Anah
Windsor Gardens of Fullerton	245 E Wilshire Ave	Full
Yorba Linda Church of Christ	4382 Eureka Ave	Y L
Yorba Linda Sr Ctr	4501 Casa Loma Ave	Y L

CLASS INDEX

Register Online at www.noce.edu

General Information

NOCE Cypress Center
9200 Valley View • Cypress, CA 90630
714.484.7038
Located on the south end of the
Cypress College Campus.
Park in Lot 4.
Register in Bldg. CYP18/100

NOCE Anaheim Campus
1830 W. Romneya Dr.
Anaheim, CA 92801
714.808.4645
Park on the first floor.
Register on the second floor.

NOCE Wilshire Center
315 E. Wilshire Avenue
Fullerton, CA 92832
714.992.9500
On the corner of Lemon St. & Wilshire Avenue
Register in Bldg. 300.