NOCE
NORTH ORANGE
CONTINUING EDUCATION

2025/26 CATALOG

Welcome to the 2025/26 Academic Year Catalog for North Orange Continuing Education

Dear Students,
It is with great joy and enthusiasm that I welcome you to another exciting year at North Orange Continuing Education (NOCE). As we embark on this new academic year, we are thrilled to offer you an array of programs and services designed to support and enrich your educational journey.

Whether you're here to learn English as a second language, prepare for citizenship, earn your high school diploma or GED, or explore our diverse community services, we are dedicated to providing you with the resources and support you need to succeed. Our instructional programs are crafted to empower you with knowledge and skills, and our commitment to excellence ensures that you receive the best educational experience possible.

At NOCE, we believe that every student deserves access to a range of supportive services. That's why we offer free counseling, assistance with basic needs, safe spaces, scholarships, and more. Our Disability Support Services are here to ensure that everyone can thrive, and our Emeritus programs provide enriching learning experiences for our valued senior learners.

We are more than just an educational institution; we are a community committed to your success and well-being. Our dedicated staff is here to support you every step of the way, and we encourage you to take full advantage of the resources available to you.

Thank you for being a part of the NOCE family. Together, we look forward to a year of growth, learning, and achievement. See you in class!

Warmest regards,

Valentina Purtell
President, North Orange Continuing Education

MISSION

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

VISION

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

VALUES

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

NOCE INSTITUTIONAL STUDENT LEARNING OUTCOMES

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

1. Empowerment to be lifelong learners. Students can demonstrate the confidence and courage to learn how to learn as well as appropriate research, study, inquiry and goal-setting skills.

2. The ability to function effectively within their community. Students demonstrate appropriate effective interpersonal communication, critical thinking, and problem solving skills as well as an understanding of the value of diversity.

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CATALOG

2025/2026

North Orange Continuing Education

North Orange County Community College District

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North Orange Continuing Education (NOCE) is fully accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges. For more information, please contact, Accrediting Commission for Schools, Western Association of Schools and Colleges, 533 Airport Blvd., Suite 200, Burlingame, California 90410.
www.acswasc.org

TABLE OF CONTENTS

- NOCE Mission, Vision & Values 4
- Policies and Procedures 5
  - Absences 5
  - Academic Honesty 5
  - Artificial Intelligence (AI) Tools 6
  - Disciplinary Dismissal 7
  - Family Educational Rights and Privacy Act (FERPA) and Release of Student Records 7
  - High School Diploma Credits and Transfer 8
  - Non-Discrimination Statement 8
  - Sexual Harassment, Drug-Free and Alcohol-Free District Policies 8
  - Student Code of Conduct Policy 9
  - Student Responsibilities 10
  - Victims of Sexual Assault/Campus Safety Contact Information 10
- NOCE Catalog Rights 10
- Grading System 12
- Admissions/Registration Procedures 13
- Student Support Services 19
  - Adult College and Career Transitions (ACCT) Program 19
  - CalWORKs 19
  - Career Center/Planning 20
  - Career Skills and Resource Lab 20
  - Counseling and Student Services 21
  - Disability Support Services 22
  - ESL Student Support Center 27
  - Scholarships & Aid 28
  - Student Resources 30
- Instructional Support Services, Open Labs 31
- Standard Definitions 32

NOCE Noncredit Education Programs 34

Career Development and College Preparation (CDCP) Certificate Programs 37

- Basic Skills 39
  - GED/HiSET Test Preparation 39
  - Braille Transcribing 40
    - Braille Transcribing 40
  - Business 40
    - Administrative Professional 40
    - Bookkeeping 40
    - Business Information Worker I 41
    - Business Information Worker II 41
    - Classroom Essentials for Program Success 41
    - Customer Relations 42
    - Entrepreneurship 44
    - Human Resource Assistant 45
    - Management Program 46
    - Office Assistant, Introduction 48
    - Office Assistant, Advanced 50

College Preparation 53

- College Preparation, Math Skills 1 53
- College Preparation, Math Skills 2 54
- College Preparation, Math Skills 3 55

Computers 56

- Advanced Office Applications Program 56
- Fundamental Computer Concepts & Skills Program 56
- Google IT Support Professional Pre-Apprenticeship 56
- Office Application Essentials Program 57

Construction 57

- Electrical Technology 57

Early Childhood Education 59

- ECE Preschool Assistant Teacher 59
- ECE Preschool Teacher 60
- ECE Infant Care Teacher 62
- ECE Preschool Director 63

English as a Second Language 65

- ESL College Success Skills 66
- ESL Employment Preparation Part A 67
- ESL Employment Preparation Part B 67
- ESL for Academic Success I 68
- ESL for Academic Success II 69
- ESL for Community Involvement, Beginning 69
- ESL for Community Involvement, Intermediate to Advanced 70
- ESL for the Arts 71
- ESL for Workforce Preparation, Advanced 72
- ESL for Workforce Preparation, Intermediate 73
- ESL Fundamentals 73
- ESL Grammar Review 73
- ESL Integrated Skills, Advanced 74
- ESL Integrated Skills, Beginning High 75
- ESL Integrated Skills, Beginning Literacy 76

ESL Integrated Skills, Beginning Low 77
ESL Integrated Skills, Intermediate High 78
ESL Integrated Skills, Intermediate Low 79
ESL Multiskills 80
ESL Oral Communication Skills 80
ESL Precollege Reading and Writing, Intermediate 80
ESL Reading and Writing Skills, Beginning 81
ESL Reading and Writing Skills, Intermediate to Advanced 81
ESL Skill Review Beginning Literacy 82
ESL Skill Review Beginning Low 83
ESL Skill Review Beginning High 84
ESL Skill Review Intermediate Low 85
ESL Skill Review, Advanced 86
ESL Skill Review Intermediate High 87
ESL Speaking Skills, Beginning 88
ESL Speaking Skills, Intermediate to Advanced 88
ESL Specialty Courses, Beginning 89
ESL Specialty Courses, Intermediate to Advanced 90
ESL Vocabulary Review 92
ESL Work Readiness 92
ESL Written Communication Skills 93
Workplace Vocational English as a Second Language: Administrative Assistant 93
Workplace Vocational English as a Second Language: Early Childhood Education 94
Workplace Vocational English as a Second Language: Electricity and Construction 94
Workplace Vocational English as a Second Language: Pharmacy Technician 95
Funeral Service 95
Funeral Service Assistant 95
Medical 97
Medical Assistant 97
Personal Care Aide 99
Pharmacy Technician – Entry Level 100
Pharmacy Technician – Registration Level 103
Pharmacy Technician – Advanced Level 105
Quality Assurance Management for Medical Devices 107
Workforce Preparation 109
Career Exploration: Animal Care Industry 109
Career Exploration: Career Paths in the Restaurant Industry 110
Career Exploration: Child Care Industry 110
Career Exploration: Digital Marketing 111
Career Exploration: Food Service Industry 112
Career Exploration: Guest Services 112
Career Exploration: Healthcare Workers 113
Career Exploration: Orientation to College and Survey of Career Fields 113
Career Exploration: Retail and Customer Services Skills 114
Career Exploration: Workplace Technology Essentials 115
High School Diploma Program (HSDP) 116
North Orange County Regional Consortium (NOCRC) 121
Course Descriptions 122
Adult Basic Education (ABE) 123
Adult Basic Education (ABED) 123
Adult Education Block Grant (AEBG) 124
Arts & Crafts (ARTC) 124
Business (BUSN) 125
Business Accounting (BUSA) 126
Business Management - NOCE (BMGR) 127
Career Planning (CRPL) 127
Clothing (CC) 127
Computer (COMP) 129
Computer Information Systems and Technology (CIST) 130
Computer Internet (CCTR) 131
Construction (CONS) 131
Consumer Ed (CNED) 131
Cooking (FN) 131
Creative Arts (CRAE) 131
Dance-NOCE (DAN) 132
Digital (DIG) 133
Disability Support Services (DSPS) 136
Disability Support Services (DSSS) 136
Early Childhood Education (ECE) 139
Early Childhood Education (ECED) 139
Educational Enrichment (EDEN) 140
Electrical (ELET) 140
Emeritus (EMER) 141
English/Communications (ENCO) 142
Entrepreneurship (ENTR) 143
ESL Classes (ESLA) 143
ESL Ed Planning (ESLW) 148
ESL Mirrored Couse (ESLM) 148

Financial (FINC) 148
Fitness (FITN) 149
Funeral Service - NOCE (FSRV) 150
Health (HLTH) 151
Hospitality Management (HOSM) 152
Human Resource Management (HRMA) 152
Individual High School Subjcts (IHSS) 152
Kids College (KIDS) 155
Language (LANG) 169
Medical Assisting (MEDA) 170
Medical Occupations (MEDO) 171
Medical Occupations-Clerical (MEOC) 171
Microsoft (MS) 172
Music - NOCE (MUSC) 172
Office Technician (OTEC) 173
Parenting (PARN) 175
Pharmacy Technician (PTEC) 178
Photography (FOTO) 179
Quality Assurance Medical Devices (QAMD) 180
Safety (SAFE) 180
Sign Language (SIGN) 180
Workforce Preparation (WFPR) 180
Organizational Structure 183
Notice to Students 186
Acknowledgements 186
Index 187

NOCE Mission, Vision & Values

NOCE Mission Statement

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

NOCE Vision Statement

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

NOCE Core Values

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

Who We Are

North Orange Continuing Education (NOCE) has been serving the community since 1973 with free, noncredit educational programs and services to empower our community. Students enroll in NOCE's noncredit programs to enhance basic skills, gain employable skills, prepare for credit courses, for self#sufficiency or to enhance civic participation. Noncredit programs offered at NOCE include adult basic skills (High School Diploma and Literacy Programs), English as a Second Language (ESL), U.S. citizenship, parenting, older adults, short#term vocational, and programs for adults with disabilities.

Tuition-free noncredit career certificates include the areas of administrative professional, bookkeeping, braille transcribing, early childhood education, electrical technology, funeral service assistant, Google IT Support, human resources, management, medical assistant, personal care aide, pharmacy technician, and quality assurance for medical devices.

Who We Serve

NOCE serves more than 15,000 students annually, ranging from preschoolers to seniors, online and at three Center locations in Anaheim, Cypress, and Wilshire (Fullerton) as well as over 75+ community-based locations in partnership with K12 schools, churches, community centers, senior centers, skilled nursing facilities and rehabilitation centers. NOCE is proudly accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges. NOCE is a stand-alone institution, serving as the noncredit arm of the North Orange County Community College District, which also includes credit-based Cypress College and Fullerton College. Part of the California Community College System, all NOCE courses are approved by the state of California.

History of NOCE

Prior to the creation of the present North Orange County Community College District (NOCCCD), adult education classes were administered by the Fullerton Junior College District. Forty#eight students were enrolled in 1930 which, based on attendance records housed at the NOCE Student Records Office, included classes in gymnasium, swimming, machine shop, engineering, art/metal working, Spanish, wood turning, typing, bookkeeping, commercial French, commercial Spanish, accounting, welding, commercial law, lip reading, and college shorthand. NOCCCD was created in the mid#1960's and included adult education. Anaheim Union High School District (AUHSD) also had an adult education program and for a number of years the two programs operated simultaneously. In 1972/73, NOCCCD absorbed the AUHSD program. Since then, noncredit enrollments have continued to grow, thus proving that there is a need for noncredit education in North Orange County. In 1998, the NOCCCD Board of Trustees renamed adult education to NOCCCD School of Continuing Education and in 2017, renamed the institution to North Orange Continuing Education (NOCE).

North Orange Continuing Education (NOCE) is fully accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges.

Why is Accreditation Important?

The Accrediting Commission for Schools (ACS), Western Association of Schools and Colleges (WASC) approves all NOCE programs and classes. Being an accredited institution means that all NOCE courses are approved by the state of California.

- ACS WASC accreditation validates student transcripts and provides for the smooth transfer of credits from school to school.
- ACS WASC accreditation opens the door for acceptance into most colleges and universities.
- ACS WASC accreditation is necessary for applications to certain scholarship programs.
- ACS WASC accreditation is necessary for certain post-high school work applications.
- ACS WASC accreditation provides additional benefits for students planning to enter the United States military.
- For more information, students are invited to visit the Accreditation page of the NOCE website: noce.edu/about/accreditation.

For More Information about ACS WASC:

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

For more information regarding NOCE's accreditation, please visit noce.edu/accreditation or contact accreditation chairs Tina

McClurkin at tmcclurkin@noce.edu (tmcclurkin@noce.edu)or Julie Schoepf at jschoepf@noce.edu.

Student Learning Outcomes

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

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

Policies and Procedures

Procedures and policies play a vital role in ensuring a smooth and transparent experience for NOCE students. These guidelines provide a structured framework for communicating any changes that may occur during a student's enrollment.

By adhering to these policies, NOCE aims to create an inclusive and supportive learning environment that empowers students to make informed decisions about their education and enables them to achieve their academic goals successfully.

- Absences
- Academic Honesty
- Artificial Intelligence (AI) Tools
- Disciplinary Dismissal
- Family Educational Rights and Privacy Act (FERPA) and Release of Student Records
- High School Diploma Credits and Transfers
- Non-Discrimination Statement
- Sexual Harassment, Drug-Free and Alcohol-Free District Policies
- Student Code of Conduct Policy
- Student Responsibilities
- Victims of Sexual Assault/Campus Safety Contact Information

Absences

By the direction of the Chancellor of the California Community Colleges, attendance shall be taken at all class sessions. Regular attendance is expected of every student. Attendance at the first class meeting is strongly recommended because of enrollment demands. If a student does not attend the first class meeting the instructor may drop them from the course.

While an instructor may drop a student for excessive absences, it is the student's responsibility to officially drop the class by visiting one of the Admissions and Registration offices, located at each NOCE Center, or online by logging onto MyGateway at noce.edu/mygateway.

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**:
    - stealing or passing off as one's own the ideas or words of another or,
    - 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 particular arrangement of ideas, e.g., outlines,
- writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement, or
- submitting under one's own name term papers or other reports which have been prepared by others.

2. **Students shall not cheat, which is defined as:**
   - using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
   - misreporting or altering the data in laboratory or research projects involving the collection of data.
3. **Students shall not submit an original paper or project to more than one class without approval from the second instructor.** Instructors who do not accept previously- submitted papers should inform students in the course syllabus,
4. **Instructors may deal with academic dishonesty in one or more of the following way**s:
   - Assign an appropriate academic penalty such as an oral reprimand or point reduction.
   - Assign zero points on all or a particular paper, project, or exam.
   - 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.

Artificial Intelligence (AI) Tools

Guidelines on the Use of Generative AI Tools

At North Orange Continuing Education (NOCE), we recognize the transformative potential of Artificial Intelligence (AI) while also acknowledging the complexities it introduces across different fields of study. As we navigate an evolving technological landscape, our commitment remains to enhance learning, creativity, and productivity in ways that align with our diverse academic disciplines and pedagogical values. While AI presents opportunities to streamline processes and expand innovative possibilities, we also understand the importance of fostering independent critical thinking, ethical AI usage, and discipline-specific approaches to learning. Our goal is to engage in an open dialogue about AI's role in education—embracing its benefits where appropriate while addressing its challenges with thoughtful consideration.

We believe AI can be a powerful tool to augment, not replace, human ingenuity. Our approach centers around integrating AI responsibly into the tools and platforms our community already uses while recognizing the ways its improper or unauthorized usage can hinder or harm student achievement and success. By doing so, we aim to empower students, faculty, and staff to enhance their work, reduce repetitive tasks, and allow more time for meaningful innovation and creativity.

As we advance, AI must be used with respect to academic honesty, academic freedom, student data privacy, and intellectual property rights. We commit to using AI in ways that safeguard the work of our creators, protect individual privacy, and maintain transparency in how AI is applied across campus.

Instructor Autonomy and Course Policies

Instructors are experts in their discipline and responsible for what is taught, appropriate pedagogies, and assessment methodologies. Instructors have the academic freedom to establish policies regarding the use of AI in their courses. AI is defined as any computer systems or algorithms that imitate intelligent human behavior. These policies may allow or restrict certain or all uses of AI tools and should be clearly outlined in the course syllabus and communicated to students. If students are unclear about the AI policies in a course, they are encouraged to seek clarification from their instructor.

Student Responsibility and AI Use

Students are expected to review each class syllabus for information or policies on the use of AI tools. The use of AI may hinder student success and should not be a substitute for the student's original written work. Specifically, employing AI tools to largely or partially complete an assignment or exam (such as by inputting exam or assignment questions) is prohibited. Students must acknowledge when they use AI in any way and should disclose its use if they are uncertain.

Disclosure and Academic Honesty

If allowed, students are expected to use AI tools ethically and responsibly to enhance their learning experience without compromising academic honesty. AI should be seen as a supplemental resource to assist with idea generation, grammar corrections, or research organization, but not as a substitute for a student's original thought, problem-solving, critical analysis, or creative work. Misusing AI tools to complete assignments without proper attribution or understanding undermines the educational process and violates the principles of honesty and integrity in academia. Failing to disclose AI assistance may be considered a violation of the North Orange Continuing Education Academic Honesty policy or BP/AP 5500 Standards of Student Conduct. For information on proper citation, students can visit How to Cite Chat GPT.

Student Safety

When using AI tools, students must prioritize the security of their personal information and data. Avoid sharing sensitive information with AI systems and ensure the platforms comply with data privacy regulations.

Ethical Considerations

Students and faculty are encouraged to consider the ethical implications of AI. There are significant limitations and risks associated with its use, misuse, and overuse, such as issues of incorrect information, hallucination, bias, fairness, transparency, plagiarism, unauthorized use, and sustainability. As North Orange Continuing Education explores the uses of AI, users should also acknowledge its environmental impact, particularly in energy consumption and computing resources.

Monitoring and Future Updates

North Orange Continuing Education will continue to monitor the evolving landscape of AI technology and its implications for academic honesty. This policy will be reviewed and updated as necessary, and faculty, students,

and staff are encouraged to provide input on the effective use of AI tools in educational settings.

North Orange Continuing Education is committed to harnessing the innovative potential of AI to enhance our students' educational experience. We believe that AI can be a valuable tool for learning and discovery when used responsibly. Our faculty and administration are working together to ensure that AI tools are integrated in a way that supports academic honesty, promotes critical thinking, and fosters a positive learning environment.

Disciplinary Dismissal

The standards of student conduct and disciplinary action for violation of Board Policy 5500 are drawn in compliance with 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 law(s). 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. For additional information on disciplinary dismissal, you may refer to Board Policy 5500 at noce.edu/policies.

Family Educational Rights and Privacy Act (FERPA) and Release of Student Records

What is FERPA?

The **F**amily **E**ducational **R**ights and **P**rivacy **A**ct of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs:

1. The release of these records (known as education records) maintained by an educational institution and
2. Access to these records.

This law applies to K-12 as well as post-secondary education.

Who must comply with FERPA?

Any educational institution (school or other entity that provides educational services and is attended by students) and educational agency (entity that administers schools directly linked to it) that receives funds under any program administered by the U.S. Secretary of Education.

What rights does FERPA provide for students?

- Right to inspect and review their education records.
- Right to request to amend their education records.
- The right to limit disclosure of some "personally identifiable information" (information that would directly identify the student or make the student's identity easily traceable) is known as directory information.
- Students who wish to restrict this information must submit a written request to the Director of Admission and Records, NOCE Registrar's Office at the NOCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each term a student is in attendance. For more information, call (714) 992-9502.

What does FERPA require for educational institutions to be in compliance?

- Notify students annually. Schools must notify students of their rights on an annual basis. There is no specific method that schools must use to notify students; it is up to the institution. The notice must take a form that is "reasonably likely" to notify students. Recommended and most frequently used ways include:
  - Student bulletin, handbook, or catalog
  - School or local newspaper
  - Student registration packet
- Protect students' rights to inspect and review their education records.
- Protect students' rights to request to amend their education records.
- Protect students' rights to limit disclosure of personally identifiable information contained in education records.
- Ensure that third parties do not redisclose personally identifiable information (except under a few circumstances).
- Keep records of requests for and disclosures of student education records in limited situations

Who has FERPA rights at the postsecondary level?

- A student "in attendance" (regardless of age) and former students.
- Student applies to all students attending – including continuing education students, students auditing a class, distance education students, and high school students enrolled in college.
- Attendance applies to and is determined by the institution. If the institution has not defined when a student is "in attendance" that date becomes the day the student first attends a class at the institution.

What is considered Directory Information?

Student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student. (NOCCCD BP 5040 effective April 2009)

- Students who wish to restrict this information must submit a written request to the Director of Admission and Records, NOCE Registrar's Office at the NOCE Wilshire Center. Requests must be filed within 15 calendar days from the beginning of each term a student is in attendance. For more information, call (714) 992-9502.

High School Diploma Credits and Transfer

High School Diploma Credits

Prior to April 2010, continuing and returning students were provided the option to earn a diploma under the previous 185 credit requirement or current 160 credit requirement. Effective the 2012 Fall Term, variable credits can be assigned to new, matriculated students enrolling on or after the 2012 Fall Term. Variable credits will not be an option for continuing and returning students enrolled prior to 2012 Fall Term. Variable credits will not be an option for the distance education diploma courses in the High School Diploma Program.

High School Diploma Program Transfer Policy

Diploma students enrolled in one of the NOCE high school labs must commit to completing their diploma studies at their enrolled lab. The High School Diploma Program administrative staff may consider transfer requests that are critical such as a legal reason for attending a different lab/center/site and/or attempting to earn a diploma at the center/site they enrolled in for other academic programs such as credit (college) and/or certificate courses. Diploma students having a critical reason for their request to transfer may contact the NOCE Associate Dean I for Basic Skills after informing his/her High School Diploma Program instructor and/or counselor.

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 of the 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 College. Discrimination on the basis of sex or gender also includes sexual harassment.

Sexual Harassment, Drug-Free and Alcohol-Free District Policies

For a copy of these policies, please refer to the NOCE website at noce.edu/policies.

Student Code of Conduct Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were originally approved by the NOCCCD Board of Trustees on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 76034, 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,
12. section 11014.5.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 by which all students are informed of the rules and regulations governing student behavior.

Victims of Sexual Assault/Campus Safety Contact Information

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 a Campus Safety Security office. For any emergency dial 9-1-1. To reach Campus Safety, call the following numbers by NOCE Center:

- Anaheim Campus Safety: (714) 808-4911
- NOCE Cypress Center (Cypress College Campus Safety): (714) 484-7387
- NOCE Wilshire Center (Fullerton College Campus Safety): (714) 992-7777

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

NOCCCD Title IX Officer:
Irma Ramos
Vice Chancellor, Human Resources
1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: (714) 808-4826

NOCE Title IX Coordinator:
Martha Gutierrez
Vice President, Student Services
1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: (714) 808-4660
E-mail: mgutierrez@noce.edu

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. For a copy of Title IX policies, please refer to the NOCE website at noce.edu/titleix

Except as may otherwise be required by law, all inquiries will be maintained in confidence. For more information on campus Safety, please refer to the NOCE website at noce.edu/safety

NOCE Catalog Rights

North Orange Continuing Education (NOCE) issues a new catalog each academic year beginning in the fall semester and, if needed, subsequent addendums for the spring semester, and summer term. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the fall semester 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 for additional program requirements that may be added to a later catalog.

Maintaining Catalog Rights

North Orange Continuing Education (NOCE) issues a new catalog each academic year beginning in the fall semester and, if needed, subsequent addendums for the spring and summer terms. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the fall semester 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 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 consecutive terms, including summer, resulting in an academic record 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 enrollment in the following terms:	Must enroll in the following term to maintain catalog rights
Fall	Spring & Summer	Fall
Spring	Summer & Fall	Spring
Summer	Fall & Spring	Summer

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 WFPR 100 Career Skills and Resource Lab, or WFPR 101 Virtual Career Skills and Resource Lab, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution nor course challenges do not maintain catalog rights.

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

Medical Leave of Absence

Students may file a Petition for Exception for a medical leave of absence when there is appropriate evidence the student was unable to attend classes for an extended period of time to maintain Catalog Rights, as stated in the Catalog Rights Policy published in the school catalog. Students should contact Students may visit any of our three Admissions and Records Offices (noce.edu/admission-records) to file a petition within one year of leaving the last term they were in continuous enrollment. The petition will be reviewed and considered for approval based solely upon the following:

Documentation is required to show the student's inability to attend during the terms in which the student was not in attendance. Appropriate evidence should include, but not limited to, physician recommendations or other supporting documentation that is dated and on official organization letterhead.

A student who withdraws due to an approved Medical Leave of Absence will receive a NG (Not Graded) notation on their academic transcript for any classes that they were unable to complete due to medical leave. Any outstanding fees or tuition associated with the course will remain due and payable.

This review is on a case-by-case basis and extended medical leave should be noted on the petition if the student will miss more than two consecutive terms. A student has up to one year after leaving to petition for Medical Leave of Absence to preserve their catalog rights.

Eligibility applies only to the enrolled student.

Excused Withdrawal

Students may request an academic Excused Withdrawal for circumstances that are reasonably beyond the control of the student, causing them to be unable to attend classes or complete the term. Circumstances include, but are not limited to, the following:

1. medical emergency, accident, serious illness, or non#elective surgery for self or member of the immediate family;
2. personal emergency or hardship situation such as assault or domestic violence, loss of job or job transfer, family or childcare dependency crisis, or death of an immediate family member;
3. active military duty.

Students should contact the NOCE Records' Office at (714) 992-9500 to file a petition. A student who is approved for an excused withdrawal will receive an EW (excused withdrawal) notation on their transcript for any classes that they were unable to complete, or a MW (military withdrawal) due to active military service. Any fees or tuition associated with the course will be refunded.

(Title 5, Section 55024)

Military Leave of Absence

Students who are called to active duty may submit a Petition for Exception for a Military Leave of Absence to maintain their catalog rights. Students may visit any of our three Admissions and Records Offices (noce.edu/admission-records) to file a petition.

A student who withdraws due to Military Leave of Absence service will receive a MW (military withdrawal) notation on their academic transcript for any classes that they were unable to complete due to service. Any fees or tuition associated with the course will be refunded.

Students will retain their catalog rights and enrollment status if they return within one year of release from military service. For the purposes of maintaining catalog rights and enrollment status, any release from military service, other than a dishonorable release, will be accepted. The student must contact the Director of Admission and Records in the Registrar's Office to provide appropriate documentation upon return from service.

(Section 824 of the Military and Veterans Code)

Grading System

The Grade Point Average (GPA) is the total completed grade points divided by the total attempted credit amount. In general, most noncredit courses are not graded, however, North Orange Continuing Education has two areas where students are awarded an evaluative symbol at the conclusion of the course; High School Diploma courses and courses in the category of Career Development and College Preparation (CDCP).

Grading for High School Diploma

Student performance in High School Diploma Programs courses is indicated below. Grades which carry point value, and which are used in determining the grade point average (GPA), are as follows:

High School Academic Grading Scale

A — Excellent	4 grade points
B — Good	3 grade points
C — Average	2 grade points
D — Below Average	1 grade point
NG — Not Graded	0 grade points

The GPA is the total completed grade points divided by the total attempted credit amount.

GED/HiSET Academic Grading Scale

P — Pass Satisfactory, C or better	0 grade points
SP — Satisfactory Progress	0 grade points
NS — No Show	0 grade points

College Prep Academic Grading Scale

P — Pass Satisfactory, C or better	0 grade points
NS — No Show	0 grade points

Credits Indicated by the Below Evaluative Symbols Are Not Counted Toward GPA

P — Pass Satisfactory, C or better	0 grade points
F — Fail	0 grade points
NP — No Pass	0 grade points
CR — Credit	0 grade points
NC — No Credit	0 grade points
IP — In Progress	0 grade points
NG — Not Graded	0 grade points
U — Ungraded	0 grade points
NS — No Show	0 grade points

The GPA is the total completed grade points divided by the total attempted credit amount. In general, most noncredit courses are not graded, however, the North Orange Continuing Education has two areas where students are awarded an evaluative symbol at the conclusion of the course; High School Diploma courses and courses in the category of Career Development and College Preparation (CDCP).

Grading for Career Development and College Preparation Courses

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. A CDCP course is a course that is part of a sequence of courses resulting in a noncredit certificate. They are offered in the areas of short-term vocational or workforce preparation, basic skills, and English as a Second Language. The following grading system is used, although not all of the grades below are used by all of the CDCP programs.

CDCP Grading Scale

P — Pass	0 grade points
NP — No Pass	0 grade points
SP — Satisfactory Progress	0 grade points
W — Withdrawal	0 grade points

Students enrolled in a Career Technical Education (CTE) Program course are advised that if they do not wish to be graded, they must drop the course prior to the eighth hour of instruction. While an instructor may drop a student for excessive absences, it is the student's responsibility to officially withdraw from a class. If a student withdraws after the eighth hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course after the start of the final quarter of the course.

Auditing Classes

If a student has received a passing grade in a pharmacy technician or a medical assistant course and wishes to repeat the course, the student should submit an audit request form to the Associate Dean I for Career Technical Education. For more information about auditing a pharmacy technician or medical assistant course, please contact (714) 808-4915.

Grade Appeal Policy

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

Grade appeal requests should be initiated by the student during the next term but no later than one year following the award of the original grade. All grade appeal requests should be directed to the NOCE Registrar at 714.992.9502. For additional information, you may refer to Board Policy 4231.

Grade appeal request forms can be found online at noce.edu/records.

Course Repetition

No limits are imposed on the repetition of most noncredit courses. However, in the case of special noncredit courses, such as those for

students with disabilities, restrictions on repeatability may be imposed when students are judged to have met the objectives of a course and/or are no longer making measurable progress. For additional information, you may refer to Board Policy 4225 at noce.edu/policies.

Course Substitution

A request for a Course Substitution may be discussed with the CTE department.

Credit by Exam

The purpose of Credit by Examination is to allow credit for prior or advanced knowledge of class material by the student. Currently, enrolled students may be permitted to obtain Credit by Examination in subject areas in which they are specially qualified through previous training or experience for which credit has not previously been given. Examinations will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as a student who successfully completes the course. Only those courses approved for Credit by Examination will be eligible. Students may discuss Credit by Exam with the CTE department or for additional information, refer to Board Policy 4235 at noce.edu/policies.

Admissions/Registration Procedures

Admission to Classes

Students are admitted on a first-come, first-served basis. 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)". 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. **Tuition-Free Classes:** Students must attend the first day of class or they will lose their seat to a petitioning student.

Student Status

New Students

New students are those who have never attended classes at NOCE.

Continuing Students

Continuing students are those students who are currently enrolled and have not missed more than two consecutive semesters.

Returning Students

Returning students are those students who previously attended classes at NOCE yet did not re-enroll after missing two consecutive semesters.

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 their high school may be permitted to attend under special circumstances. It is advisable to contact the NOCE Site Administors at the site where the class is offered prior to obtaining the required permission letter from the school that the minor 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 are not permitted to attend adult classes.

International F-1 and M-1 Visa Students

Students with F-1 and M-1 Visa status are unable to register for NOCE classes.

NOCE is considered a publicly-funded adult education program by the federal government. The law prohibits publicly-funded adult education programs from enrolling students with F-1 and M-1 Visa status. This is according to the Code of Federal Regulations, Title 8 CFR Part 22 Section 214.2 (f).

Please be advised that NOCE is not authorized as a Student and Exchange Visitor Program (SEVP). Please see certified schools and programs eligible to enroll F-1 and M-1 students in the United States at the Department of Homeland Security website: https://studyinthestates.dhs.gov/school-search.

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.

Student Identification Policy

Students are required to show a valid form of identification to obtain any form of non-directory information. Valid forms of identification accepted by NOCE include:

- State-issued driver's license,
- State-issued identification card, or
- A government identification with photo issued by the U.S. or other countries.

For additional information on what is considered non-directory information, you may refer to Board Policy 5040 at noce.edu/policies.

Campus Locations

Anaheim Campus
1830 West Romneya Drive
Anaheim, California 92801
Campus: (714) 808-4645
StarHelp: (714) 808-4679 or starhelp@noce.edu

NOCE Cypress Center
9200 Valley View Street, Bldg 18
Cypress, California 90630
Campus: (714) 484-7038
StarHelp: (714) 808-4679 or starhelp@noce.edu

NOCE Wilshire Center
315 East Wilshire Avenue
Fullerton, California 92832
Campus: (714) 992-9500
StarHelp: (714) 808-4679 or starhelp@noce.edu

Additional classes are offered at many community-based locations throughout North Orange County. For specific locations, please refer to the current class schedule at www.noce.edu/schedule.

Registration Locations

No matter where the class is held, students can register at any of the three NOCE Centers:

- **Anaheim Campus:** Second Floor
- **Cypress Center:** Building 18, off Parking Lot 4
- **Wilshire Center:** Building 300

Registration is also available online at noce.edu/apply or through MyGateway at noce.edu/mygateway.

Open Enrollment

It is the policy of NOCCCD that, unless specifically exempted by statute, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or NOCE 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.

In-Class Registration

Students must attend the first meeting where in-class registration takes place or they may lose their seat to another student. A minimum number of students must attend the first class meeting to ensure the required enrollment is met. In-class registration is on a first-come, first-served basis, however, students enrolling in a open-entry/open exit class may enter and register in the class at any time.

Class Attendance/Cancellations

Students are expected to attend all classes. Classes may be discontinued during the term if attendance drops.

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-Person Attendance:**
  - **ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY** to secure your place in class.
  - If you are not in class ONE HOUR after the scheduled starting time, your spot could be reassigned to a student on the waitlist. Students on the waitlist should attend the first class. Regular attendance is expected of every student.
  - No student will be allowed to enroll in a class after the second week of the class.
- **Online Attendance**
  - **FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class.
  - If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course. Regular attendance is expected of every student. For classes that are five weeks in length or less, no student will be allowed to enroll in a class after the first week of the class.
  - For classes that are six weeks in length or more, no student will be allowed to enroll in a class after the second week of the class

Holds

NOCE will withhold, registration privileges, from any student or former student who has failed to pay all outstanding fees (from current or previous terms) or for other administrative reasons.

Waitlist Procedure

Students may add themselves to the waitlist through myGateway.

Go to “Registration Tools” and click “Add/Drop Classes”. Make sure to select “Waitlist” and then click “Confirm Your Choices” to be added. Students adding to the waitlist are not guaranteed enrollment into any class and must meet all registration requirements.

- The waitlist process is only valid through the end of the first week of the class. During the 2nd week of classes students still interested in adding a closed class must contact StarHelp at 714.808.4679 or e-mail starhelp@noce.edu.

- Through the first week of classes, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat.
- If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.

Additional Seats for Special Programs

To promote matriculation for students in certain Career Technical Education Programs, additional seats may be reserved for students who have declared their intent to complete a program. At this time Pharmacy Technician Program students may declare their intent to complete the program by returning a declaration form to the Admissions and Records Office. Pharmacy Technician Program students who return this form at least five (5) business days prior to the start of registration will be eligible for additional seats during registration in the following classes: PTEC 110 Pharmaceutical Mathematics and PTEC 125 Human Relations for Healthcare Workers.

Book Information

NOCCCD bookstores offer textbooks and supplies which are available for purchase, in addition to supplemental educational materials and supplies. Books and supplies can be purchased at the following bookstores:

Cypress College Bookstore
9200 Valley View Street, Bldg 20
Cypress, California 90630
(714) 484-7336
or online at www.cypresscollege.edu/bookstore

Fullerton College Bookstore
330 East Chapman Avenue
2000 Bldg., 1st Floor
Fullerton, California 92832
(714) 922-7008
or online at noce.edu/textbooks

We recommend you call and confirm the hours of operation to ensure they are open during the time you plan to make your purchase.

Refund Policy

To receive a refund, a Refund Petition Form must be submitted at least two (2) full business days before the first-class meeting. A $10 processing fee will be deducted from all refunds one time, per term, per student except for classes cancelled by NOCE. Refunds will be processed two weeks after the term begins. No refunds on books or materials. Approved refunds will be placed back on the credit card used when the original payment was made. Please allow 3 - 4 days for the refund to show on your credit card statement.

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.

Parking Information/Fees

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. The purchase of one NOCE parking permit will be accepted at all District campuses. 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. **Do not back into the parking space or you will be ticketed**.

- DMV disabled person placard holders are permitted to park in disabled parking, or any other student or staff space, but must also purchase an NOCE parking permit.

- **Parking is by permit only**, available at each NOCE Center's Admission and Registration Office (A&R Office).
  - Vehicle permits: $40
  - Vehicle permits during summer at Cypress: $20
  - Motorcycle permits: $20
  - Daily permits are available for $3 in parking areas.

- **Parking Permit Locations and Dates**
  - For **Anaheim Campus** - Permits can be purchased at A&R Office - 2nd Floor Lobby.
    - Spring & Part of Summer: January 1 - June 30
    - Part of Summer & Fall: July 1 - December 31
    - Parking permits are valid for a set period of time (Jan 1-Jun 30 or Jul 1-Dec 31), and not six months from the date of purchase.
  - For **Cypress Center -** Permits can be purchased at A&R Office - Building 18, Room 100.
    - Spring: January 1 - June 30
    - Summer: July 1 - August 31
    - Fall: September 1 - December 31
  - For **Wilshire Center** - Permits can be purchased at A&R Office - 300 building.
    - Spring: January 1 - May 31
    - Summer: June 1 -August 24
    - Fall: August 11 - December 31
  - For more details, visit noce.edu/parking

- **Parking Permit Guidelines:**
  - **Anaheim Campus:**
    - All parking gates will be locked by campus closing time. Any vehicles on campus during non-operational hours and holidays and without proper authorization will be cited and may be towed. In an emergency, please notify Campus Safety to avoid a parking citation at (714) 808-4911.
  - **Cypress Center:**
    - You must register your vehicle online noce.edu/parking-cypress and purchase for a term or a one-day permit. Permits are payable by debit or credit card **ONLY**. You will need your vehicle information and the last eight digits of your vehicle VIN number. There is a QR code on the main Cypress Registration office window & are on the parking lot light poles - that students may scan to get into the parking system.
    - Any vehicle found parked on Cypress College property that has three (3) or more unpaid Cypress College parking

citations may be towed without notice. Registered owners of the vehicle will be responsible for paying all citations, towing fees, and impound fees prior to the vehicle being released by the impound company.

Bus Passes

The Orange County Transportation Authority (OCTA) bus passes are available at any NOCE Center's Admission and Records Office. 30-day regular passes are available to all students; 30-day reduced fare passes are available for seniors 60 years and older, and for disabled students with valid ID. 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.

EV Charging

EV charging rates and fees will begin Feb. 5, 2024, at all campus EV chargers. The fees and time limits encourage turnover and efficient use of the charging spots. Remember to check the latest rates and any updates either on the charger or through the charging app. Charging app system for the EV charging stations will be Evocharge.

- **Charging Rates and Fees:**
  - For the first four hours, the cost is 35 cents per kWh.
  - After four hours, the rate increases to $5 per hour.
- **Four Hour Charging Limit:**
  - Vehicles can be parked and charged for a maximum of four hours.
  - Vehicles that exceed this four-hour limit are subject to being ticketed.
- **Parking Permit Requirement:**
  - **Anaheim Campus:**
    - EV charging stations are located on the 1st level next to the patio.
    - EV Charging stations are open to the public. No parking permit is required.
  - **Cypress Center/Cypress College**:
    - EV charging stations are located on Cypress College, parking lot, number 4.
    - All vehicles using the EV chargers must have a valid Cypress College parking permit.
  - **Wilshire Center/Fullerton College**:
    - EV charging station is located inside the student parking structure on Lemon & Fullerton College Drive.
    - All vehicles using the EV chargers must have a valid Fullerton College parking permit.

Name/Information Change

A student may submit a request to update their legal or chosen name as well as sex in compliance with AP 5041 as outlined in brief below.

Legal Name/Legal Sex

- A request to update or change a student's legal name or legal sex in our records must be submitted to any NOCE Admissions and Records Office with acceptable supporting documentation.
- Official government-issued documents such as birth certificates, passports, social security cards, immigration documents, and identification cards or permits.
- In the state of California, legal sex includes "female," "male," and "nonbinary".

Chosen Name/Gender Identity

- A student chosen name is the name that a student wishes to be known or identified by which is different from their legal name; can be used on unofficial documents and records, as defined below, in place of the student's legal name.
- The chosen name appears on the instructor rosters, can be added in Canvas, and other student systems.
- *Please be advised, the legal name will remain on documents such as academic records, financial records, human resources records, and the like.*

Gender and Gender Identity

- A student's gender identity is the internal sense of being masculine, feminine, nonbinary, genderqueer, agender, etc. A student's gender may be the same as their legal sex (cisgender) or different from their legal sex (transgender), and their gender may change over time.
- Please see AP 5041 for a complete listing of definitions and further information, Students, please fill out the Information Change Form online and submit as instructed.

Transcripts

The California Administrative Code, Title V, and NOCCCD policy states that students can review their student records at any time. If you have questions about transcripts or how to access academic documents, contact StarHelp Customer Service at starhelp@noce.edu. All NOCE student records are located at the Records Office at the **NOCE Wilshire Center:**

- Address: 315 E. Wilshire Avenue, Building 300, Fullerton, CA 92832
- Email: starhelp@noce.edu

Transcripts: Official and Unofficial

Following are the types of student records kept by NOCE. Transcripts may be requested year-round by filling out a Transcript/Records Request Form.

Check out the information below for more details on the request process:

What is an Official Transcript

An official transcript is considered a certified document of a student's academic history and is the type of record most often requested by employers, military, educational institutions, etc.

- Official transcripts may contain the classes in which a student has enrolled, his/her grade, hours of attendance, certificate completions, etc. with an official stamp/seal by the institution.
- Transcripts may be requested year-round by filling out the Transcript/Records Request Form which can be found on the Records Office Forms page under "Online Forms".
- Students can also mail the Transcript/Records Request Form to the Records Office at the NOCE Wilshire Center, 315 E. Wilshire Avenue, Building 300, Fullerton, CA 92832.
- The Transcript/Records Request Form can also be dropped off in-person at any three of the NOCE centers.

- If you owe a fee, the transcript will not be processed until the fee is collected.
- Students are entitled to two (2) free records without charge, but thereafter will owe $5 per official transcript copy.
- If the request is a rush (requiring processing within two (2) business days), an additional $10 fee is owed.
- If you are unsure if you owe a fee, call at (714) 808-4679 to ask for clarification.

How Can I Submit a Request for an Official Transcript

When submitting your Transcript/Records Request Form, please note the following:

- Normal transcript processing time is:
  - 10 business days for transcripts with attendance for years 2001-present.
  - 15 business days for transcripts with attendance for year prior to 2001.
- Transcripts will be withheld for any outstanding fees owed to NOCE, Cypress College, or Fullerton College.
- In accordance with the Family Educational Rights and Privacy Act (FERPA), records may not be released to a third party without the prior written authorization of the student.
- Requests submitted prior to the end of the term will be delayed until approximately six weeks after the last day of the term to allow faculty to post grades. Transcripts can still be sent, as long as the student is aware that they may not contain their grades for the most recent term.
- Transcripts sent from NOCE or hand-carried to another school are considered official until the envelope seal is broken or opened.
- Currently, we are not able to accept e-mail or online requests for transcripts.

Special Instructions for High School Diploma Program Official Transcripts

- NOCE will process High School Diploma Program transcript requests for students who wish to transfer to another adult high school.
- Previously earned high school credits that have been applied to the requirements of the NOCE High School Diploma Program will appear on the student's transcript.
- Transcripts from the previously attended school should be requested from that institution.

What is the Fee for an Official Transcript

- A student is allowed two (2) copies free of charge.
- For each additional request, a $5 fee will be charged per copy.
- Payment must be received in full before we process your request. If you are unsure if you owe a fee, call at (714) 808-4679 to ask for clarification.

Unofficial Transcripts

- Students may view and/or download an unofficial transcript through the NOCCCD myGateway student portal. Transcripts are available to students who attended NOCE from the Fall 1989 term or more recently.
- Transcripts prior to Fall 1989 can only be obtained by requesting an official transcript.

Enrollment/Attendance Verification

Your NOCE enrollment can be verified through a request by filling out an Enrollment/Attendance Verification Form.
Check out the information below for more details on the request process:

What is a Verification of Enrollment/Attendance?

- A verification of enrollment is a document that is most often provided to government agencies, insurance companies, etc. to document current enrollment.
- Your NOCE enrollment can be verified through a request by filling out an Enrollment/Attendance Verification Form.
- Students can also mail the Enrollment/Attendance Verification Form to the Records Office at the NOCE Wilshire Center, 315 E. Wilshire Avenue, Building 300, Fullerton, CA 92832.
- The Enrollment/Attendance Verification Form can also be dropped off in-person at any three of the NOCE centers.
- Students are entitled to two (2) free records without charge, but thereafter owe $5 per copy.
- Payment must be received in full before we process your request. If you are unsure if you owe a fee, call at (714) 808-4679 to ask for clarification.

How do I Submit a Request for a Verification of Enrollment/Attendance?

- Normal processing time for an Enrollment/Attendance Verification Form is 10 business days.
- Unfortunately, rush requests are not currently available for enrollment verification letters.
- Requests will not be processed until the completion of the third (3rd) week of the current term.
- Enrollment verification letters may include any or all the following information:
  - Program of study
  - First date of attendance at NOCE
  - Total number of attendance hours to date
  - A detailed number of hours attended for the previous and current term, etc.
- Per FERPA, records may not be released to a third party without the student's prior written authorization.
- Should the student wish to pick up the NOCE Records Office's verification, the student must present a valid photo ID to retrieve the verification letter.

What is the Fee for a Verifications of Enrollment/Attendance?

- A student is allowed two (2) copies of the enrollment verification letter free of charge.
- For each additional request, a $5 fee will be charged per copy.
- Rush requests are not accepted for Verifications of Enrollment/Attendance.
- Payment must be received in full before we process your request. If you are unsure if you owe a fee, call at (714) 808-4679 to ask for clarification.

NOCE Career Technical Education (CTE) Program Certificate Request

For students requesting their first program certificate copy, locate your program listed below and follow the outlined instructions. Students can request duplicate copies of their program completion certificate by submitting a Transcript/Records Request Form and marking the box that says, "Duplicate Program Certificate". There is a fee of $5.00 per duplicate request.

- **For the following programs, contact the NOCE Counseling Office for an appointment at (714) 808-4682:**
  - Administrative Professional
  - Business Information Worker
  - Early Childhood Education
  - Electrical Technology
  - Funeral Service Assistant
  - Management
  - Medical Assistant
  - Quality Assurance Management for Medical Devices
  - Pharmacy Technician
- **For the following programs, submit a certificate application directly to the NOCE Records Office:**
  - ESL career certificates
  - Workforce Preparation

Commencement Ceremony

The annual NOCE Commencement Ceremony recognizes our students' achievements as they complete their High School Diploma and/or Career Technical Education programs. The commencement celebration honors the accomplishments of our students who have demonstrated the ability to set, pursue, and achieve educational goals that will positively impact their lives moving forward.

NOCE conducts an annual commencement ceremony at the end of the Spring Semester in celebration of student accomplishments in the following academic programs:

- Bookkeeping
- Braille Transcribing
- Customer Relations
- Disability Support Services: Transition
- Early Childhood Education
- Electrical Technology
- Entrepreneurship
- Funeral Service Assistant
- Human Resources Assistant
- GED/HiSET Preparation Program
- Google IT User Support Pre-Apprenticeship
- High School Diploma
- Management
- Medical Assistant
- Office Assistant
- Personal Care Aide
- Pharmacy Technician
- Quality Assurance Management for Medical Devices

To learn more about NOCE's Commencement Ceremony, please visit: noce.edu/commencement.

The Annual NOCE Student Success Event recognizes

the accomplishments of our students who have demonstrated the ability to set, pursue, and achieve educational goals that will positively impact their lives moving forward. NOCE hosts an annual event each year, celebrating student achievement in the following programs:

- College Preparation Math Skills: I, II, and III
- English as a Second Language: Academic Success I and II
- English as a Second Language: Advanced
- English as a Second Language: College Success
- NOCE Student Leadership Program
- Parenting: Building Trauma-Informed Communities
- Parenting: Love & Logic
- United States Citizenship Preparation Program

To learn more about NOCE's Student Success Event, please visit: www.noce.edu/studentsuccess.

Student Support Services

At NOCE (North Orange Continuing Education), we are dedicated to providing comprehensive Student Support Services to ensure that each and every student has the tools, resources, and guidance they need to succeed in their educational journey. We understand that returning to education or pursuing further studies can come with unique challenges. That's why our Student Support Services are designed to address the diverse needs of our students and help them overcome any obstacles they may face along the way. Our team of dedicated professionals is committed to providing a supportive and nurturing environment where you can thrive.

At NOCE, we believe in your potential and are committed to your success. Our Student Support Services are designed to empower you, provide guidance, and help you overcome challenges along your educational journey. Discover the support available to you and let us be your partner in achieving your goals at NOCE.

- Adult College and Career Transitions (ACCT) Program
- CalWORKs
- Career Center/Planning
- Career Skills and Resource Lab
- Counseling and Student Services
- Disability Support Services (DSS)
- ESL Student Support Center
- North Orange County Regional Consortium (NOCRC)
- Scholarship & Aid
- Student Resources

Adult College and Career Transitions (ACCT) Program

ACCT is designed for students planning to continue their education after receiving their High School Diploma, English as a Second Language Program Certificate, or Career Technical Education Program Certificate. The intent of ACCT is to give students special support through workshops, tours, one-on-one assistance and encouragement while enrolled at NOCE.

Location

- NOCE Anaheim Campus, Room 215, 1830 W. Romneya Drive, Anaheim, CA 92801

Contact

- Phone: (714) 808-4682
- Visit: noce.edu/acct

ACCT services help students enrolled in the following NOCE programs:

- Career Technical Education (CTE) Program
- English as a Second Language (ESL) Program
- High School Diploma Program, GED/HiSET
- College Prep Program

Interested in going to college?

NOCE Counseling and Student Services can assist you in transitioning to community college! Receive help with:

- College applications
- Accessing financial aid
- Steps needed for registration
- Information on navigating the college

Please call (714) 808-4682 to schedule an appointment with our counselor for Transition.
Appointments are available in-person, via Zoom, or over the phone.

High School-College Dual Enrollment

Dual enrollment is designed for students pursuing the high school diploma program or GED/HiSET courses at NOCE to dually enroll as a part-time special admit student at Cypress College or Fullerton College to take courses tuition-free.

If you are enrolled in NOCE's High School Diploma Program or GED/HiSET Preparation Program courses and would like to take dual enrollment courses, please schedule an appointment with a counselor (714) 808-4682 for support with:

- Program application
- Enrollment options
- Steps to successfully register for courses

ACCT Resource Help

- Career Planning
- Cypress & Fullerton College Opportunities and Tours
- Support with Financial Aid
- Support Services for Students
- Support for Undocumented Students
- Transition to Cypress or Fullerton College

CalWORKs

The **C**alifornia **W**ork **O**pportunity and **R**esponsibility to **K**ids (**CalWORKs**) program is designed to help students on public assistance get the support to begin building the foundations of self-sufficiency and access to vital services such as work-study, job placement, childcare, curriculum development, skill training and more. CalWORKs students are assigned a CalWORKs Counselor who provides the guidance and support needed to meet both their academic goals and the requirements mandated by their county social worker. A team approach is used to advocate for student rights. For more information contact:

- **Cypress College CalWORKs**
  - Call: (714) 484-7237
  - Visit: CalWORKs - Cypress College
  - Location: Cypress College Complex, Room 201, 2nd floor
- **Fullerton College CalWORKs**
  - Call: (714) 992-7101
  - Visit: CalWORKS | Fullerton College
  - Location: Building 2000, Room 2020, 2nd floor

Career Center/Planning

Educational planning services are available through the Counseling and Student Services Department to students currently enrolled in:

- Basic Skills
- U.S. Citizenship
- Disability Support Services (DSS)
- English as a Second Language (ESL)
- High School Diploma Program (HSDP)
- Parenting
- Short-term Vocational/Career Technical Education (CTE)
- Workforce Preparations

Career Skills and Resource Lab

We are here to support your success, whether you're navigating technology or preparing for employment. Located at the Anaheim Campus, Room 606 (6th floor). For more information on in-person and virtually hours, workshops or support, call (714) 808-4717, email careerhelp@noce.edu or visit noce.edu/career-services.

Academic & Tech Support

- Quiet space to do your homework
- Access to desktop computers and laptops
- Group space for project presentations
- Improve your computer skills
- Build employment readiness
- Take a career assessment to explore your path

Get Help With:

- Canvas, Zoom, and myGateway navigation
- Uploading assignments to Canvas
- Accessing your NOCE student email
- Registering for a laptop loan
- Laptops and CTE course textbooks are available for students use in the lab
- Students can print 10 free pages per day

Career & Employment Services:

- One-on-one career assistance (by appointment only)
  - To schedule a one-on-one appointment, please email careerhelp@noce.edu.
  - Please provide us with your student ID number and your program of study.
- Resume and cover letter building
- Career assessments to explore your strengths
- Job search strategies
- Learn how to use Handshake, NOCE's job board
- Improve your computer and employment skills
- Attend our weekly workshops to build your skills

Workshop:

- Each month, NOCE will host a series of workshops focused on 21st-century career readiness and workplace success skills.
- These workshops are designed to give students an opportunity to develop professional relationships, acquire new ideas, improve skills, as well as provide current and relevant job market information to those looking for employment.
- Workshops will be held virtually through Zoom and in-person in the Career Skills and Resource Lab at the Anaheim Campus, Room 606 (6th floor).
- Students who register for the virtual workshops will receive an e-mail with Zoom meeting details the evening before the workshop.
- For more information, visit noce.edu/workshops

Aspire Attire Lounge

- *Formerly the **Helping Hands Clothing Closet***
- Professional Clothing for NOCE Students — Always Free!
- Prepare for interviews or the workplace with confidence.
- The Aspire Attire Lounge offers a wide selection of professional clothing at no cost to current NOCE students.
- Available items for both men and women in various sizes include:
  - Shirts
  - Blouses
  - Skirts
  - Suits
  - Pants

Reality Lab

- Virtual Reality (VR) headsets that provide immersive, hands-on educational experiences.
- These VR headsets simulate real-world environments such as labs, healthcare settings, and office spaces.
- This allows students to engage in experiential learning that is both practical and impactful.
- This technology enables students to practice essential skills in safe, repeatable scenarios, making it especially valuable for vocational training, healthcare, office programs, etc..
- The interactive and gamified nature of VR content not only increases engagement and motivation and also improves knowledge retention, helping students gain confidence and competence in their chosen fields.
- The VR headsets are available for student use in the Career Skills and Resource Lab, where learners are encouraged to explore and engage with this cutting-edge technology.
- For an appointment please call (714) 808-4717, or email careerhelp@noce.edu

Counseling and Student Services

Meet with a NOCE Counselor to help define your education plan. Get academic counseling. Make an easier transition to college. NOCE Counseling and Student Services are here to help!

Programs We Help With:

- High School Diploma/GED & College Prep
- Basic Skills & NOCE Learning Centers
- Career Technical Education Program
- English & U.S. Citizenship

Appointment or More Information

- Phone: (714) 808-4682
- Email: counseling@noce.edu
- Visit: noce.edu/counseling

Locations:

- **Anaheim Campus**, Second floor, Room 215
- **Cypress Center**, TE2, Room 207
- **Wilshire Center**, Building 100, Room 112

Counseling and Student Services Offerings:

- **What to expect during your counseling appointment**
  - **Counseling appointments will be available in person**, over the phone, and through online video meetings. You will be given a choice when scheduling your appointment.
  - **If you choose a phone appointment**, at the time of your appointment, you will see a call come to your phone with the area code 714. Please know that it is your counselor calling you, and you should accept the call.
  - **Once the counselor begins the appointment**, your counselor may suggest connecting through Zoom for your counseling appointment. You can choose to have your camera on or off during the session.
  - It may help to have your laptop or PC ready for the appointment, and your questions are written down to ask your counselor.

Counseling Information

The NOCE Counseling and Student Services Department have counseling professionals available to provide a variety of services:

- **Education Planning:**
  Your Student Educational Program Plan (SEEP) gives you a plan to complete all the classes in your program on time. NOCE counselors can help you plan courses and track your progress.
- **Career Counseling:**
  NOCE counselors can help you prepare to go to college after you complete your program.
- **College Information:**
  Students who wish to apply to a community college or university can meet with an NOCE counselor. Your counselor will discuss your options. Once your noncredit courses and/or program is completed, your counselor will help prepare you for your transition.
- **Adult College and Career Transition (ACCT):**
  Get resources to support your college or workforce transition.
- **Goal Setting**:
  Earn a diploma. Learn English. Get a better job. NOCE counselors can help you set and meet educational goals.
- **Referral to Disability Support Services:**
  Get accommodations at school. Whether you need extra time for tests or help with notetaking, we offer academic support for students with disabilities.
- **Personal Counseling and Community Referrals:**
  NOCE counselors can talk about basic personal issues affecting a student's educational progress. NOCE counseling is not the same as seeking personal counseling for mental or emotional health problems. However, referrals for these types of services can be provided to students.

Why See an NOCE Counselor?

Counselors can help you get the most out of your education. We recommend that NOCE students see a counselor at least three times.

1. **As a new student during your first term at NOCE,** you will create a Student Educational Program Plan (SEPP) during your first visit. We will help you set a timeline and answer your questions.
2. **As a continuing student, halfway through your program**, you can review or revise your SEPP. This is a good time to check your progress and set future goals.
3. **Near the end of your program**. Meet with a counselor to complete an Application for Program Completion Form (if required). We will help you create a transition plan to college or your future career.

How to Make a Counselor Appointment

Counseling and Student Services is offering in-person and remote support.
Advanced appointments for in-person counseling are recommended.

- Walk-ins are welcome on a first-come, first-served basis when staff is available.
- ***We recommend you call ahead before your visit to confirm hours and staff availability.***

Students can call (714) 808-4682 or e-mail counseling@noce.edu to make an appointment with a counselor or for orientation assistance. *(Student ID is required to make an appointment, please include your student ID number and phone number when emailing.)*

What is Orientation?

Once you apply to NOCE and have your Banner ID (Student ID) and your Password, you can log into the myGateway student portal. Once logged in, scroll down to the bottom of the "Student Links" section to access your program's orientation. To view a step-by-step guide or video visit noce.edu/counseling.

New students in the programs below need to complete an orientation to register for classes:

- **Career Technical Education** (orientation is posted in myGateway)
- **Disability Support Services** (orientation is provided by the counselor at intake)
- **English as a Second Language** (orientation is located in myGateway)
- **High School Diploma Program** (orientation is posted in myGateway)

The online orientation introduces students to the following:

- NOCE program requirements
- Academic policies

- Student support services
- An overview of each campus
- Tips for success

What is a Student Educational Program Plan?

A **Student Educational Program Plan (SEPP)** is an important tool to help students reach their academic goals.

Counselors provide personalized advice to help you to complete your program. You will work with your counselor to develop an educational plan, that includes the courses and length of time needed to complete your program.

When building a SEPP, counselors review the following:

- Your personal timeline
- Short and long-term college/career goals
- Course load preferences

Any questions or concerns will be answered during the first appointment. You are encouraged to schedule a follow-up appointment if your SEPP or academic/career goals change. You will be given a copy of your SEPP for reference, or you can access it anytime through myGateway (and accessing DegreeWorks).

DegreeWorks

Students can access and create their own SEPP using the online tool known as *DegreeWorks* which can be accessed through myGateway.

Grad Check

Students completing a CTE certificate program or the High School Diploma program need to meet with a counselor to ensure they have met the requirements for their program and to prepare for graduation.

During this **graduation check** meeting, your counselor will help you complete the application to receive your program certificate or high school diploma. This will also be an opportunity to talk about your plans after graduation and determine if you need additional support to transition to work or college. Participating in our annual commencement ceremony is not a requirement, but it's a great way to celebrate your achievement with classmates, family and friends. After graduation, your certificate will be mailed to you.

Disability Support Services

Disability Support Services (DSS) offers a variety of services and accommodations for students who are enrolled in NOCE classes, and who have verified disabilities including: learning, intellectual, Autism-spectrum, hearing, visual, mobility, psychological, acquired brain injury, and other medical conditions. Accommodations and services are tailored to the student's individual needs in compliance with state and federal legislation. Students who have a verifiable disability qualify for support services. The services are designed to support students in reaching their academic or vocational goals. Reasonable accommodations are determined on an individual basis through consultation with a DSS counselor. Services and accommodations are based on the educational abilities and functional limitations unique to each student.

Location:

- **Anaheim Campus**
  1830 Romneya Drive, Anaheim, California 92801
- **Cypress Center**
  9200 Valley View Street, Bldg. 18, Room 101, Cypress, California 90630
- **Wilshire Center**
  315 E Wilshire Avenue, Fullerton, California 92832

Contact Information:

- **Phone**: (714) 808-4719
- **Email**: disabilitysupport@noce.edu
- **Website**: noce.edu/dss

DSS offers a large variety of classes and programs for students with disabilities that provide students with a college experience, focused on skills needed to live, work and navigate the community independently. Other programs include:

- **DSS classes** that promote academic and career readiness, independence, mobility, problem-solving skills, employment, and living independently in the community.
- **Workforce and Inclusion Programs** such as College to Career (C2C), Independent Vocational and Educational Support (IVES), Workability III (WAIII), California Subminimum Wage to Competitive Integrated Employment Project (CSP), educational coaching, job development, and bus mobility training, providing support for inclusive classes, employment readiness, and job placement.
- **Counseling and Student Services** to support students with the transition from K-12 to college, educational and vocational goal setting, academic accommodation plans, materials in alternate formats, testing accommodations, and referrals to other campus and community resources.
- **Support for Mental Health and Wellness** such as counseling, small group instruction, peer mentoring, and referral to mental health providers through the Academics, Relationships, Independence, Self-Advocacy, Emotional Health (ARISE) instructional support and wellness hub.

Students and their families who are interested in DSS programs and services should apply to NOCE online at noce.edu/dss, and then call (714) 808-4719 to schedule an appointment with a DSS counselor. General hours of operation are Monday through Friday from 8 a.m. to 4:30 p.m.

How to get started with NOCE DSS

Step 1:

Obtain a Student ID Number

- Apply in-person at any NOCE location. Call StarHelp at (714) 808-4679 for open hours.
- **OR** Apply online at https://noce.edu/apply
  a. Complete the interest survey form. You can skip this step by using the QR code.
  b. Create/Sign-Into your OpenCCC account.
  **If creating a new account, you will need to use an email that has not been used for other CCC accounts.*
  c. Complete the application to North Orange Continuing Education.
  d. You will receive a Student ID number by e-mail within 48 hours of submitting the application.
  e. For more information or support visit noce.edu/dss-study-guide.

STEP 2:

Call or email the NOCE DSS Office to schedule an initial intake appointment

- Two separate one-hour appointments (or one 90-minute meeting) are needed to complete the entire intake process. If required, your DSS counselor will schedule a second appointment after you meet.
- Please have the following items readily available for the appointment:
  a. Disability verification or indicate you are interested in a learning disability assessment.
  b. Two emergency contacts
  c. Service Coordinator contact IF you are a Regional Center consumer
  d. A list of current medication you are taking
  e. A student ID, CA ID, or passport

DSS Supports and Services

DSS Programs and Services can be categorized into four distinctive areas: Counseling & Accommodations, Educational courses, Inclusive Services, and Workforce. Although their purposes are different, there is some overlap. For more information on the DSS programs, call (714) 808-4719, email: disabilitysupport@noce.edu, or visit noce.edu/dss.

Program Areas

- Counseling & Accommodations
- Educational courses
- Inclusive Services
- Workforce

Who is Eligible?

- At least age 18
- Disability Verification (included but not limited to: Individual Education Plan (IEP), or Learning Disability (LD) Assessment)
- Able to abide by Standards of Student Conduct
- Independent with self-care (or attendant)

Instructional Programs

NOCE Disability Support Services (DSS) Instructional Programs offer specialized courses designed to support the academic, vocational, and independent living skills of students with disabilities. Classes focus on building practical skills in areas such as basic academics, technology, workplace preparation, and personal development. Through supportive instruction and individualized learning, students gain the confidence and abilities needed to reach their educational, career, and life goals.

- Educational Assistance Classes
- Work Independence Self-Advocacy Education (WISE)
- California Subminimum Wage to Competitive Integrated Employment Project (CSP)

Educational Assistance Classes

Special Focus On

- Academic and Vocational Success
- Basic Computer Skills
- Living Independently
- Mobility
- Personal Finance
- Personal Health and Wellness
- Relationship Safety
- Self-Advocacy
- Social and Communications Skills

Class Duration

- Each class begins in the fall term and concludes at the end of the spring term
- Students are able to begin mid-year, if space permits
- A separate six-week summer session is offered

Methods of Instructions

- Lecture/class discussion
- Distance education
- Role-playing and hands-on demonstration
- Individualized instruction
- Small group instruction
- Field trips into the community
- Cooperative learning groups
- Guest speakers
- Computer assisted instruction

Successful Can

- Facilitate effective communication in some form
- Demonstrate measured progress toward vocational, educational and/or personal goals
- Adhere to the mutually agreed upon schedule of classes
- Independently use the restroom and tend to personal care needs or has made arrangements for a personal care attendant
- Maintain 90% attendance, including arriving to class on time
- Adhere to Standards of Student Conduct

WISE (Work Independence Self-Advocacy Education)

The Work Independence Self-Advocacy Education (WISE) program prepares adults with moderate intellectual disabilities to live and work as independently as possible. The program offers classroom and community-

based instruction with a 1:4 staff-to-student ratio. Because of the small group, WISE students receive personalized attention while earning their certificates for completing specific requirements.

Certificate Tracks

- **Consumer Skills Certificate** - Students learn how to manage their money, create and stick to a budget, and develop other life skills to build independence.
- **Employability Certificate** - Training focuses on finding on-campus volunteer jobs and interacting with others in the workplace. Students will get the tools and resources to succeed in the working world.
- **Health and Safety Certificate** - Students learn about personal safety and how to use nutrition and exercise to maintain good health.
- **Practical Living Certificate** - Lessons focus on developing skills to help students do household tasks independently, such as cooking safely at home. This segment also teaches students how to access community resources.
- **US Civics Certificate** - Students learn all about the United States, including geography, civics, and national history.

Locations:

- **Cypress Center**, 9200 Valley View Street (Bldg 18), Cypress, California 90630
- **Wilshire Center**, 315 E. Wilshire Avenue, Fullerton, California 92832

Who is Eligible?

- Regional Center referral
- At least age 18
- Able to abide by Standards of Student Conduct
- Independent with self-care (or attendant)
- No uncontrolled medical condition
- Unsupervised for short periods

Counseling and Student Services

NOCE DSS Counseling and Student Services provides individualized academic, career, and personal support to students with disabilities. Our counselors work closely with each student to create personalized education and accommodation plans that promote success and independence. Through a variety of services and resources, we empower students to achieve their educational, professional, and personal goals.

- **Student Services**
  - **Common Accommodations and Services**
  - **Alternative Media and Assistive Technology**
  - **Learning Disability Assessment**
- **Inclusive Services**
  - **Educational Coaching**
  - **Mobility Training**
  - **ARISE (Academics, Relationships, Independence, Self-Advocacy, and Emotional, Health) Lab**
  - **IVES (Independent Vocational Education Support)**

Common Accommodations and Services

- **Classroom and Exam Accommodations**
  - Testing
  - Note-taking
  - Learning strategies
  - Tutoring and/or Learning Center
  - Registration assistance
- **DSS Counseling**
  - Academic
  - Vocational
  - Advocacy and referral support
- **Communication and Technology**
  - Sign language interpretation
  - Assistive Technology
  - Materials in alternate formats
  - Adaptive furniture
  - Technology Support

Alternative Media and Assistive Technology

The DSS Program counselors can help students with referrals for assistive technology. After you receive your letter of accommodation from your counselor, the Assistive Technology lab can assist you with:

- Conversion of books and material into alternate formats
- Training on assistive software and technologies limited
- Issuing assistive technology Students may access the Assistive Technology Lab at the Anaheim Campus by scheduling an appointment by email at atlab@noce.edu.

Learning Disability Assessment

What is a learning disability?

- A learning disability is a permanent condition that interferes with an individual's ability to store, process, or produce information
- It can affect academic skills, such as reading, writing, and computing math
- It may affect an individual's attention and memory

How does Disability Support Services assist students who may have a learning disability?

- Students who struggle academically and believe they may have a learning disability can receive a learning disability (LD) screening and assessment
- Intake screening and testing results may be used to determine eligibility for DSS services and supports.

Educational Coaching

Eligibility requirements: Service available exclusively to current DSS students at Cypress College, Fullerton College, or North Orange Continuing Education (NOCE). Educational Coaching is not tutoring. To enroll please contact the NOCE DSS office at (714) 808-4719 or disabilitysupport@noce.edu to schedule an intake meeting with a DSS counselor.

Services Offered

- Study Skills Support
- Preparation Assistance
- Online Class Navigation Guidance

- Convenient Online Support from the comfort of your home
- Weekly Group Labs for educational coaching support
- Personalized 1-on-1 weekly meetings with Educational Coaches for students seeking additional support

Educational Coaching Helps Students with:

- Learning time management, study skills, and organizational skills
- Social mentoring, accommodation advocacy, and building the necessary skills to live and work independently
- Utilizing tools to improve independent learning
- Navigating Canvas, Zoom, college websites, and myGateway
- Accessing campus resources
- Checking progress in class and locating class materials
- Supporting with basic writing, grammar, punctuation, and proofreading
- Understanding assignment instructions
- Scheduling appointments with teachers during office hours for additional support
- Revising emails, assignments, and discussions for their classes

Mobility Training

Learn how to take the city bus (OCTA) to and from home, school, and work. For more information, email mobility@noce.edu or contact the NOCE DSS office at (714) 808-4719.

Students will Learn:

- To take the city bus independently to and from home, school, or work
- To read a bus book
- To use the bus planning apps
- To interact appropriately and safely in the community
- To ride a personalized bus route

ARISE (Academics, Relationships, Independence, Self-Advocacy, and Emotional Health)

The **ARISE (Academics, Relationships, Independence, Self-Advocacy, and Emotional, Health) Lab** is a neurodiversity and wellness resource designed to help students achieve their goals. ARISE embraces a holistic approach to student success by focusing on Academics, Relationships, Independence, Self-Advocacy, and Emotional Health for all students. ARISE is an inviting place that students can choose to utilize when they are struggling with emotional regulation, overstimulation, or need other support to be successful in achieving their academic goals. Below are some general guidelines for when a student may benefit from visiting ARISE:

A – Academics: ARISE is here to support students who may be struggling with executive functioning in class. We can provide one-on-one or group support to help students utilize strategies like notetaking, study skills, or general college success skills.
R – Relationships: ARISE offers support to students to help them build social connections for healthy, meaningful relationships on campus.
I – Independence: ARISE helps students develop skills to encourage independence in their professional, personal, and academic pursuits.
S – Self-Advocacy: ARISE equips students with advocacy skills to build confidence, self-awareness, and boundaries.
E – Emotional Health: ARISE is a safe space that students can use when they are feeling overwhelmed, overstimulated, or in need of a space to help self-regulate.

Locations:

- Anaheim Campus, Fourth Floor, Room 404
- Cypress Center, Business Bldg., Room 119
- Wilshire Center, Bldg. 100, Room 118

IVES (Independent Vocational Education Support)

The Independent Vocational Educational Supports (IVES) program provides coaching to support students as they complete post-secondary educational programs and seek employment.

Who is Eligible?

- Regional Center referral
- At least age 18
- Able to abide by Standards of Student Conduct
- Independent with self-care (or attendant)

Workforce

NOCE Disability Support Services (DSS) Workforce Services provides tailored career counseling, job readiness training, and employment support for students with disabilities. Services focus on developing essential workplace skills, connecting students with employment opportunities, and ensuring access to resources that promote independence and success. Through individualized guidance and collaboration with community partners, DSS Workforce Services helps students achieve their career goals and thrive in today's workforce.

- College to Career
- California Subminimum Wage to Competitive Integrated Employment Project (CSP)
- Workability III
- Career Exploration
- Disney Partnership
- Project Search
- Ralphs Partnership

College to Career

The purpose of College to Career (C2C) is to improve employment outcomes for individuals with Intellectual Disabilities (ID) and/or Autism Spectrum Disorder (ASD). Through inclusion in postsecondary education, persons with ID and/or ASD can expand the range of jobs available to them.

The North Orange County Community College District (NOCCCD) is one of just eight institutions in the state to receive funding for C2C. NOCCCD partners with the Regional Center of Orange County (RCOC), DOR, and local employers to develop jobs for students. Together, we prepare students with ID or ASD for competitive, integrated employment.

C2C is a program that provides educational services designed to promote inclusion of students with intellectual disabilities into the college community while pursing individualized employment goals.

Who is Eligible?

- Department of Rehabilitation eligible
- At least age 18
- Verified Intellectual Disability and/or Autism Spectrum Disorder
- Enrollment in inclusive courses at NOCCCD
- Desire to obtain Competitive Integrate Employment (CIE)

California Subminimum Wage to Competitive Integrated Employment Project (CSP)

- CSP is a collaborative project between the Department of Rehabilitation (DOR) and the North Orange County Community College District (NOCCCD). CSP guides adults with disabilities in obtaining competitive, long-term employment to help them achieve independence.
- The CSP Program is an innovative and accommodating program offering educational and employment services to increase employment and independent living skills. Services are individualized to meet students where they are at in attaining their employment goals. Through this project, students can work on educational, social, and vocational skills to improve employability and independence. For more information visit noce.edu/programs/disability/employment-support/

Educational Services

CSP participants will have exclusive access to an employment-focused curriculum. Courses offered include Social Skills, Job Skills, Intermediate Computers, Self-advocacy, and Living More Independently. CSP courses aim to increase employment and independent living skills for program participants.

Participants have access to all NOCCCD programs and services, and can receive 1:1 educational coaching support for enrollment in

- Career Technical Education (CTE)
- DSS inclusive courses (Certificates)
- High school diploma program
- NOCE Noncredit courses
- NOCCCD Credit Courses

Employment Services

Participants of CSP will work 1:1 with an assigned job developer to prepare for and obtain employment. Program participants can receive job development services while taking classes. CSP offers two avenues of employment services; traditional job development and customized employment services.

Traditional Job Development

Traditional job development is broken into three phases; employment preparation, job development and placement, and retention services. Program participants will work 1:1 with their developer to create an employment portfolio, practice interviewing, applying for and following up on job leads. Once employed, job developers provide on-going support to both the employer and the employee to ensure a successful transition into the workforce.

Customized Employment Services

Customized employment services cater to program participants who have not found success through traditional job development methods. Customized employment prioritizes participants' skills and preferences as the foundation for securing employment opportunities. It involves collaborating closely with employers to ensure their needs are aligned with the participants' abilities and aspirations.

Peer Mentor Program

Incoming participants of CSP will have the opportunity to enroll as a mentee in the peer mentorship program and receive mentorship from a fellow CSP student.

Peer Mentors will help guide incoming students as they get used to being on a college campus. Activities will include:

- Campus tours and access to campus resources
- 1:1 weekly meetings with their peer mentor
- Modules and activities focused on education and employment
- Social groups with peers

Who is Eligible?

To join the CSP Program at NOCE, students must:

- Be age 18 or older
- Have a verifiable disability
- Have an employment goal
- Possess the necessary documentation to work
- Be a client of the Department of Rehabilitation
  - DOR counselor must refer student to CSP DOR Counselor
  - Contact: csp@noce.edu

Workability III

The NOCE DSS Workability III Program (WAIII) provides 1:1 support to students with disabilities who are looking for work. The program assists students to overcome barriers to employment and helps them find, apply for, attain, and keep meaningful jobs. Students can be referred to the program by counselors, instructors, or staff members at NOCE, Cypress College, or Fullerton College.

Job and employment specialists meet with students to determine individual skills, job aptitude, and work readiness. WAIII is a collaboration between NOCE and the Department of Rehabilitation (DOR). Workability III is a program dedicated to assisting work-ready students with preparing for, developing, and retaining competitive, integrated employment (CIE).

Who is Eligible?

- At least age 18
- Verified disability
- Eligible for employment (including necessary documentation)

Differences Between High School and College

In high school, the school district manages evaluations, IEPs, and built-in services with parents actively involved in decision-making. At the college level, students take full responsibility by providing documentation, requesting accommodations, and advocating for themselves without parental involvement. While most colleges are only required to provide accommodations, NOCE goes beyond by offering special classes tailored to build job skills and independent living. This unique commitment ensures students are not only supported academically but also prepared for real-world success.

High School Level Support Services

- School district is responsible for evaluating the disability.
- An IEP meeting is held to determine placement and appropriate services.
- Specific goals and objectives are determined foreach student receiving services.
- Parents are notified and must give permission for any decisions regarding their child.
- Teachers, administrators, and parents advocate for students.
- Re-evaluation of students is conducted by the school on a regular basis (generally every three-years).
- Once a disability is documented, services are made available and included in the student's daily schedule.
- Special classes or placements must be available

Post-Secondary/College Level Support Services

- Students are responsible to provide current documentation of their disability.
- Students work with college professionals to determine appropriate services and accommodations through the interactive process.
- Students set their own academic goals with counsel from academic advisors.
- Parents are not notified of their adult child's services.
- The college student is in control of their information (consent is required to release info to others).
- Students advocate for themselves.
- Re-evaluation of a disability is not generally required (if student remains continuously enrolled).
- Students must request accommodations each time they are needed.
- Colleges are not required to provide special classes/programs for students with disabilities.
- NOCE provides many special classes to prepare students for jobs and living more independently.

ESL Student Support Center

Each ESL Student Support Center are an encouraging and supportive atmosphere. Hours are flexible—spend as much time as you need when the ESL Student Support Center is open. We are here to help and are available online throughout the semester. Start class anytime and learn at your own pace. Need help connecting to your online class and teacher? Want help creating an email account? Need extra practice with English?

- **Online ESL Student Support Center**
  - Call: (714) 808-4638
  - Text: (714) 497-1523
  - Email: ESL4ALL@noce.edu
- **In-Person ESL Student Support Center**
  - Anaheim ESL Student Support Center (7th floor, Room 702)
  - Cypress ESL Student Support Center (Building TE2/Room 203)
  - Wilshire ESL Student Support Center (Building 200, Room 214)

ESL Students Can:

- **Learn at your own pace** – The ESL Student Support Center has flexible hours and guidance from experienced and professional teachers.
- **Technology resources** – You can get assistance setting up your online classes, including creating an e-mail address. The ESL Student Support Center also has technology resources to help you learn and practice English, including Azar, Burlington English, and Rosetta Stone.
- **Explore American idioms and culture** – Learn about typical expressions or phrases used daily and about American culture.
- **Focus on skills that you need to work on** – Whether you need to improve your conversation, grammar, reading, or writing skills, the ESL Student Support Center can help.
- **Interact with other students** – The ESL Student Support Center allows you to participate in small group activities to improve your language skills and practice interacting with others

Scholarships & Aid

North Orange Continuing Education (NOCE) is committed to supporting students along their educational and career journeys. To affirm our dedication to student success, NOCE offers many scholarship opportunities in order to meet the diverse needs of our students and give them the necessary support to achieve their goals. The NOCE scholarship program celebrates all students and their efforts to reach their individual academic goals. Our scholarship program is designed to meet specific student needs and honor student achievement and leadership.

The NOCE Scholarship Program is designed to meet student needs and honor student achievement and leadership. NOCE celebrates students as they overcome obstacles while preparing for their future. The NOCE scholarship program is a unified effort by instructors, tutors and staff, counselors and administration to encourage and provide assistance throughout the application, review and remittance process. These scholarships vary in their fields, the requirements, and the award amount. Each scholarship has been made available through the generosity of individual donors, faculty and staff, and retired administrators. For more information, please visit: www.noce.edu/scholarships.

Scholarship and Other Aid include:

- NOCE Scholarship Program
- CTE Textbook Loan
- Book Award

NOCE Scholarship Program Honors Excellence

Each NOCE scholarship has different requirements. Read carefully through all available scholarships, including its criteria and requirements for applying. We encourage all students to apply for scholarships that reflect their needs, personal skills, and/or accomplishments.

NOCE scholarships include opportunities for students to apply for funding for:

- Textbooks
- Various student fees (for uniforms, software fees, and more)
- Partial tuition fees for college

To qualify for a NOCE Scholarship, students must:

- Meet requirements.
- Complete an application online.

Students must observe the following scholarship rules:

- The scholarship board will not review incomplete applications.
- All scholarships should be completed online.
- Students can apply for multiple scholarships online. However, all scholarship applications must include a separate specific essay for each scholarship. One essay for all scholarships will not be accepted. Each essay must reflect the specific prompts designed for the scholarship selected.

Types of Scholarships

As an NOCE student, you can review the various types of scholarships and determine which criteria fit you best! Apply for any scholarship(s) for which you desire and/or are eligible.

Scholarships have unique requirements and deadlines, and eligibility requirements vary for each scholarship. Many students qualify for several scholarships. Apply as soon as possible, before the scholarship application deadline(s). However, it's possible that some students may not qualify for every scholarship listed. You should read through the criteria of each scholarship to note if you are eligible before applying. Apply as soon as possible, before the scholarship application deadline(s).

Transfer to College Scholarships

- District Management Association Scholarship

Special Interest Scholarships

- Dr. Cheryl A. Marshall Endowed Scholarship in Leadership & Service
- NOCE Kindness Scholarship
- Planting Seeds Scholarship – Early Childhood Education (ECE)
- Roots of Success Scholarship
- Service Award
- Student Emergency Relief Scholarship

External Scholarships for NOCE Students

- Asian Pacific Islander Desi American (APIDA) Faculty & Staff Association Scholarship
- Black Faculty & Staff Association Scholarship
- Enrique "Kiki" Zuniga Scholarship
- Rainbow Alliance of District (RAD) Scholarship

For more information on scholarship requirements visit noce.edu/scholarships. Please go to the scholarship webpage for further information on requirements, deadlines, and how to apply.

CTE Textbook Loan

The CTE Textbook Loan Program provides books for current CTE students to borrow to complete their Career Technical Education Certificate program. Students must be enrolled, and available textbooks are provided on a first-come, first-served basis once approved.

What are the requirements?

You must be enrolled in a NOCE CTE course and may only request books for classes you are enrolled in. Available books are loaned out and provided on a first-come, first-serve basis. Students must agree to the Student Book Lending terms and conditions outlined below:

- No writing in and/or highlighting in the book(s).
- No removal of any pages from the book(s).
- You must agree to return the book(s) within the first week of my course end date.
- If you lose, damage, and/or do not return the book(s) within one week of your course end date, you will not be eligible to check out any additional textbooks until all book(s) are returned or replaced.
- You must understand that all textbooks are for your use only and may not be loaned or given to another individual.

- You will be held responsible for any loss and/or damage to the book(s).
- Once your application is approved, you must pick up the book(s) in person. Books will not be mailed to you.
- You must show a photo ID and your NOCE Student ID to pick up a textbook(s).

Frequently Asked Questions (FAQs)

1. **How long can I keep the book(s)?**
   You may keep the book for the duration of your course, and you must return the book within one week of the course's end date.
2. **Who do I contact if I have any questions, comments, or concerns?**
   You should contact the Career Technical Education Program office by phone (714) 808-4915 or email careers@noce.edu for questions regarding the CTE Textbook Loan Program.

Book Award

This program was created for students enrolled in any of our NOCE noncredit programs that require books. This award is provided as a credit at the Fullerton College Bookstore for assistance in purchasing required books, access codes, and any other instructional material for the current semester as deemed necessary for the course by the instructor and available at the bookstore.

Criteria used to determine award amounts include the number of courses in which the student is enrolled, the cost of the required textbooks and materials listed by the bookstore, and book funds available. Students who need financial assistance with purchasing their books and meet the eligibility criteria listed below may apply.

Contact

- Phone: (714) 808-4682
- Email: bookawards@noce.edu

What are the requirements?

Complete an application for consideration and meet the following requirements:

- Current Semester registration
- Student Educational Plan (SEP) completed within the past year.
  - Contact Counseling & Student Services to schedule an appointment for an SEP at (714) 808-4682
  - Written response in the application: Your educational and career goals

**Please note: Due to the anticipated number of requests, not all students who apply will receive a book award. This award is non-transferable, and we are unable to accommodate any reimbursement requests.*

Frequently Asked Questions (FAQs)

1. How will I know if I receive the book voucher?
   - You will receive a notification with instructions/guidance on what action items will be needed from you to be eligible if this is the case.
   - If the system indicates you are not eligible, it will not be considered a successful completion.
   - Once you have met all criteria and the system has verified you are eligible, you will be allowed to complete the application towards successful completion.
   - An email response will be sent to you indicating you have successfully applied for the NOCE Book Award.
   - While we will try to provide book awards to as many students as possible, please note that due to the anticipated number of requests, not all students who apply may receive a book award.
2. **When can I expect to purchase my books, after I have been screened as an eligible applicant?**
   Students will be emailed award notifications and instructions on purchasing their books. We will strive to notify you of your award within 5-7 business days.
3. **When can I visit the Fullerton College bookstore to purchase my books?**
   The Fullerton College Bookstore is open for in-store purchases. For updated hours at the Fullerton College Bookstore, call (714) 992-7008 or visit the Fullerton College Bookstore Website.

Workshops

Students are invited to participate in scholarship workshops.

The workshops provide students with all of the details related to the scholarship program and the application:

- What are scholarships?
- Types of scholarships
- Scholarship requirements
- How to apply
- Help in understanding the essay requirements
- How to submit additional requirements (letter of recommendation)

More information on scholarship workshops can be found at noce.edu/scholarship-workshops

Assistance Available

For application assistance, please visit the Anaheim Campus:

- Career Skills & Resource Lab (Room 606)
- Counseling & Student Services Office (Room 215)
- ESL Learning Center (Room 702)
- Learning Center (Room 104)

For one-on-one assistance with writing an essay

Visit the NOCE Learning Center (Tutoring) for faculty help at Anaheim Learning Center, call: (714) 808-4583 or email: AnaheimLearningCenter@noce.edu

Student Resources

North Orange Continuing Education (NOCE) offers a wide-ranging suite of student support services designed to help learners succeed academically, professionally, and personally. These include counseling, academic tutoring, the ARISE Lab, a Career Skills and Resource Lab, Disability Support Services, ESL assistance, and access to essentials like a food pantry, clothing closet, and scholarships. Through personalized advising, skill-building workshops, and essential resources, NOCE empowers students to plan their educational journey, overcome challenges, and advance toward their goals

- Academic Counseling
- Academic Tutoring and Learning Centers
- ARISE Lab
- Aspire Attire Lounge
- CTE Book Loan Program
- ESL Student Support Services
- Food Pantry
- Grads to Be
- LGBTQIA+ Resources
- Rising Scholars Program
- Student E-mail
- Student Technology Support Services
- Student Wellness Resources
- Transition to College

Academic Counseling

Academic counselors help students get the most out of their education.

- Educational planning
- Support with transition to college and career
- Goal setting
- Referral to NOCE or community resources

In-person, virtual, or phone appointments are available at (714) 808-4682 or noce.edu/counseling.

Academic Tutoring and Learning Centers

Tutoring in all academic subject areas; small group and one-on-one support; in-person and online tutoring. NOCE offers free academic tutoring through the Basic Skills Learning Center at Anaheim and Cypress. Students can visit for in-person support or schedule a session online.
For hours and details, visit noce.edu/tutoring.

ARISE Lab

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

Aspire Attire Lounge

Do you have an upcoming interview? Are you starting a new job and need an upgraded professional look? NOCE can help!
NOCE students can make an appointment at the Aspire Attire Lounge at the Anaheim Campus to select a career-ready outfit to prepare them for the workplace.

- Get professional clothes
- Get workplace-ready
- Free for any NOCE students
- Clothing such as shirts, blouses, blazers, suits, pants, and skirts are available in various sizes for men and women. In addition, a limited number of accessories are also available, including shoes, briefcases/work bags, scarves, and jewelry.

To schedule an appointment for the NOCE Aspire Attire Lounge, contact the Career Skills and Resource Lab:

- email: careerhelp@noce.edu
- phone: (714) 808-4717
- visit: noce.edu/closet

CTE Book Loan Program

Career Technical Education (CTE) students can checkout books to utilize throughout the semester. Books will be loaned on a first-come, first-served basis. Contact the CTE Program anytime in the semester to inquire about the book loan process.
Contact (714) 808-4815 or careers@noce.edu.

ESL Student Support Centers

ESL Program students can get technology support, tutoring, and more at the ESL Learning Centers online or on campus.
For hours and instructor information, visit noce.edu/ESL/LC.

Food Pantry

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

Grads to Be

Services for undocumented students include assistance with legal aid, mental health resources, and guidance for transitioning to college.
More info at noce.edu/grads2be.

LGBTQIA+ Resources

At NOCE, we are committed to creating safe and inclusive environments for all students, including those who are LGBTQIA+. For more details and resources, visit noce.edu/lgbtq.

Rising Scholars Program

This program provides support to our formerly incarcerated and justice-impacted students through education. Our purpose is to foster a network of support for students as they transition into the college environment and to build strong pathways for the achievement of their academic and career goals.
More info at noce.edu/rising-scholars.

Student E-mail

All students enrolled in a non-credit course are automatically setup with an email account.
NOCE students have an e-mail to use for:

- Getting all school updates and news
- Logging into loaner laptops
- Communicating with teachers
- Connecting to campus WiFi
- Accessing computer labs
- and more...

Visit noce.edu/student-email.

Student Technology Support Services

Student Technology Support Service (STSS) provides technical assistance to students for laptop loan program, hotspot, student e-mails, and campus WiFi. Devices are available only to students who are enrolled in an online or hybrid class and have a recent Student Educational Plan (SEP).
For more info call (714) 808-4706,
email StudentTechSupport@noce.edu or visit noce.edu/tech-support.

Student Wellness Resources

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

Transition to College

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

Instructional Support Services, Open Labs

Academics, Relationships, Independence, Self-Advocacy, and Emotional Health (ARISE) Lab

The ARISE (Academics, Relationships, Independence, Self-Advocacy, Emotional Health) Lab provides specialized support for students experiencing stressors from academic and campus life. The ARISE Lab was designed to support individuals with Autism Spectrum Disorder (ASD) and has expanded to support students with mental health needs, anxiety, and stress. The lab has proven beneficial to students from all NOCE programs. The ARISE Lab is a sensory-friendly space where students can decompress, seek guidance, and socialize with peers. The lab offers individual and group counseling, and small group instruction. Staff provide services and resources that support the educational, vocational and personal goals of students. More info at noce.edu/arise.

Basic Skills/Learning Centers

High School Diploma and Learning Center students receive assistance in gaining skills to attain personal and educational goals. Students work with faculty, staff, and tutors in small groups or one-on-one on a variety of subjects such as math, grammar, and reading. Computers are available for online instruction and assessment. Students may also enroll in the Learning Center to gain employability skills, receive additional instructional support in high school diploma subjects as referred by the high school lab faculty, obtain tutorial support in vocational/career technical education subject areas, and/or prepare for college-level assessments or coursework. Instructional materials, including textbooks, are provided at no cost to students. However, materials are to remain in the labs as they are shared by all students in the classroom. More info at noce.edu/learningcenters.

Career Skills and Resource Lab

The Career Skills and Resource Lab provides flexible scheduling to complete and receive assistance with career exploration, employment readiness, classroom skills for success, Canvas, online learning, and computer skills improvement.

The lab provides a welcoming space for students to work on and complete homework assignments, access textbooks, as well as receive individualized assistance with resume and cover letter writing, interview preparation, job search techniques, LinkedIn, and much more. More info at noce.edu/career-services.

ESL Student Support Centers

The ESL Student Support Centers offer 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.

Attendance is "drop-in", when convenient of students. ESL Learning Center is available in-person at Anaheim Campus, Cypress Center, Wilshire Center, and online in zoom. NOCE.EDU/ESL/LC for current schedule.

Standard Definitions

Definition of Hours/Credits

NOCE coursework is measured in terms of instructional hours. Non-credit offerings are stand-alone courses or instructional programs that may not require extensive assessment or examinations and do not offer academic credit.

NOCE Adult High School Diploma Program Hours/ Credits

A noncredit course awarding 10 high school credits is designed to require a minimum of 144 hours of lecture, study, or laboratory work.

Definition of a Prerequisite

When a course has a **prerequisite**, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill, ability (i.e. speaks and writes Spanish fluently), a test score, or successful completion of a prior course (i.e. must complete MEDO 105 Medical Terminology with a grade of "P"). Completion of the prerequisite or a current enrollment in the prerequisite is required prior to enrolling in the course. Successful completion of a prerequisite course means that a grade of Pass was earned; NP, W, or NG grades are not acceptable.

Definition of a Corequisite

When a course includes a **corequisite**, it signifies that a student must take *(at the same time)* as another course concurrently with the required course. In some situations, the corequisite course can be taken before the necessary course. In order to register for a course with a corequisite, make sure you register for both at the same time.

Definition of Advisory

When a course has an **advisory**, it means that a student is recommended to have certain preparation before entering the course. The preparation is advantageous to a student's success in the course but is not required. Since the preparation is recommended, the student is advised, but not required, to meet the condition before or in conjunction with enrollment in the course or educational program.

What is the difference between a prerequisite and a corequisite?

- **Prerequisite**: a course or a test that must be successfully completed prior to registering for the listed course.
- **Co-requisite:** is a course that must be taken at the same time as another course.

Definition of a Career Development and College Preparation (CDCP) Course

Courses identified as CDCP are a sequence of noncredit courses that culminate in:

1. Certificate of Completion - leading to improved employability or job opportunities
2. Certificate of Competency - in a recognized career field and prepares students for transfer to a four-year institution

Definition of Distance Education

Distance Education is defined as instruction where students and faculty are separated by distance and interact using a variety of technologies. Every NOCE distance education course follows the established course curriculum procedure and is approved before registering and enrolling students. NOCE uses Canvas as the primary software for online classes. In addition, many NOCE classes will utilize Zoom. Visit noce.edu/distance-education for more information.

Fully Online Courses (Synchronous and Asynchronous)

An online course at NOCE is offered entirely online. The Schedule of Classes defines online courses as "Online courses have no in-person classroom instruction or assessments. All instruction is online, although some online courses have synchronous activities which are indicated in the schedule of classes." (*Listed in NOCE schedule with meeting as **Online** - Completely online classes done on your own in Canvas or a combination of asynchronous work and required synchronous sessions on specific day/times. Optional meeting times may be listed in the class notes.)*

Partially Online (Synchronous)

A partially online course at NOCE offers instruction both online and on-campus. Required in-person class meetings are included in the Schedule of Classes and follow a predictable pattern (on the same day(s) of the week and at the same time). The Schedule of Classes defines partially online courses as "Partially online courses are taught in-person and online. While a class does not meet every week, those meetings that are scheduled will occur on the same day and at the same time of the week. *(Listed in NOCE schedule with meeting type as **Hybrid** - Classes that have online coursework in Canvas and in-person classes on specific days/times. Students must attend both.)*

Web-enhanced Courses (Synchronous)

Web-enhanced courses at NOCE offer in-person courses that provide student access to online class materials, communication, and resources. Web-enhanced courses may include supplemental activities, home assignments, and learning activities, and facilitate electronic submission of coursework, and various communication opportunities. Web-enhanced courses may not use internet-based resources or activities to replace required on-campus instruction or in-seat contact hours. The Schedule of Classes defines web-enhanced courses as "Web-enhanced courses are in-person courses that use the web to deliver materials, not to replace required in-person instruction or in-seat contact hours. Trained instructors may use Canvas course sites to enhance and enrich learning." (*Listed in NOCE schedule with meeting type as **Zoom** - Courses scheduled at specific days/times meeting mostly in Canvas on Zoom).*

Online Platform - Canvas

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

Definition of Noncredit Course (Tuition-Free)

NOCE is able to offer tuition-free, noncredit courses through State funding. The course funding is based upon the course eligibility criteria being met as outlined and actual attendance hours. Student actual attendance in class supports the ongoing funding received to continue our programs. Noncredit courses are classified into ten legislated instructional areas as derived from Ed Code section 84757 and defined in Title V section 55151.

The 10 instructional areas are:

1. English as a Second Language (ESL)
2. Immigrant Education
3. Elementary and Secondary Basic Skills
4. Health and Safety
5. Substantial Disabilities
6. Parenting
7. Home Economics
8. Courses for Older Adults
9. Short-term Vocational Programs
10. Workforce Preparation

Definition of open Entry/Open Exit:

Most Basic Skills, Disability Support Services (DSS), English as a Second Language (ESL), and Lifeskills Education Advancement Program (LEAP) classes are offered year-round and allow students to enroll in an open entry/open exit basis. Initial enrollment into the course remains active until the student stops attending for an extended period of time, at which time they are dropped from the course.

NOCE NONCREDIT EDUCATION PROGRAMS

North Orange Continuing Education (NOCE) offers quality programs and services for students seeking self-improvement, enhanced earning power, increased literacy skills, and access to higher education and employment. Courses are offered day and evening hours throughout the week. Not all courses are offered each semester.

Most classes offered through noncredit programs are tuition-free to the community, funded through attendance (apportionment) through the California Community College Chancellor's Office.

- Basic Skills / Learning Centers
- Business Skills and Opportunities
- Career Technical Education (CTE)
- College Preparation Program
- Computer Applications
- Disability Support Services (DSS)
- English and Communication
- English as a Second Language (ESL) and Citizenship Preparation
- Foreign Language
- GED/HiSET Preparation
- High School Diploma (HSDP)
- Lifeskills Education Advancement Program (LEAP)
- Medical

Basic Skills Learning Centers

Basic Skills Learning Centers are open-entry labs where adult students, 18 years of age and older, receive assistance in gaining skills to attain personal and educational goals by working with faculty, staff, 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. Students may also enroll in the Learning Centers to gain employability skills, receive additional instructional support in High School Diploma subjects as referred by the diploma faculty and staff, obtain tutorial support in vocational/career technical education subject areas, and prepare for college-level assessments and coursework. Open-entry, GED/HiSET Preparation academic support is offered for adult students in the NOCE Basic Skills Learning Centers.

Rooted in a personalized approach, the program features individualized learning plans developed in collaboration with instructors, based on each student's goals, current skill levels, and preferred learning styles. Students benefit from small-group instruction, computer-assisted learning, audio books, and interactive workbooks, all designed to reinforce key concepts in reading, writing, mathematics, and critical thinking.

What sets this program apart is its focus on both academic skills and learning strategies. Students receive course-specific tutoring and academic coaching, making this program ideal for those seeking targeted support for credit or noncredit classes. Whether the goal is personal enrichment, job advancement, or preparation for college and career training, the Foundational Skills Development Program offers a nurturing space for growth, progress, and achievement.

With open-entry/open-exit enrollment, students can begin at any time and progress at their own pace—making education truly accessible, empowering, and centered on the learner. This program is open to all NOCE students.

For a list of courses, see course descriptions: Adult Basic Education (ABE and ABED).

Business Skills and Opportunities

Business skills are a diverse set of abilities that enable individuals to navigate the complexities of the corporate world effectively. From communication and leadership to problem-solving and financial literacy, these skills play a vital role in achieving success in entrepreneurial endeavors and corporate environments

See Career Technical Education for more details. For a list of courses, see course descriptions: Business Accounting (BUSA); Business Management (BMGR); Business (BUSN); Entrepreneurship (ENTR); Finance (FINC); and Human Resource Management (HRMA); Workforce Preparation (WFPR).

Career Technical Education (CTE) Program

The Career Technical Education (CTE) Program offers students a variety of short-term certificate programs and single course options designed to prepare students for a high-demand career and/or advance current work skills. CTE Program courses combine academic knowledge with technical and occupational skills to provide students with pathways to long-term careers and success. Our CTE Program instructors are leaders in their fields with extensive practical experience to share with students. Much of the growth in current and future jobs will require training beyond high school. Enrolling in NOCE CTE Program classes means job readiness for a new career or a better position in a current work field in two years or less. NOCE provides job skills training and language support for English language learners. ESL students Intermediate High and above can enroll in Career Pathways programs to develop language and job skills at the same time. Students earn certificates in both CTE and ESL. Contact the ESL program for more information.

For a list of courses, see course descriptions: Business Accounting (BUSA); Business Management (BMGR); Computer Information Systems and Technology (CIST); Computers (COMP); Early Childhood Education (ECED); Electrical (ELET); Entrepreneurship (ENTR); Funeral Services (FSRV); Human Resource Management (HRMA); Medical Assisting (MEDA); Medical Occupations; (MEDO); Microsoft (MS); Office Technician (OTEC); Parenting (PARN), Personal Care Aide (MEDO); Pharmacy Technician (PTEC); Quality Assurance Medical Device (QAMD); and Workforce Preparation (WFPR).

College Preparation Program

NOCE offers College Preparation courses in accordance with AB 705. This noncredit certificate program is designed to strengthen students' foundational math skills and prepare them for success in credit-bearing math courses. The program offers a structured pathway with three core courses: College Prep Basic Math, College Prep Pre-Algebra, and College Prep Elementary Algebra. These courses cover essential arithmetic, algebraic expressions, polynomials, ratios, fractions, rational and radical expressions, and factoring. All courses in the program reinforce essential learning objectives and are designed to build the confidence and

competence needed for students to successfully transition into credit-level math coursework.

For a list of courses, see course descriptions: Adult Basic Education (ABED).

Computer Applications

The Computer Applications Program offers courses in the foundational concepts needed to operate personal computer systems. Courses offered include application-specific skill development in Microsoft, Adobe and Internet-based software.

For a list of courses, see course descriptions: Computer (COMP); Computer Information Systems and Technology (CIST); Microsoft (MS), and Office Technician (OTEC).

Disability Support Services (DSS)

NOCE Disability Support Services (DSS) provides students who have disabilities with a variety of courses, accommodations, and services to support them as they pursue goals related to higher education, living more independently, career development, and employment. Offerings include:

- **DSS classes** that promote academic and career readiness, independence, mobility, problem-solving, employment, and living independently in the community;
- **Workforce and Inclusion Programs** such as College to Career (C2C), Independent Vocational and Educational Support (IVES), Workability III (WAIII), educational coaching, job development, bus mobility training, providing support for inclusive classes, employment readiness, and job placement;
- **Counseling and Student Services** to support students with the transition from K-12 to college, educational and vocational goal setting, academic accommodation plans, materials in alternate formats, testing accommodations, and referrals to other campus and community resources; and
- **Support for Mental Health and Wellness** such as counseling, small group instruction, peer mentoring, and referrals to mental health providers through the Academics, Relationships, Independence, Self-Advocacy, Emotional Health (ARISE) instructional support and wellness lab.

For a list of courses, see course description: Disability Support Services (DSSS and DSPS).

English and Communication

The NOCE English and Communication classes offer a variety of opportunities for the adult student to improve their writing, speaking, or presentation skills or gain skills to be a better communicator on the job. Courses such as Communication with the Deaf, Sign Language, and Educational Interpreting also offer pathways to possible future careers.

For a list of courses see course description: English/Communications (ENCO) and Sign Language (SIGN).

English as a Second Language (ESL and Citizenship) Preparation Program

These courses help second language learners improve their English listening, speaking, reading, and writing skills to reach their career, academic, and personal goals. Specialty classes offer additional support in topics such as grammar, vocabulary, pronunciation/conversation, computer skills, and workforce preparation. Students can get individualized instruction and support through the ESL Learning Center. Civics and Citizenship Preparation classes help students become active, involved community members and prospective United States citizens. ESL for Academic Success is available for higher-level students on a pathway to college. State-approved Career Development and College Preparation (CDCP) Certificates of Completion are available for students to earn throughout the ESL Program. NOCE provides job skills training and language support for English language learners. ESL students Intermediate High and above can enroll in Career Pathways programs to develop language and job skills at the same time. Students earn certificates in both CTE and ESL. Contact the ESL Program for more information.

For a list of courses, see course descriptions: English as a Second Language (ESLA and ESLW).

GED/HiSET Preparation

The GED/HiSET Preparation Program at North Orange Continuing Education (NOCE) offers a transformative educational experience for adult learners seeking to earn their high school equivalency credential and unlock new opportunities for personal, academic, and professional growth.

This comprehensive, noncredit preparation program is thoughtfully designed to build student proficiency in the five core subject areas of the GED and HiSET exams: Mathematics, Reading, Science, Social Studies, and Language Arts/Writing. Our GED Prep program aims at removing barriers to education and goes beyond traditional instruction by offering wrap-around academic services to support each student's unique journey. GED/HiSET students gain access to the Basic Skills Learning Center—both in-person and online—where they can receive free tutoring, learning resources, and personalized academic guidance designed to meet their individual goals.

Earning a high school equivalency credential is an alternative option for adults to demonstrate their high school competency skills. The GED/HiSET Preparation Program is offered virtually. Open-entry Basic Skills Learning Centers offer in-person academic support for students who choose to prepare for GED/HiSET exams at their own pace. Lab faculty and staff assist students with preparation in the subject areas of math, science, social studies, reading, and language arts. Practice tests are administered to assess readiness for the official exams. Assistance in finding and signing up for the official tests is also part of the program. Adults are given the opportunity to prepare and demonstrate their high school level proficiency as well as their readiness for higher education or the workplace. CASAS assessment is given to measure progress in the program.

This program provides the tools and support needed to reach your destination. Upon successful completion, students are well-prepared to pass the official GED or HiSET exam and earn a recognized high school equivalency certificate—opening doors to higher education, better job prospects, and a brighter future.

For a list of courses, see course descriptions: Adult Basic Education (ABED)

High School Diploma Program

The North Orange Continuing Education (NOCE) High School Diploma Program (HSDP) is a dynamic and supportive educational pathway designed for adult learners who did not complete a traditional K-12 program. Serving the North Orange County community, this program offers a second chance to earn a fully accredited high school diploma to adult students aged 18 years of age and older. The HSDP labs provide flexible learning opportunities, allowing students to complete coursework as their

schedules permit, thus supporting our diverse student population. In order to meet this goal, the High School Diploma Program offers individualized instruction and one-on-one support to help students develop skills that will help them succeed in a Career Technical Education (CTE) program, trade schools, and higher education institutions. Select high school subjects are offered online.

The HSDP provides a comprehensive curriculum that builds essential skills in English Language Arts, Mathematics, Science, and Social Science. Through personalized instruction and academic support, students gain the knowledge and confidence needed to succeed both inside and outside the classroom.

More than just a diploma, the program opens doors to a wide range of future opportunities—whether students are seeking to enter the workforce, attend a trade school, enroll in college, or simply accomplish a long-held personal goal. Graduates of the HSDP leave equipped with the academic foundation, critical thinking skills, and motivation to thrive in their next chapter.

For a list of courses, see course descriptions: Individual High School Subjects (IHSS).

Lifeskills Education Advancement Program (LEAP)

LEAP provides dynamic and responsive lifelong learning opportunities to meet the needs of the North Orange County residents. These are learning opportunities in the areas of vocational training, health and safety, socialization, parenting, enrichment, and skill development leading toward personal fulfillment and greater involvement in the community. Both apportionment (tuition-free) and fee-based courses are held at various sites throughout the District.

- **Family and Consumer Sciences**
  These courses focus on the lifespan of individuals and families developing and functioning in family, work, and community settings. Individuals are prepared to balance personal, family, and work responsibilities throughout life. Course offerings address the full spectrum of skills necessary to achieve optimal and sustainable living. Courses are offered in the areas of home resource management; parenting and family education; fashion design, clothing production; and hospitality.
  - **Bartending**
    For a list of courses see course description: Hospitality Management (HOSM)
  - **Business and Entrepreneur**
    For a list of courses, see course description: Business (BUSN)
  - **Computer**
    For a list of courses, see course description: Digital (DIG)
  - **Cooking**
    For a list of courses, see course description: Cooking (FN)
  - **Fashion Design and Clothing Production**
    For a list of courses, see course description: Clothing (CC)
  - **Finance and Personal Investments**
    For a list of courses, see course descriptions: Finance (FINC)
- **Fine and Applied Arts**
  These courses are dedicated to teaching skills by emphasizing the appreciation and production of art placing an emphasis on the creative and esthetic principles, technical processes, and development of culture. Students are given an opportunity to be artistically expressive including performance in the areas of art and music.
  - **Drawing & Painting**
    For a list of courses, see course descriptions: Arts and Crafts (ARTC) and Creative Arts (CRAE)
  - **Music**
    For a list of courses, see course description: Music (MUSC)
  - **Photography**
    For a list of courses, see course descriptions: Photography (FOTO)
- **Mature Driver**
  The DMV-approved Mature Driver Improvement Course for individuals 55 or older provides instruction on defensive driving and California Motor Vehicle Laws. Information is provided on the effects that medication, fatigue, alcohol, visual and/or auditory limitations have on a person's driving ability. Upon completion, a DMV certificate will be provided to the student, which may qualify the student for reduced motor vehicle insurance premiums. For a list of courses, see course description: Emeritus (EMER).
- **Older Adults/Emeritus**
  These courses are designed to address the educational needs and interests of older adults (50 years and older), focusing on topics that promote independence, advocacy, community engagement, self-maintenance, personal growth, physical and cognitive health, career development, and economic self-sufficiency. For a list of courses, see course descriptions: Emeritus (EMER).
- **Physical Fitness**
  These classes include physical exercise, dance, and martial arts. All of these are offered as fee-based classes. the variety of offerings provides students with options to start or maintain a fitness program. For a list of courses, see course descriptions: Dance (DAN), Fitness (FITN), and Health (HLTH).

Medical

The medical field offers various career paths and jobs for individuals with different levels of work experience, education and interests. The health care profession is steadily growing across medical job types, including clinical, technical and administrative.

See Career Technical Education for more details. For a list of courses, see course descriptions: Medical Assisting (MEDA); Medical Occupations (MEDO), Personal Care Aide (MEDO), and Pharmacy Technician (PTEC).

CAREER DEVELOPMENT AND COLLEGE PREPARATION (CDCP) CERTIFICATE PROGRAMS

Career Development and College Preparation Certificate Programs

What are CDCP programs? Career Development and College Preparation (CDCP) Programs are sequenced courses resulting in noncredit certificates of completion or competency and leading to improved employability, job placement, and academic skills. CDCP Programs are offered in the areas of short-term vocational or workforce preparation, basic skills, and English as a Second Language. Certificate programs are favorably recognized by business and industry and are frequently used as a requirement for professional advancement. Classes are noncredit and do not generate degree-applicable college units.

- Braille Transcribing
- Business
- College Preparation
- Computer and Technology
- Construction
- Early Childhood Education
- English as a Second Language
- Funeral Service Assistant
- GED/HiSET Test Preparation
- Medical
- Workforce Preparation

Braille Transcribing

A braille transcribing program trains individuals to convert printed text into Braille, ensuring accessibility for blind and visually impaired readers. The program covers Braille code, transcription standards, and the use of specialized software and equipment.

- Braille Transcribing

Business and Technology

Business program equips students with essential skills in administrative, management, finance, marketing, and entrepreneurship. It prepares graduates for diverse careers in the corporate world, small businesses, or their own entrepreneurial ventures.

- Bookkeeping
- Classroom Essentials for Program Success
- Customer Relations
- Entrepreneurship
- Human Resource Assistant
- Management Program
- Office Assistant, Introduction
- Office Assistant, Advanced

College Preparation

Math Skills certificate programs will prepare students to improve their foundational level mathematical skills in order to ensure a successful transition to credit-bearing math courses.

- Math Skills 1
- Math Skills 2
- Math Skills 3

Computers

Computer Software and applications are interactive platform designed to teach users the fundamentals of computer software and coding. Through engaging tutorials and hands-on projects, it empowers learners to develop practical skills and build a strong foundation in technology.

- Google IT Support Professional Pre-Apprenticeship

Construction

Electrical Technology Program offers comprehensive training in electrical systems, providing students with hands-on experience in installation, maintenance, and troubleshooting. With a focus on industry standards and safety protocols, it prepares graduates for successful careers in the electrical technology field.

- Electrical Technology

Early Childhood Education

Early childhood education program focuses on the developmental needs of young children, preparing them for academic and social success. It encompasses teaching strategies, curriculum design, and child psychology to foster a nurturing and effective learning environment.

- Career Exploration: Child Care Industry
- ECE Preschool Assistant Teacher
- ECE Preschool Teacher
- ECE Infant Care Teacher
- ECE Preschool Director

English as a Second Language

The ESL Program offers certificates of completion that students can earn when they pass all courses listed. The state-approved certificates awarded appear on official student transcripts. For questions contact the ESL department by phone: (714) 808-4638, text: (714) 497-1523 or ESL4ALL@noce.edu.

- ESL College Success Skills
- ESL Employment Preparation
  - Part A
  - Part B
- ESL for Academic Success
  - Level I
  - Level II
- ESL for Community Involvement
  - Beginning
  - Intermediate to Advanced

- ESL for the Arts
- ESL for Workforce Preparation
  - Intermediate
  - Advanced
- ESL Grammar Review
- ESL Integrated
  - Beginning Literacy
  - Beginning Low
  - Beginning High
  - Intermediate Low
  - Intermediate High
  - Advanced
- ESL Multiskills
- ESL Precollege Reading and Writing, Intermediate
- ESL Reading and Writing Skills
  - Beginning
  - Intermediate to Advanced
- ESL Skill Review
  - Beginning Literacy
  - Beginning Low
  - Beginning High
  - Intermediate Low
  - Intermediate High
  - Advanced
- ESL Speaking Skills
  - Beginning
  - Intermediate to Advanced
- ESL Specialty Courses
  - Beginning
  - Intermediate to Advanced
- ESL Vocabulary Review
- ESL Work Readiness
- Workplace Vocational English-as-a-Second-Language:
  - Administrative Assistant
  - Early Childhood Education
  - Electricity and Construction
  - Pharmacy Technician

Funeral Service

Funeral service assistant program prepares individuals to support funeral directors in various tasks, including arranging services and assisting with preparations. The program includes training in customer service, administrative duties, and the basics of mortuary science.

- Funeral Service Assistant

GED/HiSET Test Preparation

These programs allows students to develop a complete set of communication skills that will prepare them for the workplace, vocational training, or success in academic programs such as GED, HiSET, high school or college.

- GED/HiSET Test Preparation

Medical

Medical Program delivers rigorous training in healthcare practices, equipping students with the knowledge and skills needed for various medical professions. Emphasizing both theoretical learning and practical experience, it prepares graduates for excellence in patient care and medical innovation

- Medical Assistant
- Personal Care Aide
- Pharmacy Technician
  - Registration Level
  - Entry Level
  - Advanced Level
- Quality Assurance Management Certificate for Medical Devices

Workforce Preparation

Career exploration program helps individuals discover potential career paths by assessing their interests, skills, and values. It provides guidance, resources, and hands-on experiences to make informed decisions about their future professions. These entry-level courses are open to all students and recommended for adults with disabilities to gain workplace skills, explore career paths, and prepare for future success — a perfect first step before Career Technical Education (CTE).

- Career Exploration: Animal Care Industry
- Career Exploration: Career Paths in the Restaurant Industry
- Career Exploration: Child Care Industry
- Career Exploration: Digital Marketing
- Career Exploration: Food Service Industry
- Career Exploration: Guest Services
- Career Exploration: Healthcare Workers
- Career Exploration: Orientation to College and Survey of Career Fields
- Career Exploration: Retail and Customer Services Skills
- Career Exploration: Workplace Technology Essentials

Basic Skills

- **GED/HiSET Test Preparation**

GED/HiSET Test Preparation

Certificate of Completion

Program Code: 3P39625

This program is designed to prepare the adult student to obtain a passing score on the official General Education Development (GED/HiSET) test. Upon successful completion of this program, the student will be prepared in all five areas of the GED/HiSET competency requirement. Acquisition of a GED/HiSET certificate will lead to improved employability and the skills mastered will apply to entry-level college preparation.

Code	Title	Hours
Required Core Courses (300 Hours)		
ABED 405	GED/HiSET: Mathematics	60
ABED 406	GED/HiSET: Reading	60
ABED 407	GED/HiSET: Science	60
ABED 408	GED/HiSET: Social Studies	60
ABED 409	GED/HiSET: Language Arts and Writing	60
Required Elective Courses (36 Hours)		
Must choose 1 of 3 courses		36
ABED 105	NOCE Learning Center	36
ABED 106	Literacy and Basic Skills Beginning	36
ABED 107	Literacy & Basic Skills Intermediate	36
Total Hours		**336**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ABED 405	60	ABED 406	60
ABED 407	60	ABED 408	60
ABED 105, 106, or 107 (Elective Course - Must choose 1)	36	ABED 409	60
	156		**180**

Total Hours 336

List of Courses

ABED 105 NOCE Learning Center **36-150 Hours**
Designed for students from beginning levels of reading and mathematics to those needing support for higher education. Through the use of small-group instruction, computer-aided instruction, audio books and workbooks, students will become better readers, writers and thinkers. Students may also improve their skills in mathematics. Skills attained can be used for personal growth, job advancement or for entry into other educational programs. Learning plans will be developed for each students based on student goals, needs and learning style. *(Apportionment)*

ABED 106 Literacy and Basic Skills Beginning **72 Hours**
Designed for emergent readers or students with very limited reading, writing, and math skills. The focus of the course is on decoding skills, fluency, and workplace literacy. Sight words and essential word reading are covered. *(Apportionment)*

ABED 107 Literacy & Basic Skills Intermediate **36-150 Hours**
This course reviews reading for information and academic vocabulary; writing skills necessary for higher education and the workplace, such as essays, note-taking and business writing; including understanding the general principles at work. *(Apportionment)*

ABED 405 GED/HiSET: Mathematics **72 Hours**
GED/HiSET mathematics prepares students to pass the math section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of instruction is basic computation, analytical and reasoning skills, word problems and word problems with graphics. *(Apportionment)*

ABED 406 GED/HiSET: Reading **72 Hours**
GED/HiSET reading prepares students to pass the reading section of the GED test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of instruction includes comprehension, fiction, nonfiction, poetry, and drama. *(Apportionment)*

ABED 407 GED/HiSET: Science **72 Hours**
GED/HiSET science prepares students to pass the science section of the GED/HiSET test. Sciences covered are life, physical, earth and space. Students learn to analyze and apply science information. *(Apportionment)*

ABED 408 GED/HiSET: Social Studies **72 Hours**
GED/HiSET social studies prepares students to pass the social studies section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of course covers U.S. history, world history, civics and government, geography and economics. *(Apportionment)*

ABED 409 GED/HiSET: Language Arts and Writing **72 Hours**
GED/HiSET writing prepares students to pass the language arts and writing section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. This course covers the writing process, grammar usage and mechanics. *(Apportionment)*

Braille Transcribing

- Braille Transcribing

Braille Transcribing

Certificate of Completion

Program Code: 3P39986

The Braille Transcribing Program is comprised of two classes that prepare students for the Library of Congress Braille Transcriber Certification which is required to be employed as a braille transcriber in public schools. The two sequenced courses are designed to provide the necessary skills to read and produce braille for all levels of educational institutions as well as other community needs.

Code	Title	Hours
Core Courses		
ENCO 200	Braille Transcribing - Reading & Writing Uncontracted and Contracted	45
ENCO 201	Braille Transcribing - Formatting Contracted Unified English Braille	45
Total Hours		**90**

Plan of Study

First Year		
Semester 1	**Hours Semester 2**	**Hours**
ENCO 200	45 ENCO 201	45
	45	**45**
Total Hours 90		

List of Courses

ENCO 200 Braille Transcribing - Reading & Writing Uncontracted and Contracted **45 Hours**

This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into literary Unified English Braille code. *(Apportionment)*

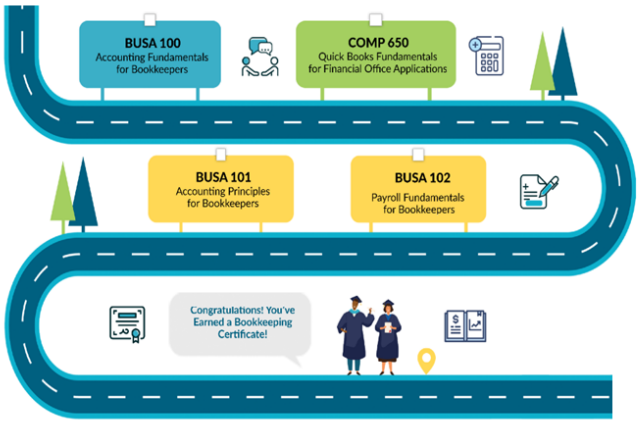
ENCO 201 Braille Transcribing - Formatting Contracted Unified English Braille **45 Hours**

This class is geared for persons with sight or visual impairments to learn how to format documents according to the Rules of Unified English Braille code and submit a manuscript for certification. *(Apportionment)*

Business

- **Bookkeeping**
- **Classroom Essentials for Program Success**
- **Customer Relations**
- **Entrepreneurship**
- **Human Resource Assistant**
- **Management Program**
- **Office Assistant, Introduction**
- **Office Assistant, Advanced**

Bookkeeping



Certificate of Completion

Program Code: 3P41123

The bookkeeping certificate is designed to prepare students for a career as an entry-level bookkeeper or to provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs. Bookkeepers maintain their employers' financial records by using accounting software and other tools. As they play such a significant role in determining their companies' success, employers want only the most highly trained and ethical bookkeepers. As a result, employers prefer bookkeepers with industry knowledge. Students can be expected to learn the following: accounting fundamentals, accounting principles, payroll functions and QuickBooks.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).

Code	Title	Hours
Core Courses		
BUSA 100	Accounting Fundamentals for Bookkeepers	36

BUSA 101	Accounting Principles for Bookkeepers	36
BUSA 102	Payroll Fundamentals for Bookkeepers	36
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36
Total Hours		**144**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
BUSA 100	36	BUSA 102	36
BUSA 101	36	COMP 650	36
	72		**72**

Total Hours 144

List of Courses

BUSA 100 Accounting Fundamentals for Bookkeepers **36 Hours**
Accounting fundamentals covers foundational topics, such as accounting for purchases, analyzing business transactions, and how accounting acts as the language of business. Upon completion students will understand the basics of accounting fundamentals in preparation for the bookkeeping certification exam. *(Apportionment)*

BUSA 101 Accounting Principles for Bookkeepers **36 Hours**
Prerequisite(s): BUSA 100 Accounting Fundamentals for Bookkeepers.
This course covers accounting for partnerships, long-term bonds, and the statement of cash flows, among other pieces of vital bookkeeping knowledge. The course prepares students for part two of the certification exam - Accounting Principles. *(Apportionment)*

BUSA 102 Payroll Fundamentals for Bookkeepers **36 Hours**
Prerequisite(s): BUSA 100 Accounting Fundamentals for Bookkeepers.
Payroll fundamentals covers foundational topics, such as accounting for computing wages, social security, taxes, withholdings, and analyzing and journalizing payroll transactions. Upon completion students will understand the basics of payroll fundamentals in preparation for the bookkeeping certification exam. *(Apportionment)*

COMP 650 Quickbooks Fundamentals for Financial Office Applications **36 Hours**
Teaches students the basics of using the QuickBooks software to develop customized financial application for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks. *(Apportionment)*

Classroom Essentials for Program Success

Certificate of Completion

Program #3P41619A

The Classroom Essentials for Program Success certificate is designed to prepare students for entry into a short term vocational program. Students can be expected to learn the following: computer terminology, the usage of the major business applications (word processing, database, spreadsheets, graphics and communication), develop a career path to assist them in their educational journey, and choose from a variety of options such as, but not limited to study skills, online education, keyboarding, and employability skills.

Code	Title	Hours
Core Courses (Required 24 Hours)		
OTEC 091	Computer Basics	12
OTEC 092	Software Essentials	12
Total Hours		**24**

Plan of Study

First Year

First Semester	Hours
OTEC 091	12
OTEC 092	12
	24

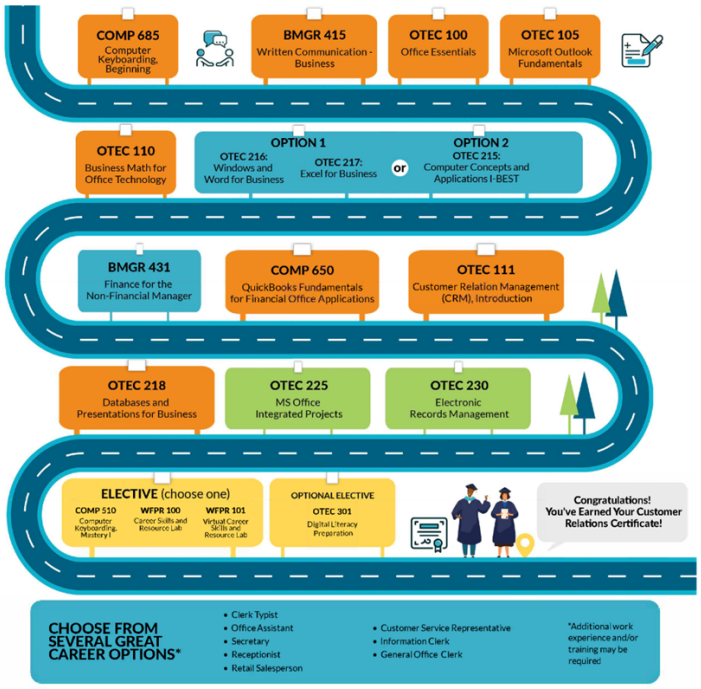
Total Hours 24

List of Courses

OTEC 091 Computer Basics **12 Hours**
Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other NOCE computer course. *(Apportionment)*

OTEC 092 Software Essentials **12 Hours**
Learn the beginning basics of MS Word, MS Excel, MS PowerPoint, and MS Access in one class. This class serves as a foundation for OTEC courses. *(Apportionment)*

Customer Relations



Certificate of Completion

Program #3P44229

The Customer Relations certificate is designed, as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills, including QuickBooks, database, and presentation, fundamentals of electronic record keeping, and introduction to customer relation management. With a solid software foundation, students will be better prepared to meet the workforce demands of today's business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in PowerPoint.

Prerequisites: · Completion of Office Assistant, Introduction certificate. To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If one of these two courses is chosen as the elective, it must be completed with at least 36 hours. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).

Code	Title	Hours
Required Core Courses (312 Hours)		
COMP 685	Computer Keyboarding, Beginning	36
OTEC 100	Office Essentials	24
OTEC 105	Microsoft Outlook Fundamentals	12
BMGR 415	Written Communication - Business	18
OTEC 110	Business Math for Office Technology	24
OTEC 218	Databases and Presentations for Business	36
OTEC 230	Electronic Records Management	54
BMGR 431	Finance for the Non-Financial Manager	18
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36
OTEC 111	Customer Relation Management (CRM), Introduction	18
OTEC 225	MS Office Integrated Projects	36
Required Option (Hours 72-96)		
Must select Option 1 or Option 2		*72-96*
OPTION 1		
OTEC 216	Windows and Word for Business	36
OTEC 217	Excel for Business	36
OPTION 2		
OTEC 215	Computer Concepts and Applications IBEST	96
Electives Courses (30-36 Hours)		
Must choose 1 of 3 Courses		30-36
COMP 510	Computer Keyboarding, Mastery I	30
WFPR 100	Career Skills and Resource Lab	36
WFPR 101	Virtual Career Skills and Resource Lab	36
Total Hours		**414-444**

Plan of Study

Option 1

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 110	24
OTEC 105	12	OTEC 217	36
OTEC 216	36		
	108		**78**

Second Year

First Semester	Hours	Second Semester	Hours
OTEC 218	36	BMGR 431	18
OTEC 230	45-54	COMP 650	36
COMP 510, WFPR 100, or WFPR 101	30-36	OTEC 111	18
		OTEC 225	36
	111-126		**108**

Total Hours 405-420

Option 2

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 215	96
OTEC 105	12		
OTEC 110	24		
	96		**114**

Second Year

First Semester	Hours	Second Semester	Hours
OTEC 218	36	BMGR 431	18
OTEC 230	54	COMP 650	36
COMP 510, WFPR 100, or WFPR 101	30-36	OTEC 111	18
		OTEC 225	36
	120-126		**108**

Total Hours 438-444

List of Courses

BMGR 415 Written Communication - Business **18 Hours**
Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports. *(Apportionment)*

BMGR 431 Finance for the Non-Financial Manager **18 Hours**
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. *(Apportionment)*

COMP 510 Computer Keyboarding, Mastery I **30 Hours**
Prerequisite(s): The student must be able to key 35 net words per minute (nwpm) timed writing or have completed COMP 685 Computer Keyboarding - Beginning with a pass grade
The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. *(Apportionment)*

COMP 650 Quickbooks Fundamentals for Financial Office Applications **36 Hours**
Teaches students the basics of using the QuickBooks software to develop customized financial application for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks. *(Apportionment)*

COMP 685 Computer Keyboarding, Beginning **36 Hours**
Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys alpha keys, punctuation, and number keys. Textbook Required. *(Apportionment)*

OTEC 100 Office Essentials **24 Hours**
A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service. Textbook Required. *(Apportionment)*

OTEC 105 Microsoft Outlook Fundamentals **12 Hours**
This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and manage task and contact records, and customize Outlook. *(Apportionment)*

OTEC 110 Business Math for Office Technology **24 Hours**
Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. *(Apportionment)*

OTEC 111 Customer Relation Management (CRM), Introduction **18 Hours**
This course introduces students to customer relationship management (CRM) and its application in marketing, service, and sales. Topics will include CRM strategies aligned with business processes with using people, technology, and knowledge. The use of CRM to optimize acquisitions, customer growth and retention, gain a competitive advantage, and maximize profit. *(Apportionment)*

OTEC 215 Computer Concepts and Applications IBEST **96 Hours**
This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 216 Windows and Word for Business **36 Hours**
Recommended Preparation: Basic keyboarding skills This course introduces students to fundamental workforce skills necessary to succeed in an office environment: Windows operating system and Microsoft Word. This is the first of three courses (OTEC 216, 217, 218) and prepares students for the Microsoft Office Specialist (MOS) certification. *(Apportionment)*

OTEC 217 Excel for Business **36 Hours**
Advisory: Completion of OTEC 216 Windows and Word for Business
This is the second course in a series of three courses (OTEC 216, 217, 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in Microsoft Excel. The course series will also help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 218 Databases and Presentations for Business **36 Hours**
Prerequisite(s): OTEC 211 Computer Concepts and Applications II or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business and OTEC 217 Excel for Business
This is the third course in a series of three courses (OTEC 216, OTEC 217, and OTEC 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part III introduces students to fundamental workforce skills in using a database and presentations. The course series also helps prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

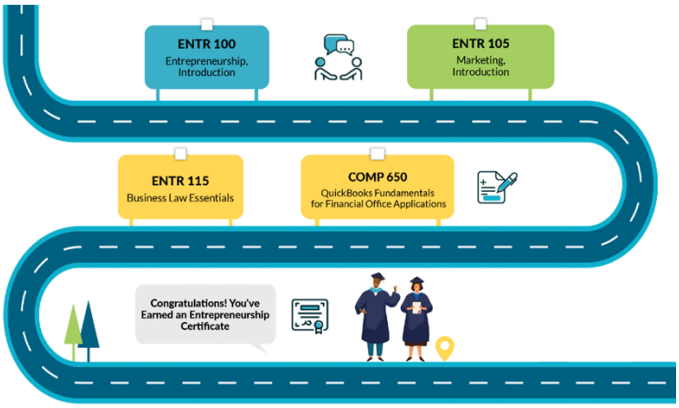
OTEC 225 MS Office Integrated Projects **36 Hours**
Prerequisite(s): OTEC 211 Computer Concepts and Applications II, and OTEC 212 Computer Concepts and Applications III or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business, OTEC 217 Excel for Business and OTEC 218 Databases and Presentations for Business
This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program. *(Apportionment)*

OTEC 230 Electronic Records Management **45-54 Hours**
Prerequisite(s): This course introduces the fundamentals of traditional and electronic records and information management
OTEC 100 Office Essentials. Topics include the principles of records and information management (RIM) such as the roles within the RIM environment, the selection of filing systems and the major types of indexing (alphabetic, subject, numeric, and geographic filing systems) along with the selection of systems, equipment, and supplies; design, control, and maintenance of inactive records will be identified. *(Apportionment)*

WFPR 100 Career Skills and Resource Lab **18-180 Hours**
Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. *(Apportionment)*

WFPR 101 Virtual Career Skills and Resource Lab **36 Hours**
Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. *(Apportionment)*

Entrepreneurship



Certificate of Completion

Program: 3P43316

The Entrepreneurship certificate of completion program is designed to introduce students to key concepts for starting and managing a business. Upon program completion, students will understand the components of a business plan, understand basic business regulations, and be introduced to marketing concepts and basic bookkeeping skills necessary to seek funding to start or expand a business.

For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).

Code	Title	Hours
Required Core Courses (180 Hours)		
ENTR 100	Entrepreneurship, Introduction	54
ENTR 105	Marketing, Introduction	45
ENTR 115	Business Basics: Law and Accounting	45
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ENTR 100	54	ENTR 115	45
ENTR 105	45	COMP 650	36
	99		**81**

Total Hours 180

List of Courses

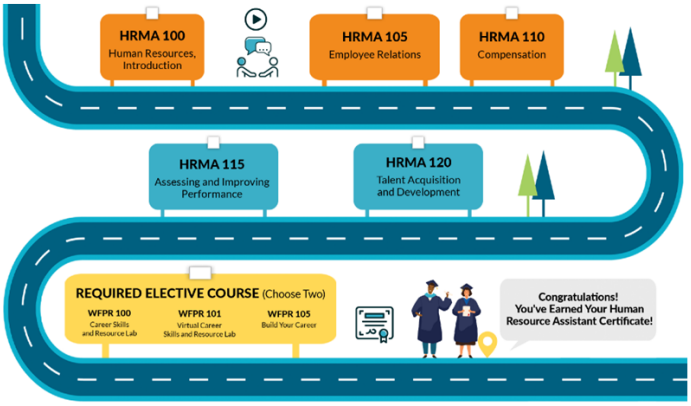
ENTR 100 Entrepreneurship, Introduction **54 Hours**
Entrepreneurship introduces students to the basics of starting up a business, including identifying business opportunities, understanding the components of a business plan, structuring the business, and financial considerations. Upon completion of this course, students will be able to use basic business terminology, explain the components of a business plan, and identify possible business structures. *(Apportionment)*

ENTR 105 Marketing, Introduction **45 Hours**
Marketing, Introduction covers foundational topics, such as planning your marketing strategy, creating content, understanding, engaging, and retaining consumers. Upon completion students will understand the basics of marketing from concept to optimization. *(Apportionment)*

ENTR 115 Business Basics: Law and Accounting **45 Hours**
Business Basics: Law and Accounting is an introduction to the laws and resources needed for new entrepreneurs. *(Apportionment)*

COMP 650 Quickbooks Fundamentals for Financial Office Applications **36 Hours**
Teaches students the basics of using the QuickBooks software to develop customized financial application for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks. *(Apportionment)*

Human Resource Assistant



Certificate of Completion

Program #3P44228

This certificate is designed for students seeking entry-level employment in a Human Resource department. The coursework will prepare students for entry-level positions with job titles such as HR Assistant, HR Clerk, HR Technician, etc.

To earn a certificate, students must complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
Required Core Courses (132 Hours)		
HRMA 100	Human Resources, Introduction	24
HRMA 105	Employee Relations	24
HRMA 110	Compensation	24
HRMA 115	Assessing and Improving Performance	24
HRMA 120	Talent Acquisition and Development	36
Required Elective Course (48-72 Hours)		
Must complete two of the following courses:		48-72
WFPR 100	Career Skills and Resource Lab	36
WFPR 101	Virtual Career Skills and Resource Lab	36
WFPR 105	Build Your Career	12
Total Hours		**180-204**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
HRMA 100	24	HRMA 115	24
HRMA 105	24	HRMA 120	36
HRMA 110	24	WFPR 100 or 101	36

WFPR 105	12	
	84	**96**

Total Hours 180

List of Courses

HRMA 100 Human Resources, Introduction **24 Hours**
This course will introduce students to the human resource environment. It focuses on basic human resource management, creating equal opportunities, analyzing jobs, and creating job descriptions. *(Apportionment)*

HRMA 105 Employee Relations **24 Hours**
This class with address working with collective bargaining units, labor and employee relations, and global human resource management. *(Apportionment)*

HRMA 110 Compensation **24 Hours**
This class with cover employee compensation by establishing a pay structure, recognizing employee contributions with pay, and providing employee benefits. *(Apportionment)*

HRMA 115 Assessing and Improving Performance **24 Hours**
This class addresses assessing performance of employees and building programs to help improve employee performance and satisfaction. *(Apportionment)*

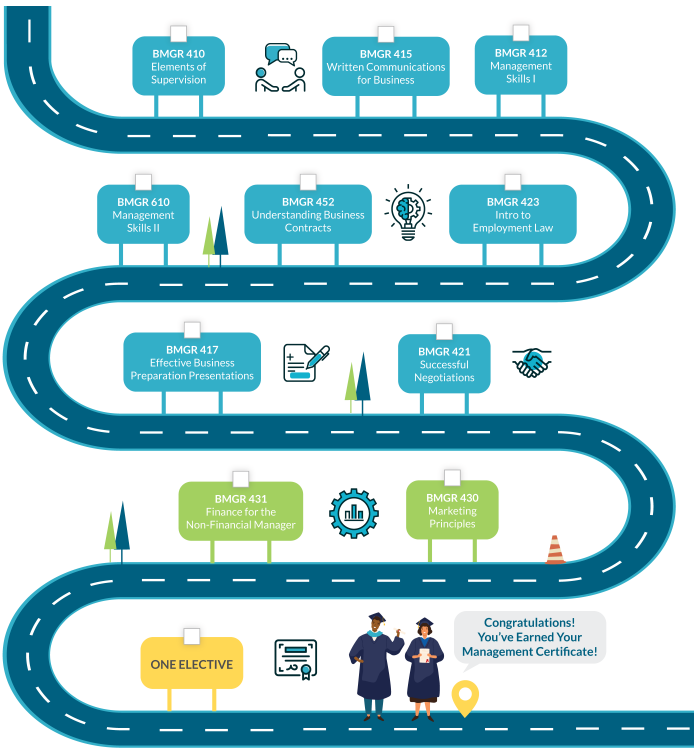
HRMA 120 Talent Acquisition and Development **36 Hours**
This course focuses processes and concepts of attracting, recruiting, hiring, retaining and developing quality talent for organizational need. *(Apportionment)*

WFPR 100 Career Skills and Resource Lab **18-180 Hours**
Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. *(Apportionment)*

WFPR 101 Virtual Career Skills and Resource Lab **36 Hours**
Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. *(Apportionment)*

WFPR 105 Build Your Career **12 Hours**
Ready to get to work? This course will help you launch your career through learning how to step out of your comfort zone, network, build communication skills, explore career options and land the jobs and internships you want. *(Apportionment)*

Management Program



Certificate of Completion

Program Code: 3P24114

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

Code	Title	Hours
Core Courses (Required 180 Hours)		
BMGR 417	Effective Business Presentations	18
BMGR 410	Elements of Supervision	18
BMGR 431	Finance for the Non-Financial Manager	18
BMGR 423	Introduction to Employment Law	18
BMGR 412	Management Skills I	18
BMGR 610	Management Skills II	18
BMGR 430	Marketing Principles	18
BMGR 421	Successful Negotiations	18
BMGR 452	Understanding Business Contracts	18
BMGR 415	Written Communication - Business	18
Elective Courses (Required 36 Hours)		
Must choose one of nine:		36
MS 134	Microsoft Word, Intermediate	36
MS 160	Microsoft Office, Overview	36
OTEC 216	Windows and Word for Business	36
OTEC 217	Excel for Business	36

OTEC 218	Databases and Presentations for Business	36
Total Hours		**216**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
BMGR 410	18	BMGR 421	18
BMGR 412	18	BMGR 423	18
BMGR 415	18	BMGR 452	18
BMGR 417	18	BMGR 610	18
BMGR 430	18	MS 134, 160, OTEC 216, OTEC 217, or OTEC 218	36
BMGR 431	18		
	108		**108**

Total Hours 216

List of Courses

BMGR 410 Elements of Supervision **18 Hours**
Required Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations. *(Apportionment)*

BMGR 412 Management Skills I **18 Hours**
Required This course provides an overview of the functions of the management process and its practical applications in a business environment. The course focuses on the planning process and organizing skills, including decision-making, strategic planning, delegating and staffing. Students will learn management principles that provide basic guidelines for supervisory decisions and actions. *(Apportionment)*

BMGR 415 Written Communication - Business **18 Hours**
Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports. *(Apportionment)*

BMGR 417 Effective Business Presentations **18 Hours**
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. *(Apportionment)*

BMGR 421 Successful Negotiations **18 Hours**
This course is designed to plan and achieve business objectives and effect change through effective negotiating tactics and strategies, discover the art of persuasion in an ethical, empathetic, and assertive way, and develop confidence to influence and overcome psychological barriers and biases to achieve better outcomes. *(Apportionment)*

BMGR 423 Introduction to Employment Law **18 Hours**
This course introduces the legal system, court structure, and laws governing the employer-employee relationship. It defines the employee status and common contracts, and examines unlawful practices by an employer, obligations of an employee, the principles of non-discrimination, harassment, labor laws, and the time limit to bring actions are also discussed. *(Apportionment)*

BMGR 430 Marketing Principles **18 Hours**
Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and current business case studies. The student will learn to apply marketing skills in the development of a marketing plan. *(Apportionment)*

BMGR 431 Finance for the Non-Financial Manager **18 Hours**
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. *(Apportionment)*

BMGR 452 Understanding Business Contracts **18 Hours**
This course is an overview of basic contract principles and explores the meaning and effect of common contracts clauses. Topics covered include the different types of contracts, defenses available to the enforcement of a contract, subsequent remedies for the breach of a contract, and alternatives in the absence of a contract. *(Apportionment)*

BMGR 610 Management Skills II **18 Hours**
Required This course focuses on developing management skills in working with individuals and teams to promote productivity, quality and innovation. Topics include employee performance appraisal, performance management, work groups, and the control process for keeping people, plans and programs on track. *(Apportionment)*

MS 134 Microsoft Word, Intermediate **36 Hours**
This continuing course covers features such as mail merging, styles and templates, large documents and Word Art. Textbook purchase may be required at first class. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Word or equivalent. *(Apportionment)*

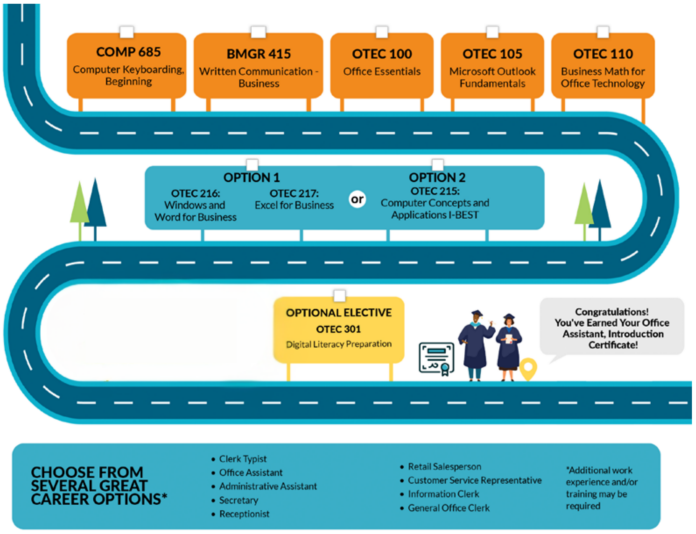
MS 160 Microsoft Office, Overview **36 Hours**
Advisory: Knowledge of Windows and keyboarding
Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses. *(Apportionment)*

OTEC 216 Windows and Word for Business **36 Hours**
Recommended Preparation: Basic keyboarding skills This course introduces students to fundamental workforce skills necessary to succeed in an office environment: Windows operating system and Microsoft Word. This is the first of three courses (OTEC 216, 217, 218) and prepares students for the Microsoft Office Specialist (MOS) certification. *(Apportionment)*

OTEC 217 Excel for Business **36 Hours**
Advisory: Completion of OTEC 216 Windows and Word for Business
This is the second course in a series of three courses (OTEC 216, 217, 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in Microsoft Excel. The course series will also help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 218 Databases and Presentations for Business **36 Hours**
Prerequisite(s): OTEC 211 Computer Concepts and Applications II or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business and OTEC 217 Excel for Business
This is the third course in a series of three courses (OTEC 216, OTEC 217, and OTEC 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part III introduces students to fundamental workforce skills in using a database and presentations. The course series also helps prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

Office Assistant, Introduction



Certificate of Completion

Program #3P44472

The Office Assistant, Introduction certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salesperson, customer service representatives, receptionist, and information clerks. Students can be expected to learn the following: basic oral and written communications; basic computer application skills, including beginning Excel, Word, and Outlook; fundamentals of computer systems; and critical thinking and problem-solving skills. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, PowerPoint, and Outlook and the IC3 Digital Literacy certification after completing OTEC 301 Digital Literacy Preparation .

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning). Office to learn more about which courses offer credit for prior learning).

Code	Title	Hours
Required Core Courses (114 Hours)		
COMP 685	Computer Keyboarding, Beginning	36
BMGR 415	Written Communication - Business	18
OTEC 100	Office Essentials	24
OTEC 105	Microsoft Outlook Fundamentals	12
OTEC 110	Business Math for Office Technology	24
Required Option (Hours 72-96)		
Must select Option 1 or Option 2		*72-96*
OPTION 1		
OTEC 216	Windows and Word for Business	36
OTEC 217	Excel for Business	36
OPTION 2		

OTEC 215	Computer Concepts and Applications IBEST	96
Optional Electives Courses (27 Hours)		
Must choose 0 of 1		*0-27*
OTEC 301	Digital Literacy Preparation	27
Total Hours		**186-237**

Plan of Study

Option 1

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 110	24
OTEC 105	12	OTEC 217	36
OTEC 216	36		
	108		**78**

Total Hours 186

Option 1 with Optional Elective

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 110	24
OTEC 105	12	OTEC 217	36
OTEC 216	36		
	108		**78**

Second Year

First Semester	Hours
OTEC 301	27
	27

Total Hours 213

Option 2

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 215	96
OTEC 105	12		
OTEC 110	24		
	96		**114**

Total Hours 210

Option 2 with Optional Elective

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 215	96
OTEC 105	12		
OTEC 110	24		
	96		**114**

Second Year

First Semester	Hours
OTEC 301	27
	27

Total Hours 237

List of Courses

BMGR 415 Written Communication - Business **18 Hours**
Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports. *(Apportionment)*

COMP 685 Computer Keyboarding, Beginning **36 Hours**
Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys alpha keys, punctuation, and number keys. Textbook Required. *(Apportionment)*

OTEC 100 Office Essentials **24 Hours**
A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service. Textbook Required. *(Apportionment)*

OTEC 105 Microsoft Outlook Fundamentals **12 Hours**
This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and manage task and contact records, and customize Outlook. *(Apportionment)*

OTEC 110 Business Math for Office Technology **24 Hours**
Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. *(Apportionment)*

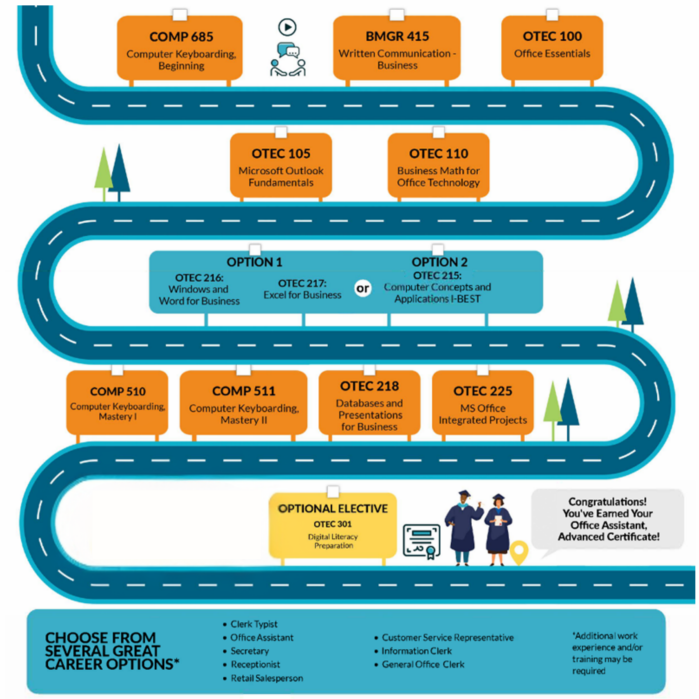
OTEC 215 Computer Concepts and Applications IBEST **96 Hours**
This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 216 Windows and Word for Business **36 Hours**
Recommended Preparation: Basic keyboarding skills This course introduces students to fundamental workforce skills necessary to succeed in an office environment: Windows operating system and Microsoft Word. This is the first of three courses (OTEC 216, 217, 218) and prepares students for the Microsoft Office Specialist (MOS) certification. *(Apportionment)*

OTEC 217 Excel for Business **36 Hours**
Advisory: Completion of OTEC 216 Windows and Word for Business
This is the second course in a series of three courses (OTEC 216, 217, 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in Microsoft Excel. The course series will also help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 301 Digital Literacy Preparation **27 Hours**
One of four courses that prepares learners for the IC3 Digital Literacy Certification exam. This course not only validates a learners' ability to do more than simply consume technology, it enables them to comprehend the possibilities and form the foundational set of skills necessary to support our modern digital economy. This course covers Level 1 certification: foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting. *(Apportionment)*

Office Assistant, Advanced



Certificate of Completion

Program #3P44476

Office Assistant, Advanced certificate is designed to build upon the skills learned in the Office Assistant, Introduction certificate program and to prepare students for the next level of office and administrative support positions, including administrative assistant, administrative associate, administrative secretary, administrative specialist, administrative technician, clerk typist, department secretary, office assistant, secretary, and staff assistant. Students can be expected to learn the following: basic oral and written communications; practical keyboarding skills; basic computer application skills, including beginning spreadsheets, word processing, databases, presentations, and Outlook; critical thinking and problem-solving skills; and hands-on practice integrating Microsoft Office software into real world simulations. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, PowerPoint, and Outlook and the IC3 Digital Literacy certification, after completing the OTEC 301 Digital Literacy Preparation elective course. This training is also ideal for incumbent workers to be able to update their existing knowledge and skills relating to this field for more advanced career opportunities.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning)

Code	Title	Hours
Required Core Courses (210 Hours)		
BMGR 415	Written Communication - Business	18
COMP 685	Computer Keyboarding, Beginning	36
COMP 510	Computer Keyboarding, Mastery I	30

COMP 511	Computer Keyboarding Mastery II	30
OTEC 100	Office Essentials	24
OTEC 110	Business Math for Office Technology	24
OTEC 105	Microsoft Outlook Fundamentals	12
OTEC 218	Databases and Presentations for Business	36
OTEC 225	MS Office Integrated Projects	36
Required Option (Hours 72-96)		
Must select Option 1 or Option 2		*72-96*
OPTION 1		
OTEC 216	Windows and Word for Business	36
OTEC 217	Excel for Business	36
OPTION 2		
OTEC 215	Computer Concepts and Applications IBEST	96
Electives Course (27 Hours)		
Must choose 0 of 1 Course		*0-27*
OTEC 301	Digital Literacy Preparation	27
Total Hours		**318-369**

Plan of Study

Option 1

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 110	24
OTEC 105	12	OTEC 217	36
OTEC 216	36		
	108		**78**

Second Year

First Semester	Hours	Second Semester	Hours
COMP 510	30	COMP 511	30
OTEC 218	36	OTEC 225	36
	66		**66**

Total Hours 318

Option 1 with Elective

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 110	24
OTEC 105	12	OTEC 217	36
OTEC 216	36		
	108		**78**

Second Year

First Semester	Hours	Second Semester	Hours
COMP 510	30	COMP 511	30
OTEC 218	36	OTEC 225	36
		OTEC 301	27
	66		**93**

Total Hours 345

Option 2

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 215	96
OTEC 105	12		
OTEC 110	24		
	96		**114**

Second Year

First Semester	Hours	Second Semester	Hours
COMP 510	30	COMP 511	30
OTEC 218	36	OTEC 225	36
	66		**66**

Total Hours 342

Option 2 with Elective

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	BMGR 415	18
OTEC 100	24	OTEC 215	96
OTEC 105	12		
OTEC 110	24		
	96		**114**

Second Year

First Semester	Hours	Second Semester	Hours
COMP 510	30	COMP 511	30
OTEC 218	36	OTEC 225	36
		OTEC 301	27
	66		**93**

Total Hours 369

List of Courses

BMGR 415 Written Communication - Business **18 Hours**
Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports. *(Apportionment)*

COMP 510 Computer Keyboarding, Mastery I **30 Hours**
Prerequisite(s): The student must be able to key 35 net words per minute (nwpm) timed writing or have completed COMP 685 Computer Keyboarding - Beginning with a pass grade
The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. *(Apportionment)*

COMP 511 Computer Keyboarding Mastery II **30 Hours**
Prerequisite(s): The student must have completed COMP 510 Computer Keyboarding - Mastery I with a pass grade
The second of two keyboarding courses designed to increase and maintain keying speed and accuracy to employment levels of 50+ net words per minute (nwpm). *(Apportionment)*

COMP 685 Computer Keyboarding, Beginning **36 Hours**
Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys alpha keys, punctuation, and number keys. Textbook Required. *(Apportionment)*

OTEC 100 Office Essentials **24 Hours**
A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service. Textbook Required. *(Apportionment)*

OTEC 105 Microsoft Outlook Fundamentals **12 Hours**
This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and manage task and contact records, and customize Outlook. *(Apportionment)*

OTEC 110 Business Math for Office Technology **24 Hours**
Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. *(Apportionment)*

OTEC 215 Computer Concepts and Applications IBEST **96 Hours**
This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 216 Windows and Word for Business **36 Hours**
Recommended Preparation: Basic keyboarding skills This course introduces students to fundamental workforce skills necessary to succeed in an office environment: Windows operating system and Microsoft Word. This is the first of three courses (OTEC 216, 217, 218) and prepares students for the Microsoft Office Specialist (MOS) certification. *(Apportionment)*

OTEC 217 Excel for Business **36 Hours**
Advisory: Completion of OTEC 216 Windows and Word for Business
This is the second course in a series of three courses (OTEC 216, 217, 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in Microsoft Excel. The course series will also help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 218 Databases and Presentations for Business **36 Hours**
Prerequisite(s): OTEC 211 Computer Concepts and Applications II or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business and OTEC 217 Excel for Business
This is the third course in a series of three courses (OTEC 216, OTEC 217, and OTEC 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part III introduces students to fundamental workforce skills in using a database and presentations. The course series also helps prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 225 MS Office Integrated Projects **36 Hours**
Prerequisite(s): OTEC 211 Computer Concepts and Applications II, and OTEC 212 Computer Concepts and Applications III or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business, OTEC 217 Excel for Business and OTEC 218 Databases and Presentations for Business
This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program. *(Apportionment)*

OTEC 301 Digital Literacy Preparation **27 Hours**
One of four courses that prepares learners for the IC3 Digital Literacy Certification exam. This course not only validates a learners' ability to do more than simply consume technology, it enables them to comprehend the possibilities and form the foundational set of skills necessary to support our modern digital economy. This course covers Level 1 certification: foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting. *(Apportionment)*

College Preparation

- Math Preparation, Math Skills 1
- Math Preparation, Math Skills 2
- Math Preparation, Math Skills 3

College Preparation, Math Skills 1

Certificate of Completion

Program Code: 3P38527

This certificate program will prepare students to improve their foundational level mathematical skills in order to ensure a successful transition to credit-bearing math courses. The program has three required courses: College Prep Basic Math, College Prep Pre#Algebra, and College Prep Elementary Algebra. The noncredit Basic Math course will provide students with a review of the basic arithmetic skills and the foundational level mathematical skills necessary to solve math equations. Pre#Algebra is aimed at introducing students to the basic principles of algebra and provides students with the learning skills necessary to solve algebraic expressions, polynomials, ratio, and fractions. The Elementary Algebra course provides students with the mathematical skills needed to perform operations on polynomials, rational expressions, and radical expression, factor polynomials at a proficient level. All course contents reinforce the learning objectives covered in the required courses and ensure students have the skills to be successful in a credit-bearing math course.

Code	Title	Hours
Required Core Courses (216 Hours)		
ABED 110	College Prep - Basic Math	72
ABED 115	College Prep Pre-Algebra	72
ABED 116	College Prep Elementary Algebra	72
Total Hours		**216**

Plan of Study

First Year		
Semester 1	**Hours Semester 2**	**Hours**
ABED 110	72 ABED 115	72
	72	**72**
Second Year		
Semester 1	**Hours**	
ABED 116	72	
	72	

Total Hours 216

List of Courses

ABED 110 College Prep - Basic Math **72 Hours**

Advisory: Basic computer navigation skills

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

ABED 115 College Prep Pre-Algebra **72 Hours**

Advisory: ABED 110 College Prep - Basic Math or completion of a comparable Basic Math course

This noncredit course is a review of basic math skills and an introduction to the basic principles of algebra. Topics include: Integers and algebraic expressions; operations on integers, mixed numbers and decimals, ratio, fractions, proportion and percentages; introduction of polynomials; polynomials and properties of exponents; factoring polynomials; solving linear equations and linear inequalities; graphing linear equations; equation solving and informal geometry. *(Apportionment)*

ABED 116 College Prep Elementary Algebra **72 Hours**

Advisory: Knowledge of basic math skills and pre-algebra and order of operations to solve problems involving integers, fractions, and decimals

This noncredit course in an introduction to algebra. Topics include: basic operations of integers, fractions, mixed numbers and decimals, linear equations and inequalities, simplifying and evaluating expressions, solutions of linear equations, linear inequalities, systems of linear equations, graphing linear equations, exponents and polynomials, factoring polynomials, rational expressions, roots and radicals, and quadratic equations *(Apportionment)*

College Preparation, Math Skills 2

Certificate of Completion

Program Code: 3P38528

This certificate program will prepare students to improve their foundational level mathematical skills in order to ensure a successful transition to credit-bearing math courses. The program offers an accelerated course ABED 120 College Prep Basic Math & Pre-Algebra (Accelerated) which combines fundamental elements of Basic Math and Pre#Algebra to reinforce the learning objectives such as performing all general math, algebraic and geometric operations at a proficient level. In addition, the program introduces students to the Elementary Algebra concepts and provides students with strong knowledge of linear equations and inequalities, quadratic equations, rational equations, and application problems at a proficient level to ensure student readiness for credit-bearing courses.

Code	Title	Hours
Required Core Courses (144 Hours)		
ABED 116	College Prep Elementary Algebra	72
ABED 120	College Prep Basic Math & Pre-Algebra (Accelerated)	72
Total Hours		**144**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ABED 116	72	ABED 120	72
	72		**72**

Total Hours 144

List of Courses

ABED 116 College Prep Elementary Algebra **72 Hours**

Advisory: Knowledge of basic math skills and pre-algebra and order of operations to solve problems involving integers, fractions, and decimals

This noncredit course in an introduction to algebra. Topics include: basic operations of integers, fractions, mixed numbers and decimals, linear equations and inequalities, simplifying and evaluating expressions, solutions of linear equations, linear inequalities, systems of linear equations, graphing linear equations, exponents and polynomials, factoring polynomials, rational expressions, roots and radicals, and quadratic equations *(Apportionment)*

ABED 120 College Prep Basic Math & Pre-Algebra (Accelerated) **50-150 Hours**

Advisory: Basic computer navigation skills

An accelerated course combining ABED 110 College Prep, Basic Math and ABED 115 College Prep, Pre-Algebra. This noncredit accelerated course is a review of basic math skills and an introduction to basic skills of algebra. Topics include: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, ratios, percents, integers, exponents, measurements, proportions, algebraic expressions, introduction to polynomials, polynomials and properties of exponents, factoring polynomials, linear equations and linear inequalities, graphing linear equations, and equation solving and informal geometry. (Also known as Math Co-Lab. Open to college students ONLY) *(Apportionment)*

College Preparation, Math Skills 3

Certificate of Completion

Program Code: 3P38529

This certificate program will prepare students to improve their foundational level mathematical skills in order to ensure a successful transition to credit-bearing math courses. The program offers an accelerated course ABED 120 College Prep Basic Math & Pre-Algebra (Accelerated) College Prep, Basic Math & Pre#Algebra which combines fundamental elements of Basic Math and Pre#Algebra to reinforce the learning objectives such as performing all general math, algebraic and geometric operations at a proficient level. In addition, the program offers an accelerated College Prep Pre and Elementary Algebra course which reviews the pre-algebraic math concepts and provides students with strong knowledge of linear equations and inequalities, quadratic equations, rational equations, and application problems at a proficient level to ensure student readiness for credit-bearing courses.

Code	Title	Hours
Required Core Courses (72 Hours)		
ABED 110	College Prep - Basic Math	72
ABED 117	College Prep Pre and Elementary Algebra (Accelerated)	72
Total Hours		**144**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ABED 110	72	ABED 117	72
	72		**72**

Total Hours 144

List of Courses

ABED 110 College Prep - Basic Math **72 Hours**

Advisory: Basic computer navigation skills

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

ABED 117 College Prep Pre and Elementary Algebra (Accelerated) **72 Hours**

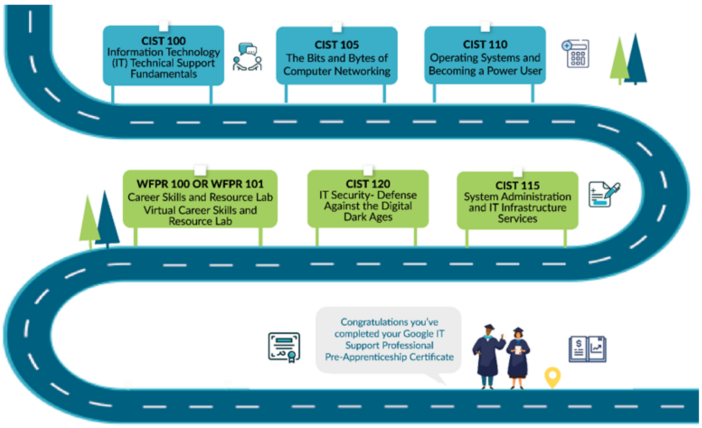
Advisory: Knowledge of basic math and algebraic skills and order of operations to solve problems involving integers, fractions, and decimals

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

Computers

- **Google IT Support Professional Pre-Apprenticeship**

Google IT Support Professional Pre-Apprenticeship



Certificate of Completion

Program #3P43318

The Google IT Support Professional Pre-Apprenticeship certificate is designed for and aligned with Google's IT Support certificate. Students who complete this certificate will be exposed to and become proficient in the IT Technical Support field. This certificate combines the necessary IT skills to make sound IT decisions, to troubleshoot and resolve IT-related issues. Students will gain valuable professional skills in customer service, trouble shooting, network protocols, cloud computing, windows operating system, Linux command line, systems administration, encryption algorithms and techniques. The certificate prepares students for entry into a formal apprenticeship program and/or other entry-level jobs as an IT/Computer Support Specialist.

Code	Title	Hours
Required Core Courses (354 Hours)		
CIST 100	Information Technology (IT) Technical Support Fundamentals	54
CIST 105	The Bits and Bytes of Computer Networking	54
CIST 110	Operating Systems and Becoming a Power User	54
CIST 115	System Administration and IT Infrastructure Services	72
CIST 120	IT Security: Defense Against the Digital Dark Ages	72
Total Hours		**306**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
CIST 100	54	CIST 115	72
CIST 105	54	CIST 120	72
CIST 110	54		
	162		**144**

Total Hours 306

List of Courses

CIST 100 Information Technology (IT) Technical Support Fundamentals 54 Hours

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

CIST 105 The Bits and Bytes of Computer Networking 54 Hours

Prerequisite(s): CIST 100 Information Technology (IT) Technical Support Fundamentals

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

CIST 110 Operating Systems and Becoming a Power User 54 Hours

Prerequisite(s): CIST 105 The Bits and Bytes of Computer Networking

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

CIST 115 System Administration and IT Infrastructure Services 72 Hours

Prerequisite(s): CIST 110 Operating Systems and Becoming a Power User

This course is part of a series that aims to prepare students for a role as an entry-level IT Support Specialist. Students will learn infrastructure services that keep organizations up and running, typical cloud infrastructure setups,how to use industry tools to manage computers, user information, and user productivity. *(Apportionment)*

CIST 120 IT Security: Defense Against the Digital Dark Ages 72 Hours

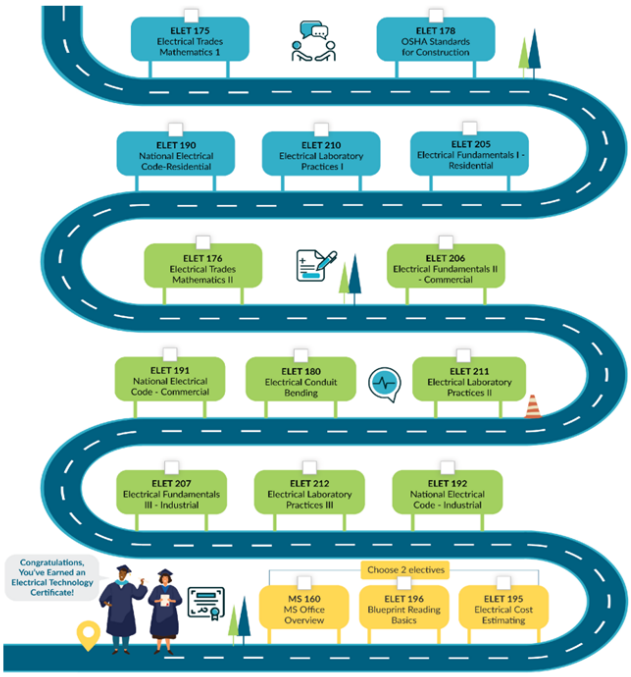
Prerequisite(s): CIST 115 System Administration and IT Infrastructure Service

This course is part of a series that aims to prepare students for a role as an entry-level IT Support Specialist. Students will learn about IT security concepts, tools, and best practices. *(Apportionment)*

Construction

- Electrical Technology

Electrical Technology



Certificate of Completion

Program Code: 3P37591

Students prepare for entry-level employment in numerous electrical and electrically related trades. Upon completion of the Electrical Technology program, the student will be able to install, maintain, and repair electrical equipment and systems in a safe and workmanlike manner. Students prepare for careers as Electricians, Electrician Trainees, Electrician's Helper, Electrical Technician, and Electrical Repair Person.

Code	Title	Hours
Required Core Courses (680 Hours)		
ELET 175	Electrical Trades Mathematics I	54
ELET 178	OSHA Standards for Construction	32
ELET 205	Electrical Fundamentals I - Residential	54
ELET 210	Electrical Laboratory Practices I	54
ELET 176	Electrical Trades Mathematics II	54
ELET 206	Electrical Fundamentals II - Commercial	54
ELET 211	Electrical Laboratory Practices II	54
ELET 190	National Electrical Code - Residential	54
ELET 207	Electrical Fundamentals III - Industrial	54
ELET 212	Electrical Laboratory Practices III	54
ELET 191	National Electrical Code - Commercial	54
ELET 180	Electrical Conduit Bending	54
ELET 192	National Electrical Code - Industrial	54
Required Elective Courses (90 Hours)		
Must Choose 2 of 3:		90
ELET 195	Electrical Cost Estimating	54
ELET 196	Blueprint Reading Basics	54
MS 160	Microsoft Office, Overview	36
Total Hours		**770**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ELET 175	54	ELET 176	54
ELET 178	32	ELET 206	54
ELET 210	54	ELET 211	54
ELET 205	54	ELET 190	54
	194		**216**

Second Year

First Semester	Hours	Second Semester	Hours
ELET 207	54	ELET 180	54
ELET 212	54	ELET 192	54
ELET 191	54	ELET 195, 196, or MS 160 (Must Choose One)	54
ELET 195, 196, or MS 160 (Must Choose One)	54		
	216		**162**

Total Hours 788

List of Courses

ELET 175 Electrical Trades Mathematics I **54 Hours**

Advisory: Challenge exam may be completed with a passing grade of 75% or higher

A study of mathematics used in the electrical and construction trades including topics such as arithmetic, fractions, decimals, percents, graphing, measurement, and an introduction to algebra. Textbook Required. *(Apportionment)*

ELET 176 Electrical Trades Mathematics II **54 Hours**

Prerequisite(s): ELET 175 Electrical Trades Mathematics I

This course will present basic algebra and trigonometry and their application to the solution of practical problems in the electrical construction field with an emphasis on trigonometric solutions to alternating current electrical theory. *(Apportionment)*

ELET 178 OSHA Standards for Construction **32 Hours**

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

ELET 180 Electrical Conduit Bending **54 Hours**
This course is a study of how to properly calculate, layout, and bend Electrical Metallic Tubing (EMT) and Rigid Metal Conduit (RMC) per industry and National Electrical Code standards. This course utilizes both hand bending tools and the use of mechanical and machine type bending equipment. *(Apportionment)*

ELET 190 National Electrical Code - Residential **54 Hours**
This course is an introduction to the National Electrical Code. The interpretation of electrical wiring diagrams, material use, installation methods and calculations of electrical loads to size feeders, branch circuits and conductors as they relate to residential occupancies is included. *(Apportionment)*

ELET 191 National Electrical Code - Commercial **54 Hours**
This course covers the National Electrical Code requirements for commercial, office, and light industrial wiring. The electrical layout and design of commercial buildings, feeder circuit calculations, branch circuit calculations and circuit overcurrent protection are included *(Apportionment)*

ELET 192 National Electrical Code - Industrial **54 Hours**
This course covers the National Electrical Code requirements for industrial application. Materials and wiring methods for heavy industrial applications, life safety, and hazardous systems are included. *(Apportionment)*

ELET 195 Electrical Cost Estimating **54 Hours**
This course will present an introduction to electrical cost estimating, including take-off, and listing procedures. It is designed for students preparing to enter electrical estimating occupations or electrical contracting work. *(Apportionment)*

ELET 205 Electrical Fundamentals I - Residential **54 Hours**
Prerequisite(s): ELET 175 Electrical Trades Mathematics I
This course introduces the student to the elements of basic direct current circuits and residential type construction with an emphasis on wiring principles and basic residential design. The student will perform a "hands on" design of a basic residential blueprint with all components in strict accordance with the requirements of the National Electrical Code. *(Apportionment)*

ELET 206 Electrical Fundamentals II - Commercial **54 Hours**
Prerequisite(s): ELET 205 Electrical Fundamentals I - Residential and ELET 176 Electrical Trades Mathematics II
Course provides an overview of the National Electrical Code (NEC) and its application to commercial wiring. Topics include commercial wiring, conduit systems, conductor types and applications, over-current protection, single and three distribution systems and equipment, grounding, and lighting sources in accordance with the NEC. *(Apportionment)*

ELET 207 Electrical Fundamentals III - Industrial **54 Hours**
Prerequisite(s): ELET 205 Electrical Fundamentals I - Residential and ELET 206 Electrical Fundamentals II - Commercial
Course provides an overview of the National Electrical Code (NEC) and its application to industrial wiring. Topics include industrial wiring, conduit systems, conductor types and applications, over-current protection, electrical motors, motor circuit conductors, motor control circuits, and industrial electrical power installations in accordance to the National Electrical Code. *(Apportionment)*

ELET 210 Electrical Laboratory Practices I **54 Hours**
Corequisite(s): Must be taken concurrently with ELET 205 - Electrical Fundamentals I - Residential.
This course covers laboratory work associated with the fundamentals of DC electricity, electromagnetism, series, parallel and combination circuits, wiring practices, and hand tools. *(Apportionment)*

ELET 211 Electrical Laboratory Practices II **54 Hours**
Prerequisite(s): ELET 210 Electrical Laboratory Practices I
This course includes lab work associated with the fundamentals of alternating current electricity. Alternating current principles, practices, and safe wiring with hand tools and instrumentation are included. Textbook Required. *(Apportionment)*

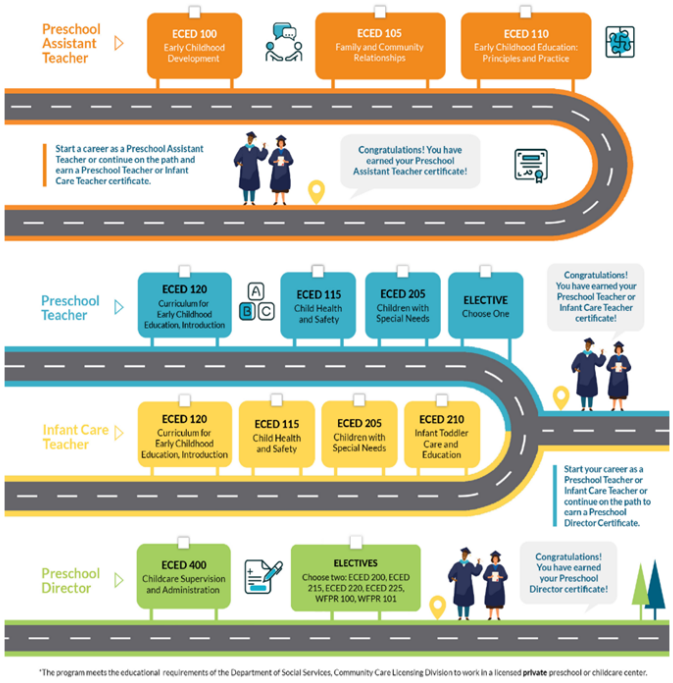
ELET 212 Electrical Laboratory Practices III **54 Hours**
Prerequisite(s): ELET 211 Electrical Laboratory Practices II
This course covers the theoretical and practical principles involving the control of alternating current motors with electromechanical and programmable logic controller (PLC) type equipment. Industry standard wiring practices and troubleshooting methods are covered. Textbook Required. *(Apportionment)*

MS 160 Microsoft Office, Overview **36 Hours**
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. *(Apportionment)*

Early Childhood Education

- **Career Exploration: Child Care Industry**
- **ECE Preschool Assistant Teacher**
- **ECE Preschool Teacher**
- **ECE Infant Care Teacher**
- **ECE Preschool Director**

ECE Preschool Assistant Teacher



Certificate of Completion

Program Code: 3P40948

The Early Childhood Education (ECE) Preschool Assistant Teacher certificate is designed, as the first level in a series of certificate options, to prepare students for entry- level childcare and education support in a variety of state licensed facilities including preschool and childcare center. Students can be expected to learn the following: developmental stages of children from prenatal to middle childhood, theories in early childhood education, developmentally appropriate curriculum and practice, examination of the history, basic principles, and philosophies of various types of early childhood programs. With a solid foundation in the core areas of early childhood education, students will be better prepared to meet the demands in assisting classroom teachers in caring for young children. Students completing these courses will meet the requirements of the Department of Social Services to work in a licensed private preschool or childcare center as a fully qualified preschool assistant teacher.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
Core Courses		
ECED 100	Early Childhood Development	54
ECED 105	Family and Community Relationships	36
ECED 110	Early Childhood Education, Principles and Practice	54
Total Hours		**144**

Plan of Study

First Year

Semester 1	Hours Semester 2	Hours
ECED 100	54 ECED 110	54
ECED 105	36	
	90	**54**

Total Hours 144

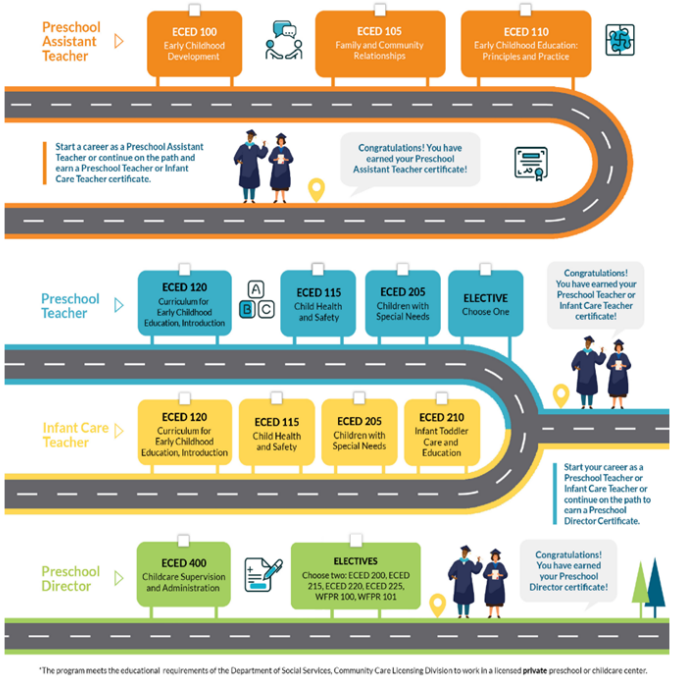
List of Courses

ECED 100 Early Childhood Development **54 Hours**
An introduction to the developmental stages of children from prenatal to middle childhood with emphasis on the physical, cognitive, language and social/emotional milestones. Application of developmental and learning theories addressed. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 105 Family and Community Relationships **36 Hours**
Examination of the sociological relationships between family and society; institutional, racial, social, and economical factors affecting the family and the child. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 110 Early Childhood Education, Principles and Practice **54 Hours**
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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECE Preschool Teacher



Certificate of Completion

Program Code: 3P40951

The Early Childhood Education (ECE) Preschool Teacher certificate is designed, as the second level in a series of certificate options, to prepare students for entry into childcare and education support in a variety of state licensed facilities including preschool and childcare center. Students can be expected to learn the following: developmental stages of children from prenatal to middle childhood, sociological relationships between family and society, health and safe practice in a child care setting, skills and knowledge needed for developing emergency plans and responding to health, and examination of the history, basic principles, philosophies of various types of early childhood programs and an overview of knowledge and skills related to developing and providing appropriate curriculum and environments for young children. With a solid foundation in the core areas of early childhood education, students will be well prepared to meet the demands in caring for young children. Students completing these courses will meet the requirements of the Department of Social Services to work in a licensed private preschool or childcare center as a fully qualified preschool teacher.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).

Code	Title	Hours
Core Courses (Required 278 hours)		
ECED 100	Early Childhood Development	54
ECED 105	Family and Community Relationships	36
ECED 120	Curriculum for Early Childhood Education, Introduction	54
ECED 115	Child Health and Safety	36
ECED 110	Early Childhood Education, Principles and Practice	54
ECED 205	Children with Special Needs	36
Elective Courses (Required 36 Hours)		
Must choose one of six courses:		36
ECED 215	Language Arts and Literacy in Early Childhood	36
ECED 225	Early Childhood Education, Music and Movement	36
ECED 200	Early Childhood Education, Science and Math	36
ECED 220	Early Childhood Education, Creative Experiences	36
WFPR 100	Career Skills and Resource Lab	36
or WFPR 101	Virtual Career Skills and Resource Lab	
Total Hours		**306**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ECED 100	54	ECED 110	54
ECED 105	36	ECED 205	36
ECED 120	54	ECED 215, 225, 200, 220, WFPR 100, or WFPR 101 (Electives Courses - Must Choose 1)	36
ECED 115	36		
	180		**126**

Total Hours 306

List of Courses

ECED 100 Early Childhood Development **54 Hours**

An introduction to the developmental stages of children from prenatal to middle childhood with emphasis on the physical, cognitive, language and social/emotional milestones. Application of developmental and learning theories addressed. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 105 Family and Community Relationships 36 Hours
Examination of the sociological relationships between family and society; institutional, racial, social, and economical factors affecting the family and the child. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 110 Early Childhood Education, Principles and Practice 54 Hours
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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 115 Child Health and Safety 36 Hours
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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 120 Curriculum for Early Childhood Education, Introduction 54 Hours
Prerequisite(s): ECED 100: Early Childhood Development
This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 200 Early Childhood Education, Science and Math 36 Hours
Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math. Textbook Required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 205 Children with Special Needs 36 Hours
This course offers a broad study of children with special needs and early childhood education as it relates to inclusion. This course covers federal and state laws and regulations, terminology and definitions, appropriate practices and intervention. This course is part of a program approved by Department of Social Services, Community Care Licensing. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 215 Language Arts and Literacy in Early Childhood 36 Hours
This course examines the teacher's role in promoting and facilitating children's emerging literacy and language development through the use of storytelling, books, songs, flannel board stories and puppetry. This course is part of a program approved by the California Department of Social Services, for employment in a private facility. *(Apportionment)*

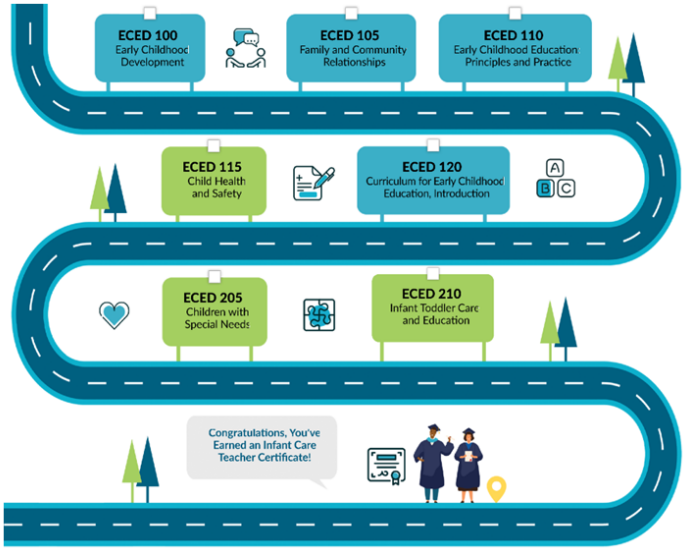
ECED 220 Early Childhood Education, Creative Experiences 36 Hours
In this course, students explore and experience how developmentally appropriate creative experiences can enhance children's learning while developing fine motor, creative expression and problem-solving skills. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 225 Early Childhood Education, Music and Movement 36 Hours
Explores areas of music and movement appropriate to a child's development through participating and experimenting. Textbook Required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

WFPR 100 Career Skills and Resource Lab 18-180 Hours
Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. *(Apportionment)*

WFPR 101 Virtual Career Skills and Resource Lab 36 Hours
Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. *(Apportionment)*

ECE Infant Care Teacher



Certificate of Completion

Program Code: 3P40950

The Early Childhood Education (ECE) Infant Care Teacher certificate is designed, as an optional level in a series of certificate options, to prepare students for entry into childcare and education support in a variety of state licensed facilities including preschool and childcare center. In addition to the requirements of completing seven core courses, students can be expected to learn the following: theories, principles and practices of an infant/toddler program. Content includes respectful and responsive caregiving, licensing and regulation issues, philosophy, infant and family needs, activities and routines, and enriching, safe, healthy environments with an emphasis on developmentally appropriate, culturally sensitive care in group settings. Students completing these courses will meet the requirements of the Department of Social Services to work in a licensed private preschool or childcare center as a fully qualified infant care teacher.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
Core Courses		
ECED 100	Early Childhood Development	54
ECED 105	Family and Community Relationships	36
ECED 120	Curriculum for Early Childhood Education, Introduction	54
ECED 115	Child Health and Safety	36
ECED 110	Early Childhood Education, Principles and Practice	54
ECED 205	Children with Special Needs	36
ECED 210	Infant-Toddler Care and Education	54
Total Hours		**324**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ECED 100	54	ECED 110	54
ECED 105	36	ECED 205	36
ECED 120	54	ECED 210	54
ECED 115	36		
	180		**144**

Total Hours 324

List of Courses

ECED 100 Early Childhood Development **54 Hours**
An introduction to the developmental stages of children from prenatal to middle childhood with emphasis on the physical, cognitive, language and social/emotional milestones. Application of developmental and learning theories addressed. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 105 Family and Community Relationships **36 Hours**
Examination of the sociological relationships between family and society; institutional, racial, social, and economical factors affecting the family and the child. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 110 Early Childhood Education, Principles and Practice **54 Hours**
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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

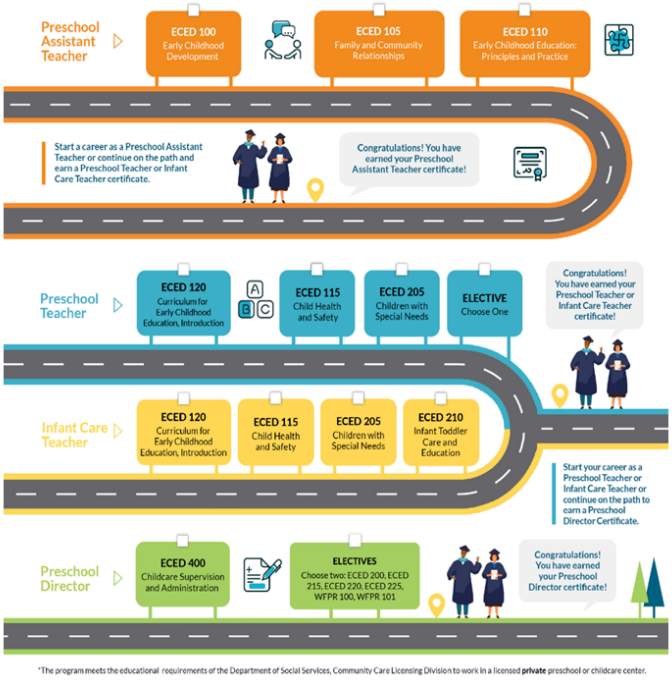
ECED 115 Child Health and Safety **36 Hours**
For teachers and directors of pre-schools, this course will focus on the skills and knowledge needed for developing emergency plans and responding to health and safety issues in the classroom. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 120 Curriculum for Early Childhood Education, Introduction **54 Hours**
Prerequisite(s): ECED 100: Early Childhood Development
This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 205 Children with Special Needs **36 Hours**
This course offers a broad study of children with special needs and early childhood education as it relates to inclusion. This course covers federal and state laws and regulations, terminology and definitions, appropriate practices and intervention. This course is part of a program approved by Department of Social Services, Community Care Licensing. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 210 Infant-Toddler Care and Education **54 Hours**
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. *(Apportionment)*

ECE Preschool Director



Certificate of Completion

Program Code: 3P40952

The Early Childhood Education (ECE) Preschool Director certificate is designed, as the third level in a series of certificate options, to prepare students the academic tools to plan and administer a childcare program in a variety of state licensed facilities including preschool or childcare center. In the program, students are required to complete the eight core courses and two elective courses, which prepare the students with a solid foundation in early care and education. In addition, students can be expected to learn and develop needed knowledge and skills to manage and supervise in an administrative position and participate in workplace efficiently. This includes administrative tools, and techniques needed to organize, open, and operate an early care education program. To be eligible for this certificate, two enriched elective courses are required as well. Students completing this program will meet the requirements of the Department of Social Services to work in a licensed private preschool or childcare center as a Director.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
Core Courses (Requiired 378 Hours)		
ECED 100	Early Childhood Development	54
ECED 105	Family and Community Relationships	36

ECED 120	Curriculum for Early Childhood Education, Introduction	54
ECED 115	Child Health and Safety	36
ECED 110	Early Childhood Education, Principles and Practice	54
ECED 205	Children with Special Needs	36
ECED 210	Infant-Toddler Care and Education	54
ECED 400	Child Care Supervision & Administration	54
Elective Courses (Required 72 hours)		
Must choose two of six courses:		72
ECED 215	Language Arts and Literacy in Early Childhood	36
ECED 225	Early Childhood Education, Music and Movement	36
ECED 200	Early Childhood Education, Science and Math	36
ECED 220	Early Childhood Education, Creative Experiences	36
WFPR 100 or WFPR 101	Career Skills and Resource Lab / Virtual Career Skills and Resource Lab	36
Total Hours		**450**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ECED 100	54	ECED 110	54
ECED 105	36	ECED 205	36
ECED 120	54	ECED 210	54
ECED 115	36	ECED 215, 225, 200, 220, WFPR 100, or WFPR 101 (Electives Course: First Choice - Must Choose 2 of 6)	36
	180		**180**

Second Year

Semester 1	Hours
ECED 400	54
ECED 215, 225, 200, 220, WFPR 100, or WFPR 101 (Electives Course: Second Choice - Must Choose 2 of 6)	36
	90

Total Hours 450

List of Courses

ECED 100 Early Childhood Development **54 Hours**
An introduction to the developmental stages of children from prenatal to middle childhood with emphasis on the physical, cognitive, language and social/emotional milestones. Application of developmental and learning theories addressed. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 105 Family and Community Relationships **36 Hours**
Examination of the sociological relationships between family and society; institutional, racial, social, and economical factors affecting the family and the child. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 110 Early Childhood Education, Principles and Practice **54 Hours**
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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 115 Child Health and Safety **36 Hours**
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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 120 Curriculum for Early Childhood Education, Introduction **54 Hours**
Prerequisite(s): ECED 100: Early Childhood Development
This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 200 Early Childhood Education, Science and Math **36 Hours**
Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math. Textbook Required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 205 Children with Special Needs **36 Hours**
This course offers a broad study of children with special needs and early childhood education as it relates to inclusion. This course covers federal and state laws and regulations, terminology and definitions, appropriate practices and intervention. This course is part of a program approved by Department of Social Services, Community Care Licensing. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 210 Infant-Toddler Care and Education 54 Hours
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. *(Apportionment)*

ECED 215 Language Arts and Literacy in Early Childhood 36 Hours
This course examines the teacher's role in promoting and facilitating children's emerging literacy and language development through the use of storytelling, books, songs, flannel board stories and puppetry. This course is part of a program approved by the California Department of Social Services, for employment in a private facility. *(Apportionment)*

ECED 220 Early Childhood Education, Creative Experiences 36 Hours
In this course, students explore and experience how developmentally appropriate creative experiences can enhance children's learning while developing fine motor, creative expression and problem-solving skills. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 225 Early Childhood Education, Music and Movement 36 Hours
Explores areas of music and movement appropriate to a child's development through participating and experimenting. Textbook Required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 400 Child Care Supervision & Administration 54 Hours
Prerequisite(s): ECED 100 Early Childhood Development; ECED 105 Family Community Relations; ECED 110 ECE Program Principles and Practice; ECED 115 Child Health and Safety and ECED 120 Introduction to Curriculum for Early Childhood Education
This course covers the laws and regulations to operate a childcare center. Upon completion, the student will have learned business and management skills, health and safety, and parent/child relationship. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

WFPR 100 Career Skills and Resource Lab 18-180 Hours
Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. *(Apportionment)*

WFPR 101 Virtual Career Skills and Resource Lab 36 Hours
Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. *(Apportionment)*

English as a Second Language

- ESL College Success Skills
- ESL Employment Preparation Part A
- ESL Employment Preparation Part B
- ESL for Academic Succes I
- ESL for Academic Success II
- ESL for Community Involvement, Beginning
- ESL for Community Involvement, Intermediate to Advanced
- ESL for the Arts
- ESL for Workforce Preparation, Intermediate
- ESL for Workforce Preparation, Advanced
- ESL Grammar Review
- ESL Integrated, Beginning Literacy
- ESL Integrated, Beginning Low
- ESL Integrated, Beginning High
- ESL Integrated, Intermediate Low
- ESL Integrated, Intermediate High
- ESL Integrated, Advanced
- ESL Multiskills
- ESL Precollege Reading and Writing, Intermediate
- ESL Reading and Writing Skills, Beginning
- ESL Reading and Writing Skills, Intermediate to Advanced
- ESL Skill Review Beginning Literacy
- ESL Skill Review Beginning Low
- ESL Skill Review Beginning High
- ESL Skill Review Intermediate Low
- ESL Skill Review Intermediate High
- ESL Skill Review, Advanced
- ESL Speaking Skills, Beginning
- ESL Speaking Skills, Intermediate to Advanced
- ESL Specialty Courses, Beginning
- ESL Specialty Courses, Intermediate to Advanced
- ESL Vocabulary Review
- ESL Work Readiness
- Workplace Vocational English as a Second Language: Administrative Assistant
- Workplace Vocational English as a Second Language: Early Childhood Education
- Workplace Vocational English as a Second Language: Electricity and Construction
- Workplace Vocational English as a Second Language: Pharmacy Technician

ESL College Success Skills

Certificate of Completion

Program #3P43414

The English as a Second Language (ESL) College Success Skills is an integrated language program. Students are required to complete two courses: ESL College Success Skills: Listening and Speaking and ESL College Success Skills: Reading and Writing. The ESL College Success Skills: Listening and Speaking course is designed to give students the academic and language skills necessary to listen to lectures and take notes; participate in academic discussions; and give formal presentations. ESL College Success Skills: Reading and Writing focuses on applying reading and writing techniques within the context of academia. Its goals are to develop critical thinking skills, research skills, note-taking skills, academic vocabulary, and writing styles required to participate in credit courses.

Code	Title	Hours
Required Core Courses (360 Hours)		
ESLA 1071	ESL College Success Skills: Listening and Speaking	180
ESLA 1073	ESL College Success Skills: Reading and Writing	180
Total Hours		**360**

Plan of Study

First Year		
First Semester		**Hours**
ESLA 1071		180
ESLA 1073		180
		360

Total Hours 360

or

First Year		
Semester 1	**Hours Semester 2**	**Hours**
ESLA 1071	180 ESLA 1073	180
	180	**180**

Total Hours 360

List of Courses

ESLA 1071 ESL College Success Skills: Listening and Speaking **180 Hours**

Advisory: Student should have been promoted to Intermediate High ESL or have placed into Intermediate High or Advanced level ESL

English as a Second Language (ESL) students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the technological skills needed for academic success and experience campus life through field trips to local colleges. For intermediate high and advanced level ESL students. *(Apportionment)*

ESLA 1073 ESL College Success Skills: Reading and Writing **180 Hours**

Advisory: Student has been promoted to Intermediate High level ESL or placed into Intermediate High or Advanced level ESL

English as a Second Language (ESL) students acquire reading, writing, test-taking, critical thinking, and technological skills necessary for success in college. Additionally, they learn American cultural norms in the classroom. Students participate in campus life through field trips to local colleges. For intermediate high and advanced level ESL students. *(Apportionment)*

ESL Employment Preparation Part A

Certificate of Competency

Program #3P45223

ESL Employment Preparation Part A is designed for intermediate to advanced ESL students who want to enter the U.S. workforce. This program is the first step to employment by helping students gain necessary skills for finding, applying for, and interviewing for a new job. Job Searches and Resume Writing teaches students how to search for and apply for a job online, and it teaches students how to write a strong resume that will help attract future employers. Interview Preparation teaches students about job interviews in the U.S. from interview etiquette to strategies for helping anxiety during an interview. It will also teach interviewing strategies that help students impress future employers

Code	Title	Hours
Required Core Courses (72-108 Hours)		
ESLA 1200	ESL for Work: Job Searches and Resume Writing	36-54
ESLA 1202	ESL for Work: Interview Preparation	36-54
Total Hours		**72-108**

Plan of Study

First Year

First Semester	Hours
ESLA 1200	36-54
ESLA 1202	36-54
	72-108

Total Hours 72-108

List of Courses

ESLA 1200 ESL for Work: Job Searches and Resume Writing 36-54 Hours
Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above
Intermediate to advanced ESL students taking this course will gain necessary skills to search and prepare for English-speaking employment in the USA. Students will learn how to determine a career path, conduct job searches, complete applications, write a professional resume, and communicate with potential employers. *(Apportionment)*

ESLA 1202 ESL for Work: Interview Preparation 36-54 Hours
Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above
Intermediate to advanced ESL students taking this course will learn about and practice interviewing for U.S. jobs. Students will learn how to prepare for the interview, question-answering strategies, strategies for speaking a second language when nervous, U.S. interview culture and etiquette, and how to impress U.S. employers in an interview. *(Apportionment)*

ESL Employment Preparation Part B

Certificate of Competency

Program #3P45224

ESL Employment Preparation Part B is designed to help intermediate to advanced ESL students be ready to enter employment in the U.S. as informed and competent employees. If a student has already completed ESL Employment Preparation A or already has job application, resume writing, and interviewing skills, then completing ESL Employment Preparation B is a good choice. This program is the next step in employment preparation by helping ESL students understand the process that happens after being offered a job and what to expect culturally in the workplace when they start. U.S. Workplace Culture and Etiquette teaches students about U.S. work culture like work-life balance, workplace etiquette and expectations, and foundational workplace communication skills. U.S. Workplace Operations and Financial Literacy teaches students about how the U.S. workplace operates, such as the different departments of a company, onboarding paperwork and contracts, understanding the U.S. financial system for employment income and benefits, and common workplace policies.

Code	Title	Hours
Required Core Courses (72-108 Hours)		
ESLA 1204	ESL for Work: U.S. Workplace Culture and Etiquette	36-54
ESLA 1205	ESL for Work: U.S. Workplace Operations and Financial Literacy	36-54
Total Hours		**72-108**

Plan of Study

First Year

First Semester	Hours
ESLA 1204	36-54
ESLA 1205	36-54
	72-108

Total Hours 72-108

ESLA 1204 ESL for Work: U.S. Workplace Culture and Etiquette 36-54 Hours
Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above
Intermediate to advanced ESL students taking this course will be introduced to workplace etiquette and professional behavior in USA workplace culture. Students will learn about expected behaviors, fixing misunderstandings, better understand the behavior of their coworkers, work life balance in the U.S., cultural trends in the U.S. workplace, and more. *(Apportionment)*

ESLA 1205 ESL for Work: U.S. Workplace Operations and Financial Literacy **36-54 Hours**

Advisory: Student has passed ESLA 232 Intermediate Low or tested into 233 Intermediate High or above

This course will teach intermediate to advanced students about U.S. workplace operations and employment financial literacy. Students will learn about topics such as employment contracts, completing the onboarding process, employee rights, predatory employers, interpreting paystubs, and retirement planning. Students will be prepared to enter employment as confident and informed employees. *(Apportionment)*

ESL for Academic Success I

Certificate of Completion

Program Code: 3P38690

The program is designed to help intermediate level ESL students acquire the listening/speaking and reading/writing skills necessary for academic success in higher-level academic ESL courses, college, high school, GED, or career technical education programs. The students will participate in a variety of listening/speaking and reading/writing activities on high-interest academic topics. The skills covered include listening to lectures, note-taking, presentation skills, and critical thinking.

Code	Title	Hours
Required Core Courses (240 Hours)		
ESLA 1060	ESL for Academic Success: Reading and Writing I	120
ESLA 1062	ESL for Academic Success: Listening and Speaking I	120
Total Hours		**240**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 1060	120	ESLA 1062	120
	120		**120**

Total Hours 240

List of Courses

ESLA 1060 ESL for Academic Success: Reading and Writing I 120 Hours

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

ESLA 1062 ESL for Academic Success: Listening and Speaking I **120 Hours**

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

ESL for Academic Success II

Certificate of Completion

Program Code: 3P38691

The program is designed to help advanced level ESL students acquire the listening/speaking and reading/writing skills necessary for academic success in college, high school, GED, or career technical education programs. The students will participate in a variety of listening/speaking and reading/writing activities on high-interest, authentic academic topics. The skills covered include listening to academic lectures, note-taking and organizing, presentation and public speaking skills and higher-order thinking.

Code	Title	Hours
Required Core Courses (240 Hours)		
ESLA 1065	ESL for Academic Success: Reading and Writing II	120
ESLA 1067	ESL for Academic Success: Listening and Speaking II	120
Total Hours		**240**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 1065	120	ESLA 1067	120
	120		**120**

Total Hours 240

List of Courses

ESLA 1065 ESL for Academic Success: Reading and Writing II 120 Hours
Prerequisite(s): ESLA 500 ESL Intermediate High or ESLA 1060 ESL for Academic Success: Reading and Writing I
Acquire reading, writing, note-taking, test-taking, critical thinking, and computer skills necessary for academic success in college, high school, GED, or career technical education programs. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For advanced level ESL students. *(Apportionment)*

ESLA 1067 ESL for Academic Success: Listening and Speaking II 120 Hours
Advisory: Students have passed ESLA 232 ESL Integrated Skills, Intermediate Low or have placed into ESLA 233, ESL Integrated Skills, Intermediate High
ESL students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the technological skills needed for academic success and experience campus life through field trips to local colleges. For intermediate high and advanced level ESL students. *(Apportionment)*

ESL for Community Involvement, Beginning

Certificate of Competency

Program Code: 3P42314

This is an integrated English as a Second Language (ESL) program meaning that all language skills are addressed at the beginning level of English language acquisition. The program has one required course: ESL for Community Involvement, Beginning. The program has at least one required elective course from a choice of seven, and students can choose the elective course that focuses most closely on their individual learning needs and goals.

Code	Title	Hours
Core Course (Required 280 Hours)		
ESLA 260	ESL for Community Involvement, Beginning	180
Elective Courses (Required 36 Hours)		
Must complete one of the following courses:		36
ESLA 250	American Idioms, Beginning	36
ESLA 801	Computer Skills for ESL - Beginning	36
ESLA 222	ESL Grammar Review, Beginning	36
ESLA 180	ESL Reading Skills, Beginning	36
ESLA 182	ESL Speaking Skills, Beginning	36
ESLA 225	ESL Vocabulary Review, Beginning	36
ESLA 185	ESL Writing Skills, Beginning	36
Total Hours		**216**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 260	180	ESLA 222, 225, 185, 180, 182, 250, or 801 (Elective Course - Must choose 1 of 7 courses)	36
	180		**36**

Total Hours 216

List of Courses

ESLA 180 ESL Reading Skills, Beginning 36-72 Hours
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level. *(Apportionment)*

ESLA 182 ESL Speaking Skills, Beginning 36-72 Hours
This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations. *(Apportionment)*

ESLA 185 ESL Writing Skills, Beginning 36-72 Hours
This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences. *(Apportionment)*

ESLA 222 ESL Grammar Review, Beginning 36-84 Hours
This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels. *(Apportionment)*

ESLA 225 ESL Vocabulary Review, Beginning 36-72 Hours
Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels. *(Apportionment)*

ESLA 260 ESL for Community Involvement, Beginning 180-252 Hours
This course covers beginning level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their emerging language abilities. It develops beginning level listening, speaking, reading, and writing skills to prepare students to function successfully in the community. *(Apportionment)*

ESLA 250 American Idioms, Beginning 36-72 Hours
This course aims at developing language skills through the use of common North American English idioms and expressions. Receptive skills (i.e., listening and reading) are emphasized through exposure to daily life experiences. *(Apportionment)*

ESLA 801 Computer Skills for ESL - Beginning 36-72 Hours
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. *(Apportionment)*

ESL for Community Involvement, Intermediate to Advanced

Certificate of Competency

Program Code: 3P42315

This is an integrated English as a Second Language (ESL) program meaning that all language skills are addressed at the intermediate to advanced level of English language proficiency. The program has one required course: ESL for Community Involvement, Intermediate to Advanced. The program has at least one required elective course from a choice of seven, and students can choose the elective course that focuses most closely on their individual learning needs and goals.

Code	Title	Hours
Core Course (Required 280 Hours)		
ESLA 261	ESL for Community Involvement, Intermediate to Advanced	180
Elective Coures (Required 36 Hours)		
Must choose 1 of 7 courses		36
ESLA 251	American Idioms, Intermediate-Advanced	36
ESLA 815	Computer Skills for ESL - Advanced	36
ESLA 223	ESL Grammar Review, Intermediate - Advanced	36
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36
Total Hours		**216**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 261	180	ESLA 223, 226, 186, 181, 183, 251, or 815 (Elective Course - Must choose 1 of 7 courses)	36
	180		**36**

Total Hours 216

List of Courses

ESLA 181 ESL Reading Skills, Intermediate to Advanced 36-72 Hours
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher. *(Apportionment)*

ESLA 183 ESL Speaking Skills, Intermediate to Advanced 36-72 Hours
This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations. *(Apportionment)*

ESLA 186 ESL Writing Skills, Intermediate to Advanced 36-72 Hours
This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. *(Apportionment)*

ESLA 223 ESL Grammar Review, Intermediate - Advanced 36-84 Hours
This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels. *(Apportionment)*

ESLA 226 ESL Vocabulary Review, Intermediate - Advanced 36-72 Hours
Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels. *(Apportionment)*

ESLA 251 American Idioms, Intermediate-Advanced 36-72 Hours
This course aims at developing language skills through the use of common North American English idioms and expressions. Productive skills (i.e., speaking and writting) are emphasized by sharing daily life experiences. *(Apportionment)*

ESLA 261 ESL for Community Involvement, Intermediate to Advanced 180-252 Hours
This course covers intermediate-advanced level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their developing language abilities. It develops intermediate-advanced level listening, speaking, reading, and writing skills to prepare students to function fully in the community. *(Apportionment)*

ESLA 815 Computer Skills for ESL - Advanced 36-72 Hours
Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Print Shop, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively involved in computer projects linking the academic environment with their communities. *(Apportionment)*

ESL for the Arts

Certificate of Completion

Program #3P44019

The ESL (English as a Second Language) for the Arts certificate is an integrated language program. Students are required to complete three courses from the following list: ESL for Art Appreciation ESL for Readers Theatre ESL for Acting and ESL for Film and TV Acting. The courses are designed to give students the terminology and analytical skills needed to improve reading speaking writing and listening skills within the areas of the visual and performing arts. The ESL for Art Appreciation course is designed to give students the terminology and analytical skills needed to improve reading speaking writing and listening skills within the area of visual arts. ESL for Acting focuses on applying reading listening and speaking language skills within the context of performance and public speaking. Its goals are the acquisition of critical thinking and presentation skills as well as accent reduction required to participate in credit courses and arts related careers. The ESL for Readers Theatre course is designed to give students the tools to analyze and present texts in the arena of public speaking with a concentration on reading speaking and writing. ESL for Film and TV Acting builds reading speaking listening and technology skills necessary for college broadcasting and on camera acting courses as well as arts related employment.

Code	Title	Hours
Required Core Courses (270 Hours)		
Must complete three of four options		270
ESLA 351	ESL for Art Appreciation	90
ESLA 352	ESL for Readers Theatre	90
ESLA 353	ESL for Acting	90
ESLA 354	ESL for Film and TV Acting	90
Total Hours		**270**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 351, 352, 353, or 354	90	ESLA 352, 351, 353, or 354	90
ESLA 353, 351, 352, or 354	90		
	180		**90**

Total Hours 270

List of Courses

ESLA 351 ESL for Art Appreciation **90 Hours**
Advisory: Student should have been promoted to or placed into Intermediate High or Advanced level ESL
This English as a Second Language (ESL) course builds students' reading, writing, and speaking skills in the context of the visual arts. Students will identify common artistic themes while examining a variety of Western and non-western aesthetic forms, styles, and periods. Students are expected to participate in museum field trips and to view performances. *(Apportionment)*

ESLA 352 ESL for Readers Theatre **90 Hours**
Advisory: Student should have been promoted to or placed into Intermediate High or Advanced level ESL
Literature and communication are integrated in the art of readers theatre. This English as a Second Language (ESL) course provides the opportunity to select, analyze, read, adapt, write, and present multi-cultural readings to an audience. Attention will be given to staging techniques. *(Apportionment)*

ESLA 353 ESL for Acting **90 Hours**
Advisory: Student should have been promoted to or placed into Intermediate High or Advanced level ESL
This English as a Second Language (ESL) course focuses on students' reading, speaking, and pronunciation skills in the context of performances. Human experiences and cultural norms will be examined through imagined roles and creative thinking. Terminology and methodology will be introduced for acting, building social skills, and confidence necessary for speaking in public to diverse audiences. *(Apportionment)*

ESLA 354 ESL for Film and TV Acting **90 Hours**
Advisory: Student should have been promoted to or placed into Intermediate High or Advanced level ESL
This English as a Second Language (ESL) on-camera course focuses on the use of contemporary screenplays with written and spoken language relevant to a diverse audience. Vocabulary and acting techniques for film, TV, and video will be introduced. Also covered will be procedures on the set. For Intermediate High and Advanced level students. *(Apportionment)*

ESL for Workforce Preparation, Advanced

Certificate of Completion

Program Code: 3P39324

The program is designed to help advanced level ESL students acquire the workplace skills needed to obtain and retain employment, including preparing for a job interview, reading workplace materials, understanding American workplace expectations and utilizing different methods of workplace communication.

Code	Title	Hours
Core Courses		
ESLA 1056	ESL Workforce Readiness Skills, Advanced	60
ESLA 1054	ESL Workplace Advancement Skills, Advanced	60
Total Hours		**120**

Plan of Study

First Year

Fall Term	Hours	Spring Term	Hours
ESLA 1056	60	ESLA 1054	60
	60		**60**

Total Hours 120

List of Courses

ESLA 1054 ESL Workplace Advancement Skills, Advanced **60 Hours**
This course prepares ESL students at an advanced level for the American workplace. Students will learn American workplace expectations, practice effective business communication including giving presentations and participating in meetings, and identify professional development needs. In addition, students will enhance their computer applications skills by gaining additional experience with Microsoft Office. *(Apportionment)*

ESLA 1056 ESL Workforce Readiness Skills, Advanced **60 Hours**
This course prepares ESL students at an advanced level for the American workforce. Students will plan a career path based on skills and interests. They will also practice all aspects of conducting a job search, perform business communcation tasks, and use computers for word processing and internet searches. In addition, students will learn about American workplace values and expectations. *(Apportionment)*

ESL for Workforce Preparation, Intermediate

Certificate of Completion

Program Code: 3P42316

The program is designed to help intermediate-level English as a Second Language (ESL) students acquire the workplace skills needed to obtain and retain employment, including applying and interviewing for a job, communicating on the job, and navigating the American workplace.

Code	Title	Hours
Required Core Courses (120 Hours)		
ESLA 1052	ESL Workforce Readiness Skills, Intermediate	60
ESLA 1050	ESL Workplace Advancement Skills, Intermediate	60
Total Hours		**120**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 1050	60	ESLA 1052	60
	60		**60**

Total Hours 120

List of Courses

ESLA 1052 ESL Workforce Readiness Skills, Intermediate 60 Hours
This course covers basic work skills as well as language skills necessary for intermediate level students to gain employment. Students will identify various job opportunities available in their respective communities and will learn to communicate with employers. In addition, students will gain basic knowledge of basic technology. *(Apportionment)*

ESLA 1050 ESL Workplace Advancement Skills, Intermediate 60 Hours
This course focuses on introducing ESL students to the workplace discourse system and culture. By improving their communication skills and understanding the United States culture within the workplace, students will become successful employees *(Apportionment)*

ESL Grammar Review

Certificate of Completion

Program Code: 3P39626

This is a specialized language program. The program has two required courses: ESL Grammar Review, Beginning; and ESL Grammar Review, Intermediate-Advanced. Although both classes will teach all four language skills through oral and written communication, ESL Grammar Review, Beginning will emphasize the meanings and usage of beginning-level English structures that are frequently used in everyday situations, whereas ESL Grammar Review, Intermediate-Advanced focuses on advanced meanings and usages of English grammar.

Code	Title	Hours
Required Core Courses (108 Hours)		
ESLA 222	ESL Grammar Review, Beginning	54
ESLA 223	ESL Grammar Review, Intermediate - Advanced	54
Total Hours		**108**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 222	54	ESLA 223	54
	54		**54**

Total Hours 108

List of Courses

ESLA 222 ESL Grammar Review, Beginning 36-84 Hours
This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels. *(Apportionment)*

ESLA 223 ESL Grammar Review, Intermediate - Advanced 36-84 Hours
This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels. *(Apportionment)*

ESL Integrated Skills, Advanced

Certificate of Competency

Program Code: 3P40944

The English as a Second Language (ESL) Integrated Skills, Advanced certificate program is an integrated language program. The program has one required course and one elective course: The required course, ESL Integrated Skills, Advanced is designed to give students the practice to build fluency in speaking, listening, reading and writing based on topics relevant to their lives, experience and goals. It also applies language skills within the context of everyday real-life topics along with civics-related topics with the goals of helping students access the language needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. The other elective course, ESL Student Success, Intermediate to Advanced, covers and orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting.

Code	Title	Hours
Required Elective Course (252 Hours)		
ESLA 234	ESL Integrated Skills, Advanced	252
Required Core Courses (12-36 Hours)		
Must choose 1 of 2 courses:		*12-36*
ESLA 001	ESL Student Support Center	12
ESLA 307	ESL Student Success, Intermediate to Advanced	36
Total Hours		**264-288**

First Year

First Semester	Hours
ESLA 234	252
ESLA 001 or 307	12-36
	264-288

Total Hours 264-288

or

First Year

First Semester	Hours Second Semester	Hours
ESLA 234	252 ESLA 001 or 307	12-36
	252	**12-36**

Total Hours 264-288

ESLA 001 ESL Student Support Center 12-120 Hours
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLA 234 ESL Integrated Skills, Advanced 252 Hours
Recommended Preparation: Read, write, speak and comprehend English at a high intermediate level. This is an Advanced four-skill language course using topics and information sources related to students' lives, experiences and goals. Students will expand English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students feel competent and capable in their communities. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESLA 307 ESL Student Success, Intermediate to Advanced 36 Hours
This course is an introduction and orientation to the ESL program at NOCE for Intermediate Low to Advanced ESL students and will also cover the effective language learning strategies, goal setting, and digital literacy skills useful in helping students succeed at mastering English. *(Apportionment)*

ESL Integrated Skills, Beginning High

Certificate of Competency

Program Code: 3P40941

The ESL (English as a Second Language) Integrated Skills, Beginning High certificate program is an integrated language program. The program has one required course and one elective course: The required course, ESL Integrated Skills, Beginning High, is designed to give students the practice to develop skills in speaking, listening, reading, and writing based on topics relevant to their lives, experience, and goals. It also applies language skills within the context of everyday real life topics along with civics-related topics with the goal of helping students access the language needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. The other elective course, ESL Student Success, Beginning, covers an orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting.

Code	Title	Hours
Required Core Courses (252 Hours)		
ESLA 231	ESL Integrated Skills, Beginning High	252
Required Elective (12-36 Hours)		
Elective Course (Must choose 1 of 2)		*12-36*
ESLA 001	ESL Student Support Center	12
ESLA 305	ESL Student Success, Beginning	36
Total Hours		**264-288**

First Year

First Semester	Hours
ESLA 231	252
ESLA 001 or 305	12-36
	264-288

Total Hours 264-288

or

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 231	252	ESLA 001 or 305	12-36
	252		**12-36**

Total Hours 264-288

ESLA 001 ESL Student Support Center 12-120 Hours
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLA 231 ESL Integrated Skills, Beginning High 252 Hours
This course focuses on developing beginning-level listening, speaking, reading and writing skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities. *(Apportionment)*

ESLA 305 ESL Student Success, Beginning 36 Hours
This course is an introduction and orientation to the ESL program at NOCE for Beginning Literacy to Beginning High students and will also cover the effective language learning strategies, goal setting, and digital literacy skills useful in helping students succeed at mastering English. *(Apportionment)*

ESL Integrated Skills, Beginning Literacy

Certificate of Competency

Program Code: 3P40939

This is an integrated language program certificate. The program has one required course and one elective course. The required course, ESL (English as a Second Language) Integrated Skills, Beginning Literacy, is designed to give students the practice to develop skills in speaking, listening, reading, and writing based on topics relevant to their lives, experiences, and goals. It also applies language skills within the context of everyday real life topics along with civics-related topics with the goals of helping students access the language needed to function in their day to day lives, learn about community resources, and identify the tools needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required course. The other elective course, ESL Student Success, Beginning, covers an orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting.

Code	Title	Hours
Required Core Courses (252 Hours)		
ESLA 229	ESL Integrated Skills, Beginning Literacy	252
Required Elective Courses (12-36 Hours)		
Must choose 1 of 2 courses:		*12-36*
ESLA 001	ESL Student Support Center	12
ESLA 305	ESL Student Success, Beginning	36
Total Hours		**264-288**

First Year		
First Semester		**Hours**
ESLA 229		252
ESLA 001 or 305		12-36
		264-288

Total Hours 264-288

or

First Year		
Semester 1	**Hours Semester 2**	**Hours**
ESLA 229	252 ESLA 001 or 305	12-36
	252	**12-36**

Total Hours 264-288

ESLA 001 ESL Student Support Center **12-120 Hours**
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLA 229 ESL Integrated Skills, Beginning Literacy **252 Hours**
This course is designed for adult language learners who possess limited to no proficiency in English. The class will focus on basic vocabulary and basic grammar. Students will start to build competency in all four language skills. Course topics relate to using English for everyday needs. *(Apportionment)*

ESLA 305 ESL Student Success, Beginning **36 Hours**
This course is an introduction and orientation to the ESL program at NOCE for Beginning Literacy to Beginning High students and will also cover the effective language learning strategies, goal setting, and digital literacy skills useful in helping students succeed at mastering English. *(Apportionment)*

ESL Integrated Skills, Beginning Low

Certificate of Competency

Program Code: 3P40940

The ESL (English as a Second Language) Integrated Skills, Beginning Low certificate program is an integrated language program. The program has one required course and one elective course: The required course, ESL Integrated Skills, Beginning Low, is designed to give students the practice to develop skills in speaking, listening, reading, and writing based on topics relevant to their lives, experience, and goals. It also applies language skills within the context of everyday real life topics along with civics-related topics with the goal of helping students access the language needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. The other elective course, ESL Student Success, Beginning, covers an orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting.

Code	Title	Hours
Required Core Courses (252 Hours)		
ESLA 230	ESL Integrated Skills, Beginning Low	252
Required Elective Courses (12-36 Hours)		
Must choose 1 of 2 courses:		*12-36*
ESLA 001	ESL Student Support Center	12
ESLA 305	ESL Student Success, Beginning	36
Total Hours		**264-288**

First Year

First Semester	Hours
ESLA 230	252
ESLA 001 or 305	12-36
	264-288

Total Hours 264-288

or

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 230	252	ESLA 001 or 305	12-36
	252		**12-36**

Total Hours 264-288

ESLA 001 ESL Student Support Center 12-120 Hours
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLA 230 ESL Integrated Skills, Beginning Low 252 Hours
Recommended Preparation: Read, write, speak and comprehend English at the beginning literacy level. This course focuses on developing basic-level listening, speaking, reading and writing skills. Students will acquire basic language forms and functions to help them access community resources, prepare for the workplace and introduce them to lifelong learning opportunities. *(Apportionment)*

ESLA 305 ESL Student Success, Beginning 36 Hours
This course is an introduction and orientation to the ESL program at NOCE for Beginning Literacy to Beginning High students and will also cover the effective language learning strategies, goal setting, and digital literacy skills useful in helping students succeed at mastering English. *(Apportionment)*

ESL Integrated Skills, Intermediate High

Certificate of Competency

Program Code: 3P40943

The ESL (English as a Second Language) Integrated Skills, Intermediate High certificate program is an integrated language program. The program has one required course and one elective course: The required course, ESL Integrated Skills, Intermediate High, is designed to give students the practice to sharpen skills in speaking, listening, reading, and writing based on topics relevant to their lives, experience, and goals. It also applies language skills within the context of everyday real-life topics along with civics-related topics with the goal of helping students access the language needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. The other elective course, ESL Student Success, Intermediate to Advanced, covers and orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting.

Code	Title	Hours
Required Core Courses (252 Hours)		
ESLA 233	ESL Integrated Skills, Intermediate High	252
Required Core Courses (12-36 Hours)		
Must choose 1 of 2 courses:		*12-36*
ESLA 001	ESL Student Support Center	12
ESLA 307	ESL Student Success, Intermediate to Advanced	36
Total Hours		**264-288**

First Year	
First Semester	**Hours**
ESLA 233	252
ESLA 001 or 307	12-36
	264-288

Total Hours 264-288

or

First Year		
Semester 1	**Hours Semester 2**	**Hours**
ESLA 233	252 ESLA 001 or 307	12-36
	252	**12-36**

Total Hours 264-288

ESLA 001 ESL Student Support Center 12-120 Hours
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLA 233 ESL Integrated Skills, Intermediate High 252 Hours
Recommended Preparation: Read, write, speak and comprehend English at an intermediate level. This is an Intermediate High four-skill language course usin using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESLA 307 ESL Student Success, Intermediate to Advanced 36 Hours
This course is an introduction and orientation to the ESL program at NOCE for Intermediate Low to Advanced ESL students and will also cover the effective language learning strategies, goal setting, and digital literacy skills useful in helping students succeed at mastering English. *(Apportionment)*

ESL Integrated Skills, Intermediate Low

Certificate of Competency

Program Code: 3P40942

The ESL (English as a Second Language) Integrated Skills, Intermediate Low certificate program is an integrated language program. The program has one required course and one elective course: The required course, ESL Integrated Skills, Intermediate Low, is designed to give students the practice to hone skills in speaking, listening, reading, and writing based on topics relevant to their lives, experience, and goals. It also applies language skills within the context of everyday real life topics along with civics-related topics with the goal of helping students access the language needed to become active community participants. One elective option, ESL Student Support Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses. The other elective course, ESL Student Success, Intermediate to Advanced, covers and orientation of the ESL program and NOCE as a whole, effective study skills and learning activities, and the digital literacy skills needed to succeed in an American educational setting.

Code	Title	Hours
Required Core Courses (252 Hours)		
ESLA 232	ESL Integrated Skills, Intermediate Low	252
Required Elective Course (12-36 Hours)		
Must choose 1 of 2 courses:		*12-36*
ESLA 001	ESL Student Support Center	12
ESLA 307	ESL Student Success, Intermediate to Advanced	36
Total Hours		**264-288**

First Year		
First Semester		**Hours**
ESLA 232		252
ESLA 001 or 307		12-36
		264-288

Total Hours 264-288

or

First Year		
Semester 1	**Hours Semester 2**	**Hours**
ESLA 232	252 ESLA 001 or 307	12-36
	252	**12-36**

Total Hours 264-288

ESLA 001 ESL Student Support Center 12-120 Hours
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLA 232 ESL Integrated Skills, Intermediate Low 252 Hours
Recommended Preparation: Read, write, speak and comprehend English at the beginning high level. This is an Intermediate Low four skill language course using topics and information sources related to student level. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESLA 307 ESL Student Success, Intermediate to Advanced 36 Hours
This course is an introduction and orientation to the ESL program at NOCE for Intermediate Low to Advanced ESL students and will also cover the effective language learning strategies, goal setting, and digital literacy skills useful in helping students succeed at mastering English. *(Apportionment)*

ESL Multiskills

Certificate of Completion

Program Code: 3P39629

This is an integrated language program. The program has two required courses: ESL Multilevel and ESL Family Literacy. The Multilevel course is designed to give students the practice to develop skills in speaking, listening, reading and writing based on everyday situations that they will encounter in an English speaking community. The Family Literacy course aims to address our students' family goals and community-based needs. Both courses have the intent of helping students learn about community resources and identify the tools needed to become active community participants as well as providing learning opportunities that are relevant to their lives, experiences and goals.

Code	Title	Hours
Required Core Courses (72 Hours)		
ESLA 110	ESL Multilevel	36
ESLA 120	Family Literacy	36
Total Hours		**72**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 110	144	ESLA 120	72
	144		**72**

Total Hours 216

List of Courses

ESLA 110 ESL Multilevel **36-144 Hours**
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. *(Apportionment)*

ESLA 120 Family Literacy **36-72 Hours**
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. *(Apportionment)*

ESL Precollege Reading and Writing, Intermediate

Certificate of Competency

Program #3P44839

This ESL Precollege Reading and Writing, Intermediate program is designed for low intermediate and intermediate non-native speakers of English. This course provides intensive instruction in oral communication, basic grammar, reading, sentence and paragraph writing, and vocabulary development.

Code	Title	Hours
Required Core Courses (102 Hours)		
ESLM 1077	ESL Precollege Reading and Writing, Intermediate	90
ESLA 001	ESL Student Support Center	12
Total Hours		**102**

Plan of Study

First Year

First Semester	Hours
ESLM 1077	90
ESLA 001	12
	102

Total Hours 102

List of Courses

ESLA 001 ESL Student Support Center **12-120 Hours**
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLM 1077 ESL Precollege Reading and Writing, Intermediate **90 Hours**
This course will take place at Fullerton College and is equivalent to their ESL 082F course: Intermediate Reading and Writing for Non-Native Speakers of English. It is designed for low-intermediate and high-intermediate non-native speakers of English. This course provides intensive instruction in oral communication, basic grammar, reading, sentence and paragraph writing, and vocabulary development *(Apportionment)*

ESL Reading and Writing Skills, Beginning

Certificate of Completion

Program Code: 3P39364

This is an integrated literacy certificate program for ESL Beginning Low and Beginning High students. The program has two required courses: ESL Reading Skills, Beginning; and ESL Writing Skills, Beginning. The ESL Writing Skills course is designed to acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentence, body sentences and conclusion sentence. The ESL Reading Skills course emphasizes reading comprehension skills while building vocabulary and critical thinking skills. Students will learn the best way to approach a variety of reading materials.

Code	Title	Hours
Required Core Courses (72 Hours)		
ESLA 180	ESL Reading Skills, Beginning	36
ESLA 185	ESL Writing Skills, Beginning	36
Total Hours		**72**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 180	36	ESLA 185	36
	36		**36**

Total Hours 72

List of Courses

ESLA 180 ESL Reading Skills, Beginning **36-72 Hours**
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level. *(Apportionment)*

ESLA 185 ESL Writing Skills, Beginning **36-72 Hours**
This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences. *(Apportionment)*

ESL Reading and Writing Skills, Intermediate to Advanced

Certificate of Completion

Program Code: 3P39363

This is an integrated literacy certificate program for ESL Intermediate Low, Intermediate High and Advanced students. The program has two required courses: ESL Reading Skills, Intermediate to Advanced; and ESL Writing Skills, Intermediate to Advanced. The ESL Writing Skills course is designed to acquaint students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. The ESL Reading Skills course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher. Students will learn the best way to approach a variety of reading materials and how to improve comprehension and speed when reading those materials.

Code	Title	Hours
Required Core Courses (72 Hours)		
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36
Total Hours		**72**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 181	36	ESLA 186	36
	36		**36**

Total Hours 72

List of Courses

ESLA 181 ESL Reading Skills, Intermediate to Advanced **36-72 Hours**
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher. *(Apportionment)*

ESLA 186 ESL Writing Skills, Intermediate to Advanced **36-72 Hours**
This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. *(Apportionment)*

ESL Skill Review Beginning Literacy

Certificate of Completion

Program #3P44026

This ESL Skill Review Beginning Literacy program focuses on reinforcing vocabulary and English grammar forms and structures through listening speaking reading and writing activities. Civics topics will be chosen each term based on the needs of the students.

Code	Title	Hours
Required Core Courses (90 Hours)		
ESLA 239	ESL Skill Review, Beginning Literacy	90
Required Elective Course (36 Hours)		
Must complete one of the following courses:		36
ESLA 180	ESL Reading Skills, Beginning	36
ESLA 182	ESL Speaking Skills, Beginning	36
ESLA 185	ESL Writing Skills, Beginning	36
ESLA 222	ESL Grammar Review, Beginning	36
ESLA 225	ESL Vocabulary Review, Beginning	36
Total Hours		**126**

Plan of Study

First Year

First Semester	Hours
ESLA 239	90
Elective Course - Must complete one of the following courses:	
ESLA 180, 182, 185, 222, or 225	36
	126

Total Hours 126

or

First Year

First Semester	Hours	Second Semester	Hours
ESLA 239	90	ESLA 180, 182, 185, 222, or 225 (Elective Course - Must complete 1 of 5 courses)	36
	90		**36**

Total Hours 126

List of Courses

ESLA 180 ESL Reading Skills, Beginning **36-72 Hours**
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level. *(Apportionment)*

ESLA 182 ESL Speaking Skills, Beginning **36-72 Hours**
This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations. *(Apportionment)*

ESLA 185 ESL Writing Skills, Beginning **36-72 Hours**
This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences. *(Apportionment)*

ESLA 222 ESL Grammar Review, Beginning **36-84 Hours**
This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels. *(Apportionment)*

ESLA 225 ESL Vocabulary Review, Beginning **36-72 Hours**
Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels. *(Apportionment)*

ESLA 239 ESL Skill Review, Beginning Literacy **90 Hours**
This Beginning Literacy course focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. Vocabulary topics are based on the needs of an adult immigrant learner, including basic personal information and classroom instructions. *(Apportionment)*

ESL Skill Review Beginning Low

Program #3P44027

This ESL Skill Review Beginning Low program focuses on reinforcing vocabulary and English grammar forms and structures through listening speaking reading and writing activities. Civics topics will be chosen each term based on the needs of the students.

Code	Title	Hours
Required Core Courses (90 Hours)		
ESLA 240	ESL Skill Review, Beginning Low	90
Required Elective Course (36 Hours)		
Must complete one of the following courses:		36
ESLA 180	ESL Reading Skills, Beginning	36
ESLA 182	ESL Speaking Skills, Beginning	36
ESLA 185	ESL Writing Skills, Beginning	36
ESLA 222	ESL Grammar Review, Beginning	36
ESLA 225	ESL Vocabulary Review, Beginning	36
Total Hours		**126**

Plan of Study

First Year

First Semester	Hours
ESLA 240	90
Elective Course - Must complete one of the following courses:	
ESLA 180, 182, 185, 222, or 225	36
	126

Total Hours 126

or

First Year

First Semester	Hours	Second Semester	Hours
ESLA 240	90	ESLA 180, 182, 185, 222, or 225 (Elective Course - Must complete 1 of 5 courses)	36
	90		**36**

Total Hours 126

List of Courses

ESLA 180 ESL Reading Skills, Beginning **36-72 Hours**
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level. *(Apportionment)*

ESLA 182 ESL Speaking Skills, Beginning **36-72 Hours**
This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations. *(Apportionment)*

ESLA 185 ESL Writing Skills, Beginning **36-72 Hours**
This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences. *(Apportionment)*

ESLA 222 ESL Grammar Review, Beginning **36-84 Hours**
This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels. *(Apportionment)*

ESLA 225 ESL Vocabulary Review, Beginning **36-72 Hours**
Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels. *(Apportionment)*

ESLA 240 ESL Skill Review, Beginning Low **90 Hours**
This Beginning Low course focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. Vocabulary topics are based on the needs of an adult immigrant learner, including describing people, places, daily activities and schedules. *(Apportionment)*

ESL Skill Review Beginning High

Program #3P44025

This ESL Skill Review Beginning High program focuses on reinforcing vocabulary and English grammar forms and structures through listening speaking reading and writing activities. Civics topics will be chosen each term based on the needs of the students.

Code	Title	Hours
Required Core Courses (90 Hours)		
ESLA 241	ESL Skill Review, Beginning High	90
Required Elective Course (36 Hours)		
Must complete one of the following courses:		36
ESLA 180	ESL Reading Skills, Beginning	36
ESLA 182	ESL Speaking Skills, Beginning	36
ESLA 185	ESL Writing Skills, Beginning	36
ESLA 222	ESL Grammar Review, Beginning	36
ESLA 225	ESL Vocabulary Review, Beginning	36
Total Hours		**126**

Plan of Study

First Year

First Semester	Hours
ESLA 241	90
Elective Course - Must complete one of the following courses:	
ESLA 180, 182, 185, 222, or 225	36
	126

Total Hours 126

or

First Year

First Semester	Hours	Second Semester	Hours
ESLA 241	90	ESLA 180, 182, 185, 222, or 225 (Elective Course - Must complete 1 of 5 courses)	36
	90		**36**

Total Hours 126

List of Courses

ESLA 180 ESL Reading Skills, Beginning **36-72 Hours**
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level. *(Apportionment)*

ESLA 182 ESL Speaking Skills, Beginning **36-72 Hours**
This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations. *(Apportionment)*

ESLA 185 ESL Writing Skills, Beginning **36-72 Hours**
This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences. *(Apportionment)*

ESLA 222 ESL Grammar Review, Beginning **36-84 Hours**
This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels. *(Apportionment)*

ESLA 225 ESL Vocabulary Review, Beginning **36-72 Hours**
Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels. *(Apportionment)*

ESLA 241 ESL Skill Review, Beginning High **90 Hours**
This Beginning High course focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. Vocabulary topics are based on the needs of an adult immigrant learner, including housing, personal finances, food and shopping. *(Apportionment)*

ESL Skill Review Intermediate Low

Certificate of Completion

Program #3P44056

The ESL Skill Review Intermediate Low certificate program focuses on vocabulary and English grammar forms and structures through listening speaking reading and writing activities. The vocabulary focus is on word forms and families determining the meaning of words in context and introducing the basic affixes in the prediction meaning. Civics topics will be chosen each term based on the needs of the students.

Code	Title	Hours
Required Core Courses (90 Hours)		
ESLA 242	ESL Skill Review, Intermediate Low	90
Required Elective Course (36 Hours)		
Must complete one of the following courses:		36
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36
ESLA 223	ESL Grammar Review, Intermediate - Advanced	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
Total Hours		**126**

Plan of Study

First Year

First Semester	Hours
ESLA 242	90
Elective Course - Must complete one of the following courses:	
ESLA 181, 183, 186, 223, or 226	36
	126

Total Hours 126

or

First Year

First Semester	Hours	Second Semester	Hours
ESLA 242	90	ESLA 181, 183, 186, 223, or 226 (Elective Course - Must complete 1 of 5 courses)	36
	90		**36**

Total Hours 126

List of Courses

ESLA 181 ESL Reading Skills, Intermediate to Advanced 36-72 Hours
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher. *(Apportionment)*

ESLA 183 ESL Speaking Skills, Intermediate to Advanced 36-72 Hours
This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations. *(Apportionment)*

ESLA 186 ESL Writing Skills, Intermediate to Advanced 36-72 Hours
This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. *(Apportionment)*

ESLA 223 ESL Grammar Review, Intermediate - Advanced 36-84 Hours
This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels. *(Apportionment)*

ESLA 226 ESL Vocabulary Review, Intermediate - Advanced 36-72 Hours
Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels. *(Apportionment)*

ESLA 242 ESL Skill Review, Intermediate Low 90 Hours
Recommended Preparation: Read, write, speak and comprehend English at the beginning high level. This Intermediate Low course focuses on vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. The vocabulary focus is on word forms and families determining meaning of words in context, and introduction of the basic affixes in the prediction meaning. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESL Skill Review, Advanced

Certificate of Completion

Program #3P44018

The ESL Skill Review, Advanced certificate program focuses on vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. The vocabulary focus is on increasing students' academic vocabulary by using context clues, stems and affixes, dictionary skills, and practice with the Academic Word List. In addition, they will become familiar with the denotations and connotations of words. Civics topics will be chosen each term based on the needs of the students.

Code	Title	Hours
Required Core Courses (90 Hours)		
ESLA 244	ESL Skill Review, Advanced	90
Required Elective Course (36 Hours)		
Must complete one of the following courses:		36
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36
ESLA 223	ESL Grammar Review, Intermediate - Advanced	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
Total Hours		**126**

Plan of Study

First Year

First Semester	Hours
ESLA 244	90
Elective Course - Must complete one of the following courses:	
ESLA 181, 183, 186, 223, or 226	36
	126

Total Hours 126

or

First Year

First Semester	Hours	Second Semester	Hours
ESLA 244	90	ESLA 181, 183, 186, 223, or 226 (Elective Course - Must complete 1 of 5 courses)	36
	90		**36**

Total Hours 126

List of Courses

ESLA 181 ESL Reading Skills, Intermediate to Advanced 36-72 Hours
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher. *(Apportionment)*

ESLA 183 ESL Speaking Skills, Intermediate to Advanced 36-72 Hours
This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations. *(Apportionment)*

ESLA 186 ESL Writing Skills, Intermediate to Advanced 36-72 Hours
This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. *(Apportionment)*

ESLA 223 ESL Grammar Review, Intermediate - Advanced 36-84 Hours
This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels. *(Apportionment)*

ESLA 226 ESL Vocabulary Review, Intermediate - Advanced 36-72 Hours
Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels. *(Apportionment)*

ESLA 244 ESL Skill Review, Advanced 90 Hours
Recommended Preparation: Read, write, speak and comprehend English at an intermediate high level. This course focuses on vocabulary and grammar forms and structures through listening, speaking, reading, and writing activities. The vocabulary focus is on increasing student academic vocabulary by using context clues, stems and affixes, dictionary skills and practice with the Academic Word List. Students will acquire the denotations and connotations of words. *(Apportionment)*

ESL Skill Review Intermediate High

Certificate of Completion

Program #3P44079

The ESL Skill Review Intermediate High certificate program focuses on vocabulary and English grammar forms and structures through listening speaking reading and writing activities. The vocabulary focus is on the acquisition and use of new vocabulary and the strategies to understand and interpret content. Civics topics will be chosen each term based on the needs of the students.

Code	Title	Hours
Required Core Courses (90 Hours)		
ESLA 243	ESL Skill Review, Intermediate High	90
Required Elective Course (36 Hours)		
Must complete one of the following courses:		36
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36
ESLA 223	ESL Grammar Review, Intermediate - Advanced	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
Total Hours		**126**

Plan of Study

First Year

First Semester	Hours
ESLA 243	90
Elective Course - Must complete one of the following courses:	
ESLA 181, 183, 186, 223, or 226	36
	126

Total Hours 126

or

First Year

First Semester	Hours	Second Semester	Hours
ESLA 243	90	ESLA 181, 183, 186, 223, or 226 (Elective Course - Must complete 1 of 5 courses)	36
	90		**36**

Total Hours 126

List of Courses

ESLA 181 ESL Reading Skills, Intermediate to Advanced 36-72 Hours
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher. *(Apportionment)*

ESLA 183 ESL Speaking Skills, Intermediate to Advanced 36-72 Hours
This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations. *(Apportionment)*

ESLA 186 ESL Writing Skills, Intermediate to Advanced 36-72 Hours
This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. *(Apportionment)*

ESLA 223 ESL Grammar Review, Intermediate - Advanced 36-84 Hours
This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels. *(Apportionment)*

ESLA 226 ESL Vocabulary Review, Intermediate - Advanced 36-72 Hours
Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels. *(Apportionment)*

ESLA 243 ESL Skill Review, Intermediate High 90 Hours
Recommended Preparation: Read, write, speak and comprehend English at an intermediate level. This Intermediate High course focuses on vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. The vocabulary focus is on the acquisition and use of new vocabulary and the strategies to understand and interpret content. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESL Speaking Skills, Beginning

Certificate of Competency

Program Code: 3P40945

This is a focused language program. The program has one required course: ESL Speaking Skills, Beginning and at least one elective course: ESL Grammar Review, Beginning or ESL Vocabulary Review, Beginning. Students can choose the elective course based on their personal goals and needs.

Code	Title	Hours
Core Course (Required 36 Hours)		
ESLA 182	ESL Speaking Skills, Beginning	36
Elective Course (Required 36 Hours)		
Must Choose one of two		36
ESLA 222	ESL Grammar Review, Beginning	36
ESLA 225	ESL Vocabulary Review, Beginning	36
Total Hours		**72**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 182	36	ESLA 222 or 225 (Elective Course - Must choose one)	36
	36		**36**

Total Hours 72

List of Courses

ESLA 182 ESL Speaking Skills, Beginning **36-72 Hours**
This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations. *(Apportionment)*

ESLA 222 ESL Grammar Review, Beginning **36-84 Hours**
This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels. *(Apportionment)*

ESLA 225 ESL Vocabulary Review, Beginning **36-72 Hours**
Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels. *(Apportionment)*

ESL Speaking Skills, Intermediate to Advanced

Certificate of Competency

Program Code: 3P40946

This is a focused language program. The program has one required course: ESL Speaking Skills, Intermediate to Advanced and at least one elective course: Intermediate Grammar Review or Intermediate Vocabulary Review. Students can choose the elective course based on their personal goals and needs.

Code	Title	Hours
Required Core Courses (36 Hours)		
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
Required Elective Courses (36 Hours)		
Must choose one of two:		36
ESLA 223	ESL Grammar Review, Intermediate - Advanced	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
Total Hours		**72**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 183	36	ESLA 223 or 226 (Elective Course - Must choose one)	36
	36		**36**

Total Hours 72

List of Courses

ESLA 183 ESL Speaking Skills, Intermediate to Advanced **36-72 Hours**
This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations. *(Apportionment)*

ESLA 223 ESL Grammar Review, Intermediate - Advanced **36-84 Hours**
This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels. *(Apportionment)*

ESLA 226 ESL Vocabulary Review, Intermediate - Advanced 36-72 Hours
Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels. *(Apportionment)*

ESL Specialty Courses, Beginning

Certificate of Competency

Program #3P44168

This is a focused language certificate program for English as a Second Language (ESL) Beginning students. The program has one required course (ESL Student Support Center) and at least one elective course: ESL Reading Skills Beginning; ESL Writing Skills Beginning; ESL Grammar Review Beginning; ESL Speaking Skills Beginning; ESL Vocabulary Review Beginning; ESL and Computer Skills Beginning; or American Idioms Beginning. Students can choose the area of focus based on their personal goals and needs. The ESL Student Support 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.

Code	Title	Hours
Required Core Courses (12 Hours)		
ESLA 001	ESL Student Support Center	12
Required Elective Course (36 Hours)		
Must complete one of the following courses:		36
ESLA 180	ESL Reading Skills, Beginning	36
ESLA 182	ESL Speaking Skills, Beginning	36
ESLA 185	ESL Writing Skills, Beginning	36
ESLA 222	ESL Grammar Review, Beginning	36
ESLA 225	ESL Vocabulary Review, Beginning	36
ESLA 250	American Idioms, Beginning	36
ESLA 801	Computer Skills for ESL - Beginning	36
Total Hours		**48**

Plan of Study

First Year

First Semester	Hours
ESLA 001	12
ESLA 180, 182, 185, 222, 225, 250, or 801	36
	48

Total Hours 48

or

First Year

First Semester	Hours	Second Semester	Hours
ESLA 001	12	ESLA 180, 182, 185, 222, 225, 250, or 801 (Elective Course - Must complete 1 of 7 courses)	36
	12		**36**

Total Hours 48

List of Courses

ESLA 001 ESL Student Support Center **12-120 Hours**
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLA 180 ESL Reading Skills, Beginning **36-72 Hours**
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level. *(Apportionment)*

ESLA 182 ESL Speaking Skills, Beginning **36-72 Hours**
This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations. *(Apportionment)*

ESLA 185 ESL Writing Skills, Beginning **36-72 Hours**
This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences. *(Apportionment)*

ESLA 222 ESL Grammar Review, Beginning **36-84 Hours**
This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels. *(Apportionment)*

ESLA 225 ESL Vocabulary Review, Beginning **36-72 Hours**
Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels. *(Apportionment)*

ESLA 250 American Idioms, Beginning **36-72 Hours**
This course aims at developing language skills through the use of common North American English idioms and expressions. Receptive skills (i.e., listening and reading) are emphasized through exposure to daily life experiences. *(Apportionment)*

ESLA 801 Computer Skills for ESL - Beginning **36-72 Hours**
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. *(Apportionment)*

ESL Specialty Courses, Intermediate to Advanced

Certificate of Competency

Program #3P44169

This is a focused language certificate program for English as a Second Language (ESL) Intermediate to Advanced students. The program has one required course (ESL Student Support Center) and at least one elective course: ESL Skill Building Intermediate to Advanced; ESL Reading Skills Intermediate to Advanced; ESL Writing Skills Intermediate to Advanced; ESL Grammar Review Intermediate to Advanced; ESL Speaking Skills Intermediate to Advanced; ESL Vocabulary Review Intermediate to Advanced; ESL and Computer Skills Intermediate to Advanced; American Idioms Intermediate Advanced or ESL & the Arts. Students can choose the area of focus based on their personal goals and needs. The ESL Student Support 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.

Code	Title	Hours
Required Core Courses (12 Hours)		
ESLA 001	ESL Student Support Center	12
Required Elective Course (36-180 Hours)		
Must complete one of the following courses:		36-180
ESLA 211	ESL Skill Building, Intermediate to Advanced	180
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36
ESLA 223	ESL Grammar Review, Intermediate - Advanced	36
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
ESLA 815	Computer Skills for ESL - Advanced	36
ESLA 251	American Idioms, Intermediate-Advanced	36
ESLA 804	ESL and the Arts	36
Total Hours		**48-192**

Plan of Study

First Year

First Semester	Hours
ESLA 001	12
ESLA 181, 183, 186, 211, 223, 226, 251, 804, or 815	36-180
	48-192

Total Hours 48-192

or

First Year		
First Semester	**Hours Second Semester**	**Hours**
ESLA 001	12 ESLA 181, 183, 186, 211, 223, 226, 251, 804, or 815 (Elective Course - Must complete 1 of 9 courses)	36-180
	12	**36-180**

Total Hours 48-192

List of Courses

ESLA 001 ESL Student Support Center **12-120 Hours**
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLA 181 ESL Reading Skills, Intermediate to Advanced **36-72 Hours**
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher. *(Apportionment)*

ESLA 183 ESL Speaking Skills, Intermediate to Advanced **36-72 Hours**
This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations. *(Apportionment)*

ESLA 186 ESL Writing Skills, Intermediate to Advanced **36-72 Hours**
This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. *(Apportionment)*

ESLA 211 ESL Skill Building, Intermediate to Advanced **180 Hours**
The course content is relevant to the lives of students. It integrates language functions and language forms with informational sources, skills and topics. Course topics will include the process and skills needed to seek employment as well as norms in the American workforce. The course will also cover planning, traveling and finances as skills needed to function in society. Students will use the above topics to build on reading comprehension, vocabulary, listening, speaking, writing and technology skills in an online environment. Students will be required to attend an orientation and take the CASAS assessment on campus. *(Apportionment)*

ESLA 223 ESL Grammar Review, Intermediate - Advanced **36-84 Hours**
This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels. *(Apportionment)*

ESLA 251 American Idioms, Intermediate-Advanced **36-72 Hours**
This course aims at developing language skills through the use of common North American English idioms and expressions. Productive skills (i.e., speaking and writting) are emphasized by sharing daily life experiences. *(Apportionment)*

ESLA 804 ESL and the Arts **36 Hours**
This course builds students' reading comprehension, writing, and speaking skills in the context of thematic and aesthetic exploration of arts. Students will identify common artistic themes while comparing and contrasting a variety of aesthetic forms, styles, and periods. This interactive course includes visiting museums, watching performances, and listening to guest speakers. *(Apportionment)*

ESLA 815 Computer Skills for ESL - Advanced **36-72 Hours**
Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Print Shop, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively involved in computer projects linking the academic environment with their communities. *(Apportionment)*

ESL Vocabulary Review

Certificate of Completion

Program Code: 3P39322

This is a specialized language program. The program has two required courses: ESL Vocabulary Review- Beginning; ESL Vocabulary Review-Intermediate /Advanced. Although both classes will teach all four language skills through oral and written communication, ESL Vocabulary Review-Beginning will emphasize the meanings and usage of Beginning level English vocabulary words and phrases that are frequently used in everyday situations whereas ESL Vocabulary- Intermediate/Advanced will focus on acquiring Intermediate-Advanced level vocabulary words, phrases as well as improving recognition skills.

Code	Title	Hours
Core Courses		
ESLA 225	ESL Vocabulary Review, Beginning	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
Total Hours		**72**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 225	36	ESLA 226	36
	36		**36**

Total Hours 72

List of Courses

ESLA 225 ESL Vocabulary Review, Beginning 36-72 Hours
Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels. *(Apportionment)*

ESLA 226 ESL Vocabulary Review, Intermediate - Advanced 36-72 Hours
Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels. *(Apportionment)*

ESL Work Readiness

Certificate of Completion

Program Code: 3P24063

The English as a Second Language (ESL) Work Readiness program is offered to give English languagelearners the language and digital literacy skills needed to obtain employment. ESL and Computer Skillscourses focus on improving language skills through computer applications tasks using MS Office Suite,online resources, and presentation programs. The elective courses provide support for students in specificcareer areas and provide a foundation for further study in those career technical education programs.
This program develops foundation skills needed for successful employment, such as, basic language anddigital literacy skills, thinking creatively, as well as developing responsibility, self-esteem, sociability, self-management, and integrity.

Code	Title	Hours
Core Courses (Required 72 Hours)		
ESLA 801	Computer Skills for ESL - Beginning	36
ESLA 815	Computer Skills for ESL - Advanced	36
Elective Courses (Required 36 Hours)		
Must choose 1 of 3 courses		36
ESLA 1020	Vocational English as a Second Language: Early Childhood Education	36
ESLA 1025	Vocational English as a Second Language: Pharmacy Technician	36
ESLA 1030	Vocational English as a Second Language: Administrative Assistant	36
Total Hours		**108**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 801	36	ESLA 1020, 1025, or 1030 (Electives Course - Must Choose 1)	36
ESLA 815	36		
	72		**36**

Total Hours 108

List of Courses

ESLA 801 Computer Skills for ESL - Beginning 36-72 Hours
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. *(Apportionment)*

ESLA 815 Computer Skills for ESL - Advanced 36-72 Hours
Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Print Shop, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively involved in computer projects linking the academic environment with their communities. *(Apportionment)*

ESLA 1020 Vocational English as a Second Language: Early Childhood Education 36 Hours
This ESL course provides students with necessary language skills to succeed in early childhood education (ECE) programs, thereby bridging the gap between standard ESL coursework and ECE coursework. The course also focuses on preparing students to interact in the real world in ECE situations (e.g. parent-teacher conferences). *(Apportionment)*

ESLA 1025 Vocational English as a Second Language: Pharmacy Technician 36 Hours
This ESL course covers basic English communication skills in a pharmacy setting for students who are at an intermediate ESL level or higher. Students will practice typical in-person and phone conversations with pharmacy customers and co-workers. *(Apportionment)*

ESLA 1030 Vocational English as a Second Language: Administrative Assistant 36 Hours
This ESL course provides students with necessary language skills to succeed in the vocational administrative assistant programs, thereby bridging the gap between standard ESL and VESL coursework. The course also focuses on preparing students to interact in real-life office situations. *(Apportionment)*

Workplace Vocational English as a Second Language: Administrative Assistant

Certificate of Completion

Program Code: 3P24115

This VESL sequence of courses focuses on the language needs of the students who are currently enrolled in the occupational training as well as the students pursuing a career of an Administrative Assistant. The goal is to prepare students to function successfully in academic or workplace setting by introducing them to the field terminology and job-related language skills. Special emphasis is on business writing skills, oral communication strategies, and conflict resolution techniques.

Students will also obtain necessary skills and confidence needed to find a job, managing resources, developing interpersonal skills, as well as understanding and improving system.

Code	Title	Hours
Core Courses		
ESLA 1030	Vocational English as a Second Language: Administrative Assistant	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
Total Hours		**72**

List of Courses

ESLA 808 ESL Intermediate/Advanced Work Skills 36 Hours
Advisory: Intermediate Low ESL Level or Above
This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources. *(Apportionment)*

ESLA 1030 Vocational English as a Second Language: Administrative Assistant 36 Hours
This ESL course provides students with necessary language skills to succeed in the vocational administrative assistant programs, thereby bridging the gap between standard ESL and VESL coursework. The course also focuses on preparing students to interact in real-life office situations. *(Apportionment)*

Workplace Vocational English as a Second Language: Early Childhood Education

Certificate of Completion

Program Code: 3P24292

This Vocational English as a Second Language (VESL) sequence of courses focuses on the language needs of the students who are currently enrolled in the ECE programs as well as the students who have completed the occupational training and pursuing a career of a preschool instructor. The goal is to prepare students to function successfully in the ECE academic or workplace setting by introducing students to the field terminology and building effective oral and written communication strategies in real-life situations.

Students will also obtain necessary skills and confidence needed to find a job, managing resources, developing interpersonal skills, as well as understanding and improving systems.

Code	Title	Hours
Core Courses		
ESLA 1020	Vocational English as a Second Language: Early Childhood Education	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
Total Hours		**72**

List of Courses

ESLA 808 ESL Intermediate/Advanced Work Skills **36 Hours**

Advisory: Intermediate Low ESL Level or Above

This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources. *(Apportionment)*

ESLA 1020 Vocational English as a Second Language: Early Childhood Education **36 Hours**

This ESL course provides students with necessary language skills to succeed in early childhood education (ECE) programs, thereby bridging the gap between standard ESL coursework and ECE coursework. The course also focuses on preparing students to interact in the real world in ECE situations (e.g. parent-teacher conferences). *(Apportionment)*

Workplace Vocational English as a Second Language: Electricity and Construction

Certificate of Completion

Program Code: 3P24166

This Vocational English as a Second Language (VESL) sequence of courses focuses on the language needs of the students who are currently enrolled in the vocational electricity and construction programs as well as the students who have completed the occupational training and pursuing a career of an electrician. The goal is to prepare students to function successfully in the electricity and construction academic or workplace setting by introducing students to the field terminology, job-related math skills, basic safety rules, and building effective oral and written communication strategies in real-life situations.

Students will also obtain necessary skills and confidence needed to find a job, managing resources, developing interpersonal skills, as well as understanding and improving systems.

Code	Title	Hours
Core Courses		
ESLA 995	Vocational English as a Second Language, Electricity and Construction	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
Total Hours		**72**

List of Courses

ESLA 808 ESL Intermediate/Advanced Work Skills **36 Hours**

Advisory: Intermediate Low ESL Level or Above

This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources. *(Apportionment)*

ESLA 995 Vocational English as a Second Language, Electricity and Construction **36 Hours**

The course focuses on improving communicative competence within real-life situations related to working with electricity and general construction. Students will gain confidence as they improve their ability to communicate effectively while on the job. *(Apportionment)*

Workplace Vocational English as a Second Language: Pharmacy Technician

Certificate of Completion

Program Code: 3P24163

This VESL sequence of courses focuses on the language needs of the students who are currently enrolled in the occupational training as well as the students pursuing a career of a Pharmacy Technician. The goal is to prepare students to function successfully in academic or workplace setting by introducing students to the field terminology, job-related math skills, basic safety rules, and building effective oral and written communication strategies in real-life situations. Special emphasis is made on accent-reduction techniques.

Students will also obtain necessary skills and confidence needed to find a job, managing resources, developing interpersonal skills, as well as understanding and improving system.

Code	Title	Hours
Core Courses		
ESLA 1025	Vocational English as a Second Language: Pharmacy Technician	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
Total Hours		**72**

List of Courses

ESLA 1025 Vocational English as a Second Language: Pharmacy Technician **36 Hours**

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

ESLA 808 ESL Intermediate/Advanced Work Skills **36 Hours**

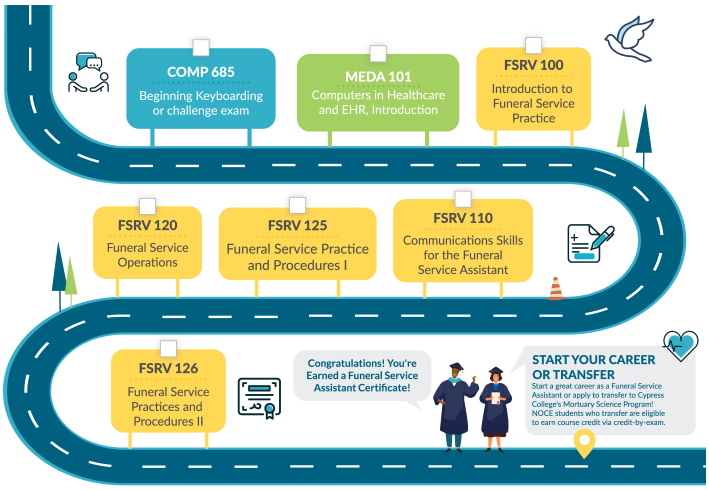
Advisory: Intermediate Low ESL Level or Above

This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources. *(Apportionment)*

Funeral Service

- Funeral Service Assistant Certificate Program

Funeral Service Assistant



Certificate of Completion

Program Code: 3P33698

The Funeral Service Assistant program certificate serves as an introduction to the theoretical and practical knowledge required for professional licensure. It will help individuals determine their level of interest in the funeral service industry and in more formal vocational training in Mortuary Science. This program will prepare students for an entry-level position as a Funeral Service Assistant. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a funeral service assistant such as placing a casket in the parlor or chapel prior to service, arranging floral offerings or lights around the casket, directing or escorting mourners, closing the casket, as well as 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 Service Assistant and/or a pathway to the Cypress College Mortuary Science Associate in Science degree program.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
Core Courses		
MEDA 101	Computers in Healthcare and EHR, Introduction	36
FSRV 100	Introduction to Funeral Service Practice	60
FSRV 110	Communication Skills for the Funeral Assistant	60

FSRV 125	Funeral Service Practices and Procedures I	60
FSRV 120	Funeral Service Operations	60
FSRV 126	Funeral Service Practices and Procedures II	60
Total Hours		**336**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
FSRV 100	60	FSRV 120	60
MEDA 101	36	FSRV 110	60
FSRV 125	60	FSRV 126	60
	156		**180**

Total Hours 336

List of Courses

FSRV 100 Introduction to Funeral Service Practice 60 Hours
This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills. Textbook Required. *(Apportionment)*

FSRV 110 Communication Skills for the Funeral Assistant 60 Hours
Prerequisite(s): FSRV 100 Introduction to Funeral Service Practice
This class will prepare the student to provide support to client families in grief, bereavement, and mourning, and communicate effectively with the public. Topics include an exploration of cultural differences in grief and funeralization practices, as well as the diversity of religious beliefs impacting disposition options. Textbook Required. *(Apportionment)*

FSRV 120 Funeral Service Operations 60 Hours
Prerequisite(s): FSRV 100 Introduction to Funeral Service Practice
This course introduces students to funeral service practices and procedures in preparation for entry-level positions in the funeral home. These include funeral service assistant, receptionist, mortuary representative, transfer personnel, funeral director assistant, and pre-need salesperson. Students review historical funeral service practices, funeral service price lists, and service arrangements. Textbook Required. *(Apportionment)*

FSRV 125 Funeral Service Practices and Procedures I 60 Hours
Prerequisite(s): FSRV 100 Introduction to Funeral Service Practice
This course introduces students to the sociology of funeral service practice. It is designed to develop the necessary skills for arranging religious funeral ceremonies, conducting funeral and memorial services, and assisting in the disposition of human remains including cremation and scattering. Funeral service merchandise options are also covered. Textbook Required. *(Apportionment)*

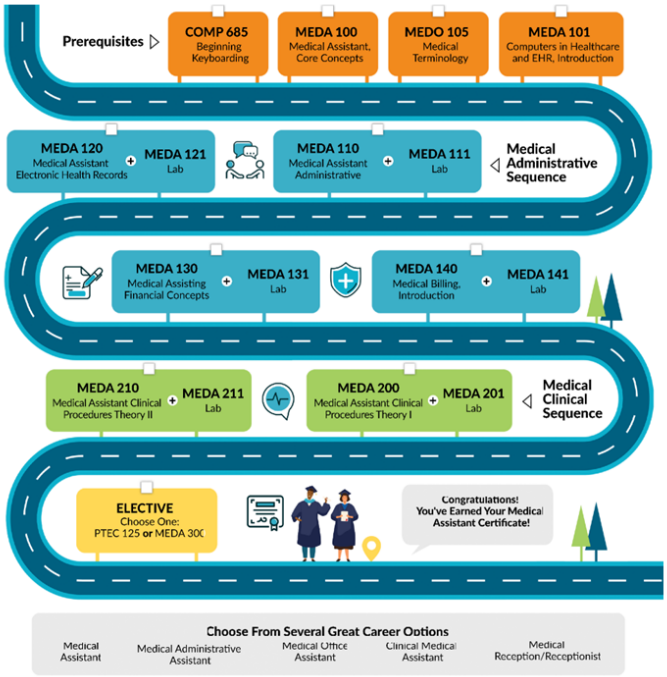
FSRV 126 Funeral Service Practices and Procedures II 60 Hours
Prerequisite(s): FSRV 125 Service Practices and Procedures I
This course provides students with experience related to administrative and managerial funeral directing. Students will explore the necessary skills required to operate within the funeral home, including advertising and public relations, marketing and merchandising, and compliance with applicable laws, rules, and regulations. Textbook Required. *(Apportionment)*

MEDA 101 Computers in Healthcare and EHR, Introduction 36 Hours
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning
This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Textbook Required. *(Apportionment)*

Medical

- Medical Assistant
- Personal Care Aide
- Pharmacy Technician
  - Entry Level
  - Registration Level
  - Advanced Level
- Quality Assurance Management Certificate for Medical Devices

Medical Assistant



Certificate of Completion

Program Code: 3P39944

This program will prepare students for an entry-level position as a medical assistant in an administrative and/or a clinical setting. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a medical assistant in medical and healthcare settings.

Code	Title	Hours
Required Core Courses (492 Hours)		
COMP 685	Computer Keyboarding, Beginning	36
MEDA 100	Medical Assistant, Core Concepts	36
MEDO 105	Medical Terminology (Formerly MEOC 104)	48
MEDA 101	Computers in Healthcare and EHR, Introduction	36
MEDA 110	Medical Assistant Administrative	24
MEDA 111	Medical Assistant Administrative Lab	24
MEDA 120	Medical Assistant Electronic Health Records	12
MEDA 121	Medical Assistant Electronic Health Records Lab	24
MEDA 140	Medical Billing, Introduction	24
MEDA 141	Medical Billing Lab, Introduction	24
MEDA 130	Medical Assistant Financial Concepts	24
MEDA 131	Medical Assistant Financial Concepts Lab	24
MEDA 200	Medical Assistant Clinical Procedures Theory I	18
MEDA 201	Medical Assistant Clinical Procedures Lab I	48
MEDA 210	Medical Assistant Clinical Procedures Theory II	18
MEDA 211	Medical Assistant Clinical Procedures Lab II	48
Required Elective Courses: (36 Hours)		
Must choose one of two		36
MEDA 300	Medical Assisting Simulation Lab and Certification Prep	108
PTEC 125	Human Relations for Healthcare Workers	36
Total Hours		**504**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	MEDA 110	24
MEDA 100	36	MEDA 111	24
MEDO 105	48	MEDA 120	12
MEDA 101	36	MEDA 121	24
	156		**84**

Second Year

First Semester	Hours	Second Semester	Hours
MEDA 130	24	MEDA 200	18
MEDA 131	24	MEDA 201	48
MEDA 140	24	MEDA 210	18
MEDA 141	24	MEDA 211	48
	96		**132**

Third Year

First Semester	Hours
PTEC 125 or MEDA 300 (Must choose one of two courses)	36
	36

Total Hours 504

List of Courses

COMP 685 Computer Keyboarding, Beginning **36 Hours**
Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys alpha keys, punctuation, and number keys. Textbook Required. *(Apportionment)*

MEDA 100 Medical Assistant, Core Concepts **36 Hours**
Explores past history and current issues of healthcare; the health care field; the role of the Medical Assistant; ethics and law for medical assistants; customer service; communication/cultural competencies in healthcare; student success; math skills for healthcare; safety in healthcare; and job skills and the professional portfolio. Textbook Required. *(Apportionment)*

MEDA 101 Computers in Healthcare and EHR, Introduction **36 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning
This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Textbook Required. *(Apportionment)*

MEDA 110 Medical Assistant Administrative **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology
This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. *(Apportionment)*

MEDA 111 Medical Assistant Administrative Lab **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology
This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. *(Apportionment)*

MEDA 120 Medical Assistant Electronic Health Records **12 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers
This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. Textbook Required. *(Apportionment)*

MEDA 121 Medical Assistant Electronic Health Records Lab **24 Hours**
Prerequisite(s): MEDA 100 Medical Assistant, Core Concepts; MEDA 101 Computers in Healthcare and EHR, Introduction ; COMP 685 Computer Keyboarding, Beginning; and MEDO 105 Medical Terminology
This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools. Textbook Required. *(Apportionment)*

MEDA 130 Medical Assistant Financial Concepts **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology
This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices. Textbook Required. *(Apportionment)*

MEDA 131 Medical Assistant Financial Concepts Lab **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts
This course develops the necessary skills for financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices in a direct hands on, simulated environment. Textbook Required. *(Apportionment)*

MEDA 140 Medical Billing, Introduction **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers
An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. *(Apportionment)*

MEDA 141 Medical Billing Lab, Introduction **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 101 Computers in Healthcare and EHR, or MEOC 210 Introduction of Computers for Health Care Workers
An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. *(Apportionment)*

MEDA 200 Medical Assistant Clinical Procedures Theory I **18 Hours**
Prerequisite(s): MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts
This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 201 Medical Assistant Clinical Procedures Lab I **48 Hours**
Corequisite(s): MEDA 200 Medical Assistant Clinical Procedures Theory I.
This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: exam room procedures, medical asepsis, infection control, patient intake, vital signs, assisting with physical examination, specialty exams, electrocardiograph, public health education, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 210 Medical Assistant Clinical Procedures Theory II 18 Hours
Prerequisite(s): MEDA 200 Medical Assistant Clinical Procedures Theory I
This course reviews the theory behind back office procedures. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 211 Medical Assistant Clinical Procedures Lab II 48 Hours
Corequisite(s): MEDA 210 Medical Assistant Clinical Procedures Theory II
This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture. Textbook Required. *(Apportionment)*

MEDA 300 Medical Assisting Simulation Lab and Certification Prep 108 Hours
Prerequisite(s): MEDA 210 Medical Assistant Clinical Procedures Theory II and MEDA 211 Medical Assistant Clinical Procedures Lab II
This course will offer hands on simulation to medical case studies in a laboratory environment as well as offer an opportunity for students to prepare to take a CCMA certification exam. Textbook Required. *(Apportionment)*

MEDO 105 Medical Terminology (Formerly MEOC 104) 48 Hours
This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment. *(Apportionment)*

PTEC 125 Human Relations for Healthcare Workers 36 Hours
Covers basic communications skills with emphasis on the healthcare profession. Topics include non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques. Textbook Required. *(Apportionment)*

Personal Care Aide

Certificate of Completion

Program Code: 3P39945

This program is to prepare students for an entry-level position as a Personal Care Aide. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a Personal Care Aide in a consumers' home or in a residential care setting.

Code	Title	Hours
Core Courses		
MEDO 311	Personal Care Aide 1	36
MEDO 312	Personal Care Aide 2	36
MEDO 313	Personal Care Aide 3	30
Total Hours		**102**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
MEDO 311	36	MEDO 313	30
MEDO 312	36		
	72		**30**

Total Hours 102

List of Courses

MEDO 311 Personal Care Aide 1 36 Hours
This course introduces key concepts for the personal care aide, working in different settings, teamwork, and professional behavior. Students will also gain foundational knowledge and skills in the following areas: working with elders; respecting clients; communication; working with depressed patients; infection control; basic nutrition and eating; body systems and common diseases; and proper body mechanics. This is the first course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with daily living activities at their homes or in a care facility. *(Apportionment)*

MEDO 312 Personal Care Aide 2 **36 Hours**

Prerequisite(s): MEDO 311 Personal Care Aide 1 This course focuses on activities of daily living (ADL): bathing and personal care, toileting, bed making, and dressing

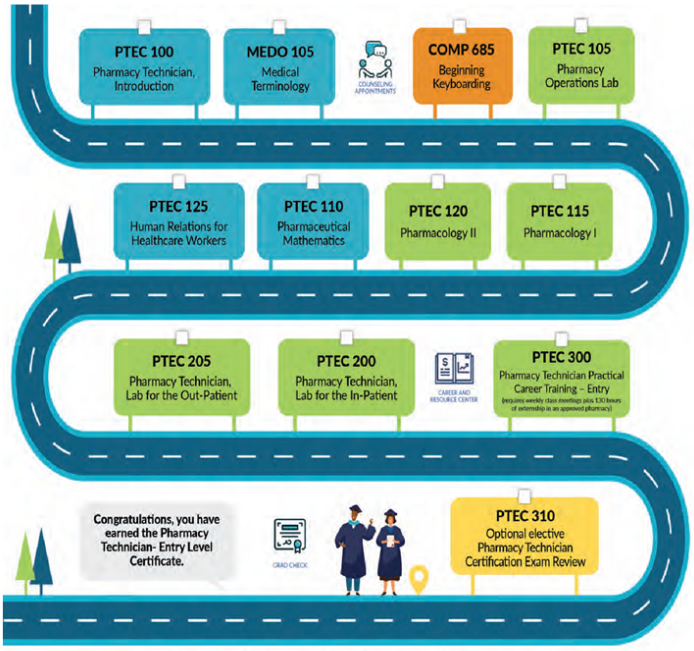
Students will learn about working with patients with dementia, mental illness, and developmental disabilities, as well as different types of abuse and neglect. This is the second course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with activities of daily living at their homes or in a care facility. *(Apportionment)*

MEDO 313 Personal Care Aide 3 **30 Hours**

Prerequisite(s): MEDO 311 Personal Care Aide 1 and MEDO 312 Personal Care Aide Personal Care Aides ensure better care to people while they are aging or recovering at home

This career development course will provide students with the skills needed to obtain employment as a personal care aide. Topics includes: resume writing, interviewing skills, and job search. Students will also complete CPR and First Aid training for certification. *(Apportionment)*

Pharmacy Technician – Entry Level



Certificate of Completion

Program Code: 3P39946

This program prepares students for licensure and employment as an entry-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and meets American Society of Health-System Pharmacists (ASHP) accreditation entry level standards.

Code	Title	Hours
Core Courses		
MEDO 105	Medical Terminology (Formerly MEOC 104)	48
PTEC 100	Pharmacy Technician, Introduction	60
PTEC 125	Human Relations for Healthcare Workers	36
PTEC 115	Pharmacology I	36
PTEC 120	Pharmacology II	36
PTEC 110	Pharmaceutical Mathematics	36
PTEC 105	Pharmacy Operations Lab	36
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48
PTEC 300	Pharmacy Technician Practical Career Training - Entry	18
Total Hours		**402**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
MEDO 105	48	PTEC 115	36
PTEC 100	60	PTEC 120	36
PTEC 125	36	PTEC 110	36
		PTEC 105	36
	144		**144**

Second Year

First Semester	Hours	Second Semester	Hours
PTEC 205	48	PTEC 300	18
PTEC 200	48		
	96		**18**

Total Hours 402

List of Courses

MEDO 105 Medical Terminology (Formerly MEOC 104) 48 Hours
This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment. *(Apportionment)*

PTEC 100 Pharmacy Technician, Introduction 60 Hours
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. *(Apportionment)*

PTEC 105 Pharmacy Operations Lab 36 Hours
Prerequisite(s): PTEC 100 Pharmacy Technician, Introduction and COMP 685 Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 35 net words a minute with 5 or less errors
This course is an introduction to the operations of a pharmacy and provides students with a working knowledge of its structural, functional, business and inter-relational aspects within the health care system. The course also covers the basics of compounding, medication distribution and inventory control. Textbook Required. *(Apportionment)*

PTEC 110 Pharmaceutical Mathematics 36 Hours
Prerequisite(s): PTEC 100 Pharmacy Technician, Introduction
Includes a review of basic mathematics focusing on its application to common pharmaceutical calculations; terminology, abbreviations and units needed to perform pharmaceutical calculations; and how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge. Textbook Required. *(Apportionment)*

PTEC 115 Pharmacology I 36 Hours
Prerequisite(s): MEDO 105 Medical Terminology
Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the neurological, visual, auditory, integumentary, and musculoskeletal body systems. Over-the-counter drugs including antihistamines, anti-inflammatory, analgesics, vitamins and natural substances will be covered. Textbook Required. *(Apportionment)*

PTEC 120 Pharmacology II 36 Hours
Prerequisite(s): MEDO 105 Medical Terminology
Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the cardiovascular, blood, respiratory, urinary, digestive, endocrine and reproductive body systems. Anti-infectives, vaccines, oncology agents, as well as fluid and electrolytes are covered. Textbook Required. *(Apportionment)*

PTEC 125 Human Relations for Healthcare Workers 36 Hours
Covers basic communications skills with emphasis on the healthcare profession. Topics include non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques. Textbook Required. *(Apportionment)*

PTEC 205 Pharmacy Technician, Lab for the Out-Patient 48 Hours
Prerequisite(s): MEDO 105 Medical Terminology and PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II
This course is designed to provide pharmacy technician students with practical experience in a simulated out-patient pharmacy setting. It includes hands-on experience working with a computerized pharmacy management system in the retail setting, third party billing and telephone etiquette. Textbook Required. *(Apportionment)*

PTEC 200 Pharmacy Technician, Lab for the In-Patient 48 Hours
Prerequisite(s): PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II
Course covers the preparation of medications given by intravenous, epidural and subcutaneous routes of administration. The student will learn aseptic techniques, pharmacy IV calculations, drug compatibilities and stabilities, IV therapy management, and specialized equipment. The laboratory incorporates use of laminar and vertical flow hoods and computerized software for IV preparation. Textbook Required. *(Apportionment)*

PTEC 300 Pharmacy Technician Practical Career Training - Entry 18 Hours
Prerequisite(s): PTEC 125 Human Relations for Healthcare Workers and PTEC 200 Pharmacy Technician, Lab for the In-Patient, PTEC 205 Pharmacy Technician, Lab for the Out-Patient and Enrollment must be within one year of completion of final pharmacy technician lab or work experience as a Pharmacy Technician within the previous 12 months
This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class participation, plus 130 experiential hours in an approved pharmacy. Class topics include professionalism, current issues in pharmacy, and work performance. Textbook Required. *(Apportionment)*

Goal and Objectives

The goal of this program is to prepare students to perform entry-level duties as a pharmacy technician, under the direct supervision of a licensed pharmacist, at a community and institutional pharmacy. Basic fundamentals would include prescription order interpretation and processing, mathematic computations, state and federal regulations, and professionalism.

Program Objectives:

This program will provide students with the knowledge and skills to:

- Understand and learn about the pharmacy technician profession and career opportunities
- Understand and learn the fundamental concepts of working in a pharmacy setting
- Understand and learn state and federal laws and regulations pertaining to the practice of pharmacy
- Understand, learn, memorize and spell medical terminology, medical abbreviations and acronyms, and the trade name, generic name, and classification of determined lists of medications
- Obtain a comprehensive knowledge of pharmacology
- Understand how to complete accurate pharmaceutical mathematic computations
- Learn to accurately process prescriptions using pharmacy computer software
- Obtain theory and hands-on lab experience for outpatient and inpatient pharmacy environments, equipment, and technology
- Learn how to appropriately interact with patients, business associates, and other health care professionals

Program Goals:

- Provide students with knowledge of the pharmacy technician profession and career opportunities including legal requirements, ethical practices and scope of practice of the pharmacy technician
- Provide students the necessary theory and hands-on practice needed to demonstrate proficiency before completing the program, so they are prepared to obtain an entry-level position at a pharmacy
- Prepare students to adequately function in a community or institutional pharmacy setting
- Prepare students to appropriately interact with patients and other health care professionals

Program Essential Standards and Technical Functions

Cognitive Ability:

- Apply critical thinking for collecting, analyzing, interpreting and integrating information and knowledge in order to safely and accurately process provider orders and promote positive patient outcomes and professional behavior.
- Demonstrate ability to follow policies and procedures required by clinical and academic settings.
- Demonstrate ability to organize and prioritize tasks.
- Demonstrate ability to function effectively under stress and time constraints.
- Demonstrate awareness of, and ability to work with, diverse populations.
- Demonstrate ability to follow policies and procedures required by clinical and academic settings.

Communication Ability:

- Demonstrate ability to speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, other healthcare professionals, and patients.
- Demonstrate ability to adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally diverse patients, families, and colleagues.
- Demonstrate the ability to use technology and software to communicate effectively in the workplace, with professionals and patients.

Interpersonal/Intrapersonal Skills and Behavior

- Demonstrate emotional and psychological stability to function under stress and to adopt to ever-changing situations.
- Follow the Professional Code of Ethics as prescribed by the APhA and APTA/NPTA.

Visual Ability:

- Demonstrate visual acuity for reading, evaluating, and processing prescriptions, labels, and packages of all types.

Auditory Ability:

- Demonstrate hearing acuity to communicate and interact with patients, pharmacists, and other health care professionals in a variety of settings.

Tactile Ability:

- Demonstrate tactile ability for preparation and compounding of sterile and non-sterile products.
- Demonstrate ability to put on, wear and remove Personal Protective Equipment, or PPE.

Olfactory Ability:

- Demonstrate olfactory ability to detect unusual odors/smells in the environment.

Strength and Mobility:

- Demonstrate physical abilities and strength to perform clinical and administrative duties.
- Demonstrate strength to lift heavy objects.
- Demonstrate ability to move in tight quarters.
- Demonstrate ability to freely walk, stand, sit, squat, balance, climb, reach, grip, lift, pull, and push as needed in the performance of clinical duties.

Motor Skills:

- Demonstrate gross and fine motor abilities to effectively prepare, package, carry, and deliver medications in a timely manner.

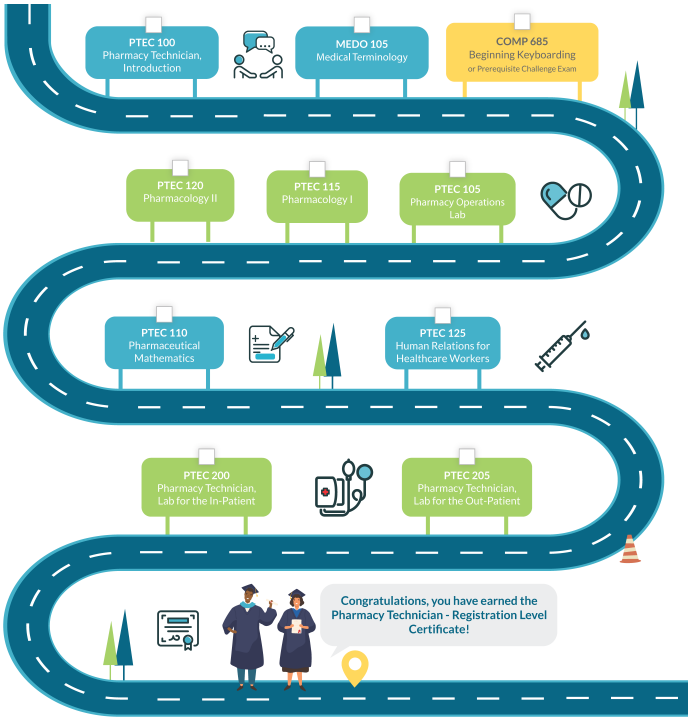
Physical Endurance:

- Demonstrate physical endurance to complete assigned periods, the required shift, and assigned tasks.

Environmental Tolerance:

- Demonstrate ability to work in the pharmaceutical environment.
- Demonstrate sensitivity and ability to protect self and others from environmental risks and hazards.
- Demonstrate ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust and odors, residue from cleaning products, noise, and congested workplace.
- Demonstrate ability to wear Personal Protective Equipment, or P.P.E., for extended periods of time during work, educational study, and labs.
- Demonstrate awareness that the health care environment may contain latex and other allergens, including but not limited to medication (topical and ingestible), chemical, and mundane; tolerance of such allergens in the workplace must also be demonstrated.

Pharmacy Technician – Registration Level



Certificate of Completion

Program Code: 3P39947

This program prepares students for employment as an entry-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements.

Code	Title	Hours
Core Courses		
MEDO 105	Medical Terminology (Formerly MEOC 104)	48
PTEC 100	Pharmacy Technician, Introduction	60
PTEC 125	Human Relations for Healthcare Workers	36
PTEC 115	Pharmacology I	36
PTEC 120	Pharmacology II	36
PTEC 110	Pharmaceutical Mathematics	36
PTEC 105	Pharmacy Operations Lab	36
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48
Total Hours		**384**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
MEDO 105	48	PTEC 115	36
PTEC 100	60	PTEC 120	36
PTEC 125	36	PTEC 110	36
		PTEC 105	36
	144		**144**

Second Year

First Semester	Hours
PTEC 205	48
PTEC 200	48
	96

Total Hours 384

List of Courses

MEDO 105 Medical Terminology (Formerly MEOC 104) **48 Hours**
This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment. *(Apportionment)*

PTEC 100 Pharmacy Technician, Introduction **60 Hours**
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. *(Apportionment)*

PTEC 105 Pharmacy Operations Lab **36 Hours**
Prerequisite(s): PTEC 100 Pharmacy Technician, Introduction and COMP 685 Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 35 net words a minute with 5 or less errors
This course is an introduction to the operations of a pharmacy and provides students with a working knowledge of its structural, functional, business and inter-relational aspects within the health care system. The course also covers the basics of compounding, medication distribution and inventory control. Textbook Required. *(Apportionment)*

PTEC 110 Pharmaceutical Mathematics **36 Hours**
Prerequisite(s): PTEC 100 Pharmacy Technician, Introduction
Includes a review of basic mathematics focusing on its application to common pharmaceutical calculations; terminology, abbreviations and units needed to perform pharmaceutical calculations; and how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge. Textbook Required. *(Apportionment)*

PTEC 115 Pharmacology I **36 Hours**
Prerequisite(s): MEDO 105 Medical Terminology
Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the neurological, visual, auditory, integumentary, and musculoskeletal body systems. Over-the-counter drugs including antihistamines, anti-inflammatory, analgesics, vitamins and natural substances will be covered. Textbook Required. *(Apportionment)*

PTEC 120 Pharmacology II **36 Hours**
Prerequisite(s): MEDO 105 Medical Terminology
Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the cardiovascular, blood, respiratory, urinary, digestive, endocrine and reproductive body systems. Anti-infectives, vaccines, oncology agents, as well as fluid and electrolytes are covered. Textbook Required. *(Apportionment)*

PTEC 125 Human Relations for Healthcare Workers **36 Hours**
Covers basic communications skills with emphasis on the healthcare profession. Topics include non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques. Textbook Required. *(Apportionment)*

PTEC 200 Pharmacy Technician, Lab for the In-Patient **48 Hours**
Prerequisite(s): PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II
Course covers the preparation of medications given by intravenous, epidural and subcutaneous routes of administration. The student will learn aseptic techniques, pharmacy IV calculations, drug compatibilities and stabilities, IV therapy management, and specialized equipment. The laboratory incorporates use of laminar and vertical flow hoods and computerized software for IV preparation. Textbook Required. *(Apportionment)*

PTEC 205 Pharmacy Technician, Lab for the Out-Patient **48 Hours**
Prerequisite(s): MEDO 105 Medical Terminology and PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II
This course is designed to provide pharmacy technician students with practical experience in a simulated out-patient pharmacy setting. It includes hands-on experience working with a computerized pharmacy management system in the retail setting, third party billing and telephone etiquette. Textbook Required. *(Apportionment)*

Goals and Objectives

The goal of this program is to prepare students to perform entry-level duties as a pharmacy technician, under the direct supervision of a licensed pharmacist, at a community and institutional pharmacy. Basic fundamentals would include prescription order interpretation and processing, mathematic computations, state and federal regulations, and professionalism.

Program Objectives:

This program will provide students with the knowledge and skills to:

- Understand and learn about the pharmacy technician profession and career opportunities
- Understand and learn the fundamental concepts of working in a pharmacy setting
- Understand and learn state and federal laws and regulations pertaining to the practice of pharmacy
- Understand, learn, memorize and spell medical terminology, medical abbreviations and acronyms, and the trade name, generic name, and classification of determined lists of medications
- Obtain a comprehensive knowledge of pharmacology
- Understand how to complete accurate pharmaceutical mathematic computations
- Learn to accurately process prescriptions using pharmacy computer software
- Obtain theory and hands-on lab experience for outpatient and inpatient pharmacy environments, equipment, and technology
- Learn how to appropriately interact with patients, business associates, and other health care professionals

Program Goals:

- Provide students with knowledge of the pharmacy technician profession and career opportunities including legal requirements, ethical practices and scope of practice of the pharmacy technician
- Provide students the necessary theory and hands-on practice needed to demonstrate proficiency before completing the program, so they are prepared to obtain an entry-level position at a pharmacy
- Prepare students to adequately function in a community or institutional pharmacy setting
- Prepare students to appropriately interact with patients and other health care professionals

Essential Standards and Technical Functions:

Cognitive Ability:
- Apply critical thinking for collecting, analyzing, interpreting and integrating information and knowledge in order to safely and accurately process provider orders and promote positive patient outcomes and professional behavior.
- Demonstrate ability to follow policies and procedures required by clinical and academic settings.
- Demonstrate ability to organize and prioritize tasks.
- Demonstrate ability to function effectively under stress and time constraints.
- Demonstrate awareness of, and ability to work with, diverse populations.
- Demonstrate ability to follow policies and procedures required by clinical and academic settings.

Communication Ability:
- Demonstrate ability to speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, other healthcare professionals, and patients.
- Demonstrate ability to adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally diverse patients, families, and colleagues.
- Demonstrate the ability to use technology and software to communicate effectively in the workplace, with professionals and patients.

Interpersonal/ Intrapersonal Skills and Behavior:
- Demonstrate emotional and psychological stability to function under stress and to adopt to ever-changing situations.
- Follow the Professional Code of Ethics as prescribed by the APhA and APTA/NPTA.

Visual Ability:
- Demonstrate visual acuity for reading, evaluating, and processing prescriptions, labels, and packages of all types.

Auditory Ability:
- Demonstrate hearing acuity to communicate and interact with patients, pharmacists, and other health care professionals in a variety of settings.

Tactile Ability:
- Demonstrate tactile ability for preparation and compounding of sterile and non-sterile products.
- Demonstrate ability to put on, wear and remove Personal Protective Equipment, or PPE.

Olfactory Ability:
- Demonstrate olfactory ability to detect unusual odors/smells in the environment.

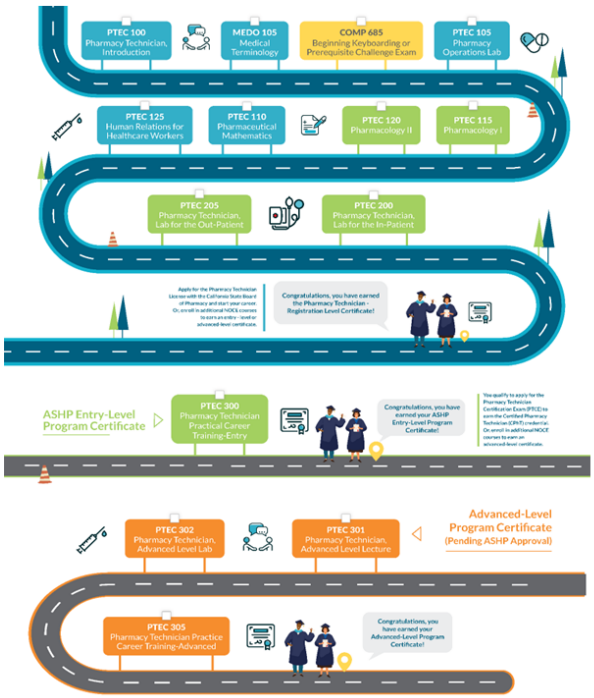
Strength and Mobility:
- Demonstrate physical abilities and strength to perform clinical and administrative duties.
- Demonstrate strength to lift heavy objects.
- Demonstrate ability to move in tight quarters.
- Demonstrate ability to freely walk, stand, sit, squat, balance, climb, reach, grip, lift, pull, and push as needed in the performance of clinical duties.

Motor Skills:
- Demonstrate gross and fine motor abilities to effectively prepare, package, carry, and deliver medications in a timely manner.

Physical Endurance:
- Demonstrate physical endurance to complete assigned periods, the required shift, and assigned tasks.

Environmental Tolerance:
- Demonstrate ability to work in the pharmaceutical environment.
- Demonstrate sensitivity and ability to protect self and others from environmental risks and hazards.
- Demonstrate ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust and odors, residue from cleaning products, noise, and congested workplace.
- Demonstrate ability to wear Personal Protective
- Equipment, or P.P.E., for extended periods of time during work, educational study, and labs.
- Demonstrate awareness that the health care environment may contain latex and other allergens, including but not limited to medication (topical and ingestible), chemical, and mundane; tolerance of such allergens in the workplace must also be demonstrated.

Pharmacy Technician – Advanced Level



Certificate of Completion

Program Code: 3P39948

This program prepares students for licensure and employment as an advanced-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and meets American Society of Health-System Pharmacists (ASHP) accreditation advanced level standards.

Code	Title	Hours
Required Core Courses (126 Hours)		
PTEC 301	Pharmacy Technician Advanced Level Lecture	48
PTEC 302	Pharmacy Technician Advanced Level Lab	60
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	18
Total Hours		**126**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
PTEC 301	48	PTEC 305	18
PTEC 302	60		
	108		**18**

Total Hours 126

List of Courses

PTEC 301 Pharmacy Technician Advanced Level Lecture 48 Hours
Prerequisite(s): Completion of the ASHP Entry Level Certificate
This course prepares students for practice as Advanced- level pharmacy technicians in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. Textbook Required. *(Apportionment)*

PTEC 302 Pharmacy Technician Advanced Level Lab 60 Hours
Prerequisite(s): Completion of the ASHP Entry Level certificate and PTEC 301 Pharmacy Technician Advanced Level Lecture or Co-requisite: Concurrently with PTEC 301 Pharmacy Technician Advanced Level Lecture
The course prepares students for practice as Advanced- level pharmacy technicians, in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. The Lab is designed to be taken concurrently or after the lecture course. *(Apportionment)*

PTEC 305 Pharmacy Technician Practical Career Training - Advanced 18 Hours
Prerequisite(s): PTEC 301 Pharmacy Technician Advanced Level Lecture and PTEC 302 Pharmacy Technician Advanced Level Lab and Enrollment must be within one year of completion of PTEC 302 Pharmacy Technician Advanced Level Lab
This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy environment. It requires weekly class participation plus 200 experiential hours in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. *(Apportionment)*

Goal and Objections

After completion of the Pharmacy Technician Program – Entry Level, the goal of this program is to prepare students for practice as Advanced-level pharmacy technicians, in a broad range of advanced roles, under the direct supervision of a licensed pharmacist, at a community and institutional pharmacy. Students will acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician, needed for such advanced practice.

Program Objectives

This program will provide students with the knowledge and skills to:

- Demonstrate capability to manage or supervise pharmacy technicians applying supervisory skills related to human resource policies and procedures.
- Apply critical thinking skills, creativity, and innovation.
- Demonstrate the ability to effectively and professionally communicate as necessary to serve the needs of patients and practice.
- Describe investigational drug process, medications being used in off-label indications, and emerging drug therapies.
- Support wellness promotion and disease prevention programs.
- Prepare compounded sterile preparations and moderate and high-level non-sterile products per current regulations.
- repare or simulate hazardous drug preparations per current regulations.
- Initiate, verify, and manage the adjudication of billing for complex and/or specialized pharmacy services and goods.
- Process, handle, and demonstrate administration techniques and document administration of immunizations and other injectable medications.
- Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals.
- Perform point-of-care testing to assist pharmacist in assessing patient's clinical status.
- Participate in the operations of medication management services.
- Participate in technical and operational activities to support the Pharmacists' Patient Care Process as assigned.
- Obtain certification as a Basic Life Support Healthcare Provider.
- Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.

Program Goals

- Provide students with knowledge of advanced practice pharmacy technician career opportunities including knowledge and skills required
- Provide students the necessary advanced theory and hands-on practice needed to demonstrate proficiency before completing the program, so they are prepared to obtain an advanced-level position at a pharmacy
- Prepare students to adequately function in a supervisory position at a community or institutional pharmacy setting
- Prepare students to appropriately interact with patients and other health care professionals in medication management services

Essential Standards and Technical Functions

Cognitive Ability:

- Apply critical thinking for collecting, analyzing, interpreting and integrating information and knowledge in order to safely and accurately process provider orders and promote positive patient outcomes and professional behavior.
- Demonstrate ability to follow policies and procedures required by clinical and academic settings.
- Demonstrate ability to organize and prioritize tasks.
- Demonstrate ability to function effectively under stress and time constraints.
- Demonstrate awareness of, and ability to work with, diverse populations.
- Demonstrate ability to follow policies and procedures required by clinical and academic settings.

Communication Ability:

- Demonstrate ability to speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, other healthcare professionals, and patients.
- Demonstrate ability to adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally diverse patients, families, and colleagues.
- Demonstrate the ability to use technology and software to communicate effectively in the workplace, with professionals and patients.

Interpersonal/ Intrapersonal Skills and Behavior

- Demonstrate emotional and psychological stability to function under stress and to adopt to ever-changing situations.
- Follow the Professional Code of Ethics as prescribed by the APhA and APTA/NPTA.

Visual Ability:

- Demonstrate visual acuity for reading, evaluating, and processing prescriptions, labels, and packages of all types.

Auditory Ability:

- Demonstrate hearing acuity to communicate and interact with patients, pharmacists, and other health care professionals in a variety of settings.

Tactile Ability:

- Demonstrate tactile ability for preparation and compounding of sterile and non-sterile products.
- Demonstrate ability to put on, wear and remove Personal Protective Equipment, or PPE.

Olfactory Ability:

- Demonstrate olfactory ability to detect unusual odors/smells in the environment.
- Strength and Mobility:
- Demonstrate physical abilities and strength to perform clinical and administrative duties.
- Demonstrate strength to lift heavy objects.
- Demonstrate ability to move in tight quarters.
- Demonstrate ability to freely walk, stand, sit, squat, balance, climb, reach, grip, lift, pull, and push as needed in the performance of clinical duties.

Motor Skills:

- Demonstrate gross and fine motor abilities to effectively prepare, package, carry, and deliver medications in a timely manner.

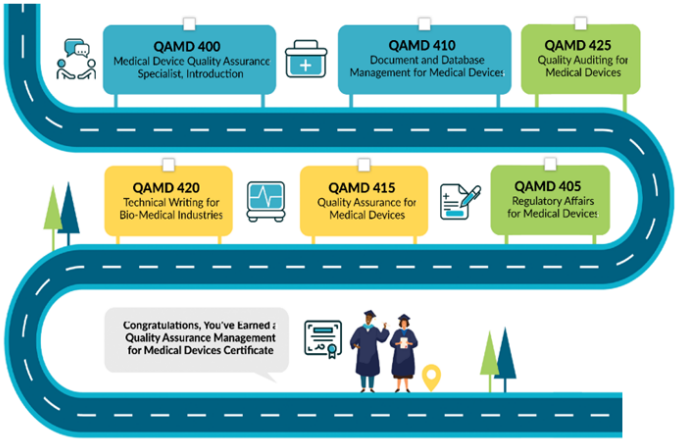
Physical Endurance:

- Demonstrate physical endurance to complete assigned periods, the required shift, and assigned tasks.

Environmental Tolerance:

- Demonstrate ability to work in the pharmaceutical environment.
- Demonstrate sensitivity and ability to protect self and others from environmental risks and hazards.
- Demonstrate ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust and odors, residue from cleaning products, noise, and congested workplace.
- Demonstrate ability to wear Personal Protective Equipment, or P.P.E., for extended periods of time during work, educational study, and labs.
- Demonstrate awareness that the health care environment may contain latex and other allergens, including but not limited to medication (topical and ingestible), chemical, and mundane; tolerance of such allergens in the workplace must also be demonstrated.

Quality Assurance Management for Medical Devices



Certificate of Completion

Program #3P24128

The Quality Assurance Management for Medical Device certificate prepares students for prospective careers 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 be prepared for entry level positions in areas such as quality assurance specialist, quality compliance specialist and quality systems auditor depending on work experience and academic skill sets. This certificate will also benefit incumbent workers seeking promotional opportunities within the industry.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
Core Courses		
QAMD 400	Medical Device Quality Assurance Specialist, Introduction (Formerly BMGR 645)	36
QAMD 405	Regulatory Affairs for Medical Devices (Formerly BMGR 648 Regulatory Affairs for Medical Devices)	36
QAMD 410	Document and Database Management for Medical Devices (Formerly BMGR 651)	36
QAMD 415	Quality Assurance for Medical Devices (Formerly BMGR 654)	36

QAMD 420	Technical Writing for Bio-Medical Industries (Formerly BMGR 657)	36
QAMD 425	Quality Auditing for Medical Devices (Formerly BMGR 660)	36
Total Hours		**216**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
QAMD 400	36	QAMD 415	36
QAMD 405	36	QAMD 420	36
QAMD 410	36	QAMD 425	36
	108		**108**

Total Hours 216

List of Courses

QAMD 400 Medical Device Quality Assurance Specialist, Introduction (Formerly BMGR 645) 36 Hours

This course introduces students to the medical device industry in preparation for an entry-level position as a quality assurance specialist. Learn the role and responsibilities of a quality assurance specialist within the medical device industry. Learn about the industry's size and scope, current trends, and products used in healthcare settings. *(Apportionment)*

QAMD 405 Regulatory Affairs for Medical Devices (Formerly BMGR 648 Regulatory Affairs for Medical Devices) 36 Hours

Course will provide students with an in-depth understanding of the regulations and regulatory agencies that are specific to the medical devices industry. The course will cover U.S. and European Union (EU) regulations and related agencies. Includes laws governing the development, manufacturing and approval of medical devices. *(Apportionment)*

QAMD 410 Document and Database Management for Medical Devices (Formerly BMGR 651) 36 Hours

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. *(Apportionment)*

QAMD 415 Quality Assurance for Medical Devices (Formerly BMGR 654) 36 Hours

This course provides students with an in-depth overview of quality assurance and its role within the medical device industry. The course covers the role of assurance during the manufacturing and production stages. Topics will include the step-by-step process of ensuring quality requirements are met for a product or service. *(Apportionment)*

QAMD 420 Technical Writing for Bio-Medical Industries (Formerly BMGR 657) 36 Hours

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

QAMD 425 Quality Auditing for Medical Devices (Formerly BMGR 660) 36 Hours

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

Workforce Preparation

- **Career Exploration: Animal Care Industry**
- **Career Exploration: Career Paths in the Restaurant Industry**
- **Career Exploration: Child Care Industry**
- **Career Exploration: Digital Marketing**
- **Career Exploration: Food Service Industry**
- **Career Exploration: Guest Services**
- **Career Exploration: Healthcare Workers**
- **Career Exploration: Orientation to College and Survey of Career Fields**
- **Career Exploration: Retail and Customer Services Skills**
- **Career Exploration: Workplace Technology Essentials**

Career Exploration: Animal Care Industry

Certificate of Completion

Program #3P44245

The Career Exploration: Animal Care Industry program readies students for entry-level roles in the animal care sector. This collaborative initiative aims to introduce students to the breadth of the animal care industry, providing foundational knowledge, professional skill development, and a hands-on approach to learning. By exploring diverse career paths within animal care, participants will evaluate their own skills, engage in practical experiences, and prepare for various vocational opportunities.

The Career Exploration: Animal Care Industry program readies students for entry-level roles in the animal care sector. This collaborative initiative aims to introduce students to the breadth of the animal care industry, providing foundational knowledge, professional skill development, and a hands-on approach to learning. By exploring diverse career paths within animal care, participants will evaluate their own skills, engage in practical experiences, and prepare for various vocational opportunities.

Students will emerge well-prepared for immediate employment opportunities in the animal care field and for further advancement through industry-specific training and educational pathways, including certificate and degree programs

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 204	Career Exploration: Animal Care Skills	90
WFPR 205	Career Exploration: Preparing for Animal Care Jobs	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 204	90	WFPR 205	90
	90		**90**

Total Hours 180

List of Courses

WFPR 204 Career Exploration: Animal Care Skills **90 Hours**
This course prepares individuals with the foundational skills needed for animal care-related careers and reviews the basics of animal care skills through interaction with animals. Students study soft skills and apply them to foundational concepts and basic industry-related requirements. *(Apportionment)*

WFPR 205 Career Exploration: Preparing for Animal Care Jobs **90 Hours**
This course is designed for students interested in building their knowledge of the animal care profession and preparing to transition into certificate programs or gain entry-level employment. Career preparation standards are integrated throughout the course, which includes basic academic skills and employment literacy in connection to core academic standards. *(Apportionment)*

Career Exploration: Career Paths in the Restaurant Industry

Certificate of Completion

Program #3P45040

The Career Exploration: Career Paths in the Restaurant Industry program focuses on food safety practices and diverse restaurant careers. Students will grasp food safety principles, prepare for the Food Handler's Certification, and explore various roles in the industry. Practical application exercises, assignments, and portfolio development ensure students' proficiency and readiness for their chosen career paths.

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 212	Career Exploration: Career Paths in the Restaurant Industry, Introduction	90
WFPR 213	Career Exploration: Career Paths in the Restaurant Industry	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 212	90	WFPR 213	90
	90		**90**

Total Hours 180

List of Courses

WFPR 212 Career Exploration: Career Paths in the Restaurant Industry, Introduction **90 Hours**

In this course, students will learn the importance of food safety, identify foodborne illnesses, practice personal hygiene, implement temperature control, manage allergens, and improve knife skills. Hands-on training prepares them for entry-level restaurant positions. Evaluation includes assessments and projects. Students will also prepare for food handler certification. *(Apportionment)*

WFPR 213 Career Exploration: Career Paths in the Restaurant Industry **90 Hours**

This comprehensive course focuses on food safety practices and diverse restaurant careers. Students will grasp food safety principles, prepare for the Food Handler's Certification, and explore various roles in the industry. Practical application exercises, assignments, and portfolio development ensure students' proficiency and readiness for their chosen career paths. *(Apportionment)*

Career Exploration: Child Care Industry

Certificate of Completion

Program #3P43317

The Career Exploration: Childcare Industry certificate of completion program is designed to introduce students to the childcare industry, increase their knowledge of the available training programs, and employ the foundational skills to maximize the learning process. Students will work to evaluate their skillset, prepare for the occupation, explore the different types of childcare vocations, and increase foundational skills related to the trade.

This certificate program is designed to allow students to participate in workforce education as an initial step toward a career pathway. Completing this program can benefit students in transitioning to additional course work and attaining economic self-sufficiency with subsequent career pathways to the childcare industry, progression to certificated programs, credit, and associate degree programs.

Students can be expected to learn the following: desirable qualities of an employee, explore different work environments, employ problem-solving strategies, explore professional childcare duties and industry standards, and work to develop a work portfolio.

Successful completion of this program will prepare students for entry into the CTE Early Childhood Education Certificate Program.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education. *(Contact the CTE Office to learn more about which courses offer credit for prior learning).*

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 200	Career Exploration: Childcare Skills	90
WFPR 201	Career Exploration: Preparing for Childcare Jobs	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 200	90	WFPR 201	90
	90		**90**

Total Hours 180

List of Courses

WFPR 200 Career Exploration: Childcare Skills **90 Hours**
This course prepares individuals with the foundational skills needed for child-related careers and reviews the basis of childcare skills through interaction with children. Students study soft skills and apply them to foundational concepts and basic industry-related requirements. *(Apportionment)*

WFPR 201 Career Exploration: Preparing for Childcare Jobs **90 Hours**
This course is designed for students interested in building their knowledge of the childcare profession and preparing to transition into certificate programs or gain entry-level employment. Career preparation standards are integrated throughout the course, which includes basic academic skills and employment literacy in connection to core academic standards. *(Apportionment)*

Career Exploration: Digital Marketing

Certificate of Completion

Program #3P44243

This program will provide students with the opportunity to explore digital marketing concepts and acquire practical skills for personal and professional growth. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their social media presence and content creation. Students will use Word Processing and Photo / Video Editing software to achieve their goals.

The curriculum is structured to impart a well-rounded skill set. Students will learn what skills an employee would be desirable in a Digital Marketing career. The course will enhance their office skills and understanding of social media and digital ethics and strengthen their creativity and problem-solving skills by creating long-term projects. Upon successful completion, students will prepare for entry-level employment in the Digital Marketing job and for more advanced industry-specific training and certificated programs.

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 232	Career Exploration: Digital Marketing	90
WFPR 233	Career Exploration: Digital Marketing Portfolio	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 232	90	WFPR 233	90
	90		**90**

Total Hours 180

List of Courses

WFPR 232 Career Exploration: Digital Marketing **90 Hours**
This course is designed to help students with disabilities explore digital marketing concepts and acquire practical personal and professional growth skills. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their social media presence and content creation. *(Apportionment)*

WFPR 233 Career Exploration: Digital Marketing Portfolio **90 Hours**
This course is designed to provide students with disabilities to explore digital marketing concepts. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their online presence, communicate effectively, and engage with various audiences. *(Apportionment)*

Career Exploration: Food Service Industry

Certificate of Completion

Program #3P45044

Explore Food Safety and Diverse Careers! This comprehensive program focuses on food safety principles, prepares you for the Food Handler's Certification, and uncovers various food service career paths. Develop practical skills through hands-on exercises, assignments and portfolio creation. Get ready for entry-level positions in the dynamic food service industry

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 220	Career Exploration: Paths in the Food Service, Industry Introduction	90
WFPR 221	Career Exploration: Paths in the Food Service Industry	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 220	90	WFPR 221	90
	90		**90**

Total Hours 180

List of Courses

WFPR 220 Career Exploration: Paths in the Food Service, Industry Introduction **90 Hours**

Discover essential elements in the food service industry - food safety, handling, and customer service. Gain insights into its impact. Engage in hands-on activities and lively discussions to build culinary skills and confidence. Perfect for aspiring culinary professionals and students seeking a solid foundation for their food service journey. *(Apportionment)*

WFPR 221 Career Exploration: Paths in the Food Service Industry **90 Hours**

Explore Food Safety and Diverse Careers! This comprehensive course focuses on food safety principles, prepares you for the Food Handler's Certification, and uncovers various food service career paths. Develop practical skills through hands-on exercises, assignments and portfolio creation. Get ready for entry-level positions in the dynamic food service industry! *(Apportionment)*

Career Exploration: Guest Services

Certificate of Completion

Program #3P45043

The Guest Services Certificate is offered for students interested in developing the skills needed to work in Guest Services industries. Students take a series of courses to receive both a Guest Services Certificate and START Guestroom Attendant Certification. This program will support enrolled students in learning basic guest services skills and basic employment skills to support long-term success in the expansive hotel and resort environments throughout Orange County. Students graduating with a Guest Services Certificate will be prepared for many entry-level paid employment opportunities within the hospitality industry. These jobs include entry-level positions in the fields of Cottage or Room Attendant, Server, Lobby Attendant, Ticket Attendant, Usher, Bell Person, Doorman, Security, and Food Runner.

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 216	Career Exploration: Introduction to Guest Services	90
WFPR 217	Career Exploration: Guest Services Skills	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 216	90	WFPR 217	90
	90		**90**

Total Hours 180

List of Courses

WFPR 216 Career Exploration: Introduction to Guest Services **90 Hours**

This is an introductory course designed to familiarize students with basic assessments, skill knowledge, and techniques typical of entry-level Guest Services professions. Integrated field experience includes an exploratory survey of common hands-on and mechanized job tools and duties required for START Guestroom Attendant Certification. *(Apportionment)*

WFPR 217 Career Exploration: Guest Services Skills **90 Hours**

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

Career Exploration: Healthcare Workers

Certificate of Completion

Program #3P44244

The Career Exploration: Healthcare Worker certificate program equips students with the essentials for embarking on healthcare careers, emphasizing professionalism, technical knowledge, and personal responsibility. Offering a comprehensive pathway for entry-level healthcare employment, the program includes two pivotal courses that collectively lay a solid groundwork for career readiness and advancement in healthcare.

The curriculum begins with career guidance, introducing students to a wide array of healthcare roles and the requisite skills for each. The journey continues with a focus on job-seeking techniques, workplace professionalism, and personal development, all tailored to the unique demands of the healthcare sector. This structured approach ensures not only readiness for immediate healthcare positions but also prepares students for progression to specialized certificate programs.

Students will emerge with a holistic skill set that bridges technical expertise and essential soft skills, aligned with the practical realities of healthcare work. Additionally, the program paves the way for advanced educational pursuits, leading towards certifications in Medical Assistance, Pharmacy Technology, and Personal Care Aide, among others, fortifying students' career trajectories within the healthcare industry.

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 236	Career Exploration: Healthcare Pathways	90
WFPR 237	Career Exploration: Preparing for Healthcare Jobs	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 236	90	WFPR 237	90
	90		**90**

Total Hours 180

List of Courses

WFPR 236 Career Exploration: Healthcare Pathways **90 Hours**
This course introduces students to a broad spectrum of healthcare careers, from entry-level positions to professional roles. It covers industry settings, essential skills for employment and further training, and the foundations for specialized healthcare certifications, including first aid and caregiving. *(Apportionment)*

WFPR 237 Career Exploration: Preparing for Healthcare Jobs **90 Hours**
This course equips students with essential skills for job seeking in healthcare, focusing on professionalism, personal development, and employability skills contextualized to healthcare settings. *(Apportionment)*

Career Exploration: Orientation to College and Survey of Career Fields

Certificate of Completion

Program #3P45042

The Career Exploration: Orientation to College and Survey of Career Fields Certificate courses work comprehensively together to prepare students towards college success and to assist one in establishing their personal, career, and educational goals. Students will gain awareness and proficiency on the expectations needed for a successful transition to higher learning; survey career clusters and learning pathways to support one to identify their chosen career field of interest.

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 244	Career Exploration: Orientation to College	90
WFPR 245	Career Exploration: Survey to Career Fields	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 244	90	WFPR 245	90
	90		**90**

Total Hours 180

List of Courses

WFPR 244 Career Exploration: Orientation to College **90 Hours**
This course prepares students towards college success and is designed to orient them to the college environment and their student expectations. Students will explore college processes, campus support services, develop learning and academic strategies, and apply them to their successful transition to higher learning. *(Apportionment)*

WFPR 245 Career Exploration: Survey to Career Fields **90 Hours**
This course is designed for students to reflect, identify, and establish personal, career, and educational goals. Emphasized on self-awareness of personality, interests, values, skills, and strengths through the evaluation of various career assessments. Participation in career exploration and research by surveying career clusters, learning pathways, and career fields of interest. *(Apportionment)*

Career Exploration: Retail and Customer Services Skills

Certificate of Completion

Program #3P45041

The Career Exploration: Retail and Customer Services Skills Certificate is offered for students interested in developing the skills needed to work in customer service industries. Students take a series of courses to receive a Retail and Customer Services Certificate.

This program will support enrolled students in learning basic services skills and basic employment skills to support long-term success in the expansive retail environments throughout Orange County. Students graduating with a Career Exploration: Retail and Customer Services Certificate will be prepared for many entry-level paid employment opportunities within the retail industry. Upon completion of the Retail and Customer Services Skills Certificate, students will have the knowledge, skills, and experience to provide basic customer service skills in commercial settings. Students will be certified to work as entry-level employees including Cashiers, Counter and Rental Clerks, Demonstrators and Product Promoters, Door-toDoor Sales Workers, News and Street Vendors and Related Workers, Stockers and Order Fillers, Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (CSR), Customer Service Specialist, Customer Support Representative (Customer Support Rep), Guest Service Agent, or Member Services Representative (Member Services Rep.)

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 224	Career Exploration: Retail Services, Introduction	90
WFPR 225	Career Exploration: Consumer Services Skills	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 224	90	WFPR 225	90
	90		**90**

Total Hours 180

List of Courses

WFPR 224 Career Exploration: Retail Services, Introduction **90 Hours**
This course provides students with an understanding of essential skills required for entry-level retail service professions. It explores the basics of sales transactions, customer service techniques, and the math skills necessary for retail operations. Students will learn about various roles within the retail sector, from Cashiers to Stockers and Order Fillers, preparing them for immediate employment or further training in retail services. The curriculum is designed to contextualize the skills needed in retail environments, offering a foundation for those seeking to advance their careers in this dynamic industry. *(Apportionment)*

WFPR 225 Career Exploration: Consumer Services Skills **90 Hours**
This course deepens students' understanding of retail customer service, emphasizing customer interaction techniques and problem-solving in retail environments. It covers effective communication strategies, conflict resolution, and technology's role in enhancing customer service. The curriculum prepares students for a broad range of customer service roles, focusing on skill application in simulated scenarios to adapt to diverse retail settings. Students explore career advancement within the sector, building on foundational skills for further education or professional growth in retail services. *(Apportionment)*

Career Exploration: Workplace Technology Essentials

Certificate of Completion

Program #3P44312

The Career Exploration: Workplace Technology Essentials program offers a comprehensive curriculum designed to prepare students for entry-level technology roles. The program focuses on imparting essential technology and soft skills, including computer applications, digital safety, and workplace communication. Students will also gain practical experience in job search strategies and interview techniques. This program serves as a steppingstone to further educational opportunities, such as the CTE Business Information Worker Certificate Program.

Code	Title	Hours
Required Core Courses (180 Hours)		
WFPR 240	Career Exploration: Workplace Technology and Professional Skills	90
WFPR 241	Career Exploration: Technology Skills & Work Readiness	90
Total Hours		**180**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
WFPR 240	90	WFPR 241	90
	90		**90**

Total Hours 180

List of Courses

WFPR 240 Career Exploration: Workplace Technology and Professional Skills **90 Hours**

This comprehensive course equips students with the essential technology and soft skills required for entry-level roles across diverse industries. The curriculum covers workplace communication, digital safety, and foundational technology concepts, preparing students for real-world professional settings. *(Apportionment)*

WFPR 241 Career Exploration: Technology Skills & Work Readiness **90 Hours**

This course equips students with fundamental technology and work readiness skills necessary for entry-level positions across various industries. Covering basic computer applications, digital safety, effective communication, and job search strategies, it lays the groundwork for professional success and further education in technology-related fields. *(Apportionment)*

High School Diploma Program (HSDP)

The North Orange Continuing Education (NOCE) High School Diploma Program (HSDP) is a dynamic and supportive educational pathway designed for adult learners who did not complete a traditional K-12 program. Serving the North Orange County community, this program offers a second chance to earn a fully accredited high school diploma to adult students aged 18 years of age and older. The HSDP labs provide flexible learning opportunities, allowing students to complete coursework as their schedules permit, thus supporting our diverse student population. In order to meet this goal, the High School Diploma Program offers individualized instruction and one-on-one support to help students develop skills that will help them succeed in a Career Technical Education (CTE) program, trade schools, and higher education institutions. Select high school subjects are offered online.

The HSDP provides a comprehensive curriculum that builds essential skills in English Language Arts, Mathematics, Science, and Social Science. Through personalized instruction and academic support, students gain the knowledge and confidence needed to succeed both inside and outside the classroom.

More than just a diploma, the program opens doors to a wide range of future opportunities—whether students are seeking to enter the workforce, attend a trade school, enroll in college, or simply accomplish a long-held personal goal. Graduates of the HSDP leave equipped with the academic foundation, critical thinking skills, and motivation to thrive in their next chapter.

Locations

Anaheim High School Lab

- 1830 W. Romneya Drive, Anaheim, CA 92801
  First-Floor, Room 139
- Phone: (714) 808-4582
- Email: AnaheimHighSchoolLab@noce.edu

Cypress High School Lab

- 9200 Valley View Street, Cypress, CA 90630
  TE2-205 (Near Parking Lot #4)
- Phone: (714) 808-4500 ext. 88304
- Email: CypressHighSchoolLab@noce.edu

HSDP Program Requirements

Required Credits

Code	Title	Credits
Total All Required Core High School Credits		110
Total All Electives High School Credits		50
Total All Core and Elective High School Credits		**160**

Transcripts

Before beginning the HSDP, students are asked to submit all transcripts from previously attended high school programs to the Records Office. The NOCE transcript evaluator reviews the students' transcripts, determines the number of credits that the student has earned, and indicates the courses and credits the student will need to complete at NOCE to earn a high school diploma.

Orientation and Counseling

Prospective HSDP students must complete an online orientation and meet with a counselor. The counselor reviews the high school transcripts and during the meeting with the student creates a Student Educational Plan (SEP).

Assessment

A Comprehensive Adult Student Assessment Systems (CASAS) test will be given to measure progress in the program.

Residence Credits

At least twenty 20 of the 160 total required high school credits must be completed in residence at the college granting the diploma.

Returning HSDP Students

If a student has stopped attending classes for one year or more and/or not maintained catalog rights, they must meet with a counselor to update their SEP prior to returning to the High School program.

High School Diploma Program (HSDP)

Program Code: 3P31595A

The North Orange Continuing Education (NOCE) High School Diploma Program (HSDP) provides students opportunities to develop proficiency in English, Language Arts, Mathematics, Science, and Social Science.

Upon completion of the HSDP, students are prepared to successfully transition to advanced educational opportunities such as trade schools and institutions of higher education. Earning a NOCE High School Diploma equips students to achieve personal, family, and career goals and serve their communities

Required Core Courses (110 Credits)

English Core (Minimum Required Credits: 30)

Code	Title	Credits
IHSS 100	High School English 1	1-10
IHSS 101	High School English 2	1-10
IHSS 102	High School English 3	1-10
IHSS 105	High School Writing Skills	1-10

Arts/Language/Career (Minimum Required Credits: 10)

Code	Title	Credits
IHSS 113	High School Mass Media	1-5
IHSS 173	High School Novels	1-10
IHSS 174	High School Literature	1-10
IHSS 181	High School Short Stories	1-5
IHSS 992	High School Art History - Artists and their Work	1-5

IHSS 993	High School Elements and Principles of Design	1-5

Math Core (Minimum Required Credits: 20)

Code	Title	Credits
Alegbra 1 (Minimum Required Credit: 10)		
IHSS 118	High School Algebra 1	1-10
Math (Minimum Required Credits: 10)		
IHSS 116	High School General Math	1-10
IHSS 119	High School Geometry	1-10

Natural Science (Minimum Required Credit: 20)

Code	Title	Credits
Biological Sciences (Minimum Required Credits: 10)		
IHSS 415	High School Biology A: Molecules to Organisms	2.5
IHSS 416	High School Biology B: Interaction, Energy, and Dynamics	2.5
IHSS 417	High School Biology C: Heredity and Inheritance	2.5
IHSS 418	High School Biology D: Unity and Diversity	2.5
Physical Sciences (Minimum Required Credits: 10)		
IHSS 121	High School Earth Science	1-5
IHSS 122	High School Physical Science	1-5

Social and Behavioral Science (Minimum Required Credits: 30)

Code	Title	Credits
Economics (Minimum Required Credits: 5)		
IHSS 305	High School Economics A	2.5
IHSS 306	High School Economics B	2.5
U.S. Government (Minimum Required Credits: 5)		
IHSS 310	High School US Government A	2.5
IHSS 311	High School US Government B	2.5
U.S. History (Minimum Required Credits: 10)		
IHSS 315	High School US History A	2.5
IHSS 316	High School US History B	2.5
IHSS 317	High School US History C	2.5
IHSS 318	High School US History D	2.5
World History (Minimum Required Credits: 10)		
IHSS 109	High School World History	1-10

Elective Cores Courses (50 Credits)

Code	Title	Credits
English Electives		
IHSS 100	High School English 1	1-10
IHSS 101	High School English 2	1-10
IHSS 102	High School English 3	1-10
IHSS 105	High School Writing Skills	1-10
IHSS 163	High School Composition	1-10
IHSS 170	High School Grammar	1-10
IHSS 183	High School Vocabulary	1-10
Humanities Electives		
IHSS 113	High School Mass Media	1-5
IHSS 173	High School Novels	1-10
IHSS 174	High School Literature	1-10
IHSS 181	High School Short Stories	1-5
IHSS 992	High School Art History - Artists and their Work	1-5
IHSS 993	High School Elements and Principles of Design	1-5
Math Electives		
IHSS 116	High School General Math	1-10
IHSS 118	High School Algebra 1	1-10
IHSS 119	High School Geometry	1-10
Natural Science Electives		
IHSS 121	High School Earth Science	1-5
IHSS 122	High School Physical Science	1-5
IHSS 153	High School General Science	1-10
IHSS 345	High School Health A: Human Development	2.5
IHSS 346	High School Health B: Sexual Health and Behavior	2.5
IHSS 347	High School Health C: Communication	2.5
IHSS 348	High School Health D: Physical, Mental, and Emotional Health	2.5
IHSS 415	High School Biology A: Molecules to Organisms	2.5
IHSS 416	High School Biology B: Interaction, Energy, and Dynamics	2.5
IHSS 417	High School Biology C: Heredity and Inheritance	2.5
IHSS 418	High School Biology D: Unity and Diversity	2.5
Social and Behavioral Science Electives		
IHSS 109	High School World History	1-10
IHSS 110	High School World Geography	1-10
IHSS 660	High School Psychology	1-5
Other Electives		
IHSS 300	Transitioning to College	1
IHSS 994	High School Academic Success	1-10

List of Courses

IHSS 100 High School English 1 **1-10 Credits**

This course is an individualized, self-paced study in the basics of English language arts, including vocabulary development, grammar, reading comprehension, and writing strategies. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 101 High School English 2 **1-10 Credits**
This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. This content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 102 High School English 3 **1-10 Credits**
This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. This content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 105 High School Writing Skills **1-10 Credits**
Writing strategies are presented through individualized, self-paced modules in personal compositions and business letters. Techniques in structure, style and business correspondence are covered. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 109 High School World History **1-10 Credits**
This course presents the history of the world's people and major cultures from early times to the present. This course is offered for the NOCE high school diploma and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 110 High School World Geography **1-10 Credits**
This geography course surveys all the major regions of the world, explores processes that shape the Earth and relationships between people and environments. This course is offered for NOCE diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 113 High School Mass Media **1-5 Credits**
This mass media course covers various forms of communications including television, advertising, print materials, and electronic media. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 116 High School General Math **1-10 Credits**
This course presents activities to help the student with basic arithmetic skills, real-life applications, and problem-solving techniques. The units of study include a review of whole number operations, and basic functions of fractions, decimals, percents, measurements, algebra and geometry. This course is offered for NOCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 118 High School Algebra 1 **1-10 Credits**
This course covers basic algebra concepts including an introduction to variables, equations, factoring, an introduction to variables, equations, factoring, formulas and the application of skills. This course is used for NOCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 119 High School Geometry **1-10 Credits**
This course covers basic geometry concepts including key terms, geometric shapes and the application of skills. This course is used for NOCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned towards the completion of this course. *(Apportionment)*

IHSS 121 High School Earth Science **1-5 Credits**
Earth Science deals with the earth and other heavenly bodies of the universe. Students learn the various characteristics that make Earth unique in the solar system. This course is offered for NOCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 122 High School Physical Science **1-5 Credits**
Physical Science explores matter and its properties, motion, heat, energy, sound and light, as well as electricity and magnetism. This course is used for NOCE High School Diploma credit.The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 153 High School General Science **1-10 Credits**
General Science covers physical, Earth, and life science. This course is used for NOCE High School Diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 163 High School Composition **1-10 Credits**
This course provides writing strategies that include basic sentence structure, a review of grammar and mechanics, paragraph formation and essay composition skills. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 170 High School Grammar **1-10 Credits**
This course covers a variety of English language skills in a flexible format suitable for individualized, self-paced coursework. The topics covered include grammar, usage, writing mechanics and composition strategies. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 173 High School Novels **1-10 Credits**
This literature course offers a variety of literary works in a flexible format suitable for individualized self-paced coursework. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits prviously earned in the same subject will evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 174 High School Literature **1-10 Credits**
This literature course offers a variety of literary works in a flexible format suitable for individualized self-paced coursework. Literary options include poetry, short stories, essays and complete novels. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 181 High School Short Stories **1-5 Credits**
This course introduces a variety of short stories through self-paced reading activities. Through guided reading activities, students explore character development, plot and author's purpose. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned for the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 183 High School Vocabulary **1-10 Credits**
This course covers grade-level vocabulary development and is offered for the NOCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 300 Transitioning to College **1 Credit**
This course is designed to help NOCE High School Diploma Program, ESL Academic Success, and all other NOCE students successfully transition to college. Topics presented will include identifying academic goals, designing an educational plan, utilizing the college processes (registration, financial aid, learning resources), and graduation. This course will include campus tours of several student resource centers. *(Apportionment)*

IHSS 305 High School Economics A **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
Economics A explores the fundamental economic concepts and reasoning, the American Market Economy, the government's influence on the market economy, taxes, deficits, and the Federal Reserve Bank and the impact of these concepts on various groups, including racial, socioeconomic, and gender. *(Apportionment)*

IHSS 306 High School Economics B **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
Economics B explores labor markets, aggregate economic behavior, globalization, and the impact of the global economy and these concepts on various groups, including racial, socioeconomic, and gender. *(Apportionment)*

IHSS 310 High School US Government A **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
U.S. Government Course A explores the fundamentals of American democracy, the branches of government, evaluates the comparative governments and the challenges of democracy, and the impact of non-state actors on the global community from multiple perspectives, including race, gender, and socio-economic status. *(Apportionment)*

IHSS 311 High School US Government B **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
U.S. Government Course B explores the rights and responsibilities of citizens in a democracy, the fundamental principles of civil society, the electoral process, and the role of media in public life from multiple perspectives, including race, gender, and socio-economic status. *(Apportionment)*

IHSS 315 High School US History A **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
US History A explores the founding of the original thirteen colonies, the creation of a new country, causes of the Civil War, and the Reconstruction era and the impact of each of these events on racial and socio-economic groups and gender roles from multiple perspectives. *(Apportionment)*

IHSS 316 High School US History B **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
US History B explores post-Civil War, westward expansion, the Industrial Revolution through World War I and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. *(Apportionment)*

IHSS 317 High School US History C **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
US History C explores the Great Depression and the New Deal, World War II, the Cold War, and US post-war foreign policy and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. *(Apportionment)*

IHSS 318 High School US History D **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
US History D explores the Civil Rights Era, the end of the Cold War, Globalism, and contemporary America, and the impact these occurrences have on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. *(Apportionment)*

IHSS 345 High School Health A: Human Development **2.5 Credits**
In this course, students will learn about different types of sexual orientation, gender identity, gender expression, reproductive and sexual anatomy, and the process of sexual reproduction. *(Apportionment)*

IHSS 346 High School Health B: Sexual Health and Behavior **2.5 Credits**
Advisory: Successful completion of IHSS 345 High School Health A
In this course, students will learn about the various methods of contraception, their effectiveness in preventing unwanted pregnancy, and sexually transmitted infections including HIV/AIDS. Students will also learn about pregnancy, prenatal care, abortion, and California laws regarding human trafficking, sexual violence, and sexual harassment. *(Apportionment)*

IHSS 347 High School Health C: Communication **2.5 Credits**
Advisory: Successful completion of IHSS 345 High School Health A, and IHSS 346 High School Health B
In this course, students will learn about healthy relationships and how to identify signs of unhealthy relationships. Students will also learn about the communication skills necessary to be in a committed relationship, the implications of marriage, and the responsibilities of raising children. *(Apportionment)*

IHSS 348 High School Health D: Physical, Mental, and Emotional Health 2.5 Credits

Advisory: Successful completion of IHSS 345 High School Health A IHSS 346 High School Health B IHSS 347 High School Health C

In this course, students will learn about human health in a holistic way by investigating how proper nutrition, physical activity, and emotional intelligence work in synergy. The course will culminate in a capstone project that challenges students to apply their learning to their own lives, empowering them to achieve a lifetime of health and vitality. *(Apportionment)*

IHSS 415 High School Biology A: Molecules to Organisms 2.5 Credits

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

IHSS 416 High School Biology B: Interaction, Energy, and Dynamics 2.5 Credits

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

IHSS 417 High School Biology C: Heredity and Inheritance 2.5 Credits

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

IHSS 418 High School Biology D: Unity and Diversity 2.5 Credits

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

IHSS 660 High School Psychology 1-5 Credits

This psychology course explores the connections of human thought, behavior and development. It emphasizes the importance of these relationships to learning, personality, health, and society. This course is offered for NOCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the sam subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 992 High School Art History - Artists and their Work 1-5 Credits

This course will explore art movements from the Italian Renaissance to American painters and sculptors of the twentieth century. Students will discover why some artists and their artwork retain prominence. They will be given the opportunity to expand their knowledge on a variety of art forms. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 993 High School Elements and Principles of Design 1-5 Credits

This course is an individualized, self-paced study of art and how people from other cultures and times have used a common visual language to express their own unique perspective. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 994 High School Academic Success 1-10 Credits

This study skills course provides reading and writing activities to help a student master the thinking, planning and basic skills necessary to achieve academic success in school and is available for credit for the NOCE High School Diploma Program. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

North Orange County Regional Consortium (NOCRC)

NOCRC serves a population of more than 900,000 adult learners in North Orange County, including English language learners (ELL), those unemployed and/or under-educated, and individuals with disabilities. Collaborating with academic, industry, and community partners, NOCRC identifies and supports strategy implementation to connect under-served individuals with educational opportunities to reach academic, professional, and personal goals. Students enroll in adult education programs to master the English language, gain expertise in parenting tools to support a child's academic success, access high-demand workforce opportunities, or obtain a high school diploma or GED/HiSET certificate.

The NOCRC membership includes:

- North Orange Continuing Education (NOCE)
- Anaheim Union High School District
- Garden Grove Unified School District
- Fullerton Joint Union High School District
- Los Alamitos Unified School District
- Placentia-Yorba Linda Unified School District
- Orange County Department of Education
- North Orange County ROP

The consortium developed regional and annual plans to address the five California Adult Education Program (CAEP) areas and more:

- Disability Support Services (DSS)
- Elementary and secondary basic skills (ABE/ASE), including classes required for a GED or high school diploma
- English as a Second Language (ESL) and citizenship classes for immigrants
- Parent Engagement for Kindergarten to 12th-Grade Student Success (K-12)
- Short-term career technical education (CTE) programs with high employment potential
- Student Transition

For information: 714.808.4942 or www.nocrcae.org

Course Descriptions

Note this publication must be prepared in advance of the time period it covers; therefore, changes in some programs and policies may occur. Courses as described are subject to change without notice, and some listed courses are not offered each year. In addition, some courses or programs that are offered may have to be canceled because of insufficient enrollment, elimination, or reduction in programs or for any other reason considered sufficient by the President or designee.

All courses meet the standards and criteria for noncredit courses and programs as set forth in the California Education Code Title V regulations, Section 55150 – 55155.

A

- Adult Basic Education (ABE)
- Adult Basic Education (ABED)
- Adult Education Block Grant (AEBG)
- Arts & Crafts (ARTC)

B

- Business (BUSN)
- Business Accounting (BUSA)
- Business Management - NOCE (BMGR)

C

- Clothing (CC)
- Computer (COMP)
- Computer Information Systems and Technology (CIST)
- Computer Internet (CCTR)
- Consumer Ed (CNED)
- Cooking (FN)
- Creative Arts (CRAE)

D

- Dance - NOCE (DAN)
- Digital (DIG)
- Disabled Students (DSPS)
- Disabled Students (DSSS)

E

- Early Childhood Education (ECED)
- Educational Enrichment (EDEN)
- Electrical (ELET)
- Emeritus (EMER)
- English/Communications (ENCO)
- Entrepreneurship (ENTR)
- ESL Classes (ESLA)
- ESL Ed Planning (ESLW)
- ESL Mirrored Courses (ESLM)

F

- Financial (FINC)
- Fitness (FITN)
- Funeral Service - NOCE (FSRV)

H

- Health (HLTH)
- Home
- Home
- Hospitality Management (HOSM)
- Human Resource (HRMA)

I

- Individual High School Subjcts (IHSS)

K

- Kids College (KIDS)

L

- Language (LANG)

M

- Medical Assisting (MEDA)
- Medical Occupations (MEDO)
- Medical Occupations-Clerical (MEOC)
- Microsoft (MS)
- Music - NOCE (MUSC)

O

- Office Technician (OTEC)

P

- Parenting (PARN)
- Pharmacy Technician (PTEC)
- Photography (FOTO)

Q

- Quality Assurance Medical Devices (QAMD)

S

- Safety (SAFE)
- Sign Language (SIGN)

W

- WorkForce Preparation (WFPR)

Adult Basic Education (ABE)

ABE 240 Creative Writing for Seniors **24 Hours**
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. *(Apportionment)*

ABE 440 Writing Your Life Story for Older Adults **36 Hours**
This course teaches both beginning and experienced older adult writers how to write a life story in the form of memoirs--short stories that tell of life events, people, and major turning points, expressed in vivid ways to delight readers, offer important insights, and to provide a written legacy for family and friends. *(Apportionment)*

ABE 445 ASE Ed Planning **2 Hours**
Assessment & orientation to and for students referred to Learning Centers. Basic skills level will be reviewed with individual student per referral to support services and to assist student in successfully completing educational goal. *(Orientation)*

Adult Basic Education (ABED)

ABED 102 Supervised Tutoring **1-360 Hours**
This self-paced, open-entry/open exit non-credit course provides individualized and growth activities designed to include a learning style assessment and follow-up, assistance with acquiring study skills, and guidance in completing coursework. Designed to help students achieve outcomes related to specific courses for which tutoring is sought. *(Apportionment)*

ABED 105 NOCE Learning Center **36-150 Hours**
Designed for students from beginning levels of reading and mathematics to those needing support for higher education. Through the use of small-group instruction, computer-aided instruction, audio books and workbooks, students will become better readers, writers and thinkers. Students may also improve their skills in mathematics. Skills attained can be used for personal growth, job advancement or for entry into other educational programs. Learning plans will be developed for each students based on student goals, needs and learning style. *(Apportionment)*

ABED 106 Literacy and Basic Skills Beginning **72 Hours**
Designed for emergent readers or students with very limited reading, writing, and math skills. The focus of the course is on decoding skills, fluency, and workplace literacy. Sight words and essential word reading are covered. *(Apportionment)*

ABED 107 Literacy & Basic Skills Intermediate **36-150 Hours**
This course reviews reading for information and academic vocabulary; writing skills necessary for higher education and the workplace, such as essays, note-taking and business writing; including understanding the general principles at work. *(Apportionment)*

ABED 110 College Prep - Basic Math **72 Hours**
Advisory: Basic computer navigation skills
This noncredit course is intended for students who desire to build or strengthen foundational level mathematical skills such as the addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percents, and integers. These concepts are applied to ratios, exponents, measurements, proportions, statistics, metric conversions, and geometric shapes. In addition, these operations, along with basic number theory, are used to solve real world problems. All work will be done without a calculator. *(Apportionment)*

ABED 115 College Prep Pre-Algebra **72 Hours**
Advisory: ABED 110 College Prep - Basic Math or completion of a comparable Basic Math course
This noncredit course is a review of basic math skills and an introduction to the basic principles of algebra. Topics include: Integers and algebraic expressions; operations on integers, mixed numbers and decimals, ratio, fractions, proportion and percentages; introduction of polynomials; polynomials and properties of exponents; factoring polynomials; solving linear equations and linear inequalities; graphing linear equations; equation solving and informal geometry. *(Apportionment)*

ABED 116 College Prep Elementary Algebra **72 Hours**
Advisory: Knowledge of basic math skills and pre-algebra and order of operations to solve problems involving integers, fractions, and decimals
This noncredit course in an introduction to algebra. Topics include: basic operations of integers, fractions, mixed numbers and decimals, linear equations and inequalities, simplifying and evaluating expressions, solutions of linear equations, linear inequalities, systems of linear equations, graphing linear equations, exponents and polynomials, factoring polynomials, rational expressions, roots and radicals, and quadratic equations *(Apportionment)*

ABED 117 College Prep Pre and Elementary Algebra (Accelerated) **72 Hours**
Advisory: Knowledge of basic math and algebraic skills and order of operations to solve problems involving integers, fractions, and decimals
An accelerated course combining content from ABED 115 College Prep Pre-Algebra and ABED 116 College Prep Elementary Algebra. This noncredit course is a review of the Pre and Elementary Algebra concepts. Topics include: integers and algebraic expressions, operations on integers, mixed numbers and decimals, ratio, fractions, proportion and percentages. Introduction of polynomials, properties of exponents, factoring polynomials, simplifying and evaluating expressions, solving linear equations and inequalities, graphing linear equations, factoring polynomials, rational expressions, quadratic equation, roots and radicals,and informal geometry. *(Apportionment)*

ABED 120 College Prep Basic Math & Pre-Algebra (Accelerated) **50-150 Hours**
Advisory: Basic computer navigation skills
An accelerated course combining ABED 110 College Prep, Basic Math and ABED 115 College Prep, Pre-Algebra. This noncredit accelerated course is a review of basic math skills and an introduction to basic skills of algebra. Topics include: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, ratios, percents, integers, exponents, measurements, proportions, algebraic expressions, introduction to polynomials, polynomials and properties of exponents, factoring polynomials, linear equations and linear inequalities, graphing linear equations, and equation solving and informal geometry. (Also known as Math Co-Lab. Open to college students ONLY) *(Apportionment)*

ABED 124 College Prep Pre-Statistics **50-150 Hours**
Advisory: Knowledge of basic math skills, and be able to successfully complete operations on integers, fractions, mixed numbers and decimals
An introduction to statistics. This noncredit course is a review of basic math skills and an introduction to statistics. Topics include: pre-algebra, expressions and formulas, linear equations, formulas, data collection, data summary and organization, factorials, multiplication principle, analyzing algebraic forms to understand statistical measures, permutations, and combinations, probabilities, discrete probability distributions, graphical and numerical descriptive statistics for quantitative and categorical data, constructing sampling distribution, scatter diagrams, correlations, reading and understanding statistical application problems. *(Apportionment)*

ABED 150 College Prep English Reading and Writing **72 Hours**
Advisory: Proficient English reading skills, vocabulary, comprehension, composition writing skills and basic computer skills
This non-credit course is intended for students who desire to strengthen developmental English reading and writing skills by emphasizing a comprehensive approach to reading and writing. Topics include: academic comprehension, vocabulary development, reading efficiency, study techniques, and academic composition. *(Apportionment)*

ABED 170 Whole Numbers A: Add and Subtract **10 Hours**
This course supports students in developing basic math skills associated with addition and subtraction in preparation for High School and College Preparation Math skills. *(Apportionment)*

ABED 405 GED/HiSET: Mathematics **72 Hours**
GED/HiSET mathematics prepares students to pass the math section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of instruction is basic computation, analytical and reasoning skills, word problems and word problems with graphics. *(Apportionment)*

ABED 406 GED/HiSET: Reading **72 Hours**
GED/HiSET reading prepares students to pass the reading section of the GED test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of instruction includes comprehension, fiction, nonfiction, poetry, and drama. *(Apportionment)*

ABED 407 GED/HiSET: Science **72 Hours**
GED/HiSET science prepares students to pass the science section of the GED/HiSET test. Sciences covered are life, physical, earth and space. Students learn to analyze and apply science information. *(Apportionment)*

ABED 408 GED/HiSET: Social Studies **72 Hours**
GED/HiSET social studies prepares students to pass the social studies section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. Scope of course covers U.S. history, world history, civics and government, geography and economics. *(Apportionment)*

ABED 409 GED/HiSET: Language Arts and Writing **72 Hours**
GED/HiSET writing prepares students to pass the language arts and writing section of the GED/HiSET test. The GED/HiSET pre-test identifies needed areas of instruction for each student. This course covers the writing process, grammar usage and mechanics. *(Apportionment)*

Adult Education Block Grant (AEBG)

AEBG 110 Love and Logic Parenting Children with Special Needs **30 Hours**
This course is designed to support adults parenting or working with youth having disabilities by developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing the Love and Logic approach, this course will teach four subsets of skills that encourage home environments that stimulate positive relationship development, empathetic listening, realistic goal setting and encourage independence. The information included is intended for those already having a strong understanding of the Love and Logic approach. *(Grant-Funded)*

AEBG 112 Love & Logic: Supporting Youth with Challenging Pasts **36 Hours**
This course assists parents, caregivers and professionals in understanding how trauma and hurtful events affects a childs brain. Students will learn the importance of bonding and relationships, and how to address roots causes of a childs behavior through practicing empathy, establishing boundaries and building healthy relationships. *(Fee-Based)*

Arts & Crafts (ARTC)

ARTC 136 Cartooning & Caricaturing Made Easy **20 Hours**
Enter as a Amateur -....Leave as a Professional!..... Learn the easy step-by-step procedures of cartooning & caricaturing from a professional cartoonist with over 45 years experience in the field. Learn how to create people, small bodies for caricaturing, animals, backgrounds, and more including inking, lettering, use of pens, brushes, perspective, and creating professional comic strips. Let us show you how! Taught by Mel Schoenberger national & international cartoonist & caricaturist. Class is for all levels of experience. Please bring an 11x14 pad of tracing paper to the first class. A supply list will be provided. Class is for those 15 years and older. *(Fee-Based)*

ARTC 137 Caricaturing Made Easy **20 Hours**
This class will tickle you from head to toe! It's easy, it's fun and rewarding. If you can draw, you can caricature. It's amazing how fast you will learn. You will learn inking, lettering, drawing small action bodies, use of equipment, creative ideas, shadowing, etc. Join in the fun and learn professional caricaturing. Taught by an international caricature cartoonist with over 45 years experience. Bring 11 x 14 tracing paper pad, pencil and eraser to first class. Additional supply list will be provided. All levels of experience are welcomed. You must be 14 years or older. *(Fee-Based)*

ARTC 140 Fashion Illustration for Adults **12 Hours**
In this class, you will learn how to draw proportional figures, faces, gesture drawings, and flats of garments. Along with how to draw collars, blouses, skits, pants, hats, and accessories. Students will learn to illustrate fashion figures using watercolors, colored pencils, markers, pen, etc. *(Fee-Based)*

ARTC 141 Fashion Illustration II for Adults **12 Hours**
Advanced level of Fashion Illustration. Learn to complete group figures with a theme. Illustrate different textures of fabric. Also create accessory and shoe illustrations and flats of garments. Recommend Fashion Illustration I prior to this class. *(Fee-Based)*

ARTC 145 Costume Illustration and History of Fashion for Adults I **12 Hours**

Learn the history of fashion then illustrate costumes and accessories using watercolors, markers, colored pencils and more. (same supplies as Fashion I and II) *(Fee-Based)*

ARTC 160 Painting **30 Hours**

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

ARTC 165 Drawing: Basics and Beyond **18 Hours**

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. *(Fee-Based)*

ARTC 170 Essentials of Painting **18 Hours**

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. *(Fee-Based)*

ARTC 173 Drawing Fundamentals **18 Hours**

Acquire the fundamental concepts and skills to visually express yourself through drawing. The course will cover drawing theory and basic skills development in contour drawing, shading and composition. Students will complete one to three drawings. Materials list given at first class meeting. All levels welcome. *(Fee-Based)*

ARTC 175 Drawing: Basics and Beyond **30 Hours**

This course will emphasize the perceptual and technical skill of manipulating drawing materials using observational and drawing methodologies. Fundamental concepts in visual problem solving strategies will be emphasized. Each term will wrap around a theme such as landscape, portraiture, light and texture, etc. *(Fee-Based)*

ARTC 180 Drawing for Beginners **30-36 Hours**

This drawing class covers the fundamental drawing techniques for beginning students. It also aims to inspire the more experienced students to experiment and develop their true potential of artistic talents with demonstrations and practical tips by the instructor. All levels welcome. *(Fee-Based)*

ARTC 185 Watercolor Painting **30-36 Hours**

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. *(Fee-Based)*

ARTC 190 Still-life Art Workshop for Teens and Adults (Ages 15+) **16 Hours**

This course will teach students how to draw and paint still-life in three different styles. Students will explore the artwork of three prominent artists: Vincent Van Gogh, Paul Cezanne, and Wayne Thiebaud. This course is designed to teach various art techniques, art movements, painting styles, and to strengthen observation skills. Painting subjects include: flowers, fruit and desserts. *(Fee-Based)*

ARTC 200 Nylon Fabric Flower Design I **36 Hours**

This course teaches students how to create chiffon/nylon stocking flowers. The students will learn how to plan and create beautiful, artistic, realistic-looking flowers for all kinds of arrangements. The materials are provided and the tools will be available to students during the course. *(Fee-Based)*

ARTC 220 Origami 3-D Designs **36 Hours**

This course provides training in three-dimensional origami design. Origami is the traditional art of paper folding from Japan. The goal of the class is to transform flat sheets of paper into finished three-dimensional sculptures through traditional folding and sculpting techniques. Students will create beautiful birds, animals, baskets, and containers. *(Fee-Based)*

ARTC 225 Painting with Pastels **33 Hours**

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. *(Fee-Based)*

Business (BUSN)

BUSN 400 Starting a Small Business: Be Your Own Boss **18 Hours**

You will learn the role of entrepreneurial businesses in the United States and the impact on our national and global economy. This course will guide you to analyze the skills, commitment, and challenges necessary to successfully operate a small business. Topics also include entrance strategies and best practices. *(Fee-Based)*

BUSN 405 Writing a Winning Business Plan **18 Hours**

In this course you will learn to assess the strengths and weaknesses of a business concept and learn the elements of a winning business plan. Developing a competitive advantage, developing a mission statement, and forms of business ownership will also be covered. *(Fee-Based)*

BUSN 410 Financing Your Small Business **24 Hours**

Individuals will learn to identify and evaluate the various sources available for funding a small business venture and how to work with financial statements. Additionally, you will learn about capital and cash management, how to establish credit policies, and the importance of location. *(Fee-Based)*

BUSN 415 Small Business Marketing Strategies **24 Hours**

This course is designed to cover key marketing concepts and methods relevant for start-up and early-stage entrepreneurs. Marketing and pricing strategies, cost effective marketing, knowing your customer and effective advertising techniques will be covered. *(Fee-Based)*

BUSN 420 Legal Issues for Small Business **24 Hours**

This course provides information regarding legal issues for small businesses. You will learn the basic elements small businesses. You will learn the basic elements required for a valid contract, employment laws, intellectual property, ethics, and government regulations. Best practices and resources for start-up and existing small businesses will also be a focus. *(Fee-Based)*

BUSN 425 How To Sell on eBay **4 Hours**

Everyone has lots of stuff in closets, drawers and garages. Some even pay for storage areas to hold this stuff. Why not make some money by selling your things on eBay? This class will show you how. We will discuss organization, categorization and writing posts. *(Fee-Based)*

BUSN 430 How To Buy on eBay **2 Hours**
With the economy the way it is, everyone is trying to save money wherever possible. This course will teach you how to buy on eBay and get the same items you normally purchase in stores for less - sometimes for pennies on the dollar. Items may still have original sealed packaging. *(Fee-Based)*

BUSN 435 Payroll Accounting, Introduction **36 Hours**
This course provides an introduction to payroll procedures for bookkeeping and accounting. Topics include federal and State laws, paying different types of employees, employment records, payroll recordkeeping, and payroll State forms. Students will also learn to perform basic payroll functions. *(Fee-Based)*

BUSN 440 Fundamentals of Project Management **8-15 Hours**
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. *(Fee-Based)*

BUSN 445 Project Planning and Scheduling Techniques **15 Hours**
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. *(Fee-Based)*

BUSN 450 Project Cost Management **8 Hours**
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. *(Fee-Based)*

BUSN 455 Team Building for Project Managers **15 Hours**
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. *(Fee-Based)*

BUSN 460 Twittering Your Way to Business Success **6 Hours**
Learn basic tools to build your followers on Twitter. You will be guided through a series of steps to find followers, build quality followers, maintain your followers by adding value to your tweets, and updating your followers on Twitter, your friends on Facebook and your network on LinkedIn and more. *(Fee-Based)*

BUSN 465 Introduction to Scrum: An Agile Process **9 Hours**
Agile Scrum is a project management tool. This course covers the fundamental concepts for agile principles and the Scrum process. *(Fee-Based)*

BUSN 490 Machine Shorthand Speed Building 1 **48 Hours**
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. *(Fee-Based)*

BUSN 492 Machine Shorthand Speed Building 2 **48 Hours**
Advisory: Completion of BUSN 490 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. *(Fee-Based)*

BUSN 494 Machine Shorthand Speed Building 3 **48 Hours**
Advisory: Completion of BUSN 492 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. *(Fee-Based)*

BUSN 496 Machine Shorthand Speed Building 4 **48 Hours**
Advisory: Completion of Machine Shorthand Speed BUSN 490 Machine Shorthand Speed Building 1, BUSN 492 Machine Shorthand Speed Building 2 or BUSN 494 Machine Shorthand Speed Building 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. *(Fee-Based)*

BUSN 500 Auto Wholesale Home-based Business **6 Hours**
Supplement your income $3,000 to $5,000 with your DMV auto dealer license home-based business. Students will learn six to eight techniques to create profit and generate cash flow. Dealers obtain automobiles and parts at wholesale and are sales-tax exempt. They are not required to register inventory vehicles. List of 400+ dealer only auctions also included in course. DMV approved. *(Fee-Based)*

BUSN 510 Business Etiquette **15 Hours**
In today's media-infused world, our face-to-face interactions have become even more crucial to our success. Displaying good business etiquette behavior will mean clients are more likely to trust and want to do business with you. Our business etiquette training course provides adults with the skills you need to quickly adapt, integrate and succeed in diverse business environments. Learn about networking for success, dining in style, email, phone, and letter etiquette, as well as dressing for success. *(Fee-Based)*

Business Accounting (BUSA)

BUSA 100 Accounting Fundamentals for Bookkeepers **36 Hours**
Accounting fundamentals covers foundational topics, such as accounting for purchases, analyzing business transactions, and how accounting acts as the language of business. Upon completion students will understand the basics of accounting fundamentals in preparation for the bookkeeping certification exam. *(Apportionment)*

BUSA 101 Accounting Principles for Bookkeepers **36 Hours**
Prerequisite(s): BUSA 100 Accounting Fundamentals for Bookkeepers.
This course covers accounting for partnerships, long-term bonds, and the statement of cash flows, among other pieces of vital bookkeeping knowledge. The course prepares students for part two of the certification exam - Accounting Principles. *(Apportionment)*

BUSA 102 Payroll Fundamentals for Bookkeepers **36 Hours**
Prerequisite(s): BUSA 100 Accounting Fundamentals for Bookkeepers.
Payroll fundamentals covers foundational topics, such as accounting for computing wages, social security, taxes, withholdings, and analyzing and journalizing payroll transactions. Upon completion students will understand the basics of payroll fundamentals in preparation for the bookkeeping certification exam. *(Apportionment)*

Business Management - NOCE (BMGR)

BMGR 410 Elements of Supervision **18 Hours**
Required Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations. *(Apportionment)*

BMGR 412 Management Skills I **18 Hours**
Required This course provides an overview of the functions of the management process and its practical applications in a business environment. The course focuses on the planning process and organizing skills, including decision-making, strategic planning, delegating and staffing. Students will learn management principles that provide basic guidelines for supervisory decisions and actions. *(Apportionment)*

BMGR 415 Written Communication - Business **18 Hours**
Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports. *(Apportionment)*

BMGR 417 Effective Business Presentations **18 Hours**
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. *(Apportionment)*

BMGR 421 Successful Negotiations **18 Hours**
This course is designed to plan and achieve business objectives and effect change through effective negotiating tactics and strategies, discover the art of persuasion in an ethical, empathetic, and assertive way, and develop confidence to influence and overcome psychological barriers and biases to achieve better outcomes. *(Apportionment)*

BMGR 423 Introduction to Employment Law **18 Hours**
This course introduces the legal system, court structure, and laws governing the employer-employee relationship. It defines the employee status and common contracts, and examines unlawful practices by an employer, obligations of an employee, the principles of non-discrimination, harassment, labor laws, and the time limit to bring actions are also discussed. *(Apportionment)*

BMGR 430 Marketing Principles **18 Hours**
Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and current business case studies. The student will learn to apply marketing skills in the development of a marketing plan. *(Apportionment)*

BMGR 431 Finance for the Non-Financial Manager **18 Hours**
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. *(Apportionment)*

BMGR 452 Understanding Business Contracts **18 Hours**
This course is an overview of basic contract principles and explores the meaning and effect of common contracts clauses. Topics covered include the different types of contracts, defenses available to the enforcement of a contract, subsequent remedies for the breach of a contract, and alternatives in the absence of a contract. *(Apportionment)*

BMGR 610 Management Skills II **18 Hours**
Required This course focuses on developing management skills in working with individuals and teams to promote productivity, quality and innovation. Topics include employee performance appraisal, performance management, work groups, and the control process for keeping people, plans and programs on track. *(Apportionment)*

BMGR 630 Quality System: ISO 13485:2003 Basics **12 Hours**
This course provides an overview of the quality management system requirements for manufacturers of medical devices defined by the ISO 13485:2003 standard. It is designed for all employees involved in developing, implementing and maintaining a quality management system, including managers, supervisors, and staff, including new hires and incumbent workers. *(Fee-Based)*

BMGR 665 European Certification Requirements for Medical Devices **36 Hours**
Course introduces students to the EU Medical Device Directive and its importance to medical device companies. The course provides step-by-step guidance to achieve and maintain EU requirements for the quality, safety, and performance of medical device products. *(Fee-Based)*

BMGR 670 Notary Public Seminar **4 Hours**
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. *(Fee-Based)*

BMGR 680 Notary Loan Signing Certification **4 Hours**
Prerequisite(s): 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. *(Fee-Based)*

Clothing (CC)

CC 205 Sewing Techniques for Beginners **35 Hours**
Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use and making clothing alterations will be covered. *(Fee-Based)*

CC 206 Basic Sewing Techniques for Beginners **18 Hours**
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. *(Fee-Based)*

CC 215 Sew What You Wish **35 Hours**
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. *(Grant-Funded)*

CC 220 Sewing Special Occasion Outfits **35 Hours**
Through instructor demonstration and hands-on experience, students will be able to construct a variety of clothing items using couture techniques. The course includes wardrobe planning, a personal computer fashion analysis, alterations, fitting, and machine use. *(Fee-Based)*

CC 221 Couture Dressmaking I : Blouses **18 Hours**
Through instructor demonstration and hands-on experience, students will be able to construct a classic fitted blouse using couture techniques. The course includes computer fashion analysis, alterations, fitting and sewing machine use. *(Fee-Based)*

CC 225 Exploring Knitting and Crocheting **35 Hours**
Students will be introduced to hand-knit and crochet designs and techniques. Through hands-on experience they will improve their skills and learn to make attractive garments for family and friends. *(Fee-Based)*

CC 235 Contemporary & Traditional Quilting **35 Hours**
This course will introduce basic steps of quilting and applique, including, fabric selection, design principles, assembly, borders and binding. Students will make projects using various quilting methods. *(Fee-Based)*

CC 236 Contemporary & Traditional Quilting I **18 Hours**
Building on basic foundational skills of patchwork and applique, learning new techniques and working with tools of the trade, students will make a variety of projects. Instructions and demonstrations given in each session. *(Fee-Based)*

CC 240 Technical and Creative Use of Serger Machines **35 Hours**
Learn how to thread and operate a serger while discovering creative applications for its use on various projects. Stitch formation and tension adjustments will be covered. Bring your machine or use ours. *(Fee-Based)*

CC 241 Technical and Creative Use of Serger Machine I: Knits **18 Hours**
Learn how to thread and operate a serger while discovering techniques for serging with knit fabrics. Stitch formation and tension adjustments will be covered. Bring your machine or use ours. *(Fee-Based)*

CC 245 Sew Tailored Projects that are Runway Worthy **35 Hours**
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. *(Fee-Based)*

CC 246 Sew a Tailored Wardrobe I: Unlined Jacket **18 Hours**
Sew an unlined jacket that will enhance your image by creating garments that are sewn professionally and fit precisely. A personal computer fashion analysis, new techniques, proper interfacings, pressing and alterations will result in designer-like outfits and financial savings. . *(Fee-Based)*

CC 250 Fashion Design: Patternmaking **35 Hours**
Create and fit a personal basic pattern. Learn pattern manipulation processes to generate your own designs. One element of clothing will be emphasized each term, ex: bodices, pants, skirts, jackets. *(Fee-Based)*

CC 260 Needlework for Home and More I **18 Hours**
Needlework techniques, such as cross stitch, embroidery and appliqu&#xfffd;ill be explored in depth. No previous needlework experience needed. *(Fee-Based)*

CC 263 Needlework for Home and More II **18 Hours**
Needlework techniques, such as Brazilian and ribbon embroidery, and Swedish Weaving will be explored in depth. No previous needlework experience needed. *(Fee-Based)*

CC 265 Fashion Design: Patternmaking I **18 Hours**
Learn pattern manipulation processes to generate your own designs. Includes slash-spread, and pivot-transfer methods. One element of clothing will be emphasized each term, ex: bodices, pants, skirts, jackets. *(Fee-Based)*

CC 268 Fashion Design: Patternmaking II **18 Hours**
Create and fit a personal basic pattern. Learn pattern alterations and grain line fitting. One element of clothing will be emphasized each term, ex: bodices, pants, skirts, jackets. *(Fee-Based)*

CC 270 Basic Sewing Techniques **28 Hours**
Students will learn new methods of sewing. Fundamental skills of understanding pattern directions. Sewing machine use and making clothing alterations will be covered. *(Fee-Based)*

CC 275 Sewing Machine Techniques - Beginning **4 Hours**
Introduction or update basic sewing machine techniques including threading, stitch length/width adjustments. Basic seams and seam finishes demonstrated and practiced. Use of basic feet and machine maintenance included. Bring your own machine or use ours. *(Fee-Based)*

CC 280 Sewing Machine Techniques - Intermediate **4 Hours**
Update intermediate sewing machine techniques. Twin needles and decorative stitches covered. Use of specialty feet and machine maintenance included. Bring your own machine or use ours. *(Fee-Based)*

CC 405 Fashion Design: Copy Ready-to-Wear Garments I **18 Hours**
Create a pattern from your favorite Ready-to-Wear Garments without taking the garment apart. Bodices and dresses will be emphasized. *(Fee-Based)*

CC 406 Fashion Design: Copy Ready-to-Wear Garments II **17.5 Hours**
Create a pattern from your favorite Ready-to-Wear Garments without taking the garment apart. Jacket, pants and skirts will be emphasized. (Tuition) *(Fee-Based)*

CC 410 Fashion Design: Sewing Lab **12.5 Hours**
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. *(Fee-Based)*

CC 415 Sewing Techniques **22.5 Hours**
Sewing machine techniques. Sew a blouse or shirt. Learn to s set-in sleeves, embellish fabric, sew collars, buttonholes and zippers. Using twin needles and decorative stitches covered. Use of specialty feet and machine maintenance included. Bring your own machine or use ours. *(Grant-Funded)*

CC 420 Fashion Design: Fitting and Alteration-Blouse **22.5 Hours**
Custom fit and alter a basic blouse pattern. Alter a commercial pattern then fit the fabric blouse to your body curves. Learn to recognize wrinkles and folds and how to eliminate them to create a perfect fit. *(Fee-Based)*

CC 422 Fashion Design: Sweatshirt Makeover **14 Hours**
This class will teach students to re-design the basic pullover sweatshirt, including re-sizing and custom-fitting. Students will also learn about restyling a cardigan, vest or jacket. Students will have the opportunity to add various design details such as new necklines, sleeve lengths, and ruffles or embroidery. *(Fee-Based)*

CC 425 Fashion Design: Fitting and Alterations: Pants, Part 1 **14 Hours**
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. *(Fee-Based)*

CC 426 Fashion Design: Fitting and Alterations: Pants, Part 2 **14 Hours**
This course will teach students to custom fit a commercial pants pattern. Students will also learn how to create a master pattern-sloper. They will complete alterations to the garments and practice pattern changes to create even more pant styles. *(Fee-Based)*

CC 430 Fashion Design: T-Shirt Makeover **14 Hours**
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. *(Fee-Based)*

Computer (COMP)

COMP 119 Adobe Photoshop Elements **24 Hours**

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. *(Apportionment)*

COMP 121 Digital Photo Albums for Beginners **24 Hours**

Advisory: MS 104 Windows Operating Systems - Introduction and COMP 105 Discover the Internet

Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos email photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book. Textbook may be required. *(Apportionment)*

COMP 350 Visual Basic for Applications (VBA) for Excel - Introduction **36 Hours**

Advisory: MS 165 MS Excel - Power-User skills or Experience building Excel spreadsheet in response to data needs or externally delivered requirements

Learn how to create and edit Visual Basic for Applications (VBA) code without using the macro recorder. Learn how to write VBA projects using subroutines and functions. Understand how to utilize VBA's methods and properties to perform Excel work in a fast and flexible manner. *(Apportionment)*

COMP 510 Computer Keyboarding, Mastery I **30 Hours**

Prerequisite(s): The student must be able to key 35 net words per minute (nwpm) timed writing or have completed COMP 685 Computer Keyboarding - Beginning with a pass grade

The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. *(Apportionment)*

COMP 511 Computer Keyboarding Mastery II **30 Hours**

Prerequisite(s): The student must have completed COMP 510 Computer Keyboarding - Mastery I with a pass grade

The second of two keyboarding courses designed to increase and maintain keying speed and accuracy to employment levels of 50+ net words per minute (nwpm). *(Apportionment)*

COMP 645 Integrated Computer Projects **36 Hours**

Designed for those who want to apply the knowledge they have gained from previous computer classes. See how those skills can be put to work in real world simulations! Capstone course for students who have already learned the basics of computer usage. Recommended proficiency in: Introduction to Computers, Discover the Internet, MS Office Overview or equivalent. *(Apportionment)*

COMP 650 Quickbooks Fundamentals for Financial Office Applications **36 Hours**

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

COMP 652 QuickBooks Fundamentals for Financial Office Applications, Intermediate **36 Hours**

Advisory: COMP 652 is designed for individuals that have already completed COMP 650or are currently using QuickBooks

This course is intended as the foundation for using QuickBooks as a bookkeeping, business management and cash flow building tool. The course material provides a critical basis for establishing bookkeeping best practices and ensuring accurate financial information. *(Apportionment)*

COMP 675 Digital Scrapbooking **36 Hours**

Advisory: Knowledge of Windows and Photoshop or COMP 119 Adobe Photoshop Elements

Scrapbooking is a 2.5 billion dollar industry in the United States. Computerized graphic design is dramatically transforming the industry. Digital scrapbooking skills are important for anyone working in the graphic design field. Learn the design essentials of professional digital scrapbooks, hardware and software requirements, and the creation of graphic elements. *(Apportionment)*

COMP 685 Computer Keyboarding, Beginning **36 Hours**

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

COMP 700 Adobe Photoshop Elements Tools for Intermediate Users **24 Hours**

Advisory: Knowledge of Windows and COMP 119 Adobe Photoshop Elements

For intermediate- or advanced-level photographers or scrapbookers. Covers tools and techniques for creating text with character, custom shapes and layer styles to add pizzazz, using and creating brushes for embellishments, adding blend modes and filters to give dimension, and automating pages using templates. *(Apportionment)*

COMP 705 Digital Photo Restoration and Portrait Makeovers **24 Hours**

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. *(Apportionment)*

COMP 740 A+ Essentials **36 Hours**

This course will prepare you for the CompTIA A+ Essentials certification exam (2006 Objectives). Students will obtain the skills and knowledge necessary to install, build, upgrade, repair, configure, troubleshoot, and perform preventative maintenance on personal computer hardware and operating systems. Textbook Required. *(Fee-Based)*

COMP 745 A+ Remote Support Technician (Practical Application) **36 Hours**

Learn the skills necessary to work as a field service technician or support technician through hands-on activities. With a focus on A+ exam preparation, you will gain knowledge to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. Troubleshooting and computer security also covered. Textbook Required. *(Fee-Based)*

COMP 750 Network+ Certification **24 Hours**
This course will prepare you for the CompTIA Network+ Certification. This hands-on class covers describing the features and functions of networking components. It also includes managing, maintaining, troubleshooting, installing, operating, and configuring basic network infrastructure. Textbook Required. *(Fee-Based)*

COMP 755 Blogging For Beginners **10 Hours**
Learn to create your own blog. Topics include: name your blog, choose a blogging program, write creative posts, use tags, and add audience-building links to your text. Students will practice creating blogging and creating posts. *(Fee-Based)*

COMP 760 Using Facebook & LinkedIn for Business **4 Hours**
Social networking applications such as Facebook and LinkedIn allow you to communicate and share information with your contacts through message walls, groups, and instant messages. This course teaches how to use social networking applications to communicate and share information. Learn how to give your business maximum exposure with networking applications. *(Fee-Based)*

COMP 765 Using Google Apps for Business **4 Hours**
Google apps such as Gmail, Google Docs, and Google Calendar are used by millions of users. Learn how to use these apps in your personal life and to save your company time and money. *(Fee-Based)*

COMP 770 How To Use Microsoft Office Live **4 Hours**
Microsoft Office Live is used for personal use and small business. Learn how to use Office Live to create a website, and store and share documents online. *(Fee-Based)*

COMP 775 Transitioning to Windows 7 for Beginners **2 Hours**
This course provides an overview of important new features in Windows 7 to help users work easily and efficiently with computers. Topics include the new features and tools to organize, find, protect, and share information. Hands-on lab instruction will be provided. *(Fee-Based)*

COMP 780 Windows 7 Beta for IT Professionals **10 Hours**
Advisory: Experience installing, configuring, and windows desktop operating systems
This course is designed for individuals with experience installing, configuring, and supporting Windows desktop operating systems. Students will be introduced to the new features in Windows 7 Beta. Topics include user productivity, security and control, PC management, and desktop optimization. Participants will receive hands-on lab instruction. *(Fee-Based)*

COMP 805 What is GIS and How is it Used? **4 Hours**
This class provides an overview of Geographic Information Systems (GIS) and career opportunities with GIS. Topics include what GIS is, how it can be used, fundamental concepts of GIS, how and where GIS data is obtained, and how to create basic maps. Activities use ESRI ArcGIS 9.2 software. *(Fee-Based)*

COMP 807 Geographic Information Systems (GIS) - Introduction **36 Hours**
This course will discuss Geographic Information Systems (GIS) and its applications to spatial data management. The course will cover how and where GIS data is obtained, using Global Positioning Systems (GPS), geo-coding, map projection, georeferencing, and coordinate systems. Spatial analysis and hands-on projects will also be included. *(Fee-Based)*

COMP 810 Computer Operating Systems, Introduction **30 Hours**
This course provides an introduction to computer operating systems such as Unix/Linux, DOS, and Microsoft Windows Operating Systems. Learn about system requirements, file systems management, protection and security, emerging technologies, and storage management through lectures and hands-on lab. *(Fee-Based)*

COMP 812 Microsoft Windows Client Administration **30 Hours**
This class covers installing, configuring, and administering Microsoft Windows client operating systems. Topics include using administrative tools to create user and group accounts and accessing shared resources on a network. Learn how to manage user profiles, how clients can join and operate within a domain network environment. *(Fee-Based)*

COMP 814 Microsoft Project Professional - Introduction **20 Hours**
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. *(Fee-Based)*

COMP 815 Help Desk Support & Troubleshooting **30 Hours**
This courses covers help desk support skills for the computer and information systems field. Topics include delivering effective technical support, common user problems, identifying the problem, help desk support tools, and resolving user problems. Students will be prepared to provide technical assistance to computer users. *(Fee-Based)*

Computer Information Systems and Technology (CIST)

CIST 100 Information Technology (IT) Technical Support Fundamentals **54 Hours**
This course is the first of a series that aims to prepare students for a role as an entry-level IT Support Specialist. Students will be introduced to the world of Information Technology. Topics include: computer hardware, Internet and security, managing computer software, networking and security, understanding/installing operating systems, troubleshooting, and customer service. *(Apportionment)*

CIST 105 The Bits and Bytes of Computer Networking **54 Hours**
Prerequisite(s): CIST 100 Information Technology (IT) Technical Support Fundamentals
This course is part of a series that aims to prepare students for a role as an entry-level IT Support Specialist. In this course, students will learn a full overview of Computer Networking. Topics include: the fundamentals of modern networking technologies and protocols, and overview of the cloud, practical applications, and network troubleshooting. *(Apportionment)*

CIST 110 Operating Systems and Becoming a Power User **54 Hours**
Prerequisite(s): CIST 105 The Bits and Bytes of Computer Networking
This course is part of a series that aims to prepare students for a role as an entry-level IT Support Specialist. In this course, students will learn about the main components of an operating system (Windows, Linux, OS, etc.) and how to perform critical tasks like managing software and users and configuring hardware. *(Apportionment)*

CIST 115 System Administration and IT Infrastructure Services 72 Hours
Prerequisite(s): CIST 110 Operating Systems and Becoming a Power User
This course is part of a series that aims to prepare students for a role as an entry-level IT Support Specialist. Students will learn infrastructure services that keep organizations up and running, typical cloud infrastructure setups,how to use industry tools to manage computers, user information, and user productivity. *(Apportionment)*

CIST 120 IT Security: Defense Against the Digital Dark Ages 72 Hours
Prerequisite(s): CIST 115 System Administration and IT Infrastructure Service
This course is part of a series that aims to prepare students for a role as an entry-level IT Support Specialist. Students will learn about IT security concepts, tools, and best practices. *(Apportionment)*

CIST 150 Develop in Swift Explorations: Values 15 Hours
The first course in a series to learn how to develop in Swift. Students will learn about the fundamental units of programming, explore how to associate names with values using variables and constants, and how values can be used in simulations. The course culminates in an app project. *(Apportionment)*

CIST 153 Develop in Swift Explorations: Algorithms 15 Hours
Prerequisite(s): CIST 150 Develop in Swift Explorations: Values
This is the second course in a series to learn how to develop in Swift. Students explore how functions can encapsulate repetitive tasks and how to use if/else statements to make decisions in their code. Students also learn how Swift uses types to distinguish different kinds of data. *(Apportionment)*

CIST 156 Develop in Swift Explorations: Organizing Data 15 Hours
Prerequisite(s): CIST 153 Develop in Swift Explorations: Algorithms
This is the third course in a series to learn how to develop in Swift. Students explore how to create custom types using structs, group large quantities of items into arrays, and process them using loops. Students also learn how to use enums to represent a set of related values. *(Apportionment)*

CIST 159 Develop in Swift Explorations: Building Apps 15 Hours
Prerequisite(s): CIST 156 Develop in Swift Explorations: Organizing Data
The fourth course in a series to learn how to develop in Swift. Students will use techniques to add user interface elements to a screen, connect those elements to code, and respond to the events generated by user interaction. *(Apportionment)*

Consumer Ed (CNED)

CNED 235 Professional Business Etiquette 36 Hours
This class will empower you to present yourself with confidence and authority. Topics covered include dining skills, introductions, how to make an entrance, remembering names, handshaking, conversation & listening skills. *(Fee-Based)*

CNED 245 Career Search Strategies 10 Hours
Our role is to provide you with the tools and training to conduct a highly effective job search program. This includes a customized job search game plan, a self assessment of your career strengths, effective self presentation strategies and negotiating recommendations to maximize your earnings. *(Fee-Based)*

CNED 250 Novel Writing and Memoirs 40 Hours
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. *(Fee-Based)*

CNED 255 Simplifying Your Life through Organization 2 Hours
This course focuses on home organization to bring the benefits of a simpler life. In this class students will learn several practical and real-world strategies to get their complete home in order. The course begins with organizing basics and then applies the basic strategies to kitchen, bedroom, office and storage. *(Fee-Based)*

Cooking (FN)

FN 700 Cake Pop Master Class 4 Hours
Create luscious, gorgeous cake pops. You will learn to make and decorate your pops with swirling sprinkles, impressive marbling and tempting drizzled candy. Combine icing flowers and piping techniques to create gorgeous garden scenes on your pops or learn to pipe scrollwork for a sophisticated touch or animal prints for a playful look. Create fun, scrumptious treats for birthdays, showers, weddings and more. Please bring a container to take home your treats. All materials included in the cost of the class. *(Fee-Based)*

FN 701 Chocolate Show-Stopping Desserts! 4 Hours
Wow your guests with unique, decadent, and beautiful chocolate creations! We will learn the art and science of tempering chocolate, molding and pouring chocolate, and using chocolate designs. We will create a new exciting dish in each class. Bring a friend! Please bring a container to take home your creations. All materials are included. *(Fee-Based)*

Creative Arts (CRAE)

CRAE 100 Creative Arts for Older Adults 36 Hours
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. *(Apportionment)*

CRAE 101 Ceramics for Older Adults 24 Hours
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. *(Apportionment)*

CRAE 103 China Painting for Older Adults **24 Hours**
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. *(Apportionment)*

CRAE 104 Needlecrafts, Knitting, Crochet for Older Adults **36 Hours**
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. *(Apportionment)*

CRAE 105 Painting for Older Adults **36 Hours**
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. *(Apportionment)*

CRAE 215 Scrapbooking Design and Techniques **16 Hours**
Students will make personalized scrapbook pages. This is an introductory course for beginners who want to learn about design and several techniques. Projects include metal embellishments, paper flowers, and transfers. Learn how to incorporate the principles and elements of art and design to create captivating layouts for your memories. *(Fee-Based)*

CRAE 315 Beginning Drama for Older Adults **24 Hours**
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. *(Apportionment)*

CRAE 320 Basic Drawing **30 Hours**
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. *(Fee-Based)*

CRAE 325 Watercolor **30 Hours**
This course is designed for beginning to intermediate watercolor. Lecture/demonstration is followed by guided lab session. Among the subjects covered will be materials, washes, glazes, color theory, etc. There are voluntary, supportive critiques at the end of each class. *(Fee-Based)*

CRAE 332 Tole Painting and Decorative Artwork - Intermediate **30 Hours**
The course offers students the opportunity to build on the basic skills learned in basic Tole and Decorative classes. The course includes the use of acrylic paint, discussion of strokes and techniques, and projects utilizing a variety of surfaces including tin, wood, porcelain and furniture. Some painting experience is necessary for this class. *(Fee-Based)*

CRAE 340 Silk Painting **24 Hours**
This is a course to learn silk painting with the Serti technique where designs are outlined with gutta or resist on stretched white silk. *(Fee-Based)*

CRAE 345 Recycled Materials Become a Tote Bag **10 Hours**
This course is designed to teach students basic sewing techniques and to create a reuseable tote bag all while learning about recycling and reusing materials in our everyday lives. Students will make a functional reuseable bag that can be used as a beach tote, grocery/shopping bag, and a diaper or book bag. *(Fee-Based)*

CRAE 350 Art Appreciation: Looking and Learning **16 Hours**
This course takes students on an educational journey to the world of art and the artist. Students will learn about different periods of art, about the lives of the artists, and the world in which they lived that inspired their work. *(Fee-Based)*

CRAE 355 Paint Night Art Workshop **4 Hours**
Come join us for fun with paint, snacks, and friends!! A professional Artist will lead our group to recreate the workshop's featured painting while we enjoy music, snacks, and socialize with others. Each workshop is different and focuses on a different artist and famous painting. Easy to follow instructions. All supplies are included. Take home finished painting. No experience necessary! *(Fee-Based)*

CRAE 360 Combine Painting **24 Hours**
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. *(Fee-Based)*

Dance-NOCE (DAN)

DAN 102 Ballroom Dancing - Latin and Swing Dance **16 Hours**
Learn the most popular dances. Includes traditional contemporary dances: cha cha, waltz, foxtrot, tango, East Coast swing samba, rumba, and country western. Have fun and make new friends! A partner is not required. You must wear soft-soled shoes. Last class meeting arranged for night out dancing (nominal fee). *(Fee-Based)*

DAN 103 West Coast Swing Dance **12 Hours**
Learn only one dance West Coast Swing! Dance it fast or slow to your favorite music. The official state dance of California. This dance will be popular forever. A partner is not required. Wear soft soled shoes. Last class meeting arranged for night out dancing (nominal fee). *(Fee-Based)*

DAN 104 Salsa Dance **10 Hours**
Learn the basics and fun variations of this hot dance. A partner is not required. *(Fee-Based)*

DAN 112 Adult Jazz Dance **10 Hours**
Students will learn jazz dance techniques with strength and flexibility training along with simple dance combinations. *(Fee-Based)*

DAN 114 Adult Ballet - Beginning **10 Hours**
This course will concentrate on the fundamental techniques of ballet. Each class will begin with the basic "barre" exercises, moving into the center for stretching and ballet combinations, followed by executing moves while traveling across the floor. *(Fee-Based)*

DAN 117 Waltz and Cha Cha Dance **12 Hours**
Learn and dance some fun patterns of both Waltz and Cha Cha. Both dances are very popular. Learn the basics and techniques of both. Join us for some fun. Last class meeting arranged for night out dancing (nominal fee). *(Fee-Based)*

DAN 118 Fox Trot and Tango Dancing **12 Hours**
Experience both the Fox Trot and American and Argentine styles of Tango dancing. Both dance styles are very popular. Learn the basics and techniques of both. Join us for some fun. Last class meeting arranged for night out dancing (nominal fee). *(Fee-Based)*

DAN 119 The Art of Belly Dancing **36 Hours**
Exercise while exploring the dance and rhythms of the Near and Middle East through Belly Dancing. Learn arm, hand and body movements including belly rolls as well as techniques for finger cymbals and veil work. Class taught to accommodate beginners as well as those with experience. Bring finger cymbals or learn how to make them with bottle caps and 3 yards of flowing fabric approximately 45 inches wide for the veil session. *(Fee-Based)*

DAN 120 Hip Hop Dance **4 Hours**
Learn new hip hop dance moves and fun, funky choreography! Stimulate your mind while learning choreography and strengthen your body with our fun stretches and exercises. *(Fee-Based)*

DAN 125 Irish Dance - Beginning (Ages 13-Adult) **4 Hours**
Learn Irish dance from an instructor who has taught adults for 15 years! Students will learn the beginner steps of the Reel and Jig and a social dance. Class will be fun, informative, and a place to meet new friends. Also, a great way to prepare for St. Patrick's Day! Music CD required. *(Fee-Based)*

DAN 130 Waltz, Cha Cha & Tango Dance **12 Hours**
Learn the basics and have fun with American style dancing. A partner is not required. *(Fee-Based)*

DAN 135 Ballroom Dancing - Rhythm & Latin Style: Cha Cha, Swing, Rumba, Mambo, Samba **16 Hours**
Learn the basic steps and variations of these rhythm and latin style dances. Join the class for a fun evening of dancing. *(Fee-Based)*

DAN 140 Latin Cardio Blast **10 Hours**
Come dance to a variety of latin beats while learning the basic steps of salsa, merengue, samba and more. Have fun while burning calories. This is a cardio blast workout, so bring a towel and water. *(Fee-Based)*

DAN 145 Ballroom Dancing - Smooth Style: Fox Trot, Waltz, Tango **16 Hours**
Learn the basic steps and variations of these smooth, elegant ballroom dances. Join the class for a fun evening of dancing. *(Fee-Based)*

DAN 150 Bellydancing Techniques for Performance **6 Hours**
Learn everything necessary to perform a short belly dancing routine in 6 weeks. Good for parties or events and anyone interested in learning the proper technique and execution of this dance quickly. Learn finger cymbals and veil techniques as well. *(Fee-Based)*

DAN 160 Afro-Latin Dance Workout **8-12 Hours**
In this low impact aerobics class, students will learn basic African and Caribbean dance moves to the beat of percussion music. *(Fee-Based)*

DAN 165 Belly Dance Workout **6 Hours**
Students will experience the mystery and beauty of the dances of the Middle East including Belly dance, Dabke and fusion forms designed in an exercise/workout format. *(Fee-Based)*

DAN 170 Salsa Boot Camp **9 Hours**
Students will learn eight count Salsa basics and how to lead and follow in this intensive class. Learn this popular dance, have fun and exercise. *(Fee-Based)*

DAN 175 Argentine Tango **6 Hours**
Students will learn basic steps, coordination, and partnering skills, along with styling and more intricate footwork. Once you experience this dance form, you will want to continue your Tango journey forever! *(Fee-Based)*

DAN 177 Argentine Tango Workshop **8-12 Hours**
Learn and practice the fabulous style of Tango from Argentina that continues to gain popularity. Get yourself prepared to attend a Milonga/dance and enjoy the energy. American and International derived from this beautiful Tango. Learn Caminadas, Ochos, Ganchos and more. *(Fee-Based)*

DAN 180 East Coast Swing Dance **6 Hours**
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! *(Fee-Based)*

DAN 185 Latin Social Dance **6 Hours**
Classes will cover Merengue. By the end of these six weeks, you will have developed lots of partnering and styling skills, and you'll know what to do when you hear some fabulous Latin music! *(Fee-Based)*

DAN 190 West Coast Swing Boot Camp **9 Hours**
Students will learn six and eight count basics and how to lead and follow in this intensive class. Learn this popular smooth style swing, have fun and exercise. *(Fee-Based)*

DAN 195 Tap Dance for Adults **6 Hours**
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. *(Fee-Based)*

DAN 200 Ballet - Adult Beginning **10 Hours**
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. *(Fee-Based)*

Digital (DIG)

DIG 100 Adobe After Effects **24 Hours**
Students will get an overview of the features, techniques and effects used in Adobe After Effects. This is a most powerful editing and composition video production and effects tool, used by professionals every day, for television, video and film. *(Fee-Based)*

DIG 101 Adobe Premiere Pro **24 Hours**
Prerequisite(s): Computer Literacy
Edit in real-time and enjoy an elegant interface. Create productions that stand-out using new professional tools such as color correction, multiple nestable timelines, keyframable effects and much more. Work with your tools of choice thanks to tight integration with leading video hardware and software. Bring DVD/Flash Drive. PC lab only. *(Fee-Based)*

DIG 102 Adobe Photoshop - Beginning **24 Hours**
Adobe Photoshop is the world's leading image editing software, and the tool of choice for computer graphic artists and web designers. Learn the basics of digital imagining, and how to use Photoshop's common tools, palettes, and commands for manipulating images and compressing them for the fastest downloads. Exercises include color corrections, image retouching, photo montaging and other uses. Discover how to alter photographs, create digital collages, and scan images. Need to know basic computer and typing skills. *(Fee-Based)*

DIG 103 Adobe Illustrator - Beginning **24 Hours**

Advisory: COMP 100 Introduction to Computers and MS 160 MS Office - Overview

The Adobe Illustrator beginning course covers the basic concepts and techniques of computer graphics. The principles of art and design are taught in a studio setting emphasizing hands-on experience. Students create original illustrations using vector-based graphics software. *(Fee-Based)*

DIG 104 Adobe Illustrator - Advanced **24 Hours**

Prerequisite(s): DIG 103 Adboe Illustrator - Beginning or equivalent experience

Review the basics of Illustrator and then go on to create elaborate graphics for web pages, commercial design and desktop publishing. Learn the essentials of pre-press printing technique (color separation and trapping), professional page layout tips, fundamental digital color theory and design concepts. Illustrator is a graphic artist's essential tool along with Adobe Photoshop. Bring Flash Drive. *(Fee-Based)*

DIG 105 Adobe Dreamweaver - Beginning **24 Hours**

Prerequisite(s): Knowledge of internet, operating system navigation, basic computer skills, opening/saving documents

Learn the principles of web design and how to edit HTML documents. Integrate web graphics find resources on the Web and survey advanced techniques related to E-commerce websites. Create your own site and demo your work in last class. Bring Flash Drive. PC lab only. Textbook Required. *(Fee-Based)*

DIG 106 Adobe Flash Pro - Beginning **24 Hours**

Prerequisite(s): Knowledge of internet, operating system navigation, basic computer skills, opening/saving documents

Students will learn how to use Flash to do web animations, interactivity and will build complete websites using only Flash. Learn basic animation, key frames, tweening, movie clips, basic action script, preparing images for web/multimedia and more! Bring Flash Drive. PC lab only. Textbook required. *(Fee-Based)*

DIG 109 Adobe Photoshop - Introduction **24 Hours**

Students will learn how to use Photoshop to do a variety of image correction, coloring, compositing, and special effects techniques for print, web and multimedia. Questions regarding visual aesthetics and design, importing digital files and output will be discussed. Students will have the opportunity to produce finished projects according to their needs and aspirations. *(Fee-Based)*

DIG 111 Adobe Photoshop - Intermediate **24 Hours**

Prerequisite(s): DIG 102 Adobe Photoshop - Beginning or equivalent experience

Explore more professional features: working with complex masks, filters and advanced layers, professional photo editing and restoration, 3D-like rendering with gradients, and much more. Learn fundamental digital color schemes and design concepts. Bring Flash Drive. PC lab only. Textbook required. *(Fee-Based)*

DIG 112 Website Design HTML 5 **24 Hours**

Prerequisite(s): Knowledge of Internet, operating system navigation, basic computer skills, opening/saving documents

Learn the basic principles of web page construction; edit and format HTML documents. Make hyperlinks to other pages, make tables, build forms, embed and optimize images. Learn about JPG, GIF formats, create frames; learn to use Java and JavaScript, review professional web-authoring tools like Dreamweaver and Fireworks. Bring Flash Drive. PC lab only. Textbook Required. *(Fee-Based)*

DIG 113 Adobe After Effects - Introduction **24 Hours**

Advisory: DIG 101 Adobe Premiere or editing experience and familiar with Adobe Photoshop

Express your creative ideas using After Effects CS5. Employ innovative 2D, 3D, text, and vector graphic compositing and animation tools; choose from an extensive selection of effects; and add high-quality audio. Explore a large library of creative building blocks to get you started, and take advantage of command line automation and scripting for advanced applications. Combine layers into new, visually rich alternate realities. Mask, key, motion track, color correct, paint, and perform a variety of visual effects magic with powerful, efficient, and precise tools. *(Fee-Based)*

DIG 114 Adobe After Effects - Intermediate **24 Hours**

Prerequisite(s): DIG 102 Adobe Photoshop and DIG 101 Premiere Pro

Learn the Adobe After Effects work area; integrating video and graphic motion, creative mattes, animation, filtering, and multimedia animation. Bring DVD/Flash Drive. PC lab only. *(Fee-Based)*

DIG 115 Adobe After Effects - Advanced **24 Hours**

Prerequisite(s): DIG 114 Adobe After Effects - Introduction

Learn advanced graphics motion and modification. Advanced key frame techniques and special effects. Students will have a choice of either a PC or MAC computer system as available. *(Fee-Based)*

DIG 116 Apple Final Cut Pro **24 Hours**

Prerequisite(s): Knowledge of MAC OS X.2 and familiar with graphics and editing

Learn basic and advanced editing techniques. Work with clips in the viewer: trimming, adjusting and controlling numerous characteristics in video, audio, filters and motion settings. Use various methods of sequencing your videos in the Canvas/Timeline with "drag and drop" and automatic methods such as insert, overwrite, replace, fit to fill, and superimpose. Become familiar with key framing for effects, applying transitions for creative moments. Learn how to capture/create, edit and place still images and audio files. *(Fee-Based)*

DIG 135 Adobe Flash Pro - Intermediate **24 Hours**

Prerequisite(s): DIG 106 Adobe Flash Pro - Beginning

Students must have a complete understanding of Flash basics: tweening, motion paths, the library, movie clips and basic action script. Learn to use Flash for complex web animations, special effects, and sophisticated interactivity. Learn intermediate action scripting which includes working with objects, classes, methods, properties, functions and event handlers. Controlling multiple timelines, sound effects and text will be taught as well as adding dynamic interactivity to the movie and clip. Bring Flash Drive. PC lab only. Textbook required. *(Fee-Based)*

DIG 151 Adobe Indesign - Beginning **24 Hours**

Advisory: Computer Literacy

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

DIG 162 Adobe Dreamweaver - Intermediate **24 Hours**

Prerequisite(s): DIG 105 Adobe Dreamweaver - Beginning

Students will build upon their beginning Dreamweaver and/or HTML skills to learn how to develop more interactive and sophisticated websites. Special emphasis will be placed on developing and linking to databases using Dreamweaver. Bring Flash Drive. PC lab only. Textbook Required. *(Fee-Based)*

DIG 164 SolidWorks for the Designer - Beginning 24 Hours
Prerequisite(s): Computer Literacy
Class will consist of hands-on exercises to develop 3D CAD design skills with state-of-the-art intuitive, parametric 3D CAD system. This course is designed for students with no prior knowledge of 2D or 3D CAD. The beginning course will focus on an introduction to SolidWorks and learning the basic tools to perform product design exercises for manufacturing. Bring Flash Drive. PC lab only. *(Fee-Based)*

DIG 165 SolidWorks for the Designer - Intermediate 24 Hours
Prerequisite(s): DIG 165 SolidWorks for the Designer - Beginning
Class will consist of hands-on exercises to develop 3D CAD design skills with state-of-the-art intuitive, parametric 3D CAD system. This course is designed for students who have completed SolidWorks (Beginning). The intermediate course will focus on achieving a more in-depth understanding of SolidWorks by implementing more advanced operations. Bring Flash Drive. *(Fee-Based)*

DIG 166 Adobe Encore and Adobe Audition 24 Hours
Prerequisite(s): Computer literacy and knowledge of Photoshop and/or Premiere Pro
Learn to author DVDs and output your project to all recordable DVD formats with Adobe Encore file editing software and Adobe Audition software for mixing and editing audio. Use Adobe Photoshop to create and edit menus. Output your project to all recordable DVD formats. Bring DVD/Flash Drive. PC lab only. *(Fee-Based)*

DIG 167 Digital Camera Workshop 4 Hours
Learn how to use your digital camera. This is a one time only, 4-hour workshop to learn the basic operation of your digital camera and how to transfer your digital images to your computer. Bring camera, cable, memory card and instructions. *(Fee-Based)*

DIG 168 Scanner Workshop 4 Hours
Learn how to use a scanner. This is a one time only, 4-hour workshop to learn how to use a scanner to copy photos, slides, negatives or drawings and store them on your computer. Bring material to copy including old photos and small 3-dimensional objects. *(Fee-Based)*

DIG 169 Adobe Photoshop for Web Workshop 8 Hours
Advisory: Any Website Design course or Photoshop course
For the more advanced Photoshop/WEB student. Learn how to manipulate photos for minimum download time with maximum resolution. This workshop consists of two, 4-hour classes over two consecutive Saturdays. *(Fee-Based)*

DIG 170 Computer Monitoring with Spector Pro for Home or Office 3 Hours
Learn how to easily monitor your children's or employees' computer activities with the highly ranked sleuth software program Spector Pro 5.0 by Spectorsoft. See what they are doing on MySpace, the internet or e-mail correspondence. The most impressive feature is the "Play" function. It allows you to perform a fast slide show of the previous activities on their computer. Keystrokes are also recorded so you can learn their passwords. This is a 3-hour workshop held in our state of the art computer lab at our Anaheim Campus. *(Fee-Based)*

DIG 175 Silk - Illustrator 28 Hours
Prior experience with Illustrator required. Intermediate to advanced techniques of Illustration using the pen tool, clipping masks, gradients, blends, and gradient meshes to create watercolor and silk painting effects. Printing to various medias, including silk will be explored. *(Fee-Based)*

DIG 180 Mobile Device Game Development 0 Hours
An introduction of game theory and game design as it pertains to websites and mobile devices. The class will focus on action script 3D programming language with emphasis on user interaction. Course includes hands-on exercises for art asset generation, game play mechanics and audio. Textbook required. *(Fee-Based)*

DIG 185 Website Development Workflow - Methods and Techniques 4 Hours
An introduction to modern workflow methods and techniques used in professional content creation pipelines. The class will focus on integrating multi format assets such as video, audio, vector, 3D and image sequences into a production pipeline. Overview of content management tools, and meta data tracking with an emphasis on reusable/flexible asset generation. *(Fee-Based)*

DIG 190 Print on Fabric 4 Hours
Printing on fabric with a basic color printer and scanner using Photoshop and Illustrator texture filters to create watercolor and silk painting effects will be explored and demonstrated. Students will print from their own drawings or photos on to various media such as silk and cotton to create a scarf or quilt block. *(Fee-Based)*

DIG 195 Adobe Flash Workshop - Intermediate 8 Hours
If you already know how to animate in Flash but want to take it to the next level this workshop is for you. We will cover intermediate to advanced tools and techniques in CS4. What makes the difference between amateurish Flash sites and professional level Flash come and find out. *(Fee-Based)*

DIG 200 Adobe Photoshop Workshop 4 Hours
Prerequisite(s): Completion of Beginning Photoshop or Photoshop Elements
An in-depth journey into professional Photoshop techniques and workflows with an emphasis on creative techniques. *(Fee-Based)*

DIG 210 Adobe Lightroom 0 Hours
Advisory: Knowledge of windows operating systems and experience with digital cameras and Photoshop
Adobe Photoshop Lightroom helps bring out the best in your photographs, whether you're perfecting one image, seaching for ten, processing hundreds, or organizing thousands. Create images, edit with state-of-the-art nondestructive editing tools. Manage all your images. Showcase your work in elegant print layouts, slide shows, and web galleries. *(Fee-Based)*

DIG 215 Adobe Illustrator - Intermediate 24 Hours
Advisory: Current working knowledge of beginning Adobe Illustrator or have used Adobe Illustrator in the past
Use pen tool. This course explores more advanced vector artwork; font manipulation; isometrics; shadows and shading; and other 3-dimensional effects. *(Fee-Based)*

DIG 220 Adobe Dreamweaver with PHP and MySQL - Beginning. 24 Hours
Advisory: Basic computer class and keyboarding class or equivalent
Adobe Dreamweaver CS6 is an application for web designers and developers used to create websites and applications for use across multiple targets including browsers, devices, and tablets. In this students will create a development environment for building PHP web applications with Adobe Dreamweaver and a MySQL database server. *(Fee-Based)*

DIG 225 Introduction to Animation - Adobe Edge **24 Hours**
Advisory: Basic computer, Internet, and computer graphics skills or equivalent
This course introduces graphic animation tools that use web standards for incorporating smooth animations and interactivity into projects. The generated content can be displayed across multiple platforms such as mobile phones, tablets and desktops computers and browsers without the need for additional plugins. You will learn to create motion content in the application's timeline-based interface. This course also covers importing and keyframing web graphics and adding interactivity to projects. *(Fee-Based)*

DIG 230 PHP and MySQL - Introduction **24 Hours**
Advisory: Basic computer and keyboarding skills and basic HTML and CSS knowledge
MySQL (TM) and PHP are two of the most popular open source technologies to emerge during the past decade. PHP is a powerful language for writing server-side Web applications. MySQL is the world's most popular open source database. Together, these two technologies provide you with a powerful platform for building database-driven Web applications. This hands-on MySQL and PHP course teaches everything you need to successfully build data-driven Web sites using MySQL and PHP. *(Fee-Based)*

DIG 232 PHP and MySQL - Intermediate **24 Hours**
Advisory: HTML 5 and CSS and DIG 230 - PHP and MySQL, Introduction
This intermediate hands-on MySQL and PHP course teaches everything you need to successfully build data-driven Web sites using MySQL and PHP. Should know HTML and CSS. *(Fee-Based)*

DIG 240 JavaScript Programming - Introduction **24 Hours**
Advisory: Basic computer skills and knowledge of HTML and CSS fundamentals
This course explores the fundamentals of JavaScript programming, one of the leading web development languages. Learn how to incorporate JavaScript code into HTML documents to produce stunning interactive Web pages. Students will be introduced to basic computer programming concepts including variables, operators, arrays, conditional statements, loops and functions. Hands-on exercises are performed each day to demonstrate key concepts and make web development with JavaScript fun and exciting. Bring USB Flash Drive. *(Fee-Based)*

DIG 242 JavaScript Program - Intermediate **24 Hours**
Advisory: JavaScript Programming basics, HTML and CSS fundamentals
This course is designed for students who have a solid foundation in the basics of using and writing JavaScript (either through completion of the Intro to JavaScript course or with instructor approval). This course is an intermediate level JavaScript course, which focuses on JavaScript's object-based features, and creating practical JavaScript applications. *(Fee-Based)*

DIG 245 Introduction to Programming **24 Hours**
Designed for non-computer science students interested in programming, or developing useful problem solving skills. This course explores the relationship between programming and problem solving using programming languages. Programming using scripting languages such as JavaScript and PHP, and a compiled, object-oriented language such as Java will be introduced. No prior programming experience is assumed. *(Fee-Based)*

DIG 255 WordPress - Beginning **24 Hours**
This course is designed for anyone looking to learn how to use the WordPress platform for either personal or business website use. The course covers the basics on how to use the WordPress platform including installation, content management, and configuration. The course also covers WordPress themes, plugins, and settings. Prior web publishing experience not required. Familiarity with web browsers and email is highly recommended. *(Fee-Based)*

Disability Support Services (DSPS)

DSPS 139 Orientation to DSPS **2 Hours**
A course designed to inform adults with disabilities about the programs and services offered through SCE/DSPS. *(Orientation)*

DSPS 615 Introduction to DSS and College Life **30 Hours**
This course is designed to equip students with disabilities with the knowledge and skills to be successful in the DSS Program and increase independence. *(Apportionment)*

Disability Support Services (DSSS)

DSSS 110 Community Resources **90 Hours**
This course is designed to provide students with the skills necessary to access resources in the community that may provide opportunities for employment, personal wellness, and organizations that provide community transition assistance. Topics include instructions for use of public transportation to get to and return from community destinations *(Apportionment)*

DSSS 111 Community Resources, Advanced **90 Hours**
This course is designed for students to utilize public transportation to access community agencies and resources. Topics include occupational resources in the community and more advanced public transportation skills. *(Apportionment)*

DSSS 116 Reading: Survival Vocabulary & Basic Reading and Writing **90 Hours**
This course is designed for students interested in improving their basic reading and writing skills, as well as increasing reading comprehension abilities. Topics include survival vocabulary, introduction to use of reference tools and time management. *(Apportionment)*

DSSS 117 Reading: Use in Real Life Situations **90 Hours**
This course is designed to assist students in increasing their functional reading comprehension and writing skills found in real life and vocational situations. *(Apportionment)*

DSSS 118 Developing Skills for College Success **36 Hours**
This course is designed to equip students with the knowledge and skills to be successful students and increase independence. *(Apportionment)*

DSSS 120 Computer Fundamentals: Beginning Skills **90 Hours**
This course is designed for students interested in an introduction to basic computer and word processing skills. *(Apportionment)*

DSSS 121 Computer Fundamentals: Basic Word Processing Editing 90 Hours
This course is designed for students interested in learning basic word processing editing and problem solving skills using technology. Topics include keyboarding, editing, and exploration of basics in word processing software. *(Apportionment)*

DSSS 122 Computers: Presentation Software & Basic Formatting 90 Hours
Designed for students interested in developing introductory skills on the use of presentation software and entry level data entry. Topics include training on the use of PowerPoint slide presentation software and basic spreadsheet software for data entry skill development. *(Apportionment)*

DSSS 123 Computers: Word Processing and Electronic Mail 90 Hours
Designed for students interested in increasing their basic knowledge of word processing and training in the use of the Internet and operation of e-mail accounts. *(Apportionment)*

DSSS 124 Photoshop Elements: Digital Camera Operation & Editing Fundamentals 90 Hours
This course is designed for individuals wanting to increase their basic knowledge of taking a digital photo and introduce photo editing software basics. Topics will include operating a camera or related device, the parts of a camera, photo editing software options and basic skills in editing to print. *(Apportionment)*

DSSS 125 Photoshop Elements: Layering and Special Effects 90 Hours
Designed for individuals interested in increasing their basic knowledge of photo editing software. Topics include introduction to layering special effects and adding text. *(Apportionment)*

DSSS 130 Banking & Bill Paying: Beginning Skills 90 Hours
A quick-paced course designed to provide students with foundational banking and money management skills. Topics include basic banking terminology, budgeting and computing purchases. *(Apportionment)*

DSSS 131 Banking & Bill Paying: Budgeting 90 Hours
A quick-paced course designed to provide money-management skills for students interested in living in their own apartment and managing finances. *(Apportionment)*

DSSS 132 Money Skills: Safe Shopping and Money Management 90 Hours
A course designed for students wanting to gain fundamental skills of safe shopping and money management basics. Students will learn to identify and avoid scams online and in the community. *(Apportionment)*

DSSS 133 Money Skills: Smart Shopping & Completing Transaction 90 Hours
This course is designed to provide students with the skills necessary for accurately making money exchanges, as well as saving and shopping smartly. Course topics will include counting the appropriate amounts of money for purchases, making change, tip calculations and tools, comparison shopping techniques and online deals to find the best bargain. *(Apportionment)*

DSSS 134 Basic Cooking: Beginning Skills 90 Hours
This course is designed to give students a foundation of basic cooking and food preparation concepts and activities, kitchen cleanliness and safety, and grocery shopping skills, using a variety of basic skills. *(Apportionment)*

DSSS 135 Basic Cooking: Advanced Skills 90 Hours
This course is designed for students interested in learning more advanced skills of cooking and food preparation concepts and activities. Topics include kitchen cleanliness and safety, nutrition, and grocery shopping skills, using a variety of basic skills. *(Apportionment)*

DSSS 137 Independent Living: Options & Resources 90 Hours
This course is an overview of living options for those considering living independent of their family homes. Topics will include the advantages and disadvantages of various living options as well as exploring the process of choosing and renting an apartment. *(Apportionment)*

DSSS 138 Independent Living: Health, Safety & Living with Roommates 90 Hours
This course is designed to help students to learn about the responsibilities of maintaining a home. Students will be presented with strategies for cooperative living and problem solving, identifying needs and safety. *(Apportionment)*

DSSS 140 Job Skills: Exploring Occupational Paths 90 Hours
This course is intended to assist students in establishing a realistic occupational goal and explore resources for seeking employment in a chosen occupational. This course will also introduce students to effective job interview preparation, technique and attire *(Apportionment)*

DSSS 141 Job Skills: Work Attitude & Employer Expectations 90 Hours
This course is intended to prepare students for successful employment by introducing them to appropriate on-the-job behavior, communication, attitude and work ethics. Students will also be introduced to the importance of workplace safety and customer service. *(Apportionment)*

DSSS 142 Communication on the Job: Foundational Skills 90 Hours
A class designed for students interested in learning how to expand their communication skills in relation to employment. Course will focus on professional communication while seeking employment as well as once employment is obtained; and will include activities to enhance written and verbal skills. *(Apportionment)*

DSSS 143 Communication on the Job: Effectively Dealing with Work Related Problems 90 Hours
A class designed for students interested in enhancing their communication skills in relationship to employment. Course topics will include communication styles, making good first impressions, workplace bullying, Title IX, basics in professional verbal and written communication *(Apportionment)*

DSSS 144 Community Volunteering for Vocational Skills Enhancement 90 Hours
This course is for a student interested in enhancing employability through exploring different job sites on weekly field trips. Trips will include resources in the community that can provide opportunities for volunteer service. Curriculum includes instruction for use of public transportation to get to and return from field trip destinations. *(Apportionment)*

DSSS 146 Workplace Skills Training: Exceptional Employee 90 Hours
This is a lecture and lab course designed to provide students with hands-on training in basic vocational tasks that may be expected of them in entry-level employment. Topics include effective on-the-job/workplace behavior, attitude, appropriate dress, hygiene and basic work safety. *(Apportionment)*

DSSS 147 Workplace Skills Training: Workplace Safety 90 Hours
This is a lecture and lab course designed to provide students with hands-on training in tasks that may be expected of them in entry-level employment. Topics include workplace safety, injury prevention, and exploration of environmental demands on the job. *(Apportionment)*

DSSS 150 Self Advocacy: Making a Plan 90 Hours
This course provides students with the knowledge and resources to make decisions and communicate needs for determining life and vocational paths. Students will examine personal strengths and skills to successfully advocate for life or vocational goals, in addition exploration into areas of disability and adaptive skills to mitigate personal challenges. *(Apportionment)*

DSSS 151 Self Advocacy: Communication with Authority & Emergency Personnel 90 Hours
This course prepares students with the skills necessary 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. *(Apportionment)*

DSSS 152 Social Skills: Foundational Interpersonal Basics 90 Hours
This course is designed to provide students with an overview of foundational social skills at home, school, work, and in the community, as well as their personal life using a variety of basic skills. *(Apportionment)*

DSSS 153 Social Skills: Conflict Management and Resolution Basics 90 Hours
This course is designed to provide students with an overview of conflict management and resolution skills at home, school, work, and in the community, using a variety of basic skills. *(Apportionment)*

DSSS 160 Relationships: Foundational Basics in Building Healthy Relationships 90 Hours
This course is designed to provide students an overview of appropriate interactions with foundational relationships concepts. Topics include appropriate interactions for building and maintaining healthy friendships and romantic relationships, using a variety of basic skills. *(Apportionment)*

DSSS 161 Relationships: Values, Intimacy & Sexuality Concepts 90 Hours
This course is designed to give students a more in depth understanding of the aspects of building and growing general relationships, intimate relationships and boundaries. Topics include relationship types, setting boundaries as well as an overview of sexuality concepts, using a variety of basic skills. *(Apportionment)*

DSSS 162 Boundaries & Relationships: Fundamentals 90 Hours
This course is designed to provide students with the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal boundaries, dealing with strangers, and appropriate types of relationships. *(Apportionment)*

DSSS 163 Boundaries & Relationships: Personal Development and Safety 90 Hours
This course is designed to provide students the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal values, making choices, dating and sexual relationships, human development, sexual activity, birth control, and pregnancy. *(Apportionment)*

DSSS 164 Human Sexuality: Human Development and Conception 90 Hours
This course is designed to give students an overview of basic human sexuality concepts of boundaries, human development and puberty as well as reproduction. Topics will include sexual health in order to build safe, healthy sexual expression and attitudes, consistent with personal values, using a variety of basic skills. *(Apportionment)*

DSSS 165 Human Sexuality: Human Development & Healthy Relationships 90 Hours
This course is designed to provide students an overview of the basic human sexuality concepts. Topics include having children, healthy relationships, healthy sexual behaviors, expression and attitudes, consistent with personal values. *(Apportionment)*

DSSS 300 WISE: Budgeting Skills 450 Hours
This class is designed to teach students with developmental and intellectual disabilities how to budget, pay bills safely and correctly as well as save their money. *(Apportionment)*

DSSS 301 WISE -Consumer Skills 450 Hours
The class is designed to teach adults with developmental and intellectual disabilities to increase their skills and knowledge to be better consumers. *(Apportionment)*

DSSS 302 WISE - Health and Nutrition 450 Hours
This class is designed to teach adults with developmental and intellectual disabilities the benefits of achieving good health through nutrition, exercise, and lifestyle choices. *(Apportionment)*

DSSS 303 WISE - Safety Skills 450 Hours
This class is designed to teach adults with developmental and intellectual disabilities to improve their personal awareness and safety in the workplace, community and at home *(Apportionment)*

DSSS 304 WISE - Securing a Job 450 Hours
This class is designed to teach adults with developmental and intellectual disabilities the skills needed to seek and secure a job. *(Apportionment)*

DSSS 305 WISE - Retaining a Job 450 Hours
This class is designed to teach adults with developmental and intellectual disabilities basic occupational skills and give them the opportunity to practice different occupational skills in various settings. Students will also learn the traits needed to be a good employee. *(Apportionment)*

DSSS 306 WISE - Independent Living Skills 450 Hours
This class is designed to teach adults with developmental and intellectual disabilities how to apply practical living skills in order to live more independently. *(Apportionment)*

DSSS 307 WISE - Independent Living Skills in the Community 450 Hours
This course is designed to teach adults with developmental and intellectual disabilities how to access public transportation and integrate into their community more independently. *(Apportionment)*

DSSS 308 WISE - US Civics 450 Hours
This class is designed for adults with developmental and learning disabilities who want to become better citizens by gaining knowledge about the civics of the United States of America as well as American national monuments, American heroes and national patriotic symbols. *(Apportionment)*

DSSS 309 WISE - US Geography 450 Hours
This class is designed for adults with developmental disabilities and learning disabilities who want to learn United States geography. Students will learn about states, state capitals, and major United States landmarks. *(Apportionment)*

DSSS 310 WISE - Daily Living Skills 75-90 Hours
This course is designed for students interested in enhancing their skills related to daily living in personal care, safety, meal planning and preparation. *(Apportionment)*

DSSS 350 Have Internet; Will Travel 36 Hours
This course is designed to provide students skills to make travel plans utilizing the Internet. Students will use resources covered in class to plan the 3 trips: a day trip, a weekend get-away, and a week vacation. *(Apportionment)*

DSSS 352 Open Computer Lab, Beginning 36 Hours
This course is designed to provide students 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. *(Apportionment)*

DSSS 353 Social Media and Online Safety 36 Hours
This course is designed to equip students with the knowledge to increase personal online safety while creating and maintaining social media accounts. *(Apportionment)*

DSSS 360 Critical Thinking **36 Hours**
Designed to assist students in acquiring or improving critical thinking skills necessary to support independence in a variety of activities, situations, and environments. Emphasis on problem solving and decision making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies. *(Apportionment)*

DSSS 362 Mobility Skills **1-99 Hours**
A class designed for students with disabilities to enhance independence by introducing safe practices and knowledge for using public transportation. *(Apportionment)*

DSSS 363 Money Skills **36 Hours**
This course is designed to provide students with the skills necessary for performing accurate and safe money exchanges. Students will gain awareness of budget basics, and solve real life shopping problems using money. *(Apportionment)*

DSSS 364 Rules of the Road **36 Hours**
This course is designed to provide students with the knowledge of personal safety and awareness out in the community. This course will enhance students' awareness as a pedestrian/bicyclist or future licensed driver about the *(Apportionment)*

DSSS 370 Educational Support and Employment Prep Lab **1-99 Hours**
This course is designed to provide students with the basic knowledge to develop educational and vocational skills. Students will increase awareness of campus and community supports, build self-advocacy skills, as well as exercise communication and mobility skills. *(Apportionment)*

DSSS 375 Personal Safety **36 Hours**
This course is designed to enhance students' awareness of personal safety skills. Students will be presented with proactive steps to take in order to avoid dangerous situations in the community and at home. Students will also be presented with basic techniques for self defense and first aid. *(Apportionment)*

DSSS 376 Public Speaking **36 Hours**
This course is designed to provide students with the knowledge and skills to create and deliver presentations in the classroom. Students will learn how to reduce anxiety and deliver presentations to their classmates through public speaking activities and speeches. *(Apportionment)*

DSSS 377 Social Opportunities **36 Hours**
This course is intended to equip students with the tools needed to develop a healthy social life. Course content will include, meeting people and making friends, identifying low-cost activities, learning age-appropriate games to play with guests, practicing social manners, and planning a social event and carrying it out. *(Apportionment)*

DSSS 380 Summer Cooking **36 Hours**
This course is designed to provide students with the knowledge and skills needed to cook simple, nutritious meals. The course will cover meal planning, grocery shopping basics, food preparation, and clean up. *(Apportionment)*

DSSS 381 Actor's Workshop **36 Hours**
This course is designed to expose students to basic acting techniques. Additionally, the acting, focused on everyday social dilemmas, will enhance the student's ability to social dilemmas, will enhance the student's ability to interpret and then deal with these everyday life situations on a regular basis. *(Apportionment)*

DSSS 777 DSS Workshop **1-150 Hours**
Workshop providing direct instruction for a specific concept including, but not limited to lecture, discussion, demonstration, hand-on activities, small and large group activities.

Early Childhood Education (ECED)

ECED 100 Early Childhood Development **54 Hours**
An introduction to the developmental stages of children from prenatal to middle childhood with emphasis on the physical, cognitive, language and social/emotional milestones. Application of developmental and learning theories addressed. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 105 Family and Community Relationships **36 Hours**
Examination of the sociological relationships between family and society; institutional, racial, social, and economical factors affecting the family and the child. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 110 Early Childhood Education, Principles and Practice **54 Hours**
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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 115 Child Health and Safety **36 Hours**
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. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 120 Curriculum for Early Childhood Education, Introduction **54 Hours**
Prerequisite(s): ECED 100: Early Childhood Development
This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 200 Early Childhood Education, Science and Math **36 Hours**
Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math. Textbook Required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 205 Children with Special Needs **36 Hours**
This course offers a broad study of children with special needs and early childhood education as it relates to inclusion. This course covers federal and state laws and regulations, terminology and definitions, appropriate practices and intervention. This course is part of a program approved by Department of Social Services, Community Care Licensing. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 210 Infant-Toddler Care and Education **54 Hours**
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. *(Apportionment)*

ECED 215 Language Arts and Literacy in Early Childhood **36 Hours**
This course examines the teacher's role in promoting and facilitating children's emerging literacy and language development through the use of storytelling, books, songs, flannel board stories and puppetry. This course is part of a program approved by the California Department of Social Services, for employment in a private facility. *(Apportionment)*

ECED 220 Early Childhood Education, Creative Experiences **36 Hours**
In this course, students explore and experience how developmentally appropriate creative experiences can enhance children's learning while developing fine motor, creative expression and problem-solving skills. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 225 Early Childhood Education, Music and Movement **36 Hours**
Explores areas of music and movement appropriate to a child's development through participating and experimenting. Textbook Required. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

ECED 400 Child Care Supervision & Administration **54 Hours**
Prerequisite(s): ECED 100 Early Childhood Development; ECED 105 Family Community Relations; ECED 110 ECE Program Principles and Practice; ECED 115 Child Health and Safety and ECED 120 Introduction to Curriculum for Early Childhood Education
This course covers the laws and regulations to operate a childcare center. Upon completion, the student will have learned business and management skills, health and safety, and parent/child relationship. This course is part of a program approved by the California Department of Social Services for employment in private facilities. *(Apportionment)*

Educational Enrichment (EDEN)

EDEN 100 Senior Topics For Older Adults **36 Hours**
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. *(Apportionment)*

EDEN 605 Voice-Overs...Now is Your Time! **2 Hours**
This course will show individuals how they can begin to use their speaking voice for commercials, films, videos, and more. *(Fee-Based)*

EDEN 640 Genealogy 101 - First Steps to Family Heritage **12 Hours**
This course is designed for participants to develop a plan to document their family history through genealogy. *(Fee-Based)*

Electrical (ELET)

ELET 175 Electrical Trades Mathematics I **54 Hours**
Advisory: Challenge exam may be completed with a passing grade of 75% or higher
A study of mathematics used in the electrical and construction trades including topics such as arithmetic, fractions, decimals, percents, graphing, measurement, and an introduction to algebra. Textbook Required. *(Apportionment)*

ELET 176 Electrical Trades Mathematics II **54 Hours**
Prerequisite(s): ELET 175 Electrical Trades Mathematics I
This course will present basic algebra and trigonometry and their application to the solution of practical problems in the electrical construction field with an emphasis on trigonometric solutions to alternating current electrical theory. *(Apportionment)*

ELET 178 OSHA Standards for Construction **32 Hours**
This course covers Occupational Safety and Health Administration (OSHA) policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card. *(Apportionment)*

ELET 180 Electrical Conduit Bending **54 Hours**
This course is a study of how to properly calculate, layout, and bend Electrical Metallic Tubing (EMT) and Rigid Metal Conduit (RMC) per industry and National Electrical Code standards. This course utilizes both hand bending tools and the use of mechanical and machine type bending equipment. *(Apportionment)*

ELET 190 National Electrical Code - Residential **54 Hours**
This course is an introduction to the National Electrical Code. The interpretation of electrical wiring diagrams, material use, installation methods and calculations of electrical loads to size feeders, branch circuits and conductors as they relate to residential occupancies is included. *(Apportionment)*

ELET 191 National Electrical Code - Commercial **54 Hours**
This course covers the National Electrical Code requirements for commercial, office, and light industrial wiring. The electrical layout and design of commercial buildings, feeder circuit calculations, branch circuit calculations and circuit overcurrent protection are included *(Apportionment)*

ELET 192 National Electrical Code - Industrial **54 Hours**
This course covers the National Electrical Code requirements for industrial application. Materials and wiring methods for heavy industrial applications, life safety, and hazardous systems are included. *(Apportionment)*

ELET 195 Electrical Cost Estimating **54 Hours**
This course will present an introduction to electrical cost estimating, including take-off, and listing procedures. It is designed for students preparing to enter electrical estimating occupations or electrical contracting work. *(Apportionment)*

ELET 196 Blueprint Reading Basics **54 Hours**
This course uses a fundamental approach to blueprint reading. Students will become familiar with basic blueprint terms, components, and symbols. Students will also learn different type(s) of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions. *(Apportionment)*

ELET 205 Electrical Fundamentals I - Residential **54 Hours**
Prerequisite(s): ELET 175 Electrical Trades Mathematics I
This course introduces the student to the elements of basic direct current circuits and residential type construction with an emphasis on wiring principles and basic residential design. The student will perform a "hands on" design of a basic residential blueprint with all components in strict accordance with the requirements of the National Electrical Code. *(Apportionment)*

ELET 206 Electrical Fundamentals II - Commercial **54 Hours**
Prerequisite(s): ELET 205 Electrical Fundamentals I - Residential and ELET 176 Electrical Trades Mathematics II
Course provides an overview of the National Electrical Code (NEC) and its application to commercial wiring. Topics include commercial wiring, conduit systems, conductor types and applications, over-current protection, single and three distribution systems and equipment, grounding, and lighting sources in accordance with the NEC. *(Apportionment)*

ELET 207 Electrical Fundamentals III - Industrial **54 Hours**
Prerequisite(s): ELET 205 Electrical Fundamentals I - Residential and ELET 206 Electrical Fundamentals II - Commercial
Course provides an overview of the National Electrical Code (NEC) and its application to industrial wiring. Topics include industrial wiring, conduit systems, conductor types and applications, over-current protection, electrical motors, motor circuit conductors, motor control circuits, and industrial electrical power installations in accordance to the National Electrical Code. *(Apportionment)*

ELET 210 Electrical Laboratory Practices I **54 Hours**
Corequisite(s): Must be taken concurrently with ELET 205 - Electrical Fundamentals I - Residential.
This course covers laboratory work associated with the fundamentals of DC electricity, electromagnetism, series, parallel and combination circuits, wiring practices, and hand tools. *(Apportionment)*

ELET 211 Electrical Laboratory Practices II **54 Hours**
Prerequisite(s): ELET 210 Electrical Laboratory Practices I
This course includes lab work associated with the fundamentals of alternating current electricity. Alternating current principles, practices, and safe wiring with hand tools and instrumentation are included. Textbook Required. *(Apportionment)*

ELET 212 Electrical Laboratory Practices III **54 Hours**
Prerequisite(s): ELET 211 Electrical Laboratory Practices II
This course covers the theoretical and practical principles involving the control of alternating current motors with electromechanical and programmable logic controller (PLC) type equipment. Industry standard wiring practices and troubleshooting methods are covered. Textbook Required. *(Apportionment)*

Emeritus (EMER)

EMER 100 Mature Driver Improvement **8 Hours**
The Mature Driver Improvement Course provides instruction, specifically tailored to older drivers, regarding defensive driving and California motor vehicle laws. During this course, information is provided on the effects that medication, fatigue, alcohol, and visual or auditory limitations have on a person's safe driving ability. Present the DMV certificate to your insurer as proof that you have completed the course. Mature drivers age 55 or older, who successfully complete an approved Mature Driver Improvement Course, may qualify for reduced motor vehicle insurance premiums. *(Apportionment)*

EMER 115 Creative Writing for Seniors **36 Hours**
This course for older adults teaches both beginning and experienced writers how to create and shape autobiographies, fiction, and non-fiction writing and poetry into readable and publishable forms. *(Apportionment)*

EMER 120 Books Come Alive for Older Adults **36 Hours**
�Books Come Alive� is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, older adult students are offered exciting opportunities for self-discovery and personal growth. *(Apportionment)*

EMER 122 Guided Memoir **36 Hours**
Entry Level Skills and Knowledge: Basic English proficiency suggested. The focus of the course is recording memories, stories and experiences. This course is designed to help older adults reflect on and document their life experiences through guided memoir writing. Participants will explore various themes and writing techniques to create a meaningful and personal memoir. The course will provide a supportive environment for sharing stories and receiving feedback. *(Apportionment)*

EMER 125 Journey Back Into Time for Older Adults **36 Hours**
This class offers older adult students the opportunity to explore and share their personal histories, cultures, and values among older adult students through group discussion. Shared experiences, memories, and linking the past with the present encourage self awareness, positive self esteem, mental stimulation, and enjoyment. *(Apportionment)*

EMER 145 Senior Topics for Older Adults **36 Hours**
This course presents older adults with various topics for discussion and class activities based on the students' individual interests, backgrounds, physical and mental abilities. Older adults are encouraged to share and compare life experiences, and learn about international, national and local events and issues from a current and historical viewpoint. *(Apportionment)*

EMER 150 Mobile Information Literacy **36 Hours**
Designed to give students the necessary communication and technology skills that are crucial in order to take advantage of the wealth of new and emerging opportunities associated with digital technologies whilst also remaining alert to the various challenge's technology can present. *(Apportionment)*

EMER 200 Ceramics for Older Adults **36 Hours**
This is a basic course in ceramics for older adults which includes lecture, demonstration, and the application of ceramic artwork. Students will learn mold selection, glazing, decorating techniques, and proper firing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult students are often displayed publicly. *(Apportionment)*

EMER 205 Creative Arts for Older Adults **36 Hours**
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. *(Apportionment)*

EMER 210 China Painting for Older Adults **36 Hours**
Fundamentals of china painting are 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. *(Apportionment)*

EMER 225 Painting for Older Adults **36 Hours**
This class offers older adults an individualized approach to learning painting and artistic expression at their own pace and within their interest and style. Older adult students will learn techniques in drawing, brush strokes, color mixing and application. *(Apportionment)*

EMER 235 Beginning Drama for Older Adults **24 Hours**
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. *(Apportionment)*

EMER 240 Needlecrafts:Knitting and Crochet for Older Adults **36 Hours**
Students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepointed and cross-stitched hand-made items. A variety of items are created by students, including decorations for the home and clothing for babies, children, and adults. *(Apportionment)*

EMER 260 Quilting for Older Adults **36 Hours**
This course offers the essentials of quilting for older adult students, which includes fabric selection, cutting, and sewing methods along with the history and vocabulary of the craft. Special techniques for older adults are covered such as patchwork, appliqu&#xfffd;hand and machine methods, and finishing techniques. *(Apportionment)*

EMER 270 Music Arts for Older Adults **36 Hours**
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. *(Apportionment)*

EMER 275 Senior Chorus **36 Hours**
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. *(Apportionment)*

EMER 280 Tone Chime Choir for Older Adults **36 Hours**
This course provides instruction to older adults on handbell performance skills using chime instruments made by Suzuki. The music will be beginning level handbell music, level 1 and 2, as defined by the American Guild of English Handbell Ringers. The class will share their music by performing to the community in different public venues. *(Apportionment)*

EMER 305 Food Preparation and Good Nutrition for Older Adults 36 Hours
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. *(Apportionment)*

EMER 310 Health and Wellness for Older Adults **36 Hours**
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. *(Apportionment)*

EMER 315 Health and Wellness for Older Adults: Adapted Mobility **36 Hours**
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. *(Apportionment)*

EMER 320 Help Yourself to Health for Older Adults **36 Hours**
Various health related topics of interest to older adults will be discussed. Safe, beneficial, exercises intended to promote general health and fitness for older adults will be introduced. Each class will incorporate information, discussion, and exercises. *(Apportionment)*

EMER 325 History of Comedy and Humor for Older Adults **36 Hours**
This class offers to older adults an informative look at past and present forms of comedy and humor as it relates to their life experiences and what makes them laugh. Older adult students become aware of the influences, various mediums, elements and forms of comedy and humor that has influenced people throughout history. *(Apportionment)*

EMER 330 Staying Mentally Sharp for Older Adults **36 Hours**
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. *(Apportionment)*

English/Communications (ENCO)

ENCO 125 Senior Choir: Signs of the Holidays **24 Hours**
This class for older adults provides training in American Sign Language vocabulary and grammatical expression as it applies to seasonal music. Students will engage in community performances of tradition and ceremony for their community, both Deaf and Hearing. *(Apportionment)*

ENCO 180 Books Come Alive for Older Adults **24 Hours**
"Books Come Alive" is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction/non-fiction are read and discussed. Through the method of shared inquiry, along with thought- provoking questions, older adult students are offered exciting opportunities for self-discovery and personal growth. *(Apportionment)*

ENCO 183 Great Literature for Seniors **24 Hours**
"Great Literature for Seniors" is an intellectually and socially rewarding class designed for older adults in which outstanding short stories are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, students are offered exciting opportunities for self-discovery and personal growth. *(Apportionment)*

ENCO 200 Braille Transcribing - Reading & Writing Uncontracted and Contracted **45 Hours**
This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into literary Unified English Braille code. *(Apportionment)*

ENCO 201 Braille Transcribing - Formatting Contracted Unified English Braille **45 Hours**
This class is geared for persons with sight or visual impairments to learn how to format documents according to the Rules of Unified English Braille code and submit a manuscript for certification. *(Apportionment)*

ENCO 452 Public Speaking Workshop - Mastering Your Fear **12 Hours**
Effective communications is essential for success, yet many are too fearful or lack the confidence to speak in front of a group of people. In this workshop, you will have the opportunity to master your fear by understanding the root causes of fear, realizing that fear is a positive emotion, and learning how to turn your fear into a world of excitement and enthusiasm. In fact, you may realize that public speaking can be enjoyable for both you and the audience. *(Fee-Based)*

ENCO 501 Journey Back Into Time for Older Adults **36 Hours**
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. *(Apportionment)*

ENCO 515 Be an Effective Presenter and Speaker **12 Hours**
Are you giving presentations but you're not getting the results you expect? Learn from the published author of "31 Tips to Becoming an Effective Presenter." The author will guide you through a series of exercises, assignments and demonstrations to improve your effectiveness in giving presentations. You will learn how to use your voice; how to use proper and appropriate gestures; and what to do before, during and after your presentations, and much more. *(Fee-Based)*

ENCO 520 Public Speaking - Speaking with Confidence **12 Hours**
Many of us are required or asked to give presentations in class, at work, or at social events, yet we are too fearful or lack the knowledge to give a presentation effectively and confidently. By understanding the fear and by offering exercises in a safe and positive growth environment, the published author of "31 Tips to Becoming an Effective Presenter," will gently guide you in transcending your presentation fears and becoming confident in presenting to others. You may even learn to enjoy giving presentations. *(Fee-Based)*

ENCO 530 Networking - Basics of Building Relationships **2 Hours**
Building relationships is a great way to add to your network. This class will teach you the skills to initiate a relationship. How to shake hands, introduce yourself, join a group, work the room and keep a conversation going. With confidence, you will be successful! *(Fee-Based)*

ENCO 550 Be a Productive PowerPoint Presenter **10-12 Hours**
This class emphasizes organizing and delivering effective presentations while using PowerPoint slides. PowerPoint must enrich a presentation to be effective, yet many presenters underuse, misuse or overuse PowerPoint. Learn how to optimize PowerPoint presentations to ensure each individual slide improves the presentation. Some knowledge of PowerPoint necessary for students enrolling in this class *(Fee-Based)*

Entrepreneurship (ENTR)

ENTR 100 Entrepreneurship, Introduction **54 Hours**
Entrepreneurship introduces students to the basics of starting up a business, including identifying business opportunities, understanding the components of a business plan, structuring the business, and financial considerations. Upon completion of this course, students will be able to use basic business terminology, explain the components of a business plan, and identify possible business structures. *(Apportionment)*

ENTR 105 Marketing, Introduction **45 Hours**
Marketing, Introduction covers foundational topics, such as planning your marketing strategy, creating content, understanding, engaging, and retaining consumers. Upon completion students will understand the basics of marketing from concept to optimization. *(Apportionment)*

ENTR 115 Business Basics: Law and Accounting **45 Hours**
Business Basics: Law and Accounting is an introduction to the laws and resources needed for new entrepreneurs. *(Apportionment)*

ESL Classes (ESLA)

ESLA 001 ESL Student Support Center **12-120 Hours**
The ESL Student Support Center provides supplemental English instruction through individual and small group learning. Students can attend instructor-led workshops, focusing on targeted language skills, including conversation and pronunciation, grammar review, and reading and writing strategies. Students are provided opportunities to develop digital literacy skills, practicing English through instructional technology. *(Apportionment)*

ESLA 110 ESL Multilevel **36-144 Hours**
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. *(Apportionment)*

ESLA 120 Family Literacy **36-72 Hours**
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. *(Apportionment)*

ESLA 180 ESL Reading Skills, Beginning **36-72 Hours**
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level. *(Apportionment)*

ESLA 181 ESL Reading Skills, Intermediate to Advanced **36-72 Hours**
This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher. *(Apportionment)*

ESLA 182 ESL Speaking Skills, Beginning **36-72 Hours**
This course is designed to help English language learners at a beginning level develop and build fluency in speaking. The class will focus on accurate pronunciation and different types of spoken language used in every day situations. *(Apportionment)*

ESLA 183 ESL Speaking Skills, Intermediate to Advanced 36-72 Hours
This course is designed to help English language learners at the intermediate to advanced level develop and build accuracy and fluency in speaking. The class will focus on different types of spoken language, conversation strategies, pronunciation skills and everyday speaking situations. *(Apportionment)*

ESLA 185 ESL Writing Skills, Beginning 36-72 Hours
This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences. *(Apportionment)*

ESLA 186 ESL Writing Skills, Intermediate to Advanced 36-72 Hours
This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. *(Apportionment)*

ESLA 211 ESL Skill Building, Intermediate to Advanced 180 Hours
The course content is relevant to the lives of students. It integrates language functions and language forms with informational sources, skills and topics. Course topics will include the process and skills needed to seek employment as well as norms in the American workforce. The course will also cover planning, traveling and finances as skills needed to function in society. Students will use the above topics to build on reading comprehension, vocabulary, listening, speaking, writing and technology skills in an online environment. Students will be required to attend an orientation and take the CASAS assessment on campus. *(Apportionment)*

ESLA 222 ESL Grammar Review, Beginning 36-84 Hours
This course will teach the meanings and usages of basic English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules through oral and written communication. This class is designed for ESL students placed in the beginning low and beginning high levels. *(Apportionment)*

ESLA 223 ESL Grammar Review, Intermediate - Advanced 36-84 Hours
This course will teach the meanings and usages of advanced English grammar structures that are frequently used in everyday situations. Students will learn how to apply grammar rules in oral and written communication. This class supplements core ESL courses and is designed for ESL students placed in the intermediate and advanced levels. *(Apportionment)*

ESLA 225 ESL Vocabulary Review, Beginning 36-72 Hours
Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels. *(Apportionment)*

ESLA 226 ESL Vocabulary Review, Intermediate - Advanced 36-72 Hours
Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels. *(Apportionment)*

ESLA 229 ESL Integrated Skills, Beginning Literacy 252 Hours
This course is designed for adult language learners who possess limited to no proficiency in English. The class will focus on basic vocabulary and basic grammar. Students will start to build competency in all four language skills. Course topics relate to using English for everyday needs. *(Apportionment)*

ESLA 230 ESL Integrated Skills, Beginning Low 252 Hours
Recommended Preparation: Read, write, speak and comprehend English at the beginning literacy level. This course focuses on developing basic-level listening, speaking, reading and writing skills. Students will acquire basic language forms and functions to help them access community resources, prepare for the workplace and introduce them to lifelong learning opportunities. *(Apportionment)*

ESLA 231 ESL Integrated Skills, Beginning High 252 Hours
This course focuses on developing beginning-level listening, speaking, reading and writing skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities. *(Apportionment)*

ESLA 232 ESL Integrated Skills, Intermediate Low 252 Hours
Recommended Preparation: Read, write, speak and comprehend English at the beginning high level. This is an Intermediate Low four skill language course using topics and information sources related to student level. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESLA 233 ESL Integrated Skills, Intermediate High 252 Hours
Recommended Preparation: Read, write, speak and comprehend English at an intermediate level. This is an Intermediate High four-skill language course usin using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESLA 234 ESL Integrated Skills, Advanced 252 Hours
Recommended Preparation: Read, write, speak and comprehend English at a high intermediate level. This is an Advanced four-skill language course using topics and information sources related to students' lives, experiences and goals. Students will expand English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students feel competent and capable in their communities. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESLA 239 ESL Skill Review, Beginning Literacy 90 Hours
This Beginning Literacy course focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. Vocabulary topics are based on the needs of an adult immigrant learner, including basic personal information and classroom instructions. *(Apportionment)*

ESLA 240 ESL Skill Review, Beginning Low 90 Hours
This Beginning Low course focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. Vocabulary topics are based on the needs of an adult immigrant learner, including describing people, places, daily activities and schedules. *(Apportionment)*

ESLA 241 ESL Skill Review, Beginning High **90 Hours**
This Beginning High course focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. Vocabulary topics are based on the needs of an adult immigrant learner, including housing, personal finances, food and shopping. *(Apportionment)*

ESLA 242 ESL Skill Review, Intermediate Low **90 Hours**
Recommended Preparation: Read, write, speak and comprehend English at the beginning high level. This Intermediate Low course focuses on vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. The vocabulary focus is on word forms and families determining meaning of words in context, and introduction of the basic affixes in the prediction meaning. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESLA 243 ESL Skill Review, Intermediate High **90 Hours**
Recommended Preparation: Read, write, speak and comprehend English at an intermediate level. This Intermediate High course focuses on vocabulary and English grammar forms and structures through listening, speaking, reading and writing activities. The vocabulary focus is on the acquisition and use of new vocabulary and the strategies to understand and interpret content. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESLA 244 ESL Skill Review, Advanced **90 Hours**
Recommended Preparation: Read, write, speak and comprehend English at an intermediate high level. This course focuses on vocabulary and grammar forms and structures through listening, speaking, reading, and writing activities. The vocabulary focus is on increasing student academic vocabulary by using context clues, stems and affixes, dictionary skills and practice with the Academic Word List. Students will acquire the denotations and connotations of words. *(Apportionment)*

ESLA 250 American Idioms, Beginning **36-72 Hours**
This course aims at developing language skills through the use of common North American English idioms and expressions. Receptive skills (i.e., listening and reading) are emphasized through exposure to daily life experiences. *(Apportionment)*

ESLA 251 American Idioms, Intermediate-Advanced **36-72 Hours**
This course aims at developing language skills through the use of common North American English idioms and expressions. Productive skills (i.e., speaking and writting) are emphasized by sharing daily life experiences. *(Apportionment)*

ESLA 260 ESL for Community Involvement, Beginning **180-252 Hours**
This course covers beginning level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their emerging language abilities. It develops beginning level listening, speaking, reading, and writing skills to prepare students to function successfully in the community. *(Apportionment)*

ESLA 261 ESL for Community Involvement, Intermediate to Advanced **180-252 Hours**
This course covers intermediate-advanced level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their developing language abilities. It develops intermediate-advanced level listening, speaking, reading, and writing skills to prepare students to function fully in the community. *(Apportionment)*

ESLA 305 ESL Student Success, Beginning **36 Hours**
This course is an introduction and orientation to the ESL program at NOCE for Beginning Literacy to Beginning High students and will also cover the effective language learning strategies, goal setting, and digital literacy skills useful in helping students succeed at mastering English. *(Apportionment)*

ESLA 307 ESL Student Success, Intermediate to Advanced **36 Hours**
This course is an introduction and orientation to the ESL program at NOCE for Intermediate Low to Advanced ESL students and will also cover the effective language learning strategies, goal setting, and digital literacy skills useful in helping students succeed at mastering English. *(Apportionment)*

ESLA 351 ESL for Art Appreciation **90 Hours**
Advisory: Student should have been promoted to or placed into Intermediate High or Advanced level ESL
This English as a Second Language (ESL) course builds students' reading, writing, and speaking skills in the context of the visual arts. Students will identify common artistic themes while examining a variety of Western and non-western aesthetic forms, styles, and periods. Students are expected to participate in museum field trips and to view performances. *(Apportionment)*

ESLA 352 ESL for Readers Theatre **90 Hours**
Advisory: Student should have been promoted to or placed into Intermediate High or Advanced level ESL
Literature and communication are integrated in the art of readers theatre. This English as a Second Language (ESL) course provides the opportunity to select, analyze, read, adapt, write, and present multi-cultural readings to an audience. Attention will be given to staging techniques. *(Apportionment)*

ESLA 353 ESL for Acting **90 Hours**
Advisory: Student should have been promoted to or placed into Intermediate High or Advanced level ESL
This English as a Second Language (ESL) course focuses on students' reading, speaking, and pronunciation skills in the context of performances. Human experiences and cultural norms will be examined through imagined roles and creative thinking. Terminology and methodology will be introduced for acting, building social skills, and confidence necessary for speaking in public to diverse audiences. *(Apportionment)*

ESLA 354 ESL for Film and TV Acting **90 Hours**
Advisory: Student should have been promoted to or placed into Intermediate High or Advanced level ESL
This English as a Second Language (ESL) on-camera course focuses on the use of contemporary screenplays with written and spoken language relevant to a diverse audience. Vocabulary and acting techniques for film, TV, and video will be introduced. Also covered will be procedures on the set. For Intermediate High and Advanced level students. *(Apportionment)*

ESLA 700 ESL Advanced High **120 Hours**
Course content is relevant to the lives of the students. It integrates language function and language forms with informational sources, skills and topics. Topics re chosen in accordance with students' goals: general, vocational, or academic. *(Apportionment)*

ESLA 777 ESL Workshop **1-150 Hours**
Workshop providing direct instruction for a specific concept including, but not limited to lecture, discussion, demonstration, hand-on activities, small and large group activities.

ESLA 801 Computer Skills for ESL - Beginning 36-72 Hours
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. *(Apportionment)*

ESLA 804 ESL and the Arts 36 Hours
This course builds students' reading comprehension, writing, and speaking skills in the context of thematic and aesthetic exploration of arts. Students will identify common artistic themes while comparing and contrasting a variety of aesthetic forms, styles, and periods. This interactive course includes visiting museums, watching performances, and listening to guest speakers. *(Apportionment)*

ESLA 805 Drama for Communication 36-90 Hours
This ESL course builds students' reading, speaking, and pronunciation skills in the context of theatrical performances. Students will examine human experiences and cultural norms through imagined roles and expand creative thinking. Students will learn history and terminology of the performing arts and build social skills and confidence necessary for public speaking. *(Apportionment)*

ESLA 808 ESL Intermediate/Advanced Work Skills 36 Hours
Advisory: Intermediate Low ESL Level or Above
This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources. *(Apportionment)*

ESLA 812 Spanish Literacy 30 Hours
The Spanish Literacy course is designed for native Spanish-speaking students at the beginning literacy level. Students will acquire basic Spanish reading comprehensive and writing skills as well as improved their Spanish vocabulary and speaking. Students will acquire English literacy skills by immersing into the English language toward acquisition of the second language. The skills attained will give students a strong foundation for success in the basic skills or ESL Programs. *(Apportionment)*

ESLA 815 Computer Skills for ESL - Advanced 36-72 Hours
Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Print Shop, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively involved in computer projects linking the academic environment with their communities. *(Apportionment)*

ESLA 850 Citizenship Preparation, Beginning 72-90 Hours
This beginner course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for their USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing simple sentences, developing fluency in speaking and listening, and producing accurate pronunciation. *(Apportionment)*

ESLA 851 Citizenship Preparation, Intermediate-Advanced 72-90 Hours
This intermediate/advanced course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for the USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing paragraphs with complex sentences while refining accuracy in speaking, listening, and pronunciation. *(Apportionment)*

ESLA 990 Oral Interpretation (Reading Out Loud) 36 Hours
Literature and communication are integrated in the art of oral interpretation. This course emphasizes the study and analysis of relevant printed materials. Students learn to select and communicate the material orally and effectively to an audience through public presentation/performance. *(Apportionment)*

ESLA 995 Vocational English as a Second Language, Electricity and Construction 36 Hours
The course focuses on improving communicative competence within real-life situations related to working with electricity and general construction. Students will gain confidence as they improve their ability to communicate effectively while on the job. *(Apportionment)*

ESLA 1020 Vocational English as a Second Language: Early Childhood Education 36 Hours
This ESL course provides students with necessary language skills to succeed in early childhood education (ECE) programs, thereby bridging the gap between standard ESL coursework and ECE coursework. The course also focuses on preparing students to interact in the real world in ECE situations (e.g. parent-teacher conferences). *(Apportionment)*

ESLA 1025 Vocational English as a Second Language: Pharmacy Technician 36 Hours
This ESL course covers basic English communication skills in a pharmacy setting for students who are at an intermediate ESL level or higher. Students will practice typical in-person and phone conversations with pharmacy customers and co-workers. *(Apportionment)*

ESLA 1030 Vocational English as a Second Language: Administrative Assistant 36 Hours
This ESL course provides students with necessary language skills to succeed in the vocational administrative assistant programs, thereby bridging the gap between standard ESL and VESL coursework. The course also focuses on preparing students to interact in real-life office situations. *(Apportionment)*

ESLA 1035 Public Speaking for ESL 30-48 Hours
This ESL course builds students' public speaking skills with direct focus on the preparation, practice, presentation and evaluation of formal speaking. Students will learn the elements and organization of a speech, the most common types of speeches, the use of verbal and nonverbal techniques in formal speaking, and the evaluation standards of speeches. *(Apportionment)*

ESLA 1050 ESL Workplace Advancement Skills, Intermediate 60 Hours
This course focuses on introducing ESL students to the workplace discourse system and culture. By improving their communication skills and understanding the United States culture within the workplace, students will become successful employees *(Apportionment)*

ESLA 1052 ESL Workforce Readiness Skills, Intermediate 60 Hours
This course covers basic work skills as well as language skills necessary for intermediate level students to gain employment. Students will identify various job opportunities available in their respective communities and will learn to communicate with employers. In addition, students will gain basic knowledge of basic technology. *(Apportionment)*

ESLA 1054 ESL Workplace Advancement Skills, Advanced 60 Hours
This course prepares ESL students at an advanced level for the American workplace. Students will learn American workplace expectations, practice effective business communication including giving presentations and participating in meetings, and identify professional development needs. In addition, students will enhance their computer applications skills by gaining additional experience with Microsoft Office. *(Apportionment)*

ESLA 1056 ESL Workforce Readiness Skills, Advanced 60 Hours
This course prepares ESL students at an advanced level for the American workforce. Students will plan a career path based on skills and interests. They will also practice all aspects of conducting a job search, perform business communcation tasks, and use computers for word processing and internet searches. In addition, students will learn about American workplace values and expectations. *(Apportionment)*

ESLA 1060 ESL for Academic Success: Reading and Writing I 120 Hours
Acquire reading and writing skills for academic success in higher level academic ESL courses, college, high school, GED, or career technical education programs. Students will participate in a variety of writing and reading activities on high-interest academic topics. Skills covered include reading for main ideas/details, sentence patterns and the writing process. *(Apportionment)*

ESLA 1062 ESL for Academic Success: Listening and Speaking I 120 Hours
Acquire listening and speaking skills necessary for academic success in higher level academic ESL courses, college, high school, GED, or career technical education programs. Students will participate in a variety of listening and speaking activities on high-interest academic topics. Skills covered include listening to lectures, note taking, presentation skills and critical thinking. *(Apportionment)*

ESLA 1065 ESL for Academic Success: Reading and Writing II 120 Hours
Prerequisite(s): ESLA 500 ESL Intermediate High or ESLA 1060 ESL for Academic Success: Reading and Writing I
Acquire reading, writing, note-taking, test-taking, critical thinking, and computer skills necessary for academic success in college, high school, GED, or career technical education programs. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For advanced level ESL students. *(Apportionment)*

ESLA 1067 ESL for Academic Success: Listening and Speaking II 120 Hours
Advisory: Students have passed ESLA 232 ESL Integrated Skills, Intermediate Low or have placed into ESLA 233, ESL Integrated Skills, Intermediate High
ESL students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the technological skills needed for academic success and experience campus life through field trips to local colleges. For intermediate high and advanced level ESL students. *(Apportionment)*

ESLA 1071 ESL College Success Skills: Listening and Speaking 180 Hours
Advisory: Student should have been promoted to Intermediate High ESL or have placed into Intermediate High or Advanced level ESL
English as a Second Language (ESL) students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the technological skills needed for academic success and experience campus life through field trips to local colleges. For intermediate high and advanced level ESL students. *(Apportionment)*

ESLA 1073 ESL College Success Skills: Reading and Writing 180 Hours
Advisory: Student has been promoted to Intermediate High level ESL or placed into Intermediate High or Advanced level ESL
English as a Second Language (ESL) students acquire reading, writing, test-taking, critical thinking, and technological skills necessary for success in college. Additionally, they learn American cultural norms in the classroom. Students participate in campus life through field trips to local colleges. For intermediate high and advanced level ESL students. *(Apportionment)*

ESLA 1200 ESL for Work: Job Searches and Resume Writing 36-54 Hours
Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above
Intermediate to advanced ESL students taking this course will gain necessary skills to search and prepare for English-speaking employment in the USA. Students will learn how to determine a career path, conduct job searches, complete applications, write a professional resume, and communicate with potential employers. *(Apportionment)*

ESLA 1202 ESL for Work: Interview Preparation 36-54 Hours
Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above
Intermediate to advanced ESL students taking this course will learn about and practice interviewing for U.S. jobs. Students will learn how to prepare for the interview, question-answering strategies, strategies for speaking a second language when nervous, U.S. interview culture and etiquette, and how to impress U.S. employers in an interview. *(Apportionment)*

ESLA 1204 ESL for Work: U.S. Workplace Culture and Etiquette 36-54 Hours
Advisory: The student has passed ESLA 232 Intermediate Low or tested into ESLA 233 Intermediate High or above
Intermediate to advanced ESL students taking this course will be introduced to workplace etiquette and professional behavior in USA workplace culture. Students will learn about expected behaviors, fixing misunderstandings, better understand the behavior of their coworkers, work life balance in the U.S., cultural trends in the U.S. workplace, and more. *(Apportionment)*

ESLA 1205 ESL for Work: U.S. Workplace Operations and Financial Literacy 36-54 Hours
Advisory: Student has passed ESLA 232 Intermediate Low or tested into 233 Intermediate High or above
This course will teach intermediate to advanced students about U.S. workplace operations and employment financial literacy. Students will learn about topics such as employment contracts, completing the onboarding process, employee rights, predatory employers, interpreting paystubs, and retirement planning. Students will be prepared to enter employment as confident and informed employees. *(Apportionment)*

ESL Ed Planning (ESLW)

ESLW 100 ESL Ed Planning - Anaheim **1 Hour**
Orientation to the English-as-a-Second Language program and overview of educational options. Includes assessing skills for the program and review of student support services. *(Orientation)*

ESLW 110 ESL Ed Planning - Cypress **1 Hour**
Orientation to the English-as-a-Second Language program and overview of educational options. Includes assessing skills for the program and review of student support services. *(Orientation)*

ESLW 120 ESL Ed Planning - Wilshire **1 Hour**
Orientation to the English-as-a-Second Language program and overview of educational options. Includes assessing skills for the program and review of student support services. *(Orientation)*

ESL Mirrored Couse (ESLM)

ESLM 1077 ESL Precollege Reading and Writing, Intermediate **90 Hours**
This course will take place at Fullerton College and is equivalent to their ESL 082F course: Intermediate Reading and Writing for Non-Native Speakers of English. It is designed for low-intermediate and high-intermediate non-native speakers of English. This course provides intensive instruction in oral communication, basic grammar, reading, sentence and paragraph writing, and vocabulary development *(Apportionment)*

Financial (FINC)

FINC 301 Accounting - Beginning **36 Hours**
Begin with the basic study of Accounting/Bookkeeping Theory, Procedures and Terminology. The Accounting cycle for a business is presented in a logical sequence demonstrating accounting activities that include analysis and recording of business transactions using general journal, general ledger, and financial statements. *(Fee-Based)*

FINC 302 Accounting - Intermediate **36 Hours**
Prerequisite(s): FINC 301 Accounting - Beginning or equivalent
Continue with Intermediate Accounting/Bookkeeping Theory, Procedures and Terminology leading to specialized journals, general and subsidiary ledgers, and financial statements. Further study of accounting procedures includes Accounts Receivable/Payable, Payroll, Uncollectible Procedures, Plant Assets, Depreciation, Inventory, Notes and Interest. *(Fee-Based)*

FINC 322 Investment Strategies To Protect Your Nest Egg **5 Hours**
Course covers the basics of major investment areas, including stocks, bonds, mutual funds, annuities and long-term care. Students will learn how to properly invest in these areas and build an investment plan for retirement. Course will also cover unit investment trusts, IRAs, college planning for children and estate planning. *(Fee-Based)*

FINC 338 Retirement Planning Today **5 Hours**
Learn how to make your retirement comfortable and free of money worries through this information packed seminar. Learn about basic investment products and strategies which can maximize return, lower taxes and provide financial security. Topics: Retirement and Financial Planning, Tax Planning, Investments, Health, Life, Medicare and Long Term Care Insurance. *(Fee-Based)*

FINC 340 21 Ways to Accumulate for Retirement **36 Hours**
Without changing your standard of living, many things can be done to accumulate more assets for retirement. Learn about actions you can take with your personal finances and employer benefits, all within the principles of making complete, wise and sound financial decisions. Workbook included. *(Fee-Based)*

FINC 345 Payroll Accounting - Introduction **36 Hours**
This course provides an introduction to payroll procedures for bookkeeping and accounting. Topics include federal and State laws, paying different types of employees, employment records, payroll recordkeeping, and payroll State forms. Students will also learn to perform basic payroll functions. *(Fee-Based)*

FINC 350 Retirement Strategies: Taking Control in a Turbulent Market **3 Hours**
Have you lost your nest egg? Will you have enough money to maintain a secure, independent and enjoyable lifestyle? You need to regroup now! You will learn how to determine how much money you'll really need to retire, allocate to seek maximum return potential, find investments that work best for you and how to put a safety net under your nest egg *(Fee-Based)*

FINC 355 Mutual Funds: Rebuilding Your Portfolio in a Turbulent Market **3 Hours**
Discover which mutual funds are best for your portfolio. Discussions include: no-load vs. load funds, eliminating absorbent charges that eat into your return, performance comparisons, and the four fund rating services. Discover the easy steps to protect and rebuild your portfolio while taking control of your future. *(Fee-Based)*

FINC 360 Annuities: Put a Safety Net Under Your Retirement **3-5 Hours**
Discover how to use annuities to create a safety net for your portfolio. Don't be wiped out by a turbulent market again. Learn the pros and cons of annuities, if variable or fixed are right for you, the opportunities for tax deferred growth, guaranteed minimum return, the potential upside with Equity Indexed Annuities, and how to read the fine print. *(Fee-Based)*

FINC 365 Building Blocks of Investing **12 Hours**
This course teaches the building blocks of investing. Students will learn about stocks, bonds and mutual funds. Students will also learn how to set appropriate individual financial goals. *(Fee-Based)*

FINC 370 Rejuvenating Your Retirement **36 Hours**
This course is for retired individuals to consider changes to their current retirement strategies. They will review their current retirement plans and make adjustments such as risk management, new investments and adjustments to their health care planning. *(Fee-Based)*

FINC 375 Basics of Personal Finance **3 Hours**
This course is for students looking to take control over their personal finances. They will learn how to create a budget, use credit properly, pay off debts, and save money for the future. *(Fee-Based)*

FINC 380 Financial Planning for College **6 Hours**
The ideal time for parents to start planning to pay for college is before a child starts kindergarten. Whether your child starts college in ten years or starts in two years or fewer, this class give the tools on how to navigate the road to create successful college finances. *(Fee-Based)*

FINC 385 Social Security Secrets **2 Hours**
This informative workshop will help students understand what they need to know to maximize Social Security benefits. Topics will include elements of retirement income flow and lifespan income strategies. *(Fee-Based)*

FINC 387 Deciphering Social Security Benefits **5 Hours**
The average retiree leaves thousands of dollars "on the table" simply because they don't understand how to optimize their social security benefits. This course will make clear the best options and choices. The class is open to all ages who are interested in learning about and discussing the Old-Age, Survivors, and Disability Insurance (OASDI) federal program. *(Fee-Based)*

FINC 390 Medicare 101 **1.5 Hours**
Understanding Medicare is more relevant than ever before in the retirement community. This course gives an overview of the Medicare program with in-depth details of Parts A - D. The course also provides information on Medicare Supplemental insurance and how policies may provide coverage and benefits to fill the gaps in current Medicare coverage. *(Fee-Based)*

FINC 395 Retirement Income 101 **1.5 Hours**
Accumulating wealth is only one phase of the financial life cycle. This class addresses the principle concern of soon-to-be retirees: Will I have sufficient income in retirement to live comfortably? This class focuses on those of the "Baby Boomer" generation and develops a plan to navigate the retirement phase of life with full financial confidence. *(Fee-Based)*

FINC 397 Passport to Retirement **5 Hours**
This course has been developed for students to better plan for a comfortable retirement through the use of relevant financial tools and decision-making processes. *(Fee-Based)*

Fitness (FITN)

FITN 105 Kung Fu San Soo (Beginning, Intermediate & Advanced) **6-36 Hours**
Introduction to the marital art of San Soo (Tsoi-Li-Hoi-Fut) Kung Fu. Covers defensive techniques and principles of leverage, throws, kicks, holds and more. *(Fee-Based)*

FITN 110 Self Defense for Women **8 Hours**
Learn to defend yourself and react to various situations. Include a review of anatomy (vital points). *(Fee-Based)*

FITN 116 Women's Self Defense **8 Hours**
Students will learn effective, easy to apply, self-defense techniques with hands-on practice with attack simulations and other application exercises for crime prevention and awareness. Class will include an overview of all vital and non-vital striking points of human anatomy. For women of all ages and body types. *(Fee-Based)*

FITN 209 Tennis - Intermediate/ Advanced (Coed) **6-36 Hours**
Students will practice skills learned in beginning tennis and further refine tennis skill. Bring racquet and one can of new tennis balls. *(Fee-Based)*

FITN 210 Tennis - Beginning (Coed) **6-36 Hours**
Students will learn forehand, backhand, approach shot, serve and volley, plus some footwork. Bring racquet and one can of new tennis balls. *(Fee-Based)*

FITN 355 Yoga for Health **18 Hours**
This course will cover Yoga postures and deep breathing designed to help bring about relaxation, stress reduction, improvement of flexibility, balance, concentration, and strength. Yoga for Health is presented as a method of personal development encompassing body mind and spirit. Please bring a yoga mat, towel and water. *(Fee-Based)*

FITN 360 Swimming - Adults Beginning **4 Hours**
Want to learn to swim? These swim lessons for adults are provided in a small group setting. Water safety emphasized. *(Fee-Based)*

FITN 365 Full Body Stretch **6-8 Hours**
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. *(Fee-Based)*

FITN 370 ZUMBA® Fitness **8-12 Hours**
The ZUMBA® fitness program fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program that feels more like a party than a work out. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. *(Fee-Based)*

FITN 373 ZUMBA® Sentao **8-12 Hours**
This is an active ZUMBA® exercise and fitness class that uses ZUMBA® routines and chair-based choreography to strengthen balance, stabilize the core, and elevate the standard ZUMBA® cardio workout. *(Fee-Based)*

FITN 374 ZUMBA® Toning **8-12 Hours**
ZUMBA® Toning workout emphasizes muscle group work along with traditional ZUMBA® rhythms choreography and dance moves. The use of the lightweight maraca-like Toning Sticks enhance rhythm and movement. *(Fee-Based)*

FITN 375 ZUMBA Gold Fitness **8-12 Hours**
ZUMBA® Gold is a series of fitness programs specifically designed to take the exciting Latin and International dance rhythms created in the original ZUMBA® and bring them to the active older adult, the beginner participant, and other special populations that may need modifications for success. *(Fee-Based)*

FITN 410 Total Body Workout **6-48 Hours**
This course provides an opportunity to improve overall fitness in an open entry self paced fitness lab. Life Fitness equipment for a cardiovascular workout and free weights for strength training will improve or maintain health. Participants develop an individual fitness plan. *(Fee-Based)*

FITN 415 High/Low Impact Aerobics **6-36 Hours**
Low impact, high intensity cardiovascular exercise set to music. Class is coed. Hand weights are encouraged along with a towel or mat for floor exercises. Any materials are the student's responsibility. *(Fee-Based)*

FITN 425 Cardio Kickboxing **6-36 Hours**
Class focuses on cardiovascular conditioning through aerobic exercise, including kicks, lunges, squats and punch movements. Improve your cardiovascular and muscular fitness through this vigorous workout. Please bring a towel and bottle of water. *(Fee-Based)*

FITN 430 Aerobics/Cardio Kickboxing **6-36 Hours**
Improve your cardiovascular and muscular fitness through this low impact, high intensity aerobic workout followed by a second hour of cardio kickboxing conditioning with kicks, lunges, squats and punch movements. Please bring 2-5lb. hand weights, a mat, water, and a towel to this coed class. *(Fee-Based)*

FITN 440 Kenpo Karate (Beginning) 6-48 Hours
Course includes basic self-defense techniques, kicking, striking, blocking and fighting stances. Theory of techniques, inlcuding principles of power and body alignment are used to enhance student's understanding. *(Fee-Based)*

FITN 442 Kenpo Karate (Beginning/Intermediate) 6-48 Hours
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. *(Fee-Based)*

FITN 444 Kenpo Karate (Intermediate) 6-48 Hours
Course covers medium impact training, aerobic workout and pilates exercise program. Intermediate level self-defense skills, techniques and theory presented. Three trimesters of beginning level class recommended before enrolling in intermediate class. *(Fee-Based)*

FITN 446 Kenpo Karate (Advanced) 6-36 Hours
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. *(Fee-Based)*

FITN 450 Judo, Jujitsu and Self-Defense (Beginning/Intermediate) 6-48 Hours
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. *(Fee-Based)*

FITN 455 Judo, Jujitsu and Self-Defense (Intermediate/Advanced) 6-72 Hours
Improve your coordination, reflexes, stamina, speed and strength while improving cardiovascular function. Intermediate to advanced skill level self-defense classes includes all phases of judo and karate throws and free sparring as well as self-defense simulations. One year of beginning level class recommended. *(Fee-Based)*

FITN 460 Kung Fu San Soo 9-40 Hours
Kung Fu San Soo is well known as the "thinking persons" martial art. All students at any fitness level will benefit from study. San Soo is considered to be one of the original complete fighting systems. Students learn to utilize body dynamics to control punches, kicks, leverages, flips, throws and ground techniques. Benefits include enhanced physical well-being, self-control and awareness. Join in one of the oldest traditional martial arts in existence today. *(Fee-Based)*

FITN 465 Yoga for Relaxation 18-36 Hours
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. *(Fee-Based)*

FITN 470 Aqua Aerobics 12-24 Hours
Increase your cardiovascular endurance, muscle strength and endurance and flexibility while reducing the chance of injury using the resistance of water. This class is designed for students of various ages and fitness levels. *(Fee-Based)*

FITN 472 Lap Swimming 12-24 Hours
This class is designed for students who want to improve their endurance, strength and technique through lap swimming. Must demonstrate ability to swim. *(Fee-Based)*

FITN 475 Pilates Mat Class 12-24 Hours
This course focuses on strengthening, lengthening, and toning all core muscle groups. This course is a step beyond Yoga. Pilates is a series of body movements designed to strengthen the back, and abs as your core. Students will be taken through a timeline of body movements that will reach and tone every muscle in the body while increasing balance, and strength. Bring a mat to class. *(Fee-Based)*

FITN 480 Stretch, Relax, and Breathe 18 Hours
This class is designed to increase muscle flexibility, circulation, strength and promote relaxation by learning various stretching exercises including reciprocals and yoga postures, breathing and relaxation techniques, dance exercises and Pilates based techniques. *(Fee-Based)*

FITN 485 Self-Defense for Seniors 12-24 Hours
Improve your coordination, reflexes, stamina, speed and strength while improving cardiovascular function. Self-defense classes include all phases of Karate, Judo and Jujitsu throws and free sparring as well as self-defense simulations. *(Fee-Based)*

FITN 490 Wheelchair Basketball 24-48 Hours
The course includes instruction and participation in the fundamentals of wheelchair basketball. The course is expressly designed for, but not limited to, those students with permanent disability of the lower extremities who are therefore unable to participate in regular able-bodied athletics. The emphasis is on rules, safety, with specific skill development in wheelchair basketball leading to competition in California and U.S. wheelchair basketball programs. *(Fee-Based)*

FITN 500 Tai Chi for Healthy Living 15 Hours
In this course students are introduced to the principles of Tai Chi with an emphasis on the benefits associated with healthy living. Learn the psychological and physical health benefits of Tai Chi, as well as the history, techniques and philosophy of the various Tai Chi forms. *(Fee-Based)*

FITN 505 Capoeira Fitness 24 Hours
Capoeira is a unique martial art from Brazil. It is a blend of movement, music, and fitness. It is an energetic martial art that supports both physical and mental empowerment. *(Fee-Based)*

FITN 510 Aqua ZUMBA®/Aqua Fit 10 Hours
This course combines two ZUMBA® components into one water-based class. The class is made of energetic fitness moves conducted with the added buoyancy and flexibility that a water-based workout affords. The blending of the two formats burns body fat, builds muscle tone, and overall definition by integrating traditional aqua fitness. disciplines. *(Fee-Based)*

FITN 515 PiYo Workout 10-15 Hours
PiYo combines the muscle-sculpting, core-firming benefits of Pilates with the strength and flexibility advantages of yoga. PiYo delivers a true fat-burning, low-impact workout. Class introduces dynamic, flowing sequences that both lengthen and tone muscles and increase flexibility. *(Fee-Based)*

Funeral Service - NOCE (FSRV)

FSRV 100 Introduction to Funeral Service Practice 60 Hours
This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills. Textbook Required. *(Apportionment)*

FSRV 110 Communication Skills for the Funeral Assistant 60 Hours
Prerequisite(s): FSRV 100 Introduction to Funeral Service Practice
This class will prepare the student to provide support to client families in grief, bereavement, and mourning, and communicate effectively with the public. Topics include an exploration of cultural differences in grief and funeralization practices, as well as the diversity of religious beliefs impacting disposition options. Textbook Required. *(Apportionment)*

FSRV 120 Funeral Service Operations 60 Hours
Prerequisite(s): FSRV 100 Introduction to Funeral Service Practice
This course introduces students to funeral service practices and procedures in preparation for entry-level positions in the funeral home. These include funeral service assistant, receptionist, mortuary representative, transfer personnel, funeral director assistant, and pre-need salesperson. Students review historical funeral service practices, funeral service price lists, and service arrangements. Textbook Required. *(Apportionment)*

FSRV 125 Funeral Service Practices and Procedures I 60 Hours
Prerequisite(s): FSRV 100 Introduction to Funeral Service Practice
This course introduces students to the sociology of funeral service practice. It is designed to develop the necessary skills for arranging religious funeral ceremonies, conducting funeral and memorial services, and assisting in the disposition of human remains including cremation and scattering. Funeral service merchandise options are also covered. Textbook Required. *(Apportionment)*

FSRV 126 Funeral Service Practices and Procedures II 60 Hours
Prerequisite(s): FSRV 125 Service 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. Textbook Required. *(Apportionment)*

Health (HLTH)

HLTH 109 Food Preparation and Good Nutrition for Older Adults 36 Hours
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. *(Apportionment)*

HLTH 161 History of Comedy and Humor for Older Adults 36 Hours
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. *(Apportionment)*

HLTH 163 Help Yourself to Health for Older Adults 36 Hours
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. *(Apportionment)*

HLTH 167 Staying Mentally Sharp for Older Adults 36 Hours
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. *(Apportionment)*

HLTH 200 Health and Wellness for Older Adults 24 Hours
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. *(Apportionment)*

HLTH 205 Health and Wellness for Older Adults: Restricted Mobility 24 Hours
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. *(Apportionment)*

HLTH 210 Healthcare Medical Interpreter 40 Hours
Prerequisite(s): Must pass the InterpreterEd bi-lingual assessment prior to program 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 final exam qualify to sit for national certification agencies to become certified. *(Fee-Based)*

HLTH 215 Secrets of Weight Loss and Healthy Eating 6 Hours
This course will benefit novices, people with special nutritional needs, as well as those already working in the food service industry. Students will learn about healthy cooking and eating and will have an in-class opportunity to prepare foods from a personalized menu. *(Fee-Based)*

HLTH 220 Feeling Young and Healthy at Any Age 8 Hours
This workshop is designed to educate people on the impacts of aging and learn ways to begin feeling younger and improve one's general health. While this program is for all audiences, it focuses on three specific groups of people: The 40-50 something who are in the prevent mindset, looking to prevent chronic diseases and effects of aging; adults who are in the repair mode and looking to increase their health and wellness through healthy living; and young parents who want to learn more as they are caring for or concerned about a parents health or their own health and well-being. *(Fee-Based)*

HLTH 225 Healthy Families: Smart & Easy 6 Hours
This workshop is a comprehensive 6-hour program plan delivered over 6 weeks to help families with children ages 3-12 reach their optimal level in the four pillars of health. We focus on lifestyle (how you live), exercise (how you move), attitude (how you think) and nutrition (how you eat). This program is uses basic principles of nutrition and is delivered in a way that is easy for busy parents to implement and teach their children. This allows parents to give their children the gift of health through positive example and practice. *(Fee-Based)*

HLTH 400 Preparation for Childbirth 7 Hours
Course provides expectant mother and coach(es) with knowledge, tools and support to have a positive birth experience. Anatomy and physiology of the birth process, relaxation, paced breathing and comfort techniques are covered. Mother should bring two pillows, sack lunch, wear comfortable pants or shorts and can have two coaches. *(Apportionment)*

Hospitality Management (HOSM)

HOSM 101 Bartending Workshops **28 Hours**
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 Safeserv. Course fees includes: Supplies, Recipe Cards, Training DVD, and Bartending Tool Kit. . *(Fee-Based)*

HOSM 165 Creative Event Planning **20 Hours**
Get a head start on holiday entertaining with a professional touch. Perhaps you are entertaining friends, planning a company party or thinking about becoming an event planner - this class is for you! This class will give you valuable tips, do's and don'ts to entertain with a flair. Whatever you are considering a career in event-planning or simply planning a party on your own - sign up today. *(Fee-Based)*

Human Resource Management (HRMA)

HRMA 100 Human Resources, Introduction **24 Hours**
This course will introduce students to the human resource environment. It focuses on basic human resource management, creating equal opportunities, analyzing jobs, and creating job descriptions. *(Apportionment)*

HRMA 105 Employee Relations **24 Hours**
This class with address working with collective bargaining units, labor and employee relations, and global human resource management. *(Apportionment)*

HRMA 110 Compensation **24 Hours**
This class with cover employee compensation by establishing a pay structure, recognizing employee contributions with pay, and providing employee benefits. *(Apportionment)*

HRMA 115 Assessing and Improving Performance **24 Hours**
This class addresses assessing performance of employees and building programs to help improve employee performance and satisfaction. *(Apportionment)*

HRMA 120 Talent Acquisition and Development **36 Hours**
This course focuses processes and concepts of attracting, recruiting, hiring, retaining and developing quality talent for organizational need. *(Apportionment)*

Individual High School Subjcts (IHSS)

IHSS 100 High School English 1 **1-10 Credits**
This course is an individualized, self-paced study in the basics of English language arts, including vocabulary development, grammar, reading comprehension, and writing strategies. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 101 High School English 2 **1-10 Credits**
This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. This content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 102 High School English 3 **1-10 Credits**
This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. This content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 105 High School Writing Skills **1-10 Credits**
Writing strategies are presented through individualized, self-paced modules in personal compositions and business letters. Techniques in structure, style and business correspondence are covered. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 109 High School World History **1-10 Credits**
This course presents the history of the world's people and major cultures from early times to the present. This course is offered for the NOCE high school diploma and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 110 High School World Geography **1-10 Credits**
This geography course surveys all the major regions of the world, explores processes that shape the Earth and relationships between people and environments. This course is offered for NOCE diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 113 High School Mass Media **1-5 Credits**
This mass media course covers various forms of communications including television, advertising, print materials, and electronic media. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 116 High School General Math **1-10 Credits**
This course presents activities to help the student with basic arithmetic skills, real-life applications, and problem-solving techniques. The units of study include a review of whole number operations, and basic functions of fractions, decimals, percents, measurements, algebra and geometry. This course is offered for NOCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 118 High School Algebra 1 **1-10 Credits**
This course covers basic algebra concepts including an introduction to variables, equations, factoring, an introduction to variables, equations, factoring, formulas and the application of skills. This course is used for NOCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 119 High School Geometry **1-10 Credits**
This course covers basic geometry concepts including key terms, geometric shapes and the application of skills. This course is used for NOCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned towards the completion of this course. *(Apportionment)*

IHSS 121 High School Earth Science **1-5 Credits**
Earth Science deals with the earth and other heavenly bodies of the universe. Students learn the various characteristics that make Earth unique in the solar system. This course is offered for NOCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 122 High School Physical Science **1-5 Credits**
Physical Science explores matter and its properties, motion, heat, energy, sound and light, as well as electricity and magnetism. This course is used for NOCE High School Diploma credit.The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 153 High School General Science **1-10 Credits**
General Science covers physical, Earth, and life science. This course is used for NOCE High School Diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 154 High School Basic Financial Literacy **1-5 Credits**
Entry Level Skills and knowledge: Read and write standard English. This course provides adult high school diploma students with a broad-based understanding of issues concerning personal finances, from young adulthood through retirement. Subjects covered include interest, basic banking, paying for college, budgeting, credit, credit cards, taxes, investing, retirement, insurance, and purchasing a car and home. It is offered for elective credit in the NOCE High School Diploma Program. *(Apportionment)*

IHSS 163 High School Composition **1-10 Credits**
This course provides writing strategies that include basic sentence structure, a review of grammar and mechanics, paragraph formation and essay composition skills. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 170 High School Grammar **1-10 Credits**
This course covers a variety of English language skills in a flexible format suitable for individualized, self-paced coursework. The topics covered include grammar, usage, writing mechanics and composition strategies. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 173 High School Novels **1-10 Credits**
This literature course offers a variety of literary works in a flexible format suitable for individualized self-paced coursework. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits prviously earned in the same subject will evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 174 High School Literature **1-10 Credits**
This literature course offers a variety of literary works in a flexible format suitable for individualized self-paced coursework. Literary options include poetry, short stories, essays and complete novels. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 181 High School Short Stories **1-5 Credits**
This course introduces a variety of short stories through self-paced reading activities. Through guided reading activities, students explore character development, plot and author's purpose. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned for the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 183 High School Vocabulary **1-10 Credits**
This course covers grade-level vocabulary development and is offered for the NOCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 190 High School Literacy Skills I **1-5 Credits**
This course is designed to develop vocabulary, decoding, reading comprehension and critical thinking skills. This course will be used for High School Diploma Credits. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 191 High School Literacy Skills II **1-5 Credits**
This course is designed to advance vocabulary, decoding, reading comprehension and critical thinking skills. This course will be used for High School Diploma credits. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 300 Transitioning to College **1 Credit**
This course is designed to help NOCE High School Diploma Program, ESL Academic Success, and all other NOCE students successfully transition to college. Topics presented will include identifying academic goals, designing an educational plan, utilizing the college processes (registration, financial aid, learning resources), and graduation. This course will include campus tours of several student resource centers. *(Apportionment)*

IHSS 305 High School Economics A **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
Economics A explores the fundamental economic concepts and reasoning, the American Market Economy, the government's influence on the market economy, taxes, deficits, and the Federal Reserve Bank and the impact of these concepts on various groups, including racial, socioeconomic, and gender. *(Apportionment)*

IHSS 306 High School Economics B **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
Economics B explores labor markets, aggregate economic behavior, globalization, and the impact of the global economy and these concepts on various groups, including racial, socioeconomic, and gender. *(Apportionment)*

IHSS 310 High School US Government A **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
U.S. Government Course A explores the fundamentals of American democracy, the branches of government, evaluates the comparative governments and the challenges of democracy, and the impact of non-state actors on the global community from multiple perspectives, including race, gender, and socio-economic status. *(Apportionment)*

IHSS 311 High School US Government B **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
U.S. Government Course B explores the rights and responsibilities of citizens in a democracy, the fundamental principles of civil society, the electoral process, and the role of media in public life from multiple perspectives, including race, gender, and socio-economic status. *(Apportionment)*

IHSS 315 High School US History A **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
US History A explores the founding of the original thirteen colonies, the creation of a new country, causes of the Civil War, and the Reconstruction era and the impact of each of these events on racial and socio-economic groups and gender roles from multiple perspectives. *(Apportionment)*

IHSS 316 High School US History B **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
US History B explores post-Civil War, westward expansion, the Industrial Revolution through World War I and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. *(Apportionment)*

IHSS 317 High School US History C **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
US History C explores the Great Depression and the New Deal, World War II, the Cold War, and US post-war foreign policy and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. *(Apportionment)*

IHSS 318 High School US History D **2.5 Credits**
Advisory: CASAS reading score of 228 or higher
US History D explores the Civil Rights Era, the end of the Cold War, Globalism, and contemporary America, and the impact these occurrences have on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. *(Apportionment)*

IHSS 345 High School Health A: Human Development **2.5 Credits**
In this course, students will learn about different types of sexual orientation, gender identity, gender expression, reproductive and sexual anatomy, and the process of sexual reproduction. *(Apportionment)*

IHSS 346 High School Health B: Sexual Health and Behavior **2.5 Credits**
Advisory: Successful completion of IHSS 345 High School Health A
In this course, students will learn about the various methods of contraception, their effectiveness in preventing unwanted pregnancy, and sexually transmitted infections including HIV/AIDS. Students will also learn about pregnancy, prenatal care, abortion, and California laws regarding human trafficking, sexual violence, and sexual harassment. *(Apportionment)*

IHSS 347 High School Health C: Communication **2.5 Credits**
Advisory: Successful completion of IHSS 345 High School Health A, and IHSS 346 High School Health B
In this course, students will learn about healthy relationships and how to identify signs of unhealthy relationships. Students will also learn about the communication skills necessary to be in a committed relationship, the implications of marriage, and the responsibilities of raising children. *(Apportionment)*

IHSS 348 High School Health D: Physical, Mental, and Emotional Health **2.5 Credits**
Advisory: Successful completion of IHSS 345 High School Health A IHSS 346 High School Health B IHSS 347 High School Health C
In this course, students will learn about human health in a holistic way by investigating how proper nutrition, physical activity, and emotional intelligence work in synergy. The course will culminate in a capstone project that challenges students to apply their learning to their own lives, empowering them to achieve a lifetime of health and vitality. *(Apportionment)*

IHSS 400 Humanities - Electives **0 Credits**

IHSS 415 High School Biology A: Molecules to Organisms **2.5 Credits**
In this course, students will learn about the basic structure of the cell, cell division, and the basics of human physiology. Students will also learn about DNA, how it helps the human body function, and explore how plants live through the process of photosynthesis. *(Apportionment)*

IHSS 416 High School Biology B: Interaction, Energy, and Dynamics **2.5 Credits**
In this course, students will learn the basic principles of ecology. Students will learn how energy is transferred within different types of ecosystems. Additionally, this course covers the water, nitrogen, and carbon cycles and the ways humans impact biodiversity within the environment. *(Apportionment)*

IHSS 417 High School Biology C: Heredity and Inheritance 2.5 Credits
In this course, students will learn the basic principles of genetics and heredity. Students will explore the process of sexual reproduction and meiosis. Furthermore, students will analyze the causes of genetic variation within populations and Mendel's laws of genetic inheritance. *(Apportionment)*

IHSS 418 High School Biology D: Unity and Diversity 2.5 Credits
In this course, students will learn the basic principles of biological evolution. Students will learn about the scientific evidence that supports the theory of biological evolution. Darwin's theory of natural selection, the classification of life, process of speciation, and how humans have impacted speciation over time. *(Apportionment)*

IHSS 600 Electives 0 Credits

IHSS 660 High School Psychology 1-5 Credits
This psychology course explores the connections of human thought, behavior and development. It emphasizes the importance of these relationships to learning, personality, health, and society. This course is offered for NOCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the sam subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 990 High School Assessment 1 Credit
Orientation to the NOCE High School Diploma Program and overview of educational options. Includes assessing skills for the program and review of students support services. *(Orientation)*

IHSS 992 High School Art History - Artists and their Work 1-5 Credits
This course will explore art movements from the Italian Renaissance to American painters and sculptors of the twentieth century. Students will discover why some artists and their artwork retain prominence. They will be given the opportunity to expand their knowledge on a variety of art forms. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 993 High School Elements and Principles of Design 1-5 Credits
This course is an individualized, self-paced study of art and how people from other cultures and times have used a common visual language to express their own unique perspective. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 994 High School Academic Success 1-10 Credits
This study skills course provides reading and writing activities to help a student master the thinking, planning and basic skills necessary to achieve academic success in school and is available for credit for the NOCE High School Diploma Program. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 997 High School Reading Strategies 1 1-5 Credits
This course provides practice exercises in reading development and reinforces concepts through writing activities. Strategies include understanding the main idea, making judgments, understanding characters, drawing conclusions, and making inferences. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

Kids College (KIDS)

KIDS 098 Let's Learn Spanish Camp (Ages 5-7) 0 Hours
This camp will introduce children to Spanish as a communication skills. They will learn pronunciation, greetings, numbers, music, customs and songs! *(Fee-Based)*

KIDS 099 Let's Learn Spanish Camp (Age 8-12) 0 Hours
!NODESC This camp will introduce students to Spanish as a communication skill. They will learn pronunciation, greetings, numbers, music, customs and songs! *(Fee-Based)*

KIDS 101 Kindergarten Readiness and Review (Ages 4-6) 0 Hours
For children entering kindergarten within the next year or students needing review of current kindergarten skills. Have your child be at the top of his class and join us for fun and learning. Children will be exposed to math, reading readiness and other school experiences. Each session uses different work. *(Fee-Based)*

KIDS 102 Readiness for First Grade 0 Hours
For children who will be entering first grade within this year. Children will learn phonics, touch math, reading, and other school-related activities. *(Fee-Based)*

KIDS 104 Fun with Storytelling (Ages 3-5) 0 Hours
Stories are told through dramatization, puppetry, finger plays and songs. Sparks the imagination! *(Fee-Based)*

KIDS 107 Spanish for Kids (Ages 5-6) 0 Hours
Children have fun with Spanish by doing activities, playing games and singing songs. Introduces basic communication about school, family, food, clothing, the body and a cultural holiday. *(Fee-Based)*

KIDS 108 Spanish for Kids (Ages 7+) 0 Hours
Children have fun with Spanish by doing activities, playing games and singing songs. Introduces basic communication about school, family, food, clothing, the body and a cultural holiday. *(Fee-Based)*

KIDS 108A Rock 'N Learn Spanish (Ages 5-7) 0 Hours
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. *(Fee-Based)*

KIDS 108B A Touch of Spanish (Ages 8-12) 0 Hours
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. *(Fee-Based)*

KIDS 113 English Rocks (Ages 5-7) 0 Hours
This course is a fun way to learn English. Class will include colors, shapes, numbers, phonics, alphabet, spelling, songs, poems, and simple stories. *(Fee-Based)*

KIDS 115 Fun With Phonics (Grades 1-2) 0 Hours
For children just learning to read or having difficulty reading. Sounds are taught in a fun but learning atmosphere through stories and writing. *(Fee-Based)*

KIDS 117 Tutorial: Reading and Comprehension (Grades 3-4) 0 Hours
Students will learn to read more effectively, enhance their reading comprehension, interpretation and vocabulary skills. *(Fee-Based)*

KIDS 117A Reading & Comprehension (Grades 3-4) 0 Hours
Students will enhance their reading comprehension, learn to read more effectively, and improve interpretation and vocabulary skills. *(Fee-Based)*

KIDS 118 Basic Phonics (AGes 5-6) 0 Hours
For the young reader needing help in phonics. Children will be encouraged to be creative using sounds and simple writing and reading drills. *(Fee-Based)*

KIDS 124 Writing Better Reports (Grades 3-6) 0 Hours
Learn to select important material, organize your thoughts, rewrite creatively in your own words in order to write good papers and reports. Face your fears and feel confident through preparation to give oral reports with visual aids. Class size is limited. *(Fee-Based)*

KIDS 126 Memory Power For Kids (Grades 3-6) 0 Hours
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. *(Fee-Based)*

KIDS 130 How To Study, Take Tests and Organize Yourself (Grades 3-6) 8 Hours
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. *(Fee-Based)*

KIDS 138 Creative Writing (Grades 3-6) 0 Hours
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. *(Fee-Based)*

KIDS 139 Creative Writing (Grades 1-2) 0 Hours
Students will use their imaginations to write short stories. Emphasis is on the creative expression of ideas. *(Fee-Based)*

KIDS 148 Tutorial: Reading and Writing Review (Grade 1-2) 0 Hours
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. *(Fee-Based)*

KIDS 148A Tutorial: Reading and Writing Review (Grades 3-4) 0 Hours
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. Limited to 8 students. !NODESC *(Fee-Based)*

KIDS 150 Please Pass The Manners (Ages 5-7) 0 Hours
This class will cover the basics of introductions, as well as how to handle silverware, napkins and the ABC's of table manners. *(Fee-Based)*

KIDS 150A Please Pass The Manners (Ages 9+) 0 Hours
This class will coer the basics of introductions, as well as how to handle silverware, napkins and the ABC's of table manners. !NODESC *(Fee-Based)*

KIDS 151 Reading & Comprehension (Grades 5-6) 0 Hours
!NODESC This course will focus on what students like to read for fun. Learn tricks and techniques for better comprehension and how to become a reading "whiz". *(Fee-Based)*

KIDS 152 Please Pass The Manners (Ages 9+) 0 Hours
Good manners are a good first impression! Your children will learn American etiquette for all occasions. This is a fun class where we act out all sorts of situations and how to respond appropriately. We fine tune our special skills and then sit down to a pasta dinner to learn good table manners, and how to eat those foods that commonly end up on our chins and loaps! One day workshop! *(Fee-Based)*

KIDS 166 Reading, Writing and Math Review Camp (Grade 1) 0 Hours
Students will sharpen their reading, writing and basic math skills in a fun and relaxed workshop! Games, worksheets and a "hands-on project" will be used to review 1st Grade skills before starting 2nd Grade. *(Fee-Based)*

KIDS 191 Improve Your Reading and Writing (Grades 7-10) 0 Hours
Students will become more effective readers by learning strategies to read different types of writing. By responding in writing to what they read, students will increase comprehension and improve written communication skills. Techniques such as analyzing, summarizing, comparing, critiquing, and interpreting will be applied to in-class reading and writing projects. *(Fee-Based)*

KIDS 194 Basic Reading Skills (Ages 4-5) 0 Hours
Children will participate in a variety of meaningful, interactive, and stimulating games and activities to build phonemic awareness and phonics skills. Activities include developing skills in decoding, beginning to read word families, print practice and beginning sentence writing. This class is for students preparing to enter Kindergarten. This class develops a strong reading foundation for success in school. *(Fee-Based)*

KIDS 195 Reading Camp for Kindergarten 0 Hours
Children will participate in a variety of meaningful, interactive, and stimulating games and activities to build phonemic awareness and phonics. These activities are based on the new Common Core standards and include decoding, beginning to read word families, printing practice, and beginning sentence writing. This camp is for students entering kindergarten. The camp also develops a strong reading foundation for success in school. Enrollment is limited. *(Fee-Based)*

KIDS 202 Pre-Algebra Concepts (Grades 6) 0 Hours
Increase your skills in pre-algebra and acquaint yourself with calculating activities. Also fractions, decimals, integers and solving equations. *(Fee-Based)*

KIDS 214 Tutorial: Ready, Set, Read! (Grades 1-2) 0 Hours
This is a tutorial-based class that is developed to assist the emergent reader. There will be a strong focus on phonics and mastery of basic sight words. Limited to 8 students. *(Fee-Based)*

KIDS 217 Algebra (Grades 7+) 0 Hours
Learn how to solve equations, multiplying polynomials, work word problems, graph functions, solve inequalities without stress. *(Fee-Based)*

KIDS 224 Tutorial: Pre-Algebra (Grades 6+) 0 Hours
This class will prepare the student for Algebra. Topics include: Order of operation, integers, rational numbers, GCF, LCM, exponents, fractions, decimals, variables, simple one or two step equations, and functions. Educational materials provided. Class limited to 8 students. *(Fee-Based)*

KIDS 226 Tutorial: Algebra 1 (Grades 7+) 0 Hours
This course is designed to enhance equation solving skills. It will also cover integers, rational numbers, square roots, fractions, decimals, percent, and solving equations with variables on both sides. Educational materials provided. Class limited to 8 students. *(Fee-Based)*

KIDS 227 Algebra II (Grades 8+) 8 Hours
Topics include Rational Algebraic Expressions, Quadratic Equations, Radicals, Function Notation, Composite, Inverse and Even Functions, Distance Formula, Midpoints, and Transformations. *(Fee-Based)*

KIDS 234 Phonics and Printing (Ages 5-6) 0 Hours
This hands-on course introduces proper letter formation and develops student's ability to sound out words. Through fun games and printing activities students become better printers and spellers. Students will also learn beginning sentence writing. Each term has different activities. *(Fee-Based)*

KIDS 236 Pre-Algebra - Comprehensive (Grades 6+) 0 Hours
This course reinforces the school curriculum using strong algebra skills. Topics include: whole numbers, decimals, integers and their operations, algebraic and numerical expressions, order of operations, powers and exponents, rational numbers, GCF, LCM, solving equations and inequalities, ratio, proportions and percent, finding the area and volume, square roots and Pythagorean theorem. Materials provided. Homework assignments. *(Fee-Based)*

KIDS 244 Tutorial: Algebra 2 (Grades 8+) 0 Hours
This course is designed to further strengthen and develop a student's Algebra skills. It will quickly review basic Algebra knowledge, and subsequently delve into more complex Algebra materials, such as: 2nd and 3rd degree polynomials, radicals, exponents, logarithms, intermediate geometry, and analyzing and graphing various functions. *(Fee-Based)*

KIDS 315 Musical Theatre (Ages 7+) 0 Hours
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. *(Fee-Based)*

KIDS 319 Creative Drama for Teens (Ages 12+) 0 Hours
Students will explore the nature of drama fiction, movies, plays and real life experiences. Students will do exercises and role playing to create their own drama. No prior experience is necessary! *(Fee-Based)*

KIDS 325 Vocal for Kids (Ages 7-10) 0 Hours
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. *(Fee-Based)*

KIDS 326 Vocal for Kids (Ages 11+) 0 Hours
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. *(Fee-Based)*

KIDS 351 Violin I (Ages 4+) 4.5-6 Hours
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! *(Fee-Based)*

KIDS 352 Violin II (Ages 4+) 4.5-6 Hours
Prerequisite(s): Must have completed KIDS 351 Violin I
Learn songs using beginner finger and melodic patterns. *(Fee-Based)*

KIDS 355 Violin III (Ages 4+) 4.5-6 Hours
Prerequisite(s): Must have completed KIDS 351 Violin I and KIDS 352 Violin II or have instructor's approval
Develop technique for playing primary level songs. *(Fee-Based)*

KIDS 368 Piano Keyboarding - Beginning I (Ages 7+) 0 Hours
Students will learn the basics of the keyboard and music theory. Students: bring your own keyboard (40-key minimum) every week. A recital will be held on the last day. Books will be suggested to buy at first class. *(Fee-Based)*

KIDS 368B Piano Keyboarding - Beginning I (Ages 11+) 0 Hours
Students will learn the basics of piano and keyboard theory. Bring your own keyboard (40-key minimum) to class each week. A recital will be held on the last day of class. Pick up book list at registration. *(Fee-Based)*

KIDS 369 Piano Keyboarding - Intermediate (Ages 7+) 0 Hours
For students who have completed Beginning II; or have at least 6 months keyboard/piano experience. Pick up book list at registration. *(Fee-Based)*

KIDS 370 Guitar for Kids - Beginning (Ages 6-8) 0 Hours
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. *(Fee-Based)*

KIDS 370A Guitar for Kids - Beginning (Ages 9+) 0 Hours
Young beginners develop confidence and enjoyment for music. Learn parts of the guitar, strokes and strumming, chords and melodies in order to play FUN exercises and songs! Bring your nylon-string or accoustic steel- string or accoustic steel-string guitar and medium guitar pick to class. !NODESC *(Fee-Based)*

KIDS 371 Guitar for Kids - Intermediate (Ages 9+) 0 Hours
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. !NODESC *(Fee-Based)*

KIDS 372 Guitar for Kids - Advanced (Ages 9+) 0 Hours
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. *(Fee-Based)*

KIDS 375 Cello - Beginner I (Ages 7+) 0 Hours
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. *(Fee-Based)*

KIDS 375A Cello - Beginner II (Ages 7+) 0 Hours
Prerequisite(s): Must have completed Beginner I or have instructor's approval
Learn to play and read simple one position songs. Chamber music for Cello ensemble. *(Fee-Based)*

KIDS 376 Piano Keyboarding - Beginning II (Ages 7+) 0 Hours
For students who have completed Beginning I; pick up book list at registration. *(Fee-Based)*

KIDS 377 Band - Summer (Grades 5-8) 15-20 Hours
This course is open to those students who already play a band instrument and read music. This class is perfect for students wanting to have fun while practicing their instrument over the summer in preparation for the next school year. Bring instrument to class or receive information about rental in class. A concert will be presented on the last day of class. *(Fee-Based)*

KIDS 378 Jazz Improvisation (Grades 5-8) **0 Hours**
This class is for young musicians who want to explore the exciting world of jazz improvisation. You will learn music theory and skills needed to improvise on the blues and 32 bar song form. Students must read music and have one year experience on a band instrument. A concert will be presented on the last day of class. *(Fee-Based)*

KIDS 383 Cello - Intermediate I **0 Hours**
Learn higher level of sound productions and 1st through 4th positions. Chamber music for Cello ensemble. *(Fee-Based)*

KIDS 384 Cello - Intermediate II **0 Hours**
Learn higher level of sound and bow techniques including vibratos. Chamber music for cello ensemble. *(Fee-Based)*

KIDS 403 Cartoon Drawing (Ages 8+) **0 Hours**
Introduces drawing/thinking techniques. Offers in-class drills and drawings with demonstrations and reviews; receive supplemental handout to help support a long-term interest. Parents and adults may enroll. *(Fee-Based)*

KIDS 404 Creative Art for the Preschool Child (Ages 3-4) **0 Hours**
A wonderful opportunity for the parent and child to "work together." With your help, your child will create exciting, simple projects using a variety of materials. Improves fine motor skills and launches their imaginations! *(Fee-Based)*

KIDS 408 Wonderful Watercolors (Ages 8+) **0 Hours**
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. *(Fee-Based)*

KIDS 410 Young Artist Workshop (Ages 7+) **0 Hours**
Learn to draw animals, natural objects, landscapes, and people. Covers basic theory of color, value, perspective and spatial relationships. Your child will learn to draw better! *(Fee-Based)*

KIDS 412 The "Arts" Extravaganza (Ages 7+) **0 Hours**
Children are encouraged to express themselves, emphasizing creativity and experimentation through age-appropriate art projects. Classes will include a variety of art techniques, which may include drawing, sketching, painting, clay and various other art media. *(Fee-Based)*

KIDS 414 Art is for You Art is for You (Ages 5-8) (Ages 5-8) **0 Hours**
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. *(Fee-Based)*

KIDS 415 Pencils & Paintbrushes (Ages 4-10) **0 Hours**
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. *(Fee-Based)*

KIDS 415A Pencils & Paintbrushes (Ages 8+) **0 Hours**
!NODESC 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 the application of colors using pencils and watercolors. Instruction at age and ability appropriate levels. Repeat students experience different projects. Pickup material list when you register. *(Fee-Based)*

KIDS 418 Origami for Fun (Ages 7+) **0 Hours**
Origami is Japanese and comes from the word ori (to fold) and kami or gami (paper). You'll become familiar with the basic technique or art of paper folding step by step from a single sheet of paper into an animal, bird, boat, butterfly, crane, and more. Parents are welcome to enroll too! *(Fee-Based)*

KIDS 428 Photography for Kids (Ages 7-10) **0 Hours**
Children will learn basics techniques of photographic process, conventional to digital. Material/equipment needs will be given first day of class. Bring a 35mm (digital, conventional, or disposable) to class. There will be additional fees for film developing/printing. Children will take a photo shoot tour of the campus. *(Fee-Based)*

KIDS 429 Photography for Kids (Age 10+) **0 Hours**
Children will learn basics techniques of photographic process, conventional to digital. Material/equipment needs will be given first day of class. Bring a 35mm (digital, conventional, or disposable) to class. There will be additional fees for film developing/printing. Children will take a photo shoot tour of the campus. *(Fee-Based)*

KIDS 435 Knitting for Kids - Basics (Ages 9+) **0 Hours**
Learn basic knitting techniques including casting on, knit stitch, purl stitch, increase, decrease, and binding off. Knit some basic projects such as book marks, scarves, purses and more. Learn about different yarns and become aware of the fulfillment of making your own creations. *(Fee-Based)*

KIDS 438 Wonderful Arts and Crafts (Ages 5-7) **0 Hours**
Come and create art and craft projects using different media and surfaces. *(Fee-Based)*

KIDS 438A Wonderful Arts and Crafts (Ages 8+) **0 Hours**
Come and create art and craft projects using different media and surfaces. ! NODESC *(Fee-Based)*

KIDS 441 Drawing and Acrylic Painting (Ages 9+) **0 Hours**
Students will learn about abstract shapes and forms, faces, fruits, veggies, and landscapes and still life! *(Fee-Based)*

KIDS 442 Creative Art for the Young Child (Ages 3-5) **0 Hours**
This is an arts and crafts class for children 3-5 years and a parent to spend quality time together developing motor skills and artistic abilities through drawing and painting with watercolors and making arts and crafts items. *(Fee-Based)*

KIDS 443 Drawing and Watercolors (Ages 5+) **0 Hours**
Students will learn the basics of drawing and painting shapes, cartoons, landscapes, underwater scenes, animals, cars and use watercolors to enhance their projects. *(Fee-Based)*

KIDS 445 Fashion Illustration for Kids I (Ages 12+) **12 Hours**
Calling all aspiring fashion illustrators. In this class you will complete a fashion figure with collars, blouses, skirts, pants, hats and accessories by the end of the course. Students will learn how to draw proportional figures and faces, as well as gesture drawings. Fashion figures will be created using watercolors, colored pencils, markers, and pens. Special supplies required, pick up list in office. *(Fee-Based)*

KIDS 451 Create Art from Around the World Camp! (Ages 8+) **0 Hours**
Come join our adventure as we explore art from around the world! We will create fun and unique art with influences from Mexico, Africa, Europe, Asia, and the Mediterranean. Learn how to do paper mache, mosaics, painting and more! *(Fee-Based)*

KIDS 452 Art Techniques for Kids Camp (Ages 8+) **0 Hours**
Have fun while learning great art techniques! Learn to do pencil drawing, acrylic painting, pastels, still-life creation, mixing your own paints, and more! We will create our own works of art using the techniques we learn! *(Fee-Based)*

KIDS 453 Fashion Illustration for Kids II (Ages 12+) 12 Hours
Advanced level of Fashion Illustration. Learn to complete group figures (3-5) with a theme. Illustrate different textures of fabrics. Also create accessory and shoe illustrations and flats of garments. *(Fee-Based)*

KIDS 475 Piano Keyboarding - Advanced (Ages 7+) 0 Hours
Students will continue learning the basics of the keyboard and music theory. In addition, students will be introduced to major scales and arpeggios, and sight-reading. Students must bring their own keyboard (40 key minimum) every week and headphones. Books may be suggested to buy during the session. *(Fee-Based)*

KIDS 500 Dance for Kids - Introduction (Ages 3-4) 0 Hours
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. *(Fee-Based)*

KIDS 507 Tap for Kids - Toe Tapping Feet (Ages 6+) 0 Hours
This is a beginning Tap class that will introduce beginning level tap steps, center work and simple progressions across the floor. Children will develop coordination and self-esteem and have fun learning one of America's original art form. Parents are not allowed in the dance studio during class. The children will learn and perform a short dance that will be performed on the last day of classes during the fall, winter and spring sessions only. Tap shoes are required. *(Fee-Based)*

KIDS 508 Tap for Kids - Beginning (Ages 10+) 0 Hours
This course will be an introduction into the simple beginning steps of tap dance. The class will consist of the basic steps of tap and gradually being able to put them together into simple routines. *(Fee-Based)*

KIDS 510 Youth Ballet (Age 3-4) 6 Hours
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. *(Fee-Based)*

KIDS 510A Youth Ballet (Ages 5-7) 6 Hours
Beginning class that teaches basic ballet technique and coordination skills in a fun environment. There will be a performance on the last day of class during the fall, winter, and spring sessions only. Parents are not allowed in the dance studio during class. *(Fee-Based)*

KIDS 510B Youth Ballet (Ages 8-10) 6 Hours
This is a beginning class that introduces the young dancer to the structure of a true classical ballet class. The students will do barre, center and across the floor work to help develop strength, coordination and balance. There will be a performance on the last day of class during the fall, winter, and spring sessions only. Parents are not allowed in the dance studio during class. *(Fee-Based)*

KIDS 516 Jazz Hip-Hop Dance (Ages 5-6) 0 Hours
Jazz dance techniques with a hip hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere. *(Fee-Based)*

KIDS 516A Jazz Hip-Hop Dance (Ages 7+) 0 Hours
!NODESC Jazz dance techniques with a hip-hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere. *(Fee-Based)*

KIDS 553 Musical Theatre Summer Camp (Ages 9+) 0 Hours
This Musical Theatre Camp will be fun filled with singing, acting and dancing. The students will explore and develop their creativity while learning a musical theatre number to perform. *(Fee-Based)*

KIDS 555 Gymnastics - Beginning I Summer Camp (Ages 5-8) 6 Hours
This course teaches children the basic fundamental building blocks of gymnastics. They will learn many variations in jumps, rolls, tumbling, stretching and conditioning. Students will practice motor skills and exercising safely all while interacting and having fun! *(Fee-Based)*

KIDS 555A Gymnastics - Beginning I Camp (Ages 8+) 6 Hours
This course teaches children the basic fundamental building blocks of gymnastics. They will learn many variations in jumps, rolls, tumbling, stretching and conditioning. Students will practice motor skills and exercising safely all while interacting and having fun! *(Fee-Based)*

KIDS 575 Gymnastics - Beginning I (Ages 5.5-7) 6 Hours
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! *(Fee-Based)*

KIDS 576 Gymnastics - Beginning I (Ages 8+) 6 Hours
Introduces basic gymnastic tumbling skills, including safety and stretching. Bridges, tripods and variety of rolls and jumps will be taught. Boys and girls are welcome. Pick up instruction sheet at registration. ! NODESC *(Fee-Based)*

KIDS 577 Gymnastics - Beginning II (Ages 8+) 6 Hours
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. *(Fee-Based)*

KIDS 580 Moms, Pops & Tots Tumbling (Ages 3-5) 6 Hours
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). *(Fee-Based)*

KIDS 587 Cheerleading (Ages 4-7) 6 Hours
Cheerleading students will learn all the basic fundamental cheer movements as well as sideline cheers, fight song cheers and performance cheers. Students will learn proper warm-up and stretching techniques to improve flexibility. This class is designed to build self-confidence. Show performance on the last day of class. Wear tennis shoes. Wear comfortable clothing and bring water. Short performance on the last day for family and friends. *(Fee-Based)*

KIDS 587A Cheerleading (Ages 8+) 6 Hours
Cheerleading students will learn all the basic fundamental cheer movements as well as sideline cheers, fight song cheers and performance cheers. Students will learn proper warm-up and stretching techniques to improve flexibility. This class is designed to build self-confidence. Show performance on the last day of class. Wear tennis shoes. Wear comfortable clothing and bring water. !NODESC *(Fee-Based)*

KIDS 601 Basketball Clinic (Ages 4-6) 6 Hours
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. *(Fee-Based)*

KIDS 601A Basketball Clinic (Ages 7-9) 6 Hours
Learn the fundamentals of basketball through instruction and practice. Includes these basic skills: footwork, pass, dribbling, shooting and running. Kids can improve their knowledge of the game! !NODESC *(Fee-Based)*

KIDS 601B Basketball Clinic (Ages 10+) 6 Hours
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! !NODESC *(Fee-Based)*

KIDS 607 Pee Wee Baseball (Ages 6+) **6 Hours**
Students will learn the fundamentals of batting, throwing, catching and running bases in a noncompetitive environment. Bring baseball mitts to class. !NODESC *(Fee-Based)*

KIDS 607A Pee Wee Baseball (Ages 4-5) **6 Hours**
Students learn the fundamentals of batting, throwing, catching, and running bases in a non-competitive environment. Bring baseball mitts to class. *(Fee-Based)*

KIDS 609 Jr Summer Sports Camp (Ages 5-7) **0 Hours**
Learn to play team sports and games in a fun non-competitive environment! Play a different sport every day while teamwork and sportsmanship is stressed. Get ready for lots of fun. Bring a water bottle and wear your sunscreen. *(Fee-Based)*

KIDS 609A Jr Summer Sports Camp (Ages 8-10) **0 Hours**
Learn to play team sports and games in a fun non-competitive environment! Play a different sport every day while teamwork and sportsmanship is stressed. Get ready for lots of fun. Bring a water bottle and wear your sunscreen. !NODESC *(Fee-Based)*

KIDS 610 Pee Wee Soccer (Ages 4-6) **6 Hours**
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. *(Fee-Based)*

KIDS 610A Pee Wee Soccer (Grades 1-3) **6 Hours**
!NODESC During our soccer classes, our goal is to stimulate a love for the game in 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. *(Fee-Based)*

KIDS 611 Pee Wee Soccer (Grades 4-6) **6 Hours**
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. *(Fee-Based)*

KIDS 614 Pee Wee Soccer Camp (Ages 4-6) **0 Hours**
This camp will introduce your child to the very basic skills of soccer. Students will learn and develop skills such as dribbling, passing, trapping and goalkeeping by participating in fun drills, exciting games. By the end of the course, students will not only have learned to play a new sport, but they'll experience being a part of a team! *(Fee-Based)*

KIDS 614A Pee Wee Soccer Camp (Ages 6-8) **0 Hours**
This camp will introduce your child to the very basic skills of soccer. Students will learn and develop skills such as dribbling, passing, trapping and goalkeeping by participating in fun drills, and exciting games. By the end of the camp, students will not only have learned to play a new sport, but they'll experience being a part of a team! *(Fee-Based)*

KIDS 615 Soccer Summer Camp (Ages 8-10) **0 Hours**
Come join us for an intensive week of soccer skill improvement. The camp will develop soccer drills such as kicking, passing, trapping, receiving, and ball control. Campers will be divided by age and skill level. Experience being part of a team. *(Fee-Based)*

KIDS 626 Tennis for Kids - Beginning (Ages 6-9) **6 Hours**
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. *(Fee-Based)*

KIDS 626A Tennis for Kids - Beginning (Ages 10+) **6 Hours**
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. !NODESC *(Fee-Based)*

KIDS 627 Tennis for Kids - Advanced Beginning **6 Hours**
Permission needed from Instructor! This course will be a higher level tennis class for those with a greater proficiency level. Students will participate in drills and instruction for tournament match play. Students will also be introduced to singles and doubles strategies. Bring racquet and one can of new tennis balls. Makeup classes in case of rain. *(Fee-Based)*

KIDS 654 Judo/Jujitsu for Kids (Ages 6-13) **0 Hours**
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. *(Fee-Based)*

KIDS 655 Kung Fu for Kids (Ages 7-17) **10 Hours**
Children learn ancient Chinese self-defense techniques and forms through detailed step-by-step instruction. While working together, kids develop confidence, self-discipline and teamwork. The practice of Kung Fu forms improves balance, memory and self-control. Join us and learn one of the oldest traditional martial arts in existence today. *(Fee-Based)*

KIDS 669 Water Polo for Kids - Beginning (Ages 9-14) **0 Hours**
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 *(Fee-Based)*

KIDS 705 Chemistry for Young Scientists (Grades 1-3) **0 Hours**
Children will interact with the world of science using hand-on techniques and observation. They will probe life science, physical science and chemistry. Students will formulate slime plus much more! Materials included. *(Fee-Based)*

KIDS 714 Childcare & Babysitting Safety Camp (Ages 12+) **0 Hours**
This class will provide basic skills and information that is necessary in caring for infants and children. Students will learn the importance of responsibility, recognizing an emergency, emergency action steps, personal safety, fire safety, water safety, infant care and basic first aid and choking management. This class is designed for young adults, 12 years and older, who will be babysitting or providing childcare. Certificate will be issued at the end of the course; textbook provided. *(Fee-Based)*

KIDS 725 Discover Dinosaurs (Ages 3+) **0 Hours**
Children will learn about extinct reptiles, the geologic time, life on earth before, during, and after dinosaurs. Includes slide shows, handling of fossils, arts and crafts. *(Fee-Based)*

KIDS 741 Hands-on Science Camp (Grades 3-6) **0 Hours**
In this course, you will DESIGN and BUILD your own devices and contraptions. Given a challenge or task, you and your teammate(s) will work together, applying and exploring math and science. Come experience the fun of energy, motion, velocity, acceleration and more! Curriculum based on the Tech Museum of Innovation. *(Fee-Based)*

KIDS 748 Wonders of Science Camp (Grades 3-6) 0 Hours
Children will explore the wonders of physical science. They will learn about electricity, magnetism, sound, light and chemistry. Students will create an electro-magnet, learn how telephones work, and how rainbows are formed. *(Fee-Based)*

KIDS 777 Kids' College and Teen Program Workshop 0 Hours
Workshop providing direct instruction for a specific concept including, but not limited to lecture, discussion, demonstration, hand-on activities, small and large group activities. *(Fee-Based)*

KIDS 807 Summertime Fun Foods 6-12 Hours
Have fun making some delicious summertime foods! We'll make a mexican Spaghetti Pie, Special Pretzels, Vegetable Bouquets with Dreamy Dip, Homemade Soda Pop Punch and Sherlock Cale. PARENTS COME BACK FOR THE LAST HALF HOUR to share the foods that the children have prepared and to cheer them on for cleanup. Remember to bring a towel and take-home container - you won't want to miss a crumb! Clean up is part of the class. *(Fee-Based)*

KIDS 830 Kids Fun Cooking (Ages 3-5) 6-9 Hours
Come join with your 3-5 year old and watch them discover new skills in the kitchen. They'll discover new and exciting foods and you will marvel at their cooking skills. We'll make a salad, appetizer, main dish and dessert. Bring a towel for clean up. New recipes each term. *(Fee-Based)*

KIDS 830A Kids Fun Cooking (Ages 6-10) 6-9 Hours
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. *(Fee-Based)*

KIDS 830B Kids Fun Cooking (Ages 11-16) 6-9 Hours
!NODESC Are you ready to be a chef for your family? This class is for you. We'll make main dishes such as stuffed chicken breast, stir fry with vegetables and sauce, your own pizza, 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 can try out new recipes and some that have been tested over time in other classes. You'll take home samples of foods prepared in class and will have a cookbook to try a recipe during the week. Bring a towel for clean up. *(Fee-Based)*

KIDS 855 Junior Chef Camp (Ages 8-12) 6-9 Hours
Future chefs will spend a week with our professional chefs as they explore the finer points of food preparation, sanitation, safety, recipes and measurements as they create nutritious foods while gaining a sense of culinary adventure. The day concludes at the chef's table as they discuss and enjoy their daily creations. Bring two dish towels, white apron and a container for leftover food to take home and share. Students must wear black cotton pants, white t-shirts, and closed-toe black sneakers to class. *(Fee-Based)*

KIDS 863 Mommy and Me Cooking Class (Ages 3-5) 6-9 Hours
Come with a child (3-5yr) and enjoy being with your child and help them learn different preparation skills while cooking foods such as pizza, cheeseburger pie, cupcakes, special cookies, vegetable surprise and lots of other recipes. *(Fee-Based)*

KIDS 900 Computer Keyboarding I (Ages 8+) 10 Hours
Multimedia software teaches your child the layout of the computer keyboard. Integrated music and puzzle activities make learning keyboard fun! Enrollment is limited! *(Fee-Based)*

KIDS 901 Computers for Kids - Introduction (Ages 8+) 10 Hours
Have fun while developing proficiency in software usage and hardware knowledge. *(Fee-Based)*

KIDS 903 Drawing & Sketching (Ages 5-7) 0 Hours
Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills and the application of colors using colored pencils and watercolors will be used. *(Fee-Based)*

KIDS 903A Drawing & Sketching (Ages 8+) 0 Hours
!NODESC Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills using pencils, colored pencils, charcoal or watercolors. *(Fee-Based)*

KIDS 913 Microsoft Word for Kids (Ages 8+) 0 Hours
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. *(Fee-Based)*

KIDS 914 Digital Photography Camp (Ages 10+) 0 Hours
This class will help to develop or improve your digital photography skills. Using the computer and Photoshop, students will learn photo editing skills to restore, resize, change colors and enhance your photos. Bring your own photos, a digital camera and USB flash drive to each class. *(Fee-Based)*

KIDS 920B Drawing & Sketching (Ages 9+) 0 Hours
Designed to heighten your child's self-esteen through individual expression while interacting creatively with others. Basic drawing skills and the application of colors using colored pencils and watercolors will be used. Pickup supply list at registration. !NODESC *(Fee-Based)*

KIDS 947 Writing Workshop (Grades 7+) 0 Hours
This writing workshop will expose students to a wide range of writing styles, familiarize students with the writing process, and enhance both the reading and writing skills of the student. Students will share their work and critique each other in a cooperative, nurturing environment. Whether the student is a struggling writer or a highly skilled writer this workshop will benefit them. *(Fee-Based)*

KIDS 960 Art Techniques for Kids! (Ages 4-6) 0 Hours
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! *(Fee-Based)*

KIDS 961 Art Techniques for Kids! (Ages 7+) 0 Hours
Come make fun and beautiful art! Learn how to use pastels, mix paints, and how to paint on paper, wood and canvas. We will use our imaginations, photos, and real life to create our own lively works of art! !NODESC *(Fee-Based)*

KIDS 980 Draw and Paint Animals (Ages 5+) 0 Hours
In this class, you will learn how to draw and paint different animals. You will be using watercolors, colored pencils, markers, crayons to capture textures of animals. *(Fee-Based)*

KIDS 1012 Anime Drawing (Ages 8+) 0 Hours
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. *(Fee-Based)*

KIDS 1020 Fun With Clay Camp (Ages 7+) 0 Hours
Let's make fun clay puppets, plates, dishes, bowls, tiles, animals, and faces! We will be using air-drying clay, polymer clay and paints. *(Fee-Based)*

KIDS 1045 Beyond Smoothies and More (Ages 7-12) 2-3 Hours
Child and parent will join forces to create a variety of colorful and delicious summer-time drinks. This one day workshop will include demonstration and hands-on participation in the creation of fun summer-time drinks for kids including smoothies and fruit juices beverages. Demonstration will be given on fun fresh fruit garnishes and colorful ice rings. The class will be taught by our vocational bartending instructor and class will be held in our adult bartending classroom. *(Fee-Based)*

KIDS 1055 Writers Camp (Grades 5-6) 0 Hours
Students will sharpen their writing and critical thinking skills. They will edit short articles, review grammar and punctuations rules, and learn skills used to write paragraphs about a variety of topics. *(Fee-Based)*

KIDS 1065 Grammar Rules! (Grades 3-5) 0 Hours
This class will review parts of speech, punctuation, and capitalization. A strong foundation in grammar enhances a student's ability to write and speak effectively. *(Fee-Based)*

KIDS 1080 Science Camp - Earth Science Exploration (Ages 6-9) 12 Hours
Children will explore the wonders of earth science. Through hands-on activities, students will investigate mineral and fossil specimens to assemble their own beginning rock collection. Students will build a clay model to discover how volcanoes grow. Learning about geodes and rock formations students will write about their discoveries in their science journal and create their own fossil model. Class size is limited. *(Fee-Based)*

KIDS 1085 Getting Ready for First Grade 10 Hours
Students will participate in a variety of fun and effective Common Core-based activities to review and sharpen their reading (phonics and reading comprehension), writing and math skills. Games, worksheets, music and hands-on projects will be used to review kindergarten skills and introduce Common Core 1st grade standards. *(Fee-Based)*

KIDS 1090 Teen Chef Camp (Ages 13-16) 15 Hours
Spend a week with our professional chefs. The Teen Chef Camp at SCE wants you to learn the basic skills of a chef; "mis en place", knife skills, nutrition, safety, sanitation and culinary terminology. Apprentice chefs will embark on a culinary tour that spans the globe as they prepare dishes from start to finish. The day concludes at the chef's table as they discuss and enjoy their daily creations. Bring two dish towels, white apron and a container for leftover food to take home and share. Students must wear black cotton pants, white t-shirts and closed-toe sneakers to class. *(Fee-Based)*

KIDS 1145 Tutorial: Trigonometry (Grades 9+) 9 Hours
The course is to introduce and study the properties of trigonometric functions. Students will learn the fundamental laws that govern relationships between sides and angles of triangles, various techniques in taking measurements of triangles, graphing trigonometric functions, and using identities in preparation for Calculus. *(Fee-Based)*

KIDS 1150 Pre-Calculus (Grades 10+) 9 Hours
This course is designed for preparation into Calculus. Topics range from relations and functions, linear and quadratic functions, polynomials, rational functions, radicals and roots, exponentials and logarithms, conic sections, systems of equations, and sequences/series. *(Fee-Based)*

KIDS 1155 Calculus I (Grades 10+) 0 Hours
This course is the first of a three part series of Calculus that is designed as a quick review of the Pre-Calculus functions. Topics covered will include understanding of properties of limits, techniques of finding limits, asymptote, continuity and one-sided limits, and infinite limits. These skills are an excellent preparation for the AP Calculus exam given in May. *(Fee-Based)*

KIDS 1165 English Rules (English-as-Second Language) (Ages 8+) 6-12 Hours
This course is a fun way to learn English. Students will practice English basic grammar, parts of speech, and frequent word vocabulary lists. Emphasis will be on reading and writing concepts through songs, poems, reading, story telling and student journal writing. *(Fee-Based)*

KIDS 1185 Spelling and Writing Enrichment (Ages 6-8) 8 Hours
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. *(Fee-Based)*

KIDS 1190 Dining and Party Etiquette (Ages 8-12) 8 Hours
This fun and informative class provides an overview of good manners and leadership skills. Students will learn social courtesies, introductions, dining and party etiquette. *(Fee-Based)*

KIDS 1200 Teen Etiquette (Ages 13-17) 9 Hours
This class will provide a foundation of good manners and leadership skills. Topics include: introductions and handshaking, dining skills, thank you notes, getting up in front of a group and listening skills *(Fee-Based)*

KIDS 1225 Singing, Dancing and Storytelling (Ages 2-4) 8 Hours
Parent and child will enjoy self-esteem building activities together; singing and dancing, storytelling and art. *(Fee-Based)*

KIDS 1230 Storytelling, Singing and Dancing (Ages 3-5) 8 Hours
Your child will enjoy age appropriate self-esteem building activities; storytelling, singing, dancing, and art. *(Fee-Based)*

KIDS 1260 Writing from A to Z (Grades 4-6) 0 Hours
Course will provide individual assessments at the beginning and focus on strengthening writing skills through the use of adjectives, adverbs, and introductory adverbial phrases. Paragraph writing skills are developed as well as expository and narrative writing skills. Class size limited. *(Fee-Based)*

KIDS 1265 Tutorial: Geometry - Basics of Geometry (Grades 7+) 0 Hours
Geometry-Part I includes basic concepts such as points, lines, planes, and angles. A significant part of the course deals with logic and reasoning, which is an important foundation in constructing proofs. Students will also learn about congruent triangles, quadrilaterals, and inequalities. Class is limited to 8 students. *(Fee-Based)*

KIDS 1300 Math Test Preparation - SAT/ACT Prep 12 Hours
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. *(Fee-Based)*

KIDS 1330 Tiny Tots Tumbling (Ages 18m - 3yrs) 6 Hours
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. *(Fee-Based)*

KIDS 1335 Basic Reading Skills (Ages 4-5) 8 Hours
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. *(Fee-Based)*

KIDS 1427 Tutorial: Probability and Statistics (Grades 7-8) 5 Hours
This course is designed for middle school students to learn the basics of probability and statistics. Topics include probability of dependent or independent events, the counting principles, permutations, combinations, and graphing data. Class is limited to 8 students. *(Fee-Based)*

KIDS 1435 Volleyball Camp - Beginners (Ages 8-16) 15 Hours
This class is geared toward the beginner level youth who is interested in learning the basic fundamentals of volleyball. Conditioning, as well as drills that focus on the necessary skills to play the game, will also be introduced. Students should wear tennis shoes and bring a small towel and water to class. Knee pads are optional. *(Fee-Based)*

KIDS 1438 Volleyball Camp - Beginners (Ages 14-16) 15 Hours
This class geared toward the beginner level youth who is interested in learning the basic fundamentals of volleyball. Conditioning, as well as drills that focus on the necessary skills to play the game, will also be introduced. Students should wear tennis shoes and bring a small towel and water to class. Knee pads are optional. !NODESC *(Fee-Based)*

KIDS 1475 Getting Ready for Third Grade 15 Hours
Summer is very long! Keep your child at the top of the class and ready for fall. This camp will review Common Core 2nd grade skills including reading, math, and writing through learning centers and fun activities. Students will also be introduced to beginning 3rd grade skills using the Common Core standards. *(Fee-Based)*

KIDS 1510 Baking Basics! (Ages 8-11) 3-24 Hours
Have fun learning the basics of baking. Register for a single class or the entire series. Students will learn about and use basic kitchen tools. Safety, cleanliness and working with others will be emphasized. Bring an apron to class and a towel for clean-up and a container for leftovers. Check if there are additional supplies required each week. *(Fee-Based)*

KIDS 1512 Baking Basics! (Ages 12+) 3-24 Hours
Have fun learning the basics of baking. Register for a single class or the entire series. Students will learn about and use basic kitchen tools. Safety, cleanliness and working with others will be emphasized. Bring an apron to class and a towel for clean-up and a container for leftovers. Check if there are additional supplies required. !NODESC *(Fee-Based)*

KIDS 1515 Public Speaking for Children (Ages 8-12) 6-10 Hours
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. *(Fee-Based)*

KIDS 1540 Swimmer - Parent and Me (6 months to Age 4) 4 Hours
This course is intended to introduce pool water to our young students. Each student must be supervised by a parent or guardian who will be instructed in the water by our swim staff instructor. The same parent or guardian must attend each week. Skills introduced at this level are: backyard pool safety, bubble blowing, submerged face, front supported kicking, supported back floating, underwater exploration and arm reaching to the side of the pool. *(Fee-Based)*

KIDS 1545 Swimmer - Summer Swim (Ages 5-17) 4 Hours
The Summer Swim Program is designed for students ages 5 - 17. Primary emphasis will be on the safety of students and staff while creating a fun learning atmosphere. Students will be evaluated on the first day of class and placed in a class for their age and appropriate skill level. Pool safety, student and parent/guardian responsibility is introduced on the first day of instruction. Levels of swim included in these classes will be: Beginner, Advanced Beginner, Intermediate Swimmer and Swimmer. *(Fee-Based)*

KIDS 1550 Water Polo - Beginning (Ages 7+) 6 Hours
Water polo is a fun game for both girls and boys. Students will learn the basic skills and rules of the game and team work. Water polo is a team game that includes swimming, passing and shooting, team offensive and defensive strategy. *(Fee-Based)*

KIDS 1555 Junior Life Guards (Ages 11-14) 16 Hours
The Junior Guard Program is a Red Cross approved program. Give your youth a jump start into a Lifeguarding job. Completion of this course sets a foundation for life guarding and life skills. Students will focus on improving swim strength, endurance, and prevention of aquatic accidents, response in an emergency, leadership skills and professionalism of a life guard. *(Fee-Based)*

KIDS 1560 Swimmer - Pre-Competitive 8 Hours
This class is designed to train and fine tune all competitive swim strokes, turns and competitive racing starts off the starting blocks, increase endurance and strength. With the completion of this course the student will master the skills needed to compete on a swim team. Students must have completed the intermediate swim level to register for this class. *(Fee-Based)*

KIDS 1565 Spring Board Diving - Beginning 4 Hours
Skills presented in this class: land drills on frontal three step approach, three step approaches on spring board, front dive, back dive and pool and diving safety. Students must have completed the advanced beginning swim level to register for this class. *(Fee-Based)*

KIDS 1572 Draw and Paint Animals (Ages 8+) 9 Hours
Students will learn how to draw and paint different animals using various art materials such as oil pastels, watercolors, colored pencils, markers and crayons to capture textures of animals. *(Fee-Based)*

KIDS 1600 Basic Hand Sewing for Kids (Grades 4-6) 6-9 Hours
Come learn the basic tools and techniques in hand sewing! Great skills needed for everyone! Boys are welcome. We will complete three projects utilizing skills from threading a needle to completing a project with embellishments. Supply sheet available the first day of class. *(Fee-Based)*

KIDS 1615 Band Instruments - Beginning (Grades 5-8) 0 Hours
Beginning Instruments class is open to anyone wanting to learn to play a wind or percussion instrument. No experience necessary. Learn proper care, sound production and music reading. A concert will be presented on the last day of class. *(Fee-Based)*

KIDS 1627 Computer Game Design (Grades 5-8) 8 Hours
This course will allow students to design their own computer game. Students will learn, in depth, how to use variables, conditional statements and other controls to create a game that accepts user input and presents a challenge. This class is for those who have completed the "Introduction to Computer Animation & Games" or "Introduction to Computer Animation." *(Fee-Based)*

KIDS 1657 Exploring My World Through Science: Parent and Me (Ages 3-4) 6 Hours
Naturally, children love to explore, observe and play with the world around them. In this class, parents and their children will engage in songs, dance, storytelling, hands-on play and crafts that emphasize science concepts such as: the five senses, mixing colors, caring for nature, recycling, gravity, solids and liquids. Each class, children will leave with crafts to take home and further enhance the learning. *(Fee-Based)*

KIDS 1670 Art Experiences for Children (Ages 4-10) 6-8 Hours
This class encourages small muscle development, independence, creativity and fun! The "process not product" is emphasized. All artistic endeavors have merit. All artists are unique. Each session has different materials. Please have children wear old clothes. No supplies needed. *(Fee-Based)*

KIDS 1680 Digital Art for Kids (Grades 4-8) 10 Hours
Learn easy techniques for creating digital art using the computer. The course will cover digital painting, drawing cartoons with basic shapes, and turning photographs into art. This class is a fun way for students to improve their concentration and technology skills for Smarter Balance testing. USBC flash drive required. *(Fee-Based)*

KIDS 1725 Tutorial: Algebra 2 - Conic Sections (Grades 8+) 5 Hours
This section of Algebra II covers the conic sections (parabolas, circles, ellipses, and hyperbolas). Students will learn how to use the quadratic formula and complete the square. Class is limited to 8 students. *(Fee-Based)*

KIDS 1727 Tutorial: Algebra 2 - Matrices and Determinants (Grades 8+) 5 Hours
This course focuses on solving systems of equations with various methods. Topics include elimination/substitution method, matrix operations/properties, and finding determinants. *(Fee-Based)*

KIDS 1735 Guitar for Kids - Intermediate (Ages 6-8) 6-8 Hours
Continue building on the fun progress of the beginning class with more chords, strumming, melodies and singing. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. Parents, please accompany children to class. *(Fee-Based)*

KIDS 1755 Guitar for Kids - Advanced (Ages 9+) 6-8 Hours
Welcome to advanced guitar. Have fun and learn the blues, barre chords, scales, and new patterns of strumming and picking familiar chords. All the while, learn modern songs from your favorite bands. *(Fee-Based)*

KIDS 1769 Swimming - Introduction (Ages 5-10) 4 Hours
This class is for students learning to swim. Skills that must be mastered at this level to advance include: holding breath for 10 seconds, prone float, back float, prone glide, prone glide with flutter kick, front crawl arm stroke with rhythmic breathing, back glide, back glide with a kick, turn over, deep water jump, front dive level off and safety skills. Water safety emphasized. (Previously named: Swimming - Beginner) *(Fee-Based)*

KIDS 1770 Swimming - Introduction (Ages 11-17) 4 Hours
This class is for students learning to swim. Skills that must be mastered at this level to move to advanced beginner include: holding breath for 10 seconds, prone float, back float, prone glide, prone glide with flutter kick, front crawl arm stroke with rhymic breathing, back glide, back glide with a kick, turn over, deep water jump, front dive level off and safety skills. Water safety emphasized. (Previously named: Beginner Swimming) ! NODESC *(Fee-Based)*

KIDS 1772 Swimmer - Beginner (Ages 5-17) 4 Hours
The class is for students who successfully completed the Beginner requirements. This includes holding breath for 10 seconds, prone and back floats, prone glide, prone guide with flutter kick, front crawl arm stroke with rhythmic breathing, back glide with kick, turn over, deep water jump, front dive level off and safety skills. Students taught survival float, treading water, backstroke, front dive and underwater swimming. Water safety emphasized. (Previously named: Advanced Beginner Swim) *(Fee-Based)*

KIDS 1774 Swimmer - Intermediate (Ages 5-17) 4 Hours
This class is for students who have completed class requirements for the beginner swimming level. Students will learn the scissor kick, front crawl for 20 yards with rhythmic breathing, 5 minute survival float, 1 minute treading water, 10 yards of skulling, 20 yards of backstroke, elementary backstroke, breaststroke and sidestroke, and 100 yards of any taught stroke. Water safety rules emphasized. *(Fee-Based)*

KIDS 1776 Swimmer - Advanced (Ages 5-17) 4 Hours
This class is for students who have completed class requirements for the beginner, and intermediate swimmer level. To pass this level students must be able to swim 100 yards of the front crawl, elementary backstroke, side stroke, and back stroke, 50 yards of the butterfly stroke, 25 yards of the butterfly pull, 25 yards of dolphin kick, front surface dive, front and back turns, survival float with clothes and water disrobing. Water safety will be emphasized. (Previously named: Swimmer) *(Fee-Based)*

KIDS 1778 Swim - Open Lab/Lap Swim (Ages 8+) 4 Hours
This class provides an opportunity for students to improve their swimming skills. Water safety will be emphasized. Lanes will be available for lap swimming. *(Fee-Based)*

KIDS 1799 Animation Flix Camp (Ages 7-13) 15 Hours
This course allows students to brainstorm movie ideas, create their own characters made from clay, glass stones, and other media, and film a stop-action movie using a green screen backdrop. Students will develop a brief movie plot, create their sets, film their movie and add voice-overs. All Flix are available for download a month after the course ends. *(Fee-Based)*

KIDS 1835 Tots Tumbling II (Ages 3-5) 8 Hours
This course is for the continuing gymnasts who are ready to learn without mom or dad. Gymnasts will learn more advanced gymnastic skills including cartwheels, headstands, handstands, backbends and pullovers on the bar. Students must have a pass certificate from Moms, Pops, and Tots Tumbling. *(Fee-Based)*

KIDS 1850 Adventures in Web Page Creations (Grades 4-6) 10 Hours
Hey kids! Have you ever wanted to create your very own cool website to share with friends and family? Here is your chance to build incredible drag-and-drop web pages using free hosting sites on the internet. You will learn how to add pictures, video, text, game widgets and lots more! *(Fee-Based)*

KIDS 1877 Gymnastics - Summer Camp (Ages 8+) 15 Hours
!NODESC Come join us for lots of fun learning gymnastics skills on the bars, beam and floor, as well as crafts, games and the parachute!! All parents and friends are invited to a special end of camp performance starring your little gymnast! Each gymnast will receive a special award! *(Fee-Based)*

KIDS 1934 Origami for Kids - Introduction (Ages 13+) 0 Hours
!NODESC Learn the basics of the art of Origami, the Japanese craft of folding paper. Students will select one item to make in class from a variety of choices. Origami can be used for gift packages and holiday decorations. Instruction sheet and special origami paper will be provided. *(Fee-Based)*

KIDS 1940 On My Own Survival (Grades 10-12) 5 Hours
Various independent living skills will be covered such as budgets, job hunting, cooking, laundry, record keeping and housekeeping. Coed class. Have fun learning everything you wanted to know about how to "make it on your own"! *(Fee-Based)*

KIDS 1945 Clutter Buster (Grades 3-6) 5 Hours
Having trouble finding your stuff???? Learn how to simplify your life and have more time by organizing your room, locker, or work areas. Learn to keep things in order and design "zones" for various activities. Learn skills that you can use for a lifetime! *(Fee-Based)*

KIDS 1947 Clutter Buster (Grades 7-12) 5 Hours
!NODESC Having trouble finding your stuff???? Learn how to simplify your life and have more time by organizing your room, locker, or work areas. Learn to keep things in order and design "zones" for various activities. Learn skills that you can use for a lifetime! *(Fee-Based)*

KIDS 1955 Learn To Sew for Fun (Grades 8-12) 6 Hours
Learn to make your own clothes! Topics to be covered are pattern and fabric selection, basic sewing machine skills and clothing construction techniques. No sewing skills are required. Call the office for a list of needed supplies. *(Fee-Based)*

KIDS 1970 You and Me Cooking Class (Ages 5-7) 5 Hours
Bring mom, dad, grandparent or special friend to join you as you create special things in the kitchen. Various goodies will be made in each session including cookies, candy, cupcakes, and fruit. Have fun learning and sharing this special time with your child. Bring an apron and a container for left over treats. *(Fee-Based)*

KIDS 1975 Fun with Baking (Ages 8-11) 5 Hours
Learn the creativity and basics of baking! Each session will cover one of the following: pies, cookies, quick breads, and cup cakes. Bring an apron, a towel for clean-up and a container for left over goodies! *(Fee-Based)*

KIDS 1977 Fun with Baking (Ages 12+) 5 Hours
Learn the creativity and basics of baking! Each session will cover one of the following: pies, cookies, quick breads, and cup cakes. Bring an apron, a towel for clean-up and a container for left over goodies! !NODESC *(Fee-Based)*

KIDS 2000 My First Cooking Class (Ages 6-8) 5 Hours
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. *(Fee-Based)*

KIDS 2015 Martial Arts/Parent & Me - Introduction (Ages 4-7) 6-10 Hours
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. *(Fee-Based)*

KIDS 2027 Tutorial: Algebra II - Functions, Exponents (Grades 8+) 5 Hours
and Logarithms This course is designed to study the behavior of functions. Topics will include polynomial functions, finding domain and range, and study relationship/properties between exponents/logarithms. Knowledge of Algebra I. Class is limited to 8 students. *(Fee-Based)*

KIDS 2063 Digital Camera Magic (Grades 4-9) 12 Hours
In this hands-on digital camera class have fun learning to create amazing optical camera illusions. Discover techniques for operating camera exposure modes, composing shots, and enhancing images. Bring to every class meeting: a camera, the userðs guide, the cameraðs USB connector cable, extra batteries, and a USB flash drive. *(Fee-Based)*

KIDS 2075 Discovering Science Through Art Experiences (Ages 4-10) 3 Hours
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. *(Fee-Based)*

KIDS 2078 Montessori - Introduction (Ages 3-6) 9 Hours
Students will be introduced to the Montessori method and work in four areas through hands-on activities to learn numbers and sounds. The areas include: practical life, sensorial, Math and Language. Students will develop order, coordination, concentration, and independence. This class will provide the academic readiness to succeed in kindergarten. Parents will attend class with their child. *(Fee-Based)*

KIDS 2085 Discovering Science Through Art Camp (Ages 4-10) 15 Hours
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 session explores different elements of the above themes. *(Fee-Based)*

KIDS 2095 Essay Writing (Grades 7-12) 6 Hours
CSUF English Instructor will teach students how to improve their essay writing skills. Students will learn and practice numerous methods that will make their writing stronger and more polished! *(Fee-Based)*

KIDS 2130 Be Bigger Than a Bully (Ages 8-12) 9 Hours
Students will learn and recognize what is a bully, what is a true friend and ways to be advocates against bullying. This course enables students to know how and where to get help if being bullied. Games and exercises on self-esteem, self-confidence and on honoring differences in ourselves and others and accepting these differences will be used in class. An overview of Social Media and its impact on bullying will be covered. *(Fee-Based)*

KIDS 2175 Tennis - QuickStart Junior Tennis, Beginners (Ages 5-8) 6-15 Hours
QuickStart is a new tennis training program designed just for kids! Smaller equipment is used so that children experience success more quickly. Simplified scoring is taught along with teamwork. Children are fully engaged while learning to play a lifetime sport. QuickStart tennis equals fun! Equipment needs explained at the first class session. *(Fee-Based)*

KIDS 2176 Tennis - QuickStart Junior Tennis, Beginners (Ages 9-12) 6-15 Hours
QuickStart is a new tennis training program designed just for kids! Smaller equipment is used so that children experience success more quickly. Simplified scoring is taught along with teamwork. Children are fully engaged while learning to play a lifetime sport. QuickStart tennis equal fun! Equipment needs explained at first class session *(Fee-Based)*

KIDS 2195 Common Core: Reading Comprehension (Completion of Grades 1 or 2) 7.5 Hours
Come experience reading in a fun way using new reading comprehension skills. This class is for struggling readers and also those who already love to read. These lessons are based on the new Common Core Standards for students who have finished grades 1 and 2. *(Fee-Based)*

KIDS 2210 Tutorial: Discrete Mathematics I-Logic and Sets (Grade 8+) 5 Hours
This course covers how logic is written mathematically. Also, truth tables and Boolean Algebra are introduced. Sets and set notations are covered. This is a sample of Engineering/Computer Science courses at the collegiate level. Students should complete Algebra before enrolling in this class. *(Fee-Based)*

KIDS 2227 ZUMBA for Kids 6 Hours
ZUMBA for Kids is a fitness program designed especially for kids ages 7 - 11 years old. It combines high energy with the ZUMBA program rhythms of salsa, cumbia, reggaeton, merengue and others. It provides a safe and effective workout. This class is designed specifically for kids, so the moves and music are kid friendly. *(Fee-Based)*

KIDS 2230 Common Core: Reading Comprehension Skills (Grades 1 & 2) 6 Hours

Students will read a story and learn how to create thinking maps as well as taking notes in order to comprehend the story effectively. They will learn how to use the text to answer text related questions based on the new Common Core curriculum. *(Fee-Based)*

KIDS 2255 Volleyball in the Sand for Teens (Ages 13 to 17) 12-24 Hours

This course is designed to teach the basics of sand volleyball play. Sand volleyball has different aspects of play from traditional indoor volleyball. *(Fee-Based)*

KIDS 2275 Sign Language with Kids (Ages 7 - 11) 5-15 Hours

This class will introduce the student to the basics of sign language. Content will include alphabet and counting numbers, greetings, family and friends, foods, weather, feelings, colors and shapes and animals. *(Fee-Based)*

KIDS 2290 Painting with Acrylics for Kids (Ages 5+) 5-8 Hours

This course teaches students how to paint a variety of different projects with the use of acrylic paint. Students will have one project per class to include: landscape, seascape, animals, cartoon, floral and still life. Students will learn how to plan, sketch, and layout their project. They will also learn how to use different paint brush techniques and the color wheel for composition. *(Fee-Based)*

KIDS 2295 Drawing and Painting Cartoons with Watercolors (Ages 5+) 6 Hours

Students will learn how to draw and paint a variety of different cartoon characters. This includes: dogs, cats, birds, sea creatures, people, animals and well-known cartoon characters. They will receive instruction on how to analyze cartoon characters using shapes. Other topics include: the color wheel, composition, horizon line, design, and placement. *(Fee-Based)*

KIDS 2320 Creating Creative Cupcakes - The 5 Essentials (Ages 12-17) 6 Hours

Did you ever want to create a cupcake that is worthy of a Pinterest Pin?! Learn the 5 essentials to creative cupcakes. Topics include frosting, bakery style techniques, gourmet techniques, fondant, and those eye catching, out of the ordinary cupcakes! *(Fee-Based)*

KIDS 2330 Summer Dance Performing Arts Camp 12-24 Hours

This is a two-week intensive dance camp for ages 14+ who are interested in learning choreography in a variety of dance styles and to gain the experience of rehearsing the dances to perform. Students will learn choreography in the styles of Ballet, Modern, Jazz, Contemporary, Lyrical, Afro Caribbean, and Ballroom that will be performed in an informal dance concert at the end of the session. *(Fee-Based)*

KIDS 2400 Common Core: Preparation for Computer Keyboarding (Grades 2 & 3) 5 Hours

This course prepares students for the requirements of the Common Core standards. Beginning in 2015, students must be able to type multiple paragraph practical paragraphs as part of the Common Core implementation. *(Fee-Based)*

KIDS 2401 Common Core: Preparation for Computer Keyboarding (Grades 4 - 6) 5 Hours

This course prepares students for the requirements of the Common Core standards. Beginning in 2015, students must be able to type multiple paragraph practical paragraphs as part of the Common Core implementation. *(Fee-Based)*

KIDS 2403 Common Core: Online Reading and Writing Prep (Grades 3-4) 5 Hours

This course prepares students for the Common Core English Language Assessment. Reading comprehension and writing can be challenging, especially with the tasks being transitioned to an online format. Students learn to read and write more effectively using computer skills needed to be ready for the 2015 implementation of Common Core Testing in California. *(Fee-Based)*

KIDS 2404 Common Core: Online Reading and Writing Prep (Grades 5-6) 5 Hours

This course prepares students for the Common Core English Language Assessment. Reading comprehension and writing can be challenging, especially with the tasks being transitioned to an online format. Students learn to read and write more effectively using computer skills needed to be ready for the 2015 implementation of Common Core Testing in California. *(Fee-Based)*

KIDS 2450 Violin II & III 6 Hours

Prerequisite(s): Completion of KIDS 351 Violin I

Advisory: Experience in Pre-K

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. !B NOTE: Parents are required to learn !B and play along with their child. *(Fee-Based)*

KIDS 2487 Magnetic Levitation Transportation - Camp 15 Hours

Build a "futuristic Maglev" car to race and take home. Learn about the relationship between magnetism and electricity. Build maglev cars and electromagnets. Learn how motors work, take home the world's simplest motor and experiment with magnificent magnetic activities! Have fun learning while creating! *(Fee-Based)*

KIDS 2500 Electronics Workshop I (Ages 7 - 12) 12 Hours

This course is an electronics workshop designed to give students ages 7 - 12 hands-on experience building electronic devices such as radios, digital circuits, radio controllers, and sound generators. Each project is supported by a simple electronics theory lecture to advance the understanding of the projects. *(Fee-Based)*

KIDS 2501 Electronics Workshop II (Ages 13 - 17) 12 Hours

This course is an Electronics Workshop designed to give students ages 13 - 17 hands-on experience building electronic devices like radios, digital circuits, radio controllers, and sound generators. Each project is supported by a simple electronics theory lecture to advance the understanding of the projects. *(Fee-Based)*

KIDS 2600 Career Academy: Computer Networking (Grades 7 - 12) 16-20 Hours

Students will gain introductory knowledge of computer networking as a career. The class will include the basic concepts of computer networking, troubleshooting connectivity, building a computer networking cable, and using networking software. *(Fee-Based)*

KIDS 2605 Career Academy: Dental Assisting (Grades 7-12) 16-20 Hours

Students will gain introductory knowledge of dental assisting as a career. The class will include basic oral anatomy, infection control (handwashing, personal protective equipment), impression on manikins and basic instruments for dental procedure. *(Fee-Based)*

KIDS 2610 Career Academy: Computer Forensics (Grades 7-12)
16-20 Hours

This course gives an overview of computer forensics, its real-world technique, information gathering potential, and analysis of evidence. The course also provides students with opportunities to learn about a wide variety of contemporary computer forensics techniques. *(Fee-Based)*

KIDS 2612 Career Academy: Cyber Security/Cyber Patriot - Cisco (Grades 7 - 12) 16-20 Hours

Learn and work in teams competing to secure a windows machine from hackers and get a hands-on, sneak preview into CyberPatriot, a national cyber security competition created by the US Air Force. Students will become familiar with best practices for ensuring a computer is secure for use. Students will also learn computer network fundamentals including building cables and troubleshooting connectivity. Beginning to advanced students welcome. Students can sign up for all 3 weeks or single workshop. Please bring paper and pencil. *(Fee-Based)*

KIDS 2615 Career Academy: Video Production I (Grades 9 - 12)
16-20 Hours

This course introduces students to digital video production techniques including single camera operation, recording, and video editing. Course topics include the operation of camcorders, lighting, and sound & editing. Students will develop stories, film them, and edit them for screening. Cameras and computers will be provided for shooting and editing. *(Fee-Based)*

KIDS 2616 Career Academy: Video Production II (Grades 9-12)
16-20 Hours

This course builds on topics covered in Video Production I course. Students learn more in depth about digital video production techniques including single camera operation, recording, and video editing. Course topics include the operation of camcorders, lighting, and sound & editing. Students will develop stories, film them, and edit them for screening. Cameras and computers will be provided for shooting and editing. *(Fee-Based)*

KIDS 2617 Career Academy: Video Game Programming (Age 13-17)
16-20 Hours

This course will allow students to learn the components of simple video game programming. Students will learn the coding system required for the programming and create several games that will run on Windows operating systems. *(Fee-Based)*

KIDS 2618 Career Academy: 2D Digital Animation (Grades 7-12)
16-20 Hours

This course introduces students to basic animation techniques including storyboarding, character design and hand drawn 2D animation utilizing traditional and digital tools. Students will develop a scenario, design a character and produce a simple animated cycle while learning how to use Photoshop, the Wacom tablet and Adobe Animate CC. Software and tools will be provided to the students. *(Fee-Based)*

KIDS 2620 Career Academy: Cyber Security/Cyber Patriot- Windows
16-20 Hours

Learn the basics of Information Security. Students will learn how to secure Windows operating systems and work together to secure various Windows virtual machines. Students will be familiar with best practices for ensuring a computer is secure for use. Beginning to advanced students welcome. *(Fee-Based)*

KIDS 2621 Career Academy: Cyber Security/Cyber Patriot- Linux
16-20 Hours

This is an entry level class on the Linux operating system with a concentration on security. Students will gain the skills needed to protect a Linux based system from various types of threats. Special consideration is given to the practice format and competition strategies useful in the CyberPatriot competition. *(Fee-Based)*

KIDS 2625 Career Academy: Healthcare Careers & Psychiatric Technology
16-20 Hours

Through interactive learning, students learn to provide care for someone diagnosed with mental or developmental disabilities. Activities include how and why one takes vital signs, behavioral techniques, how to assess mental illness, dealing with depression, suicide, and substance abuse. Career pathways are identified and explored through the Psychiatric Technology field. *(Fee-Based)*

KIDS 2628 Career Academy: Future Teachers - Explore a Career in Teaching 16-20 Hours

Have you thought about becoming a teacher someday? What goes into becoming a teacher? Learn the different styles of teaching, types of student learning, different ways to teach, creating lesson plans, and classroom management. This class will include hands-on teaching experiences as well as group presentations. Anyone is welcome who thinks they may want to become a teacher someday. *(Fee-Based)*

KIDS 2650 Math Test Preparation - PSAT/NMSQT 12 Hours

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. *(Fee-Based)*

KIDS 2700 Common Core: Kindergarten - Math 6 Hours

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. *(Fee-Based)*

KIDS 2701 Common Core: 1st Grade - Math 6 Hours

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. *(Fee-Based)*

KIDS 2702 Common Core: 2nd Grade - Math 6 Hours

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. *(Fee-Based)*

KIDS 2703 Common Core: 3rd Grade - Math 6 Hours

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. *(Fee-Based)*

KIDS 2704 Common Core: 4th Grade - Math **6 Hours**
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. *(Fee-Based)*

KIDS 2705 Common Core: 5th Grade - Math **6 Hours**
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. *(Fee-Based)*

KIDS 2706 Common Core: 6th Grade - Math **6 Hours**
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. *(Fee-Based)*

KIDS 2800 App Attack! Make Your First Game App **15 Hours**
Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app & game development tool, students will explore the world of web-based (HTML5) mobile apps. You will also see firsthand how the world of App publishing functions. Apps will be accessible on a private site and can be played on any mobile device or computer. No prior experience is necessary or personal technology devices needed. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. *(Fee-Based)*

KIDS 2805 Make Your First 3D Video Game! **15 Hours**
This class allows you to develop a game concept that goes well beyond the limitations of the traditional 2D game design classes and create an immersive 3D world. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling flow of gameplay, and storytelling. Student will create games will be available to share with friends and family. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. *(Fee-Based)*

KIDS 2807 Make Your First Video Game! **15 Hours**
Make your first video game in this one-of-a-kind class that shows you the keys to designing your first 2D platformer game. Conceptualization, play experience, level design, graphics, sounds, and simple coding are just some of the concepts that we'll explore. No prior experience necessary. Student created games will be available on a password protected Black Rocket website. Games are only compatible on PC computers. Returning students can create more advanced projects that build on previous years. *(Fee-Based)*

KIDS 2810 Minecraft Designers **15 Hours**
If you love the game Minecraft, and want to design your own world, this class is for you! Create a custom map, basic 3D models using new software to design your own objects. Build with Redstone and Command blocks, create custom textures for you to import. To access projects at home, students need PC/MAC version of Minecraft. Tablet, phone, game console versions of Minecraft are not compatible. Email address is required to use 3D modeling software. Returning students can create more advanced projects that build on previous years. *(Fee-Based)*

KIDS 2812 Minecraft Modders **15 Hours**
Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mods! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Student projects will be available on a password protected Black Rocket website to share. To access their project at home students must own a PC/MAC version of Minecraft. Tablet, phone, game console versions of Minecraft are not compatible. Returning students can create more advanced projects that build on previous years. *(Fee-Based)*

KIDS 3000 Theatre Camp (Ages 7-17) **16 Hours**
Students will explore scripts, analyze characters and create a performance. A production will be performed by students at end of session. Students explore and create characters using masks, costumes, make-up and props using different perspectives in literature. We will have fun letting the imagination soar. Students will enjoy oral reading using expressive voices and gestures. *(Fee-Based)*

KIDS 3003 Theatre Camp (Ages 12-17) **16 Hours**
Students will explore scripts, analyze characters and create a performance. A production will be performed by students at the end of session. Students explore and create characters using masks, costumes, make-up and props using different perspectives in literature. We will have fun letting the imagination soar. Students will enjoy oral reading using expressive voices and gestures. !NODESC *(Fee-Based)*

KIDS 3055 Robotics 101 (Grades 1 - 3) **5-6 Hours**
In this class students will learn about the engineering design process in a "hands-on" setting as they create a basic robot and then improve on the basic design. The robots the students build will be able to accomplish specific basic tasks. Those robots will then be modified to execute more complex tasks. *(Fee-Based)*

KIDS 3056 Robotics 101 (Grades 4 - 6) **5-6 Hours**
In this class students will learn about the engineering design process in a "hands-on" setting. They will create a basic robot with basic movements, modify the design, and then program more complex commands for movement and tasks. *(Fee-Based)*

KIDS 3060 Civil Engineering (Grades 1 - 3) **5-6 Hours**
Students will be introduced to the concepts of structural engineering, tension, and force as it relates to building and construction of bridges and towers. The engineering design process will be utilized and modified as students create and build their own bridges and towers. *(Fee-Based)*

KIDS 3061 Civil Engineering (Grades 4 - 6) **5-6 Hours**
Students will be introduced to the concepts of structural engineering, tension, and force as it relates to building and construction of bridges and towers. The engineering design process will be utilized and modified multiple times over the course as students plan, create, and modify their own bridges and towers. *(Fee-Based)*

KIDS 3065 Aerospace Engineering (Grades 1 - 3) 5-6 Hours
Students will be introduced to the concepts of aerodynamics, propulsion, structural design, and flight through a series of activities that explore different types of aircraft. Students will also learn the basic mechanics of flying machines through hands-on testing and revising of their initial designs using the elements of the engineering design process. *(Fee-Based)*

KIDS 3066 Aerospace Engineering (Grades 4 - 6) 5-6 Hours
Students will be introduced to the concepts of aerodynamics, propulsion, structural design, and flight through a series of activities that explore different types of aircraft. Students will learn the basic and complex mechanics of flying machines through hands-on testing and revising of their initial designs for better performance. *(Fee-Based)*

KIDS 3070 LEGO Flix Camp (Ages 13 - 17) 5-6 Hours
This course allows students to brainstorm and bring LEGOs to life in stop-motion animated flix. Students will create a set with LEGO characters for a movie. They will storyboard, write, shoot, and add voice-overs to the Flix they create. Flix are downloadable a month after the camp ends. *(Fee-Based)*

KIDS 3075 Live-Action Flix Camp (Ages 13 - 17) 5-6 Hours
This course allows students to brainstorm, plan, create, film and shoot a real-life action movie. The class focuses on each step in creating a complete movie - from "Action!!" to "That's a wrap!!". Students will scout out characters, assemble costumes and props, and act and direct in a collaborative movie. Flix downloadable a month after the camp ends. *(Fee-Based)*

KIDS 3100 STEAM Camp: Crazy Concoctions' Chemical Engineering 50 Hours
Making a mess is generally frowned upon, but if you are learning important scientific principles and creating cool science experiments, then the mess will have to be excused. Join us on a wacky adventure through all kinds of cool and crazy chemical reactions. Use chemicals to make slippery slime and watch colors separate before your eyes! Find out how to make volcanoes erupt, what ooblek is, how to make gak and more. Add messy games and activities and you've got a slimy, grimy, goopy and magical experience! *(Fee-Based)*

KIDS 3101 STEAM Camp: Enchanted Engineer 50 Hours
Come explore the world of fairy tales and adventure while solving real world problems...we will use science, technology, engineering, art, and math to solve a problem for our hero in the story! Our engineers participate in experiments and record observations in their very own engineering journal. This camp focuses on the engineering design process, the scientific method, and solve engineering challenges! *(Fee-Based)*

KIDS 3102 STEAM Camp: Inventor's Workshop - Design Engineering 50 Hours
Explore science and engineering in the world around us! Our engineers participate in experiments and record observations in their very own engineering journal. This camp focuses on the engineering design process through inventing fun games and toys. We will explore forces and motion, the scientific method, and solve engineering challenges! *(Fee-Based)*

KIDS 3103 STEAM Camp: Outdoor Adventure's Enviromental Engineering 50 Hours
Explore science and engineering to help save our planet! Environmental engineers use the principles of engineering, soil science, biology, and chemistry to develop solutions to environmental problems. They are involved in efforts to improve recycling, waste disposal, public health, and water/air pollution control. Document experiments in your own journal. *(Fee-Based)*

KIDS 3104 STEAM Camp: Space is the Place! ♦ Aerospace Aerospace Engineering 50 Hours
To infinity and beyond as we search for the kid from Mars, try not to drop the Android, discover Martian rocks, create a space craft, go Alien Hunting, and practice Jedi training thru obstacles. Our engineers participate in experiments and record observations in their very own engineering journal. *(Fee-Based)*

KIDS 3105 STEAM Camp: The Engineer's Kitchen - Molecular Gastronomy 50 Hours
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! *(Fee-Based)*

KIDS 3106 STEAM Camp: Under the Sea: Marine Engineering 50 Hours
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. *(Fee-Based)*

KIDS 3107 STEAM Camp: Zootopia Design: Micro Engineering 50 Hours
Students will learn about zoology and the design process through animal exploration and working in engineering design teams to create cage free habitats/zoo (using area and perimeter for squares and rectangles) that will protect the chosen animal from predators and people. Our engineers will test hypothesis and conduct experiments.

KIDS 3108 STEAM Camp: Art by Modern Masters 50 Hours
Let 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. *(Fee-Based)*

KIDS 3110 All-Day Summer Camp (Grades: Kindergarten-4th) 50 Hours
NOCE's all-day youth summer camp programs provide a safe environment for youth in our community. Using a variety of activities (such as recreational games, arts, crafts, sports, cooking, and leadership activities) we help develop social skills and encourage positive self-image. Our programs will help you keep the kids entertained, physically and emotionally fit, as well as meet new people. Each week is uniquely themed. *(Fee-Based)*

Language (LANG)

LANG 100 Arabic - Conversational 20 Hours
Beginning level class introduces students to the basic knowledge of Arabic. *(Fee-Based)*

LANG 110 French - Conversational 20 Hours
Beginning level class introduces students to the culture and customs of France and covers basic speaking skills. *(Fee-Based)*

LANG 160 Japanese - Conversational I 20 Hours
Beginning level class introduces students to the culture and customs of Japan and to speak beginning level Japanese. *(Fee-Based)*

LANG 162 Japanese - Conversational II 20 Hours
Low intermediate level class expands students' basic knowledge of spoken Japanese. *(Fee-Based)*

LANG 170 Russian - Conversational **20 Hours**
Beginning level class introduces students to the culture and customs of the Russian speaking countries and addresses immediate needs of a traveler. The course will also give the language skills helpful to welcome adopted children to their new families. *(Fee-Based)*

LANG 190 Spanish - Conversation I **20 Hours**
Beginning level class introduces students to the culture and customs of Latin America and covers beginning level speaking skills. *(Fee-Based)*

LANG 200 Spanish - Conversation II **20 Hours**
Low intermediate level class expands students' basic knowledge of spoken Spanish. *(Fee-Based)*

LANG 240 Chinese - Conversational **20 Hours**
Beginning level class introduces students to the culture and customs of Chinese and covers beginning level speaking skills. *(Fee-Based)*

Medical Assisting (MEDA)

MEDA 100 Medical Assistant, Core Concepts **36 Hours**
Explores past history and current issues of healthcare; the health care field; the role of the Medical Assistant; ethics and law for medical assistants; customer service; communication/cultural competencies in healthcare; student success; math skills for healthcare; safety in healthcare; and job skills and the professional portfolio. Textbook Required. *(Apportionment)*

MEDA 101 Computers in Healthcare and EHR, Introduction **36 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning
This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Textbook Required. *(Apportionment)*

MEDA 110 Medical Assistant Administrative **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology
This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. *(Apportionment)*

MEDA 111 Medical Assistant Administrative Lab **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology
This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. *(Apportionment)*

MEDA 120 Medical Assistant Electronic Health Records **12 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers
This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. Textbook Required. *(Apportionment)*

MEDA 121 Medical Assistant Electronic Health Records Lab **24 Hours**
Prerequisite(s): MEDA 100 Medical Assistant, Core Concepts; MEDA 101 Computers in Healthcare and EHR, Introduction ; COMP 685 Computer Keyboarding, Beginning; and MEDO 105 Medical Terminology
This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools. Textbook Required. *(Apportionment)*

MEDA 130 Medical Assistant Financial Concepts **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology
This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices. Textbook Required. *(Apportionment)*

MEDA 131 Medical Assistant Financial Concepts Lab **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts
This course develops the necessary skills for financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices in a direct hands on, simulated environment. Textbook Required. *(Apportionment)*

MEDA 140 Medical Billing, Introduction **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers
An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. *(Apportionment)*

MEDA 141 Medical Billing Lab, Introduction **24 Hours**
Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 101 Computers in Healthcare and EHR, or MEOC 210 Introduction of Computers for Health Care Workers
An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. *(Apportionment)*

MEDA 200 Medical Assistant Clinical Procedures Theory I 18 Hours
Prerequisite(s): MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts
This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 201 Medical Assistant Clinical Procedures Lab I 48 Hours
Corequisite(s): MEDA 200 Medical Assistant Clinical Procedures Theory I.
This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: exam room procedures, medical asepsis, infection control, patient intake, vital signs, assisting with physical examination, specialty exams, electrocardiograph, public health education, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 210 Medical Assistant Clinical Procedures Theory II 18 Hours
Prerequisite(s): MEDA 200 Medical Assistant Clinical Procedures Theory I
This course reviews the theory behind back office procedures. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 211 Medical Assistant Clinical Procedures Lab II 48 Hours
Corequisite(s): MEDA 210 Medical Assistant Clinical Procedures Theory II
This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture. Textbook Required. *(Apportionment)*

MEDA 300 Medical Assisting Simulation Lab and Certification Prep 108 Hours
Prerequisite(s): MEDA 210 Medical Assistant Clinical Procedures Theory II and MEDA 211 Medical Assistant Clinical Procedures Lab II
This course will offer hands on simulation to medical case studies in a laboratory environment as well as offer an opportunity for students to prepare to take a CCMA certification exam. Textbook Required. *(Apportionment)*

Medical Occupations (MEDO)

MEDO 105 Medical Terminology (Formerly MEOC 104) 48 Hours
This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment. *(Apportionment)*

MEDO 107 Basic Life Support (BLS) 10 Hours
This 10-hour class is designed for professionals with a duty to respond, or anyone with the desire for advanced CPR knowledge. Upon successful completion students receive a 2-year certification as a BLS Provider with American Heart Association (AHA). Minimal fee for certification card. *(Apportionment)*

MEDO 311 Personal Care Aide 1 36 Hours
This course introduces key concepts for the personal care aide, working in different settings, teamwork, and professional behavior. Students will also gain foundational knowledge and skills in the following areas: working with elders; respecting clients; communication; working with depressed patients; infection control; basic nutrition and eating; body systems and common diseases; and proper body mechanics. This is the first course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with daily living activities at their homes or in a care facility. *(Apportionment)*

MEDO 312 Personal Care Aide 2 36 Hours
Prerequisite(s): MEDO 311 Personal Care Aide 1 This course focuses on activities of daily living (ADL): bathing and personal care, toileting, bed making, and dressing
Students will learn about working with patients with dementia, mental illness, and developmental disabilities, as well as different types of abuse and neglect. This is the second course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with activities of daily living at their homes or in a care facility. *(Apportionment)*

MEDO 313 Personal Care Aide 3 30 Hours
Prerequisite(s): MEDO 311 Personal Care Aide 1 and MEDO 312 Personal Care Aide Personal Care Aides ensure better care to people while they are aging or recovering at home
This career development course will provide students with the skills needed to obtain employment as a personal care aide. Topics includes: resume writing, interviewing skills, and job search. Students will also complete CPR and First Aid training for certification. *(Apportionment)*

Medical Occupations-Clerical (MEOC)

MEOC 146 In - Patient Externship 0 Hours
This course is designed to give pharmacy technician students field work experience in an in-patient pharmacy. Students must complete the didactic portion of the program and the corresponding lab course prior to their field work experience. The program requires 200 hours of in-patient externship. *(Externship)*

MEOC 205 Introduction to Electronic Health Records(EHR) 36 Hours
Prerequisite(s): MEOC 210 Computers for Health Care Workers, Introduction and COMP 685 Computer Keyboarding - Beginning or Keyboard competency of 30 wpm
This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. *(Apportionment)*

Microsoft (MS)

MS 134 Microsoft Word, Intermediate **36 Hours**
This continuing course covers features such as mail merging, styles and templates, large documents and Word Art. Textbook purchase may be required at first class. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Word or equivalent. *(Apportionment)*

MS 160 Microsoft Office, Overview **36 Hours**
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. *(Apportionment)*

MS 165 Microsoft Excel, Power-User Skills **36 Hours**
Advisory: OTEC 217 Excel for Business
For people who are comfortable using MS Excel and 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). Covers advanced formatting techniques and shortcuts for accelerating productivity. *(Apportionment)*

MS 610 Windows Operating Systems - Intermediate **36 Hours**
Advisory: MS 104 Windows Operating Systems - Introduction or equivalent
A second course in Windows operating environments covering more topics and techniques. This course will help you learn to communicate more effectively over the Internet, share information between programs, understand basic Windows network principles, share files, use Windows Media projects, manage hardware, backup files, and use Windows administration tools. *(Apportionment)*

Music - NOCE (MUSC)

MUSC 108 Guitar for Adults - Beginning **8 Hours**
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. *(Fee-Based)*

MUSC 109 Guitar for Adults - Intermediate/Advanced **8 Hours**
Students will learn music theory and concepts including notes on the guitar, major and minor keys, how to use a capo, how to play 2 bar chord forms and more: Play two songs by the end of class. *(Fee-Based)*

MUSC 200 Music Arts for Older Adults **24 Hours**
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. *(Apportionment)*

MUSC 302 Cypress Masterworks **24 Hours**
This is a large ensemble (70-100) singers who perform major masterworks for choir and orchestra in addition to a variety concert repertoire. The Chorale presents four major concerts in the campus theater, participates in regional music festivals, and tours Internationally. *(Fee-Based)*

MUSC 303 Senior Chorus **24 Hours**
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. *(Apportionment)*

MUSC 304 Tone Chime Choir for Older Adults **24 Hours**
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. *(Apportionment)*

MUSC 305 Opera - Introduction **12 Hours**
This course is an introduction to the standard operatic repertoire in terms of development of musical style, dramatic structure, and performance tradition. Open to all students. *(Fee-Based)*

MUSC 310 Star Carolers **36 Hours**
This course is designed for both music majors and non-music majors who wish to sing in a holiday caroling ensemble. Plus three quarters of an hour laboratory TBA per week. *(Fee-Based)*

MUSC 315 Adult Voice - Beginning **8 Hours**
Students will study basic vocal techniques including tone production, breath control, and diction. Songs will be drawn from popular and traditional songs. *(Fee-Based)*

MUSC 320 Adult Piano - Beginning **8 Hours**
Beginning with the abc's at middle C, the student learns to read music using familiar songs and pieces in folk and classical styles. Basic chords also help with rock and jazz. The student learns rhythm as the heartbeat of music. *(Fee-Based)*

MUSC 321 Adult Piano/Keyboard - Beginning I **8 Hours**
This course will introduce adults to reading notes, rhythm, music symbols, sight-reading and keyboard activities to develop technique and listening. Book required. Bring your own keyboard (40 key minimum) every week! *(Fee-Based)*

MUSC 335 Adult Piano/Keyboard - Beginning II **8 Hours**
Comprehensive music course in reading, playing and listening to music. Lessons include learning chords, sight-reading and understanding basic harmony. *(Fee-Based)*

MUSC 345 Guitar for Adults - Level 1 **8 Hours**
Learn basic chords, strumming, picking and the classical rest stroke. Slowly but surely develop the confidence and coordination to play along to a handful of oldies and classic rock songs. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. *(Fee-Based)*

MUSC 350 Guitar for Adults - Level 2 **0 Hours**
If you have a little guitar experience already, this is the class for you! Designed for graduates of the level 1 class, and for anyone else who "knows a few chords. We will learn new chords, songs with strumming and picking, scales for soloing, and blues/rock songs with riffs. *(Fee-Based)*

MUSC 355 Guitar for Adults - Guitar & Bass Workshop 8 Hours
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. *(Fee-Based)*

MUSC 360 Guitar for Adults - Intermediate 8 Hours
If you have a little guitar experience already, this is the class for you! Designed for graduates of the beginning class, and for anyone else who 'knows a few chords.' We will learn new chords, songs with strumming and picking, scales for soloing, and blues/rock songs with riffs. *(Fee-Based)*

MUSC 365 Vocal for Adults - Beginning 6 Hours
Learn to develop your singing with an introduction to vocal technique. You will learn the tools necessary for every singer to help with diction, breath control and correct posture as well as shaping tone quality. Group singing as well as individual solos will be used. *(Fee-Based)*

MUSC 370 Guitar for Adults - Workshop 10 Hours
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. *(Fee-Based)*

MUSC 375 Masterworks Chorale 36-48 Hours
The Masterworks Chorale (80-110 singers) presents four major concerts each year with emphasis on masterworks for choir and orchestra. The Chorale participates in regional music festivals, performs at numerous locations throughout the Los Angeles basin, and tours internationally. Open to students and members of the community with prior singing experience. *(Fee-Based)*

MUSC 378 Community Symphony 36-48 Hours
The Community Symphony is dedicated to the rehearsal and performace of atandard and contemporary symphonic literature. There will be concert performances. *(Fee-Based)*

Office Technician (OTEC)

OTEC 091 Computer Basics 12 Hours
Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other NOCE computer course. *(Apportionment)*

OTEC 092 Software Essentials 12 Hours
Learn the beginning basics of MS Word, MS Excel, MS PowerPoint, and MS Access in one class. This class serves as a foundation for OTEC courses. *(Apportionment)*

OTEC 093 Computer Essentials 20 Hours
Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other NOCE computer courses. *(Apportionment)*

OTEC 100 Office Essentials 24 Hours
A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service. Textbook Required. *(Apportionment)*

OTEC 105 Microsoft Outlook Fundamentals 12 Hours
This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and manage task and contact records, and customize Outlook. *(Apportionment)*

OTEC 110 Business Math for Office Technology 24 Hours
Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. *(Apportionment)*

OTEC 111 Customer Relation Management (CRM), Introduction 18 Hours
This course introduces students to customer relationship management (CRM) and its application in marketing, service, and sales. Topics will include CRM strategies aligned with business processes with using people, technology, and knowledge. The use of CRM to optimize acquisitions, customer growth and retention, gain a competitive advantage, and maximize profit. *(Apportionment)*

OTEC 200 Computer Concepts and Applications II A 20 Hours
Advisory: OTEC 200 is designed for individuals wanting to learn/enhance specific skills
If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications III is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II A introduces students to fundamental workforce skills on the Internet, digital ethics and awareness, cloud computing and Windows. *(Apportionment)*

OTEC 201 Computer Concepts and Applications II B 20 Hours
Advisory: OTEC 201 is designed for individuals wanting to learn/enhance specific skills
If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II B introduces students to Microsoft Word. *(Apportionment)*

OTEC 202 Computer Concepts and Applications II C 20 Hours
Advisory: OTEC 202 is designed for individuals wanting to learn/enhance specific skills
If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II C introduces students to fundamental workforce skills in Microsoft Excel. *(Apportionment)*

OTEC 205 Computer Concepts and Applications III A 18 Hours
Advisory: OTEC 205 is designed for individuals wanting to learn/enhance specific skills
If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended. This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III A introduces students to fundamental workforce skills in Microsoft Access. The course will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 206 Computer Concepts and Applications III B 18 Hours

Advisory: OTEC 206 is designed for individuals wanting to learn/enhance specific skills; If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended

This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III B introduces students to fundamental workforce skills in Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 210 Computer Concepts and Applications I 36 Hours

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

OTEC 211 Computer Concepts and Applications II 60 Hours

Prerequisite(s): OTEC 210 Computer Concepts and Applications I and COMP 685 Beginning Keyboarding or Pass the Keyboarding Challenge Exam at a rate of 35 net words a minute with five or fewer errors per minute on a 5-minute timed writing

This is the second course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in the internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word, and Microsoft Excel. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 212 Computer Concepts and Applications III 36 Hours

Prerequisite(s): OTEC 211 Computer Concepts and Applications II

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

OTEC 215 Computer Concepts and Applications IBEST 96 Hours

This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 216 Windows and Word for Business 36 Hours

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

OTEC 217 Excel for Business 36 Hours

Advisory: Completion of OTEC 216 Windows and Word for Business

This is the second course in a series of three courses (OTEC 216, 217, 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in Microsoft Excel. The course series will also help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 218 Databases and Presentations for Business 36 Hours

Prerequisite(s): OTEC 211 Computer Concepts and Applications II or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business and OTEC 217 Excel for Business

This is the third course in a series of three courses (OTEC 216, OTEC 217, and OTEC 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part III introduces students to fundamental workforce skills in using a database and presentations. The course series also helps prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 225 MS Office Integrated Projects 36 Hours

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

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

OTEC 230 Electronic Records Management 45-54 Hours

Prerequisite(s): This course introduces the fundamentals of traditional and electronic records and information management

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

OTEC 301 Digital Literacy Preparation 27 Hours

One of four courses that prepares learners for the IC3 Digital Literacy Certification exam. This course not only validates a learners' ability to do more than simply consume technology, it enables them to comprehend the possibilities and form the foundational set of skills necessary to support our modern digital economy. This course covers Level 1 certification: foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting. *(Apportionment)*

Parenting (PARN)

PARN 101 Joyful Parenting-Art, Music and Movement (Ages 1.5 - 2.5 years) 18-36 Hours
Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation and cooperative learning with other parents. Parents participate with their child in age appropriate activities, which provides them with ideas to use at home while understanding the importance of developmental stages of child rearing. *(Apportionment)*

PARN 102 Connected Parenting 36 Hours
This class focuses on strengthening the caregiver-child connections, essential methods in helping children regulate their emotions, improving feelings of safety and security and decrease challenging behaviors. These are simple, research-based techniques for every parent who wants to build a life-long positive relationship with their child. *(Apportionment)*

PARN 136 Joyful Parenting-Art, Music and Movement Lab (Ages 1.5 - 2.5 years) 8-16 Hours
Recommended advisory to PARN 101, Joyful Parenting-Art, Music and Movement (Ages 1.5 - 2.5 years). Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation, and cooperative learning with other parents. Parents participate in an online, asynchronous lab which provides them with an opportunity to strengthen their understanding of key concepts from the class. This lab also provides students with an opportunity to experience course content on their own time, without simultaneously managing children. *(Apportionment)*

PARN 137 Joyful Parenting- Art, Music and Movement Lab (Ages 2.5 - 4.5 years) 8-16 Hours
Recommended advisory for PARN 200, Joyful Parenting- Art, Music and Movement (Ages 2.5 - 4.5 years). Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation in an online format. This lab also provides students with an opportunity to learn the importance of developmental stages that prepare children for preschool and/or kindergarten. *(Apportionment)*

PARN 147 Babies Love Music (Ages 4-14 months) 9 Hours
Music listening and music activities provide an excellent foundation for your baby's cognitive and social development. Mix together: One part thunder on a large gathering drum. Add small hand drums. Sprinkle liberally with rhythm band instruments, singing and puppets. Top it off with guitar, harmonica, and recorded music. MMM...mmm... good! Enrollment limited to 14. *(Fee-Based)*

PARN 148 Kids Love Music (Ages 1-2) 9 Hours
Music activities provide an excellent foundation for your preschooler's cognitive and social development. Mix together: One part thunder on Indian tom toms. Add glockenspiels and xylophones for rain. Sprinkle liberally with rhythm band instruments, singing and puppets. Top it off with guitar, harmonica, and recorded music. MMM...mmm...good! Enrollment limited to 14. *(Fee-Based)*

PARN 149 Kids Love Music (Ages 2-4) 9 Hours
Music listening and music activities provide an excellent foundation for your preschooler's cognitive and social development. Mix together: One part thunder on Indian toms Add glockenspiels and xylophones for rain. Sprinkle liberally with rhythm band instruments, singing and puppets. Top it off with guitar, harmonica, and recorded music. MMM...mmm...good! Enrollment limited to 14. !NODESC *(Fee-Based)*

PARN 150 Kids Love Music (Ages 1-4) 9 Hours
Music listening and music activities provide an excellent foundation for your preschooler's cognitive and social development. Mix together: One part thunder on Indian tom toms. Add glockenspiels and xylophones for rain. Sprinkle liberally with rhythm band instruments, singing and puppets. Top it off with guitar, harmonica, and recorded music. MMM...mmm...good Instructor: Gary Greeno Registered Music Therapist. Enrollment limited to 14. !NODESC *(Fee-Based)*

PARN 151 Kids Love Music (Ages 5-7) 9 Hours
Ever Play an African Slit Drum? A xylophone? Boomwhackers? Ever Sing "Chicken Lips and Lizard Hips" or Grandma's Feather Bed"? This and more musical fun awaits those who join Music Therapist Gary Greeno in this fun filled musical journey. Enrollment limited to 14. *(Fee-Based)*

PARN 160 Nature Nurtures: How the Outdoors Shapes Childhood (Ages 4-6) 24-72 Hours
Families explore nature through hands-on activities, nature walks, wildlife observation, and creative projects. The course fosters curiosity, observation skills, and lasting connections with nature, while offering flexible, asynchronous access to lectures and resources. *(Apportionment)*

PARN 170 Parenting Adult/Children with Disabilities 12-18 Hours
A class designed to provide support and resources to parents who have an adult child with a disability. Guest speakers will be invited to present information to help parents be knowledgeable of what their community offers in regards to independence. For additional information, please contact 714 484-7057. *(Apportionment)*

PARN 200 Joyful Parenting-Art, Music and Movement (Ages 2.5 - 4.5 years) 12-36 Hours
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. *(Apportionment)*

PARN 220 Helping Your Struggling Child 2 Hours
So many children today are struggling in school, acting out at home, having social problems, and/or experiencing mood changes. Parents are often frustrated, confused, and unsure of what to do. This course will assist parents in understanding children's issues, and recognizing symptoms of common disorders such as ADHD, learning disabilities, anxiety, depression, and autism. In addition, the course will focus on how to determine whether a significant problem exists, and how to obtain an accurate diagnosis. *(Fee-Based)*

PARN 225 Homework Tips Workshop (How to Really Help Your Child) 1 Hour
Help improve your child's changes of success in school by learning the key issues and strategies you need to know about helping your child with homework. Parents will complete a Checklist for Helping Your Child with Homework to help you develop a plan for guiding and monitoring your child's homework as well as communicating with your child's teacher. *(Fee-Based)*

PARN 230 Parenting Tips & Tricks Interactive Workshop 9 Hours
Do you want to encourage cooperation and respectful behavior in your children? This course covers specific techniques that will help your family to listen and cooperate with you on: chores, homework, problem solving & using reward systems. Cooperative communication is the key to making your home a more peaceful place! *(Fee-Based)*

PARN 235 Raising Caring Kids **2 Hours**
This workshop will review and present practical tips and implementation strategies for parenting today's children. The focus will be on developing caring behaviors through everyday scenarios. Topics will include caring about family, friends, difficult situations and showing appreciation. Parents will be guided on steps to teach their children how to become kids that care. *(Fee-Based)*

PARN 237 Raising Thoughtful Children (Ages 1.5-2.5) **18 Hours**
Students participate with their child to support social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities for very young children. *(Apportionment)*

PARN 238 Raising Thoughtful Children (Ages 2.5-5) **18 Hours**
Students participate with their child to support social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities that emphasize building a growth mindset and thoughtfulness toward themselves and towards others. *(Apportionment)*

PARN 240 Navigating Resources for Adults with Disabilities **12-18 Hours**
A class designed to provide support and resources to parents who have an adult child with a disability. Topics include: Overview of the service delivery system, eligibility for regional center and service agencies, adult transition, role of service coordinators, obtaining services, college, employment, independent and adult living options. *(Fee-Based)*

PARN 245 Runaway Teens in Orange County **3 Hours**
The purpose of this seminar is to provide information and resources for parents of at-risk and/or delinquent children, and for parents of highly defiant and strong-willed children, *(Fee-Based)*

PARN 247 Raising Thoughtful Children Lab (Ages 1.5 - 2.5 years) **9-18 Hours**
Recommended advisory to PARN 237, Raising Thoughtful Children (Ages 1.5-2.5). This lab will reinforce students understanding of social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities for very young children. *(Apportionment)*

PARN 248 Raising Thoughtful Children Lab (Ages 2.5 - 5 years) **9-18 Hours**
Recommend advisory to PARN 238, Raising Thoughtful Children (Ages 2.5-5). Students participate in this lab to support social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities that emphasize building a growth mindset and thoughtfulness toward themselves and towards others. *(Apportionment)*

PARN 260 Developmental Movement (Ages 1 - 2) **12-18 Hours**
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. *(Apportionment)*

PARN 261 Developmental Movement (Ages 2 - 3) **12-18 Hours**
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. *(Apportionment)*

PARN 262 Developmental Movement (Ages 3 - 4.5) **12-18 Hours**
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. *(Apportionment)*

PARN 265 Parenting the Love and Logic Way® **18-36 Hours**
This course assists parents and caregivers in developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing The Love and Logic approach, this course will teach six subsets of skills that encourage home environments that stimulate responsibility, prevent misbehavior, and encourage setting healthy limits. *(Apportionment)*

PARN 267 Love and Logic Early Childhood Parenting Made Fun!® **30 Hours**
This course assists parents and caregivers in developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing The Love and Logic® Early Childhood approach, this course will teach five subsets of skills that encourage home environments that stimulate responsibility, prevent misbehavior, and encourage setting healthy limits. *(Apportionment)*

PARN 268 Love and Logic: Supporting Youth with Special Needs™ **15-30 Hours**
This course is designed to support adults parenting or supporting youth with disabilities by developing practical skills for reinforcing the expectations of children at home and in school. By utilizing the Love and Logic® approach, this course will teach four subsets of skills that encourage home environments that stimulate positive relationship development, empathetic listening, realistic goal setting, and encourage independence. The information included in this course is for those who already have a strong understanding of the Love and Logic® approach. *(Apportionment)*

PARN 269 Love and Logic: Adults Supporting Youth with Challenging Pasts™ **18-36 Hours**
This course assists parents and caregivers in understanding how trauma and hurtful events affect a child's brain. Students will learn the importance of bonding and relationships and how to address the root causes of a child's behavior through practicing empathy, establishing boundaries, and building healthy relationships. *(Apportionment)*

PARN 270 Developmental Movement Lab (Ages 1 - 2 years) **6-9 Hours**
Recommended advisory to PARN 260, Developmental Movement (Ages 1-2). 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. *(Apportionment)*

PARN 271 Developmental Movement Lab (Ages 2 - 3 years) **6-9 Hours**
Recommended advisory to PARN 261, Developmental Movement (Ages 2 - 3). 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. *(Apportionment)*

PARN 272 Developmental Movement Lab (Ages 3 - 4.5 years) 6-9 Hours
Recommended advisory to PARN 262, Developmental Movement (Ages 3 - 4.5). Parents 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. *(Apportionment)*

PARN 275 Parenting the Love and Logic Way® Lab 12 Hours
Corequisite(s): PARN 265 Parenting the Love and Logic® Way.
This is a one-hour lab course to be taken concurrently with PARN 265. It meets once a week for 12 weeks. This course is designed to allow students to collaborate with their faculty and peers to implement parenting strategies learned in lecture for practical use in their daily lives. *(Apportionment)*

PARN 277 Love and Logic® Early Childhood: Parenting Made Fun! Lab 10 Hours
Corequisite(s): PARN 267Love and Logic Early Childhood Parenting Made Fun!®.
This is a one-hour lab course to be taken concurrently with PARN 267. It meets once a week for 10 weeks. This course is designed to allow students to collaborate with their faculty and peers to implement parenting strategies learned in lecture for practical use in their daily lives. *(Apportionment)*

PARN 278 Love and Logic: Supporting Youth with Special Need™ Lab 8 Hours
Corequisite(s): PARN 268 Love and Logic®: Supporting Youth with Special Need.
This is a one-hour lab to be taken concurrently with PARN 268. It is designed to allow students to collaborate with their faculty and peers to practice practical implementation of parenting strategies that they learn in the lecture class. *(Apportionment)*

PARN 279 Love and Logic: Adults Supporting Youth with Challenging Pasts™ Lab 12 Hours
Corequisite(s): PARN 269 Love and Logic®: Adults Supporting Youth with Challenging Pasts.
This is a one-hour lab course to be taken concurrently with PARN 269 that meets once per week. It is designed to allow students to collaborate with their faculty and peers to implement parenting strategies and learn practical uses in in their daily lives. *(Apportionment)*

PARN 295 Understanding Anti-Bias Framework 15 Hours
The purpose of this course is to help parents and caregivers gain awareness and understanding around the four components of K-12 Anti-Bias Framework. This course will provide an understanding of what the terms bias, identity, diversity, justice, and action mean and explore the roles played by individuals in each of these areas. *(Apportionment)*

PARN 296 Many Identities, One Diverse N 0 Hours
The purpose of this course is to help parents and caregivers gain awareness and understanding around the ﷺ and ﷺ components of k-12 anti-bias framework. Students will gain an understanding of the terms personal and social identity, intersectionality, visible and invisible identity, and explore how individual identities contribute to a national identity that is United States. *(Apportionment)*

PARN 297 Raising Culturally Responsive 0 Hours
The purpose of this course is to help parents and caregivers gain awareness and understanding around the "Justice" and "Action" components of k-12 anti-bias framework. Instruction will center on personal identities, labels, confirmation bias, belonging, human rights, discrimination, speaking up, speaking out, and making human rights universal. *(Apportionment)*

PARN 300 Understanding Adverse Childhood Experiences (ACEs) 36 Hours
This course assists parents and caregivers in learning about the effects of childhood adversity, toxic stress, and the impact on health and well-being. Tools are provided to help parents and caregivers address their personal histories in order to provide attuned, nurturing care. Tools are also provided to promote healing and resilience in children. *(Apportionment)*

PARN 301 Connected Parenting: Early Childhood and Infancy 36 Hours
This course assists parents and caregivers in learning the importance of connection (attachment and bonding) as the building blocks to infant/early childhood social emotional and cognitive development. The focus is on exploring ways parents and caregivers can provide responsive and attuned care while increasing lifelong resilience for their children. *(Apportionment)*

PARN 302 Foster, Kinship, and Adoptive Families 36 Hours
This course is created for foster, adoptive and kinship parents to assist in learning the importance of connection (attachment and bonding) as the building blocks to social- emotional and cognitive development. The focus is on exploring ways parents can provide responsive and attuned care while increasing lifelong resilience for children. *(Apportionment)*

PARN 303 Strengthening Families 36 Hours
This course assists parents and caregivers in learning the characteristics needed for healthy environments and relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and aregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children. *(Apportionment)*

PARN 304 Mental Wellness in the Home 36 Hours
This course provides parents and caregivers an overview on mental health in order to provide awareness and understanding. The focus is on exploring factors that influence mental health in our homes, protective measures, and skills needed to aid in healthy coping and regulation strategies for parents, caregivers, and youth in the community. *(Apportionment)*

PARN 305 Effects of Trauma on LGBTQ+ Youth 36 Hours
This course will provide an understanding of the LGBTQ+ population, terminology, and stressors/traumas that potentially impact youth. Student will gain insight that will advance awareness of the challenges faced by LGBTQ+ youth and simple tools to break down barriers. Each week will involve engaging discussions and activities that incorporate empathy and affirmation to build safer spaces. *(Apportionment)*

PARN 306 Safeguarding Vulnerable Populations 36 Hours
This course provides an overview on human trafficking and includes the perspectives of many working in the anti- trafficking movement in order to provide awareness in our homes, schools, and communities. The focus is on exploring definitions, risk factors, and skills needed to aid in prevention and protection for our youth. *(Apportionment)*

PARN 307 Internet Safety and Awareness 36 Hours
The purpose of this course is to help parents and caregivers gain awareness and understanding around the online world and how it works. The benefits and risks associated with the Internet will be explored along with the tools needed to help children stay safe while they engage in technology use. *(Apportionment)*

PARN 308 Understanding Addictive Behaviors 36 Hours
The purpose of this class is to provide understanding and awareness around addiction and how it impacts individuals and families. Definitions of addiction will be explored, as well as the connection between trauma and addiction, and the importance of connection and relationship as a preventative and protective measure. *(Apportionment)*

PARN 311 Connected Parenting: Early Childhood and Infancy Seminar 1-1.5 Hours
This course is a teaser seminar to promote PARN 301, Connected Parenting: Early Childhood and Infancy. It assists parents and caregivers in learning about the effects of childhood adversity, toxic stress, and the impact on health and well-being. *(Apportionment)*

PARN 312 Foster, Kinship, and Adoptive Families Seminar 1-1.5 Hours
This course is a teaser seminar intended to promote PARN 302, Foster, Kinship, and Adoptive Families. This workshop is intended for foster, adoptive and kinship parents to assist in learning the importance of connection (attachment and bonding) as the building blocks to social-emotional and cognitive development. *(Apportionment)*

PARN 313 Strengthening Families Seminar 1-1.5 Hours
This course is a teaser seminar intended to promote PARN 303, Strengthening Families. This workshop overviews the characteristics needed for healthy environments and relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and caregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children. *(Apportionment)*

PARN 314 Mental Wellness in the Home Seminar 1-1.5 Hours
This course is a teaser seminar intended to promote PARN 304, Mental Wellness in the Home. This workshop provides an overview on mental health to promote awareness and understanding. The focus is on exploring factors that influence mental health in our homes, protective measures, and skills needed to aid in healthy coping and regulation strategies for parents, caregivers, and youth in the community. *(Apportionment)*

PARN 315 Understanding LGBTQ+ Seminar 1-1.5 Hours
This course is a teaser seminar intended to promote PARN 305, Effects of Trauma on LGBTQ+ Youth. It will provide an overview of the LGBTQ + population, terminology, and stressors/traumas that potentially impact youth. *(Apportionment)*

PARN 350 Love and Logic® Seminar 1 1.5 Hours
This course is a 90-minute workshop provides an overview of what is offered in Parenting the Love & Logic Way and provides tools for foundational relationship building and disengaging in arguing. *(Apportionment)*

PARN 351 Love and Logic Seminar 2 1-1.5 Hours
This course is a teaser seminar designed to promote PARN 268, Love and Logic: Supporting Youth with Special Needs™. This course is an overview of four subsets of skills that encourage home environments that stimulate positive relationship development, empathetic listening, realistic goal setting, and encourage independence. *(Apportionment)*

PARN 352 Internet Safety Seminar 1.5 Hours
The purpose of this workshop course is to help parents and caregivers gain awareness and understanding around the online world and provide an overview of what is offered in PARN 307. *(Apportionment)*

PARN 353 Love and Logic® Seminar 3 1-1.5 Hours
This course is a teaser seminar to promote PARN 269, Love and Logic®: Adults Supporting Youth with Challenging Pasts. This course provides an overview of understanding how trauma affects brain development and the importance of bonding and relationships in addressing the root causes of a behavior. *(Apportionment)*

PARN 354 Adverse Childhood Experiences Seminar 1.5 Hours
This is a 90-minute workshop that provides an overview of what is offered in the Adverse Childhood Experiences parenting course and offers tools for understanding how childhood trauma affects people through life and brings awareness to preventative and healing measures. *(Apportionment)*

Pharmacy Technician (PTEC)

PTEC 100 Pharmacy Technician, Introduction 60 Hours
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. *(Apportionment)*

PTEC 105 Pharmacy Operations Lab 36 Hours
Prerequisite(s): PTEC 100 Pharmacy Technician, Introduction and COMP 685 Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 35 net words a minute with 5 or less errors
This course is an introduction to the operations of a pharmacy and provides students with a working knowledge of its structural, functional, business and inter-relational aspects within the health care system. The course also covers the basics of compounding, medication distribution and inventory control. Textbook Required. *(Apportionment)*

PTEC 110 Pharmaceutical Mathematics 36 Hours
Prerequisite(s): PTEC 100 Pharmacy Technician, Introduction
Includes a review of basic mathematics focusing on its application to common pharmaceutical calculations; terminology, abbreviations and units needed to perform pharmaceutical calculations; and how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge. Textbook Required. *(Apportionment)*

PTEC 115 Pharmacology I 36 Hours
Prerequisite(s): MEDO 105 Medical Terminology
Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the neurological, visual, auditory, integumentary, and musculoskeletal body systems. Over-the-counter drugs including antihistamines, anti-inflammatory, analgesics, vitamins and natural substances will be covered. Textbook Required. *(Apportionment)*

PTEC 120 Pharmacology II 36 Hours
Prerequisite(s): MEDO 105 Medical Terminology
Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the cardiovascular, blood, respiratory, urinary, digestive, endocrine and reproductive body systems. Anti-infectives, vaccines, oncology agents, as well as fluid and electrolytes are covered. Textbook Required. *(Apportionment)*

PTEC 125 Human Relations for Healthcare Workers 36 Hours
Covers basic communications skills with emphasis on the healthcare profession. Topics include non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques. Textbook Required. *(Apportionment)*

PTEC 200 Pharmacy Technician, Lab for the In-Patient 48 Hours
Prerequisite(s): PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II
Course covers the preparation of medications given by intravenous, epidural and subcutaneous routes of administration. The student will learn aseptic techniques, pharmacy IV calculations, drug compatibilities and stabilities, IV therapy management, and specialized equipment. The laboratory incorporates use of laminar and vertical flow hoods and computerized software for IV preparation. Textbook Required. *(Apportionment)*

PTEC 205 Pharmacy Technician, Lab for the Out-Patient 48 Hours
Prerequisite(s): MEDO 105 Medical Terminology and PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II
This course is designed to provide pharmacy technician students with practical experience in a simulated out-patient pharmacy setting. It includes hands-on experience working with a computerized pharmacy management system in the retail setting, third party billing and telephone etiquette. Textbook Required. *(Apportionment)*

PTEC 300 Pharmacy Technician Practical Career Training - Entry 18 Hours
Prerequisite(s): PTEC 125 Human Relations for Healthcare Workers and PTEC 200 Pharmacy Technician, Lab for the In-Patient, PTEC 205 Pharmacy Technician, Lab for the Out-Patient and Enrollment must be within one year of completion of final pharmacy technician lab or work experience as a Pharmacy Technician within the previous 12 months
This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class participation, plus 130 experiential hours in an approved pharmacy. Class topics include professionalism, current issues in pharmacy, and work performance. Textbook Required. *(Apportionment)*

PTEC 301 Pharmacy Technician Advanced Level Lecture 48 Hours
Prerequisite(s): Completion of the ASHP Entry Level Certificate
This course prepares students for practice as Advanced- level pharmacy technicians in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. Textbook Required. *(Apportionment)*

PTEC 302 Pharmacy Technician Advanced Level Lab 60 Hours
Prerequisite(s): Completion of the ASHP Entry Level certificate and PTEC 301 Pharmacy Technician Advanced Level Lecture or Co-requisite: Concurrently with PTEC 301 Pharmacy Technician Advanced Level Lecture
The course prepares students for practice as Advanced- level pharmacy technicians, in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. The Lab is designed to be taken concurrently or after the lecture course. *(Apportionment)*

PTEC 305 Pharmacy Technician Practical Career Training - Advanced 18 Hours
Prerequisite(s): PTEC 301 Pharmacy Technician Advanced Level Lecture and PTEC 302 Pharmacy Technician Advanced Level Lab and Enrollment must be within one year of completion of PTEC 302 Pharmacy Technician Advanced Level Lab
This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy environment. It requires weekly class participation plus 200 experiential hours in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. *(Apportionment)*

PTEC 310 Pharmacy Technician Certification Exam Review 36 Hours
This course is a review for the pharmacy technician certification exam. It covers the registration process and re-certification requirements, and reviews the materials contained on the exam. This course is designed as a review for individuals who have completed a pharmacy technician program or who are working pharmacy technicians. Textbook Required. *(Apportionment)*

Photography (FOTO)

FOTO 101 Basic Photography: The Mechanics of Digital Photography 18 Hours
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. *(Fee-Based)*

FOTO 102 Photography: Intermediate 18 Hours
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. *(Fee-Based)*

FOTO 105 Photography: Fundamentals 18 Hours
Improve your knowledge of how the camera thinks and put those tools to work. Learn the difference between F/stops and shutter speeds. Review file sizes and learn the different formats of the digital cameras. Settings, lenses, electronic flash, and computer software as tools also covered. Designed for students who just purchased or own a digital SLR camera. May bring camera to class. *(Fee-Based)*

FOTO 110 Photography: Beyond the Basics 18 Hours
Do you know the basics of photography, but want to take your skill a step forward? Learn about studio lighting and Green Screen photography. Build digital scrapbooks to display your work. Create your own business and greeting cards. Sharpen your skills with Photoshop and HDR programs. Photodex workshop and field trip included. *(Fee-Based)*

Quality Assurance Medical Devices (QAMD)

QAMD 400 Medical Device Quality Assurance Specialist, Introduction (Formerly BMGR 645) 36 Hours
This course introduces students to the medical device industry in preparation for an entry-level position as a quality assurance specialist. Learn the role and responsibilities of a quality assurance specialist within the medical device industry. Learn about the industry's size and scope, current trends, and products used in healthcare settings. *(Apportionment)*

QAMD 405 Regulatory Affairs for Medical Devices (Formerly BMGR 648 Regulatory Affairs for Medical Devices) 36 Hours
Course will provide students with an in-depth understanding of the regulations and regulatory agencies that are specific to the medical devices industry. The course will cover U.S. and European Union (EU) regulations and related agencies. Includes laws governing the development, manufacturing and approval of medical devices. *(Apportionment)*

QAMD 410 Document and Database Management for Medical Devices (Formerly BMGR 651) 36 Hours
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. *(Apportionment)*

QAMD 415 Quality Assurance for Medical Devices (Formerly BMGR 654) 36 Hours
This course provides students with an in-depth overview of quality assurance and its role within the medical device industry. The course covers the role of assurance during the manufacturing and production stages. Topics will include the step-by-step process of ensuring quality requirements are met for a product or service. *(Apportionment)*

QAMD 420 Technical Writing for Bio-Medical Industries (Formerly BMGR 657) 36 Hours
This course will provide students with an overview and understanding of technical writing for the bio medical industry. The course will cover principle writing methodologies for quality assurance, engineering, manufacturing, and production of a medical device product. Topics will address documentation as related to FDA mandated requirements, ISO standards and for writing GMP procedures. *(Apportionment)*

QAMD 425 Quality Auditing for Medical Devices (Formerly BMGR 660) 36 Hours
This course presents the principles and techniques for assessing the adequacy of a quality system for a medical device manufacturer. Topics include evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms and other audit concepts. *(Apportionment)*

Safety (SAFE)

SAFE 205 Mature Driver Improvement 8 Hours
The Mature Driver Improvement course provides instruction, specifically tailored to older drivers, regarding defensive driving and California motor vehicle laws. During this course, information is provided on the effects that medication, fatigue, alcohol, and visual or auditory limitations have on a person's safe driving ability. Present the DMV certificate to your insurer as proof that you have completed the course. Mature drivers age 55 or older, who successfully complete an approved Mature Driver Improvement Course, may qualify for reduced motor vehicle insurance premiums. *(Apportionment)*

Sign Language (SIGN)

SIGN 001 Sign Language - SEE Level 1 36 Hours
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. *(Fee-Based)*

SIGN 002 Sign Language - SEE Level 2/3 36 Hours
Prerequisite(s): SIGN 001 Sign Language - SEE Level 1
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. *(Fee-Based)*

SIGN 010 Educational Interpreting Practicum 36 Hours
Advisory: Completion of three levels of sign instruction in SEE, PSE, or ASL or be currently working in a K-12 educational setting and seeking state certification or by instructor approval
This course allows students to build educational interpreting skills for service to the elementary, middle, and high school settings. *(Fee-Based)*

SIGN 020 Sign Language for Parents 24 Hours
This is a beginning level Signed English sign language course for parents of elementary school-aged Deaf and Hard of Hearing children. *(Fee-Based)*

Workforce Preparation (WFPR)

WFPR 100 Career Skills and Resource Lab 18-180 Hours
Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. *(Apportionment)*

WFPR 101 Virtual Career Skills and Resource Lab 36 Hours
Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. *(Apportionment)*

WFPR 105 Build Your Career 12 Hours
Ready to get to work? This course will help you launch your career through learning how to step out of your comfort zone, network, build communication skills, explore career options and land the jobs and internships you want. *(Apportionment)*

WFPR 200 Career Exploration: Childcare Skills 90 Hours
This course prepares individuals with the foundational skills needed for child-related careers and reviews the basis of childcare skills through interaction with children. Students study soft skills and apply them to foundational concepts and basic industry-related requirements. *(Apportionment)*

WFPR 201 Career Exploration: Preparing for Childcare Jobs 90 Hours
This course is designed for students interested in building their knowledge of the childcare profession and preparing to transition into certificate programs or gain entry-level employment. Career preparation standards are integrated throughout the course, which includes basic academic skills and employment literacy in connection to core academic standards. *(Apportionment)*

WFPR 204 Career Exploration: Animal Care Skills 90 Hours
This course prepares individuals with the foundational skills needed for animal care-related careers and reviews the basics of animal care skills through interaction with animals. Students study soft skills and apply them to foundational concepts and basic industry-related requirements. *(Apportionment)*

WFPR 205 Career Exploration: Preparing for Animal Care Jobs 90 Hours
This course is designed for students interested in building their knowledge of the animal care profession and preparing to transition into certificate programs or gain entry-level employment. Career preparation standards are integrated throughout the course, which includes basic academic skills and employment literacy in connection to core academic standards. *(Apportionment)*

WFPR 212 Career Exploration: Career Paths in the Restaurant Industry, Introduction 90 Hours
In this course, students will learn the importance of food safety, identify foodborne illnesses, practice personal hygiene, implement temperature control, manage allergens, and improve knife skills. Hands-on training prepares them for entry-level restaurant positions. Evaluation includes assessments and projects. Students will also prepare for food handler certification. *(Apportionment)*

WFPR 213 Career Exploration: Career Paths in the Restaurant Industry 90 Hours
This comprehensive course focuses on food safety practices and diverse restaurant careers. Students will grasp food safety principles, prepare for the Food Handler's Certification, and explore various roles in the industry. Practical application exercises, assignments, and portfolio development ensure students' proficiency and readiness for their chosen career paths. *(Apportionment)*

WFPR 216 Career Exploration: Introduction to Guest Services 90 Hours
This is an introductory course designed to familiarize students with basic assessments, skill knowledge, and techniques typical of entry-level Guest Services professions. Integrated field experience includes an exploratory survey of common hands-on and mechanized job tools and duties required for START Guestroom Attendant Certification. *(Apportionment)*

WFPR 217 Career Exploration: Guest Services Skills 90 Hours
This course is designed to further develop knowledge of guest services required skills and vocational options. Integrated field experience includes hands-on training in the basic vocational skills and responsibilities required for working as a server, food runner, lobby or bell attendant, and entry-level housekeeper in a hotel or resort setting. *(Apportionment)*

WFPR 220 Career Exploration: Paths in the Food Service, Industry Introduction 90 Hours
Discover essential elements in the food service industry - food safety, handling, and customer service. Gain insights into its impact. Engage in hands-on activities and lively discussions to build culinary skills and confidence. Perfect for aspiring culinary professionals and students seeking a solid foundation for their food service journey. *(Apportionment)*

WFPR 221 Career Exploration: Paths in the Food Service Industry 90 Hours
Explore Food Safety and Diverse Careers! This comprehensive course focuses on food safety principles, prepares you for the Food Handler's Certification, and uncovers various food service career paths. Develop practical skills through hands-on exercises, assignments and portfolio creation. Get ready for entry-level positions in the dynamic food service industry! *(Apportionment)*

WFPR 224 Career Exploration: Retail Services, Introduction 90 Hours
This course provides students with an understanding of essential skills required for entry-level retail service professions. It explores the basics of sales transactions, customer service techniques, and the math skills necessary for retail operations. Students will learn about various roles within the retail sector, from Cashiers to Stockers and Order Fillers, preparing them for immediate employment or further training in retail services. The curriculum is designed to contextualize the skills needed in retail environments, offering a foundation for those seeking to advance their careers in this dynamic industry. *(Apportionment)*

WFPR 225 Career Exploration: Consumer Services Skills 90 Hours
This course deepens students' understanding of retail customer service, emphasizing customer interaction techniques and problem-solving in retail environments. It covers effective communication strategies, conflict resolution, and technology's role in enhancing customer service. The curriculum prepares students for a broad range of customer service roles, focusing on skill application in simulated scenarios to adapt to diverse retail settings. Students explore career advancement within the sector, building on foundational skills for further education or professional growth in retail services. *(Apportionment)*

WFPR 232 Career Exploration: Digital Marketing 90 Hours
This course is designed to help students with disabilities explore digital marketing concepts and acquire practical personal and professional growth skills. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their social media presence and content creation. *(Apportionment)*

WFPR 233 Career Exploration: Digital Marketing Portfolio 90 Hours
This course is designed to provide students with disabilities to explore digital marketing concepts. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their online presence, communicate effectively, and engage with various audiences. *(Apportionment)*

WFPR 236 Career Exploration: Healthcare Pathways 90 Hours
This course introduces students to a broad spectrum of healthcare careers, from entry-level positions to professional roles. It covers industry settings, essential skills for employment and further training, and the foundations for specialized healthcare certifications, including first aid and caregiving. *(Apportionment)*

WFPR 237 Career Exploration: Preparing for Healthcare Jobs 90 Hours
This course equips students with essential skills for job seeking in healthcare, focusing on professionalism, personal development, and employability skills contextualized to healthcare settings. *(Apportionment)*

WFPR 240 Career Exploration: Workplace Technology and Professional Skills 90 Hours
This comprehensive course equips students with the essential technology and soft skills required for entry-level roles across diverse industries. The curriculum covers workplace communication, digital safety, and foundational technology concepts, preparing students for real-world professional settings. *(Apportionment)*

WFPR 241 Career Exploration: Technology Skills & Work Readiness 90 Hours
This course equips students with fundamental technology and work readiness skills necessary for entry-level positions across various industries. Covering basic computer applications, digital safety, effective communication, and job search strategies, it lays the groundwork for professional success and further education in technology-related fields. *(Apportionment)*

WFPR 244 Career Exploration: Orientation to College 90 Hours
This course prepares students towards college success and is designed to orient them to the college environment and their student expectations. Students will explore college processes, campus support services, develop learning and academic strategies, and apply them to their successful transition to higher learning. *(Apportionment)*

WFPR 245 Career Exploration: Survey to Career Fields 90 Hours
This course is designed for students to reflect, identify, and establish personal, career, and educational goals. Emphasized on self-awareness of personality, interests, values, skills, and strengths through the evaluation of various career assessments. Participation in career exploration and research by surveying career clusters, learning pathways, and career fields of interest. *(Apportionment)*

WFPR 300 Canva for Work 12 Hours
This course shows you how to work smarter and look sharper. Learn how to create brainstorms, clearer documents, standout presentations, and bring your data to life all while staying on-brand. *(Apportionment)*

ORGANIZATIONAL STRUCTURE

The North Orange County Community College District (NOCCCD) is governed by elected trustees who establish all policies that guide the general operation of the District. Student trustees, representing each of the credit colleges, also sit on the Board.

The NOCCCD Chancellor has the responsibility for carrying out the decisions and directions of the Board. The college presidents and president of continuing education oversee the operations of their respective areas and work closely with the chancellor in the management of the District.

Board of Trustees

Jeffrey P. Brown, President
Barbara Dunsheath, Ed.D., Vice President
Ed Lopez, J.D, Secretary
Ryan Bent, Ph.D., Member
Stephen T. Blout, Member
Mark Lopez, Member
Evangelina Rosales, Member

Student Trustees

Zachary Colinco, Student Trustee – Cypress College
Samiy Castillo Bolivar, Student Trustee – Fullerton College
Kristine Nacu, Student Trustee – NOCE

NOCCCD Chancellor

Byron D. Clift Breland, Ph.D.

President, North Orange Continuing Education

Valentina Purtell

NOCE Administration

The leadership and management team of the **North Orange Continuing Education** (**NOCE**) program. This team is responsible for overseeing adult education programs, student services, and operations within the NOCE system, which is part of the North Orange County Community College District in California.

President

Valentina Purtell
President

Vice President

Karen Bautista, Ed.D.
Vice President, Instruction

Martha Gutierrez
Vice President, Student Services

Associate Dean I

Margie Abab
Associate Dean I, Basic Skills and Support Programs
(Basic Skills, High School Diploma and GED/HiSET (HSPD, GED/HiSET) and College Preparation Programs)

Karla Frizler
Associate Dean I, English as a Second Language Program (ESL) and Citizenship Preparation Program

Adam Gottdank, Ph.D.
Associate Dean I, Disability Support Services (DSS)

Kim Tang
Associate Dean I, Career Technical Education (CTE) Program

Martha Turner, Ed.D.
Associate Dean I, Lifeskills Education Advancement Program (LEAP)

Directors

Terry Cox
Director, Administrative Services

Dulce Delgadillo
Director, Office of Institutional Research and Planning

Vacant
Interim Director, California Adult Education Program/North Orange County Regional Consortium (NOCRC) for Adult Education

Beverly Heasley
Director, Admission and Records

Jennifer Perez
Director, Campus Communications

Deborah Perkins
Director, Counseling and Student Services

Executive Assistant

Julie Schoepf
Executive Assistant to the President and Accreditation Co-Chair

NOCE Faculty

The full-time faculty members teaching for NOCE are as follows:

Danielle Bloom
Professor, Emeritus Program
B.S. Liberal Studies, University of La Verne
Aging Studies Interdisciplinary Certificate, Saddleback College

Jennifer Carey
Professor, Basic Skills/High School Diploma
B.A. English, University of San Diego
M.A. English, San Diego State University

Danielle Carlson
Associate, Professor, English as a Second Language/Citizenship
B.A. English, Eastern Washington University
B.A. Teaching English as a Second Language, Eastern Washington University
M.A. Teaching English to Speakers of Other Languages, CSU San Bernardino

Kristina De La Cerda
Counselor, Disability Support Services
B.A. Psychology, Chapman University
M.A. Psychology, Chapman University

Carlos Diaz, Ed.D.
Professor, English as a Second Language/Citizenship
B.A. Spanish, CSU San Bernardino
M.A. TESOL, CSU San Bernardino
Ed.D. Higher Education, Argosy University

Luz Fernandez Marquez
Counselor, Counseling and Student Services
B.S. Human Services, CSU Fullerton
M.S. Social Work, CSU Los Angeles

Sara Franko
Professor, Basic Skills, High School Diploma, and GED/HiSET Prep Program
B.A. History - CSU Dominguez Hills
M.A. Teaching: Secondary Education, Chapman University
California Single Subject Teaching Credential, Social Science

Gary Jimenez
Counselor, Student Success and Support Program
B.S.W. Social Work, California Polytechnic State University, Pomona
M.S. Counseling, emphasis in Higher Education and Student Development CSU Los Angeles

Yvette Krebs
Counselor, Counseling and Student Services
B.S. Rehabilitation Services/Minor in Sociology, CSU Los Angeles
M.A. Education, UC Los Angeles
PPS Credential in School Counseling, National University

Corinna Lopez
Assistant Professors, English as a Second Language/Citizenship
B.A. English, CSU Los Angeles
M.S. Education/TESOL, CSU Fullerton

Thanh (Megan) Ly
Counselor, Counseling and Student Services
B.S. Industrial Psychology, CSU Hayward
M.S. Counseling, CSU Long Beach

Candace Lynch
Professor, English as a Second Language/Citizenship
B.A. English, CSU Fullerton
M.S. Education (TESOL), CSU Fullerton

Cathleen Mang
Professor, English as a Second Language/Citizenship
B.A. Political Science, Tulane University
M.A. South East Asian Studies, Ohio University
M.F.A. Drama/Theatre, University of Hawaii Manoa

Khanh Ninh
Counselor, Counseling and Student Services
B.A. Political Science, UC Irvine
B.A. Psychology, UC Irvine
M.S. Social Welfare, UC Berkeley
M.P.H. Public Health, UC Berkeley

Jennifer Oo
Professor, Career Technical Education - Allied Health
B.S. Biological Sciences, CSU Fullerton
LVN: Vocational Nursing, Stanbridge University

Michelle Patrick-Norng
Counselor, Disability Support Services
B.A. English Education, CSU Long Beach
M.A. Education with an emphasis in Counseling, CSU Dominguez Hills
PPS Pupil Personnel Services Credential
Child Welfare and Attendance Credential
Single Subject Teaching Credential
Adult Learning Disabilities Certificate

Megan Reeves
Professor, Disability Support Services
B.A. Liberal Studies, CSU Fullerton
M.S. Special Education, Ball State University

Giana Jade Rivera-Tweedie
Counselor, Counseling and Student Services
B.A. Sociology, University of Puerto Rico
M.S. School Counseling, University of La Verne

Afraim Sedrak
Assistant Professor, Career Technical Education - Business Education, Computer/Information Systems and Technology
B.S. Accounting, Cairo University
Diploma of Higher Education In Computer Science and Operations Research, Cairo University

Erin Sherard, Ed.D.
Professor, Career Technical Education - Parenting
B.S. Child and Adolescent Studies, CSU Fullerton
M.S. Academic Counseling, National University
Ed.D. Curriculum and Instruction, Liberty University
PPS Pupil Personnel Services Credential

Julie Shields, Pharm.D
Assistant Professor, Career Technical Education - Pharmacy Technician
Pharm.D., University of Southern California School of Pharmacy

Casey Sousa
Counselor, Disability Support Services
B.A. Communication Studies, Azusa Pacific University
M.S. Counseling, CSU Fullerton

Daniel Stackhouse, Ph.D.
Professor, Basic Skills/High School Diploma
B.A. History, CSU Fullerton
M.A. History, CSU Fullerton
Ph.D. History, Claremont Graduate University

Alli Stanojkovic
Professor, Disability Support Services
B.A. Psychology, UC Santa Cruz
M.S. Clinical Psychology, Pepperdine University

Ivan Stanojkovic
Professor, Disability Support Services
B.A. Psychology, UC Santa Cruz
M.A. Clinical Psychology, Pepperdine University

Kimberley Stiemke, Ed.D.
Professor, Basic Skills/High School Diploma
B.S. Middle Grades Education, with a concentration in Mathematics and Language Arts, Clark Atlanta University
M.S. Teaching, Clark Atlanta University
Ed.D. Education Leadership, UC San Diego

Matthew Stivers
Professor, English as a Second Language/Citizenship
B.A. Social Science, Biola University
M.A. Education, Biola University

Anacany Torres, Ed.D.
Counselor, Noncredit Transition
B.A. Psychology and Social Behavior, UC Irvine
B.A. Chicano/Latino Studies, UC Irvine
M.A. Educational Counseling, University of Southern California
Ed.D. Educational Leadership, CSU Long Beach

Matt Van Gelder
Professor, Disability Support Services
B.A. Radio/TV/Film, with an emphasis in Film, CSU Northridge
M.S. Assistive Technology in Human Service, CSU Northridge

Courtney Williams
Assistant Professor, Disability Support Services, WISE
B.S. Child &Adolescent Development, CSU Fullerton
M.A. Special Education, National University

Janet Williams
Professor, Basic Skills/High School Diploma
B.S. Communications, University of Tennessee Martin
M.Ed. Cross-Cultural Teaching, National University
M.S. eLearning, CSU East Bay

Kenneth Yu, Ed.D, MHA, CSCS, ACSM-EP
Associate Professor, Emeritus Program
B.A. Kinesiology, CSU Fullerton
M.A. Health Administration, Chapman University
Ed.D. Educational Leadership, with a concentration in Educational Psychology, University of Southern California
Adult Education Credential in Health Occupations, Fitness and Conditioning, and Health Science, University of San Diego
Certified Strength & Conditioning Specialist, National Strength & Conditioning Association
Certified Exercise Physiologist, American College of Sports Medicine
Certified Clinical Exercise Specialist, American Council on Exercise
Certified Personal Trainer, National Academy of Sports Medicine
Certified Functional Movement Specialist, Functional Movement Systems
Certified Balance & Mobility Specialist, CSU Fullerton
Certified Matter of Balance Coach, Boston University

NOTICE TO STUDENTS

North Orange Continuing Education has made every reasonable effort to determine that everything stated in this catalog is accurate. This publication is prepared in advance of the time period it covers; therefore, changes in courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of North Orange Continuing Education. For the most up-to date information, please see the online catalog at noce.edu/catalog class schedule at noce.edu/schedule.

In addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment, elimination or reduction in programs, or for any other reason considered sufficient by the President. The information contained in this catalog is advisory only and does not constitute a contractual agreement by the school or guarantee that course content will be strictly followed or fulfilled.

Acknowledgements

North Orange Continuing Education (NOCE) would like to thank Amabel Arredondo, Vinh Dang, Rebecca Guillen, Shelia Moore-Farmer, Jennifer Perez, and the CourseLeaf (Leepfrog Technologies) Staff for their hard work and dedication to the development of this catalog.

INDEX

A

Absences 5
Academic Honesty 5
Acknowledgements 186
Administrative Professional 40
Admissions/Registration Procedures 13
Adult Basic Education (ABE) 123
Adult Basic Education (ABED) 123
Adult College and Career Transitions (ACCT) Program 19
Adult Education Block Grant (AEBG) 124
Advanced Office Applications Program 56
Artificial Intelligence (AI) Tools 6
Arts & Crafts (ARTC) 124

B

Basic Skills 39
Bookkeeping 40
Braille Transcribing 40
Braille Transcribing 40
Business 40
Business Accounting (BUSA) 126
Business (BUSN) 125
Business Information Worker I 41
Business Information Worker II 41
Business Management - NOCE (BMGR) 127

C

CalWORKs 19
Career Center/Planning 20
Career Development and College Preparation (CDCP) Certificate Programs 37
Career Exploration: Animal Care Industry 109
Career Exploration: Career Paths in the Restaurant Industry 110
Career Exploration: Child Care Industry 110
Career Exploration: Digital Marketing 111
Career Exploration: Food Service Industry 112
Career Exploration: Guest Services 112
Career Exploration: Healthcare Workers 113
Career Exploration: Orientation to College and Survey of Career Fields 113
Career Exploration: Retail and Customer Services Skills 114
Career Exploration: Workplace Technology Essentials 115
Career Planning (CRPL) 127
Career Skills and Resource Lab 20
Classroom Essentials for Program Success 41
Clothing (CC) 127
College Preparation 53
College Preparation, Math Skills 1 53
College Preparation, Math Skills 2 54
College Preparation, Math Skills 3 55
Computer (COMP) 129
Computer Information Systems and Technology (CIST) 130
Computer Internet (CCTR) 131
Computers 56
Construction 57
Construction (CONS) 131
Consumer Ed (CNED) 131
Cooking (FN) 131
Counseling and Student Services 21
Course Descriptions 122
Creative Arts (CRAE) 131
Customer Relations 42

D

Dance-NOCE (DAN) 132
Digital (DIG) 133
Disability Support Services 22
Disability Support Services (DSPS) 136
Disability Support Services (DSSS) 136
Disciplinary Dismissal 7

E

Early Childhood Education 59
Early Childhood Education (ECE) 139
Early Childhood Education (ECED) 139
ECE Infant Care Teacher 62
ECE Preschool Assistant Teacher 59
ECE Preschool Director 63
ECE Preschool Teacher 60
Educational Enrichment (EDEN) 140
Electrical (ELET) 140
Electrical Technology 57
Emeritus (EMER) 141
English as a Second Language 65
English/Communications (ENCO) 142
Entrepreneurship 44
Entrepreneurship (ENTR) 143

ESL Classes (ESLA) 143
ESL College Success Skills 66
ESL Ed Planning (ESLW) 148
ESL Employment Preparation Part A 67
ESL Employment Preparation Part B 67
ESL for Academic Success I 68
ESL for Academic Success II 69
ESL for Community Involvement, Beginning 69
ESL for Community Involvement, Intermediate to Advanced 70
ESL for the Arts 71
ESL for Workforce Preparation, Advanced 72
ESL for Workforce Preparation, Intermediate 73
ESL Fundamentals 73
ESL Grammar Review 73
ESL Integrated Skills, Advanced 74
ESL Integrated Skills, Beginning High 75
ESL Integrated Skills, Beginning Literacy 76
ESL Integrated Skills, Beginning Low 77
ESL Integrated Skills, Intermediate High 78
ESL Integrated Skills, Intermediate Low 79
ESL Mirrored Couse (ESLM) 148
ESL Multiskills 80
ESL Oral Communication Skills 80
ESL Precollege Reading and Writing, Intermediate 80
ESL Reading and Writing Skills, Beginning 81
ESL Reading and Writing Skills, Intermediate to Advanced 81
ESL Skill Review, Advanced 86
ESL Skill Review Beginning High 84
ESL Skill Review Beginning Literacy 82
ESL Skill Review Beginning Low 83
ESL Skill Review Intermediate High 87
ESL Skill Review Intermediate Low 85
ESL Speaking Skills, Beginning 88
ESL Speaking Skills, Intermediate to Advanced 88
ESL Specialty Courses, Beginning 89
ESL Specialty Courses, Intermediate to Advanced 90
ESL Student Support Center 27
ESL Vocabulary Review 92
ESL Work Readiness 92
ESL Written Communication Skills 93

F

Family Educational Rights and Privacy Act (FERPA) and Release of Student Records 7
Financial (FINC) 148
Fitness (FITN) 149
Fundamental Computer Concepts & Skills Program 56
Funeral Service 95
Funeral Service - NOCE (FSRV) 150
Funeral Service Assistant 95

G

GED/HiSET Test Preparation 39
Google IT Support Professional Pre-Apprenticeship 56
Grading System 12

H

Health (HLTH) 151
High School Diploma Credits and Transfer 8
High School Diploma Program (HSDP) 116
Hospitality Management (HOSM) 152
Human Resource Assistant 45
Human Resource Management (HRMA) 152

I

Individual High School Subjcts (IHSS) 152
Instructional Support Services, Open Labs 31

K

Kids College (KIDS) 155

L

Language (LANG) 169

M

Management Program 46
Medical 97
Medical Assistant 97
Medical Assisting (MEDA) 170
Medical Occupations (MEDO) 171
Medical Occupations-Clerical (MEOC) 171
Microsoft (MS) 172
Music - NOCE (MUSC) 172

N

NOCE Catalog Rights 10
NOCE Mission, Vision & Values 4
NOCE Noncredit Education Programs 34
Non-Discrimination Statement 8

North Orange County Regional Consortium (NOCRC) 121
Notice to Students 186

O

Office Application Essentials Program 57
Office Assistant, Advanced 50
Office Assistant, Introduction 48
Office Technician (OTEC) 173
Organizational Structure 183

P

Parenting (PARN) 175
Personal Care Aide 99
Pharmacy Technician – Advanced Level 105
Pharmacy Technician – Entry Level 100
Pharmacy Technician – Registration Level 103
Pharmacy Technician (PTEC) 178
Photography (FOTO) 179
Policies and Procedures 5

Q

Quality Assurance Management for Medical Devices 107
Quality Assurance Medical Devices (QAMD) 180

S

Safety (SAFE) 180
Scholarships & Aid 28
Sexual Harassment, Drug-Free and Alcohol-Free District Policies 8
Sign Language (SIGN) 180
Standard Definitions 32
Student Code of Conduct Policy 9
Student Resources 30
Student Responsibilities 10
Student Support Services 19

V

Victims of Sexual Assault/Campus Safety Contact Information 10

W

Workforce Preparation 109
Workforce Preparation (WFPR) 180
Workplace Vocational English as a Second Language: Administrative Assistant 93
Workplace Vocational English as a Second Language: Early Childhood Education 94
Workplace Vocational English as a Second Language: Electricity and Construction 94
Workplace Vocational English as a Second Language: Pharmacy Technician 95

Academic Calendar

NOCE Offers Three Terms Per Year

Summer Term
(Shaded in Yellow)

9 Weeks
June 8, 2025 - August 8, 2025
Registration starting mid-June

Fall Semester
(Shaded in Green)

18 Weeks
August 11, 2025 - December 19, 2025
Registration starting mid-July

Spring Semester
(Shared in Orange)

18 Weeks
January 12, 2026 - May 21, 2026
Registration starting mid-November

Term Holidays: NOCE Centers Closed

July 4, 2025	Independence Day Holiday
September 1, 2025	Labor Day Holiday
November 11, 2025	Veterans' Day Holiday
November 27 - 30, 2025	Thanksgiving Holidays
December 24, 2025 - January 2, 2026	Winter Holidays
January 19, 2026	Martin L. King Holiday
February 13, 2026	Lincoln's Birthday Holiday
February 16, 2026	President's Day Holiday
February 17, 2026	Lunar New Year Holiday
March 31, 2025	Cesar Chavez Holiday
March 30 - April 3, 2026	Spring Recess
May 25, 2026	Memorial Day Holiday
June 19, 2026	Juneteenth Holiday

NOCE Academic Calendar 2025 -2026

July 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
3	4	5	6	7	10	11
10	11	12	13	14	17	18
17	18	19	20	21	24	25
24	25	26	27	28	29	30

May 2026

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CENTER **LOCATIONS**

NOCE Anaheim Campus
1830 W. Romneya Drive
Anaheim, CA 92801
714.808.4645

NOCE Cypress Center
9200 Valley View Street
Cypress, CA 90630
714.484.7038

NOCE Wilshire Center
315 E. Wilshire Avenue
Fullerton, CA 92832
714.992.9500

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starhelp@noce.edu