

CATALOG

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2012 - 2013

School of Continuing Education
North Orange County Community College District

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The School of Continuing Education is accredited by the Accrediting Commission for Schools of the Western Association of Schools and Colleges (WASC). For more information, please contact WASC at Western Association of Schools and Colleges Accrediting Commission for Schools, 533 Airport Blvd., Ste 200, Burlingame, CA 90410.

Business (BUSN)

BUSN 320

Office Skills I

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

BUSN 321

Office Skills II

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

BUSN 340

Computer Applications for the Administrative Assistant I

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

BUSN 341

Computer Applications for the Administrative Assistant II

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

Clothing (CC)

CC 245

Sew Tailored Projects that are Runway Worthy

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)*

Computer Lab (CCTR)

CCTR 100

Business/Computer Skills Lab

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

Computer (COMP)

COMP 100

Introduction to Computers

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

Dance (DAN)

DAN 177

Argentine Tango Workshop

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 190

West Coast Swing Boot Camp

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)*

Disabled Students Program and Services (DSPS)

DSPS 265

Exploring Your Occupational Path for Students with Disabilities

This course is intended to assist adults with disabilities in establishing a clear and realistic occupational goal. Students will assess their interests and abilities in order to establish attainable objectives to achieve their goal. Students will also explore resources for seeking employment in their chosen occupational field. *(Apportionment)*

DSPS 327

Workplace Safety and Janitorial Skills for Students with Disabilities

This course will provide students who have disabilities with hands-on training in basic cleaning tasks that may be expected of them in an entry-level job. Topics include appropriate dress, hygiene, on-the-job safety and safety equipment related to janitorial tasks. *(Apportionment)*

DSPS 330

Options for Independent Living for Students with Disabilities

This course is an overview of living options for students with disabilities who are considering living independent of their family homes. The advantages and disadvantages of various living options will be presented. Students will also explore the process of choosing and renting an apartment. *(Apportionment)*

DSPS 335

Balance and Mobility Skills for Students with Visual Impairments

This course is designed to provide students who are legally blind with the techniques needed to improve balance, strategies needed to reduce falls and skills needed to safely get up after a fall. Students will use sensory cues to identify environmental risks, learn exercises that increase strength and balance, and create a personal fall-prevention plan. *(Apportionment)*

DSPS 340

Music for Communication: Social Skills for Students with Disabilities

This course uses music to enhance communication skills and cultural awareness for students with intellectual and developmental disabilities. *(Apportionment)*

DSPS 414

Introduction to Basic Word Processing Editing for Students with Disabilities

Designed for individuals with disabilities, this course teaches basic word processing editing. *(Apportionment)*

DSPS 442

Improving Individual Skills: Self-Determination Skills for Students with Disabilities

This course is designed to improve self-determination skills for students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 520

Relationships and Boundaries for Students with Disabilities

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

DSPS 522

Interpersonal Relationships for Students with Disabilities

This course provides students with developmental disabilities with the knowledge and skills to have safe and healthy interpersonal relationships. Topics in the course include personal values, making choices, dating and sexual relationships. *(Apportionment)*

DSPS 524

Personal Development and Safety In Relationships for Students with Disabilities

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

English / Communications (ENCO)

ENCO 535

Braille Transcribing: Basic Rules

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

ENCO 535

Braille Transcribing: Basic Rules

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

Fitness (FITN)

FITN 485

Self-Defense for Seniors

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

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)*

Kids' College (KIDS)

KIDS 194

Basic Reading Skills

Ages 4-5

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 1670

Art Experiences for Children

Ages 4-10

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 2075

Discovering Science Through Art Experiences

Ages 4-10

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 2170

Crocheting for Kids

Grades 4-6

Learn to crochet with hook and yarn. Complete a simple project and start a second item. Supplies provided. Instructor has over 40 years of crochet experience. *(Fee-based)*

KIDS 2171

Crocheting for Kids

Grades 7-12

Learn to crochet with hook and yarn. Complete a simple project and start a second item. Supplies provided. Instructor has over 40 years of crochet experience. *(Fee-based)*

KIDS 2175

QuickStart Junior Tennis for Beginners

Ages 5-8

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

QuickStart Junior Tennis for Beginners

Ages 9-12

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)*

Medical Occupations (MEDO)

MEDO 240

Medical Assisting: Back Office Procedures II

Prerequisite: MEOC 104 Medical Terminology and MEDO 235 Medical Assisting Back Office I. This course develops the necessary skills for the back office. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. *(Apportionment)*

**School of Continuing Education
Career Development and
College Preparation (CDCP)
Certificate Programs**

Business

Administrative Assistant Program

Program #24174

Training Includes: Keyboarding and Speed Building, Introduction to Computers, Window XP, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet, Email, Customer Service, Communication and Problem Solving, Telephone Techniques, Business Mathematics, Writing Memos, Proofreading and Spelling, Filing, Job Hunting Skills. (Two Trimesters or 24 weeks)

First Trimester	Hours
BUSN 340 Computer Applications for the Administrative Assistant I	48**
BUSN 320 Office Skills I	24**
CCTR 100 Business/Computer Skills Lab	36
Second Trimester	Hours
BUSN 341 Computer Applications for the Administrative Assistant II	48**
BUSN 321 Office Skills II	24**
CCTR 100 Business/Computer Skills Lab	36

**** Correction of course hours**

BUSN 320

Office Skills I

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

BUSN 321

Office Skills II

Prerequisite: BUSN 320 Office Skills I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on finding and applying for a job, communicating in the workplace, businessmath and job preparation.

BUSN 340

Computer Applications for the Administrative Assistant I

First in a series of two levels that prepare students for an entry-level position as an administrative assistant. Includes units on keyboarding, Word, Windows and the Internet.

BUSN 341

Computer Applications for the Administrative Assistant II

Prerequisite: BUSN 340 Computer Applications for Administrative Assistant I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Excel, PowerPoint, and document processing.

CCTR 100

Business/Computer Skills Lab

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

Medical

**Quality Assurance Management Certificate for Medical Devices
Program #24128**

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

Core Courses

Hours

BMGR 645	Introduction to Medical Device Quality Assurance	36
BMGR 648	Regulatory Affairs for Medical Devices	36**
BMGR 651	Document and Database Management for Medical Devices	36
BMGR 654	Quality Assurance for Medical Devices	36
BMGR 657	Technical Writing for Bio-Medical Industries	36
BMGR 660	Quality Assurance for Medical Devices	36

*** Correction of missing course*

BMGR 645

Introduction to Medical Device Quality Assurance

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

BMGR 648

Regulatory Affairs for Medical Devices

Course will provide students with an in-depth understanding 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.

BMGR 651

Document and Database Management for Medical Devices

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.

BMGR 654

Quality Assurance for Medical Devices

This course provides students with an in-depth definition of quality assurance and its role with medical devices. The course covers the responsibilities of assurance during the manufacturing and production of a product. Topics will include management responsibilities, process controls, and other subjects providing an overall understanding of quality assurance.

BMGR 657

Technical Writing for Bio-Medical Industries

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.

BMGR 660

Quality Auditing for Medical Devices

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