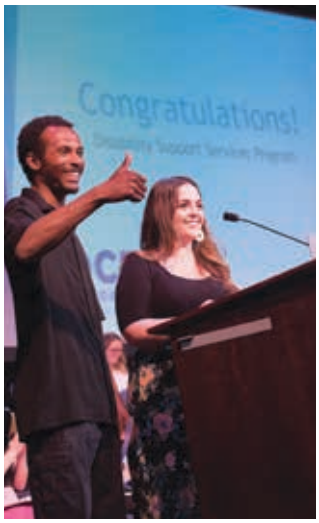
NOCE

NORTH ORANGE

CONTINUING EDUCATION



CATALOG

2021/22

Welcome to North Orange Continuing Education

Earning a career certificate, helping your children succeed in school, or obtaining citizenship can transform your life. At North Orange Continuing Education (NOCE), we believe that every student deserves access to affordable and high-quality education in a format that is most convenient for busy adults. It's education your way!

It is my pleasure to present the 2021/22 NOCE catalog of course offerings. As the foundation of our learning community, our outstanding faculty members are here to help you achieve your academic, career, and personal goals. The content and delivery methods of NOCE's instructional offerings are consistently updated to meet the evolving demands of the modern community and workplace. Our dedicated staff is committed to supporting you in every step on your path to success.

Besides providing courses and programs to suit students of all ages and walks of life, NOCE offers a vibrant learning environment that includes a variety of support services. Counseling, orientation, tutoring, assessment, and career exploration are among the many services available to students who wish to engage in educational experiences.

NOCE is honored that you have chosen us to further advance your very bright and exciting future. Whether you wish to pursue high school diploma studies and transition to one of our sister colleges, explore a different career, or learn a new craft, NOCE is the right place to embark on your journey to success.

Sincerely,

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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2021/2022

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

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About North Orange Continuing Education

Accreditation

North Orange Continuing Education (NOCE) is fully accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges. For more information regarding NOCE's accreditation, please contact accreditation chairs Tina McClurkin at tmcclurkin@noce.edu or Julie Schoepf at jschoepf@noce.edu

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 (http://www.noce.edu/policies/).

Non-Discrimination Statement

The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to, access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, 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.

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 (http://www.noce.edu/titleix/)

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

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 http://www.noce.edu/safety (http://www.noce.edu/safety/)

Academic Policies

Academic Honesty

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

1. Students shall not plagiarize, which is defined as:
   a. stealing or passing off as one's own the ideas or words of another or,
   b. using a creative production without crediting the source.
   The following cases constitute plagiarism:
      - paraphrasing published material without acknowledging the source,
      - making significant use of an idea or particular arrangement of ideas, e.g., outlines,
      - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgement, or
      - submitting under one's own name term papers or other reports which have been prepared by others.
2. Students shall not cheat, which is defined as
   a. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
   b. misreporting or altering the data in laboratory or research projects involving the collection of data.
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 so inform the students in the course syllabus.

4. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.
   Instructors may deal with academic dishonesty in one or more of the following ways:
   a. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
   b. Assign zero points on all or part of a particular paper, project, or exam.
   c. Report to the appropriate administrators, with notification of name to the student(s) for disciplinary action by the school. Such a report will be accompanied by supporting evidence and documentation.

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. Any student not attending the first class meeting may be dropped by the instructor.

Student Responsibilities

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 (http://mg.nocccd.edu (http://mg.nocccd.edu/)).

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.

High School Diploma Program Transfer Policy

Policy Effective 2012 Spring Term, the High School Diploma Program administrative staff will no longer consider transfer requests from diploma students seeking to relocate to a different diploma lab/center/site. Diploma students enrolled in one of the high school labs must commit to completing their diploma studies at their enrolled lab. The High School Diploma Program administrative staff may consider 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 program director after informing his/her High School Diploma Program instructor and/or counselor. Because the majority of diploma students are employed and have a family, transferring for these two reasons will not be considered.

Student Code of Conduct Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were 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, section 11014.5.
12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including but not limited to, any facsimile firearm, knife or explosive

on District property, or at a District function, without prior written authorization of the Chancellor, college president, North Orange Continuing Education Provost, or authorized designee.

14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.
15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.
16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.
18. Committing sexual harassment as defined by law or by District policies and procedures.
19. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.
23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.
25. Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedures 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

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

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

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

NOCE Catalog Rights

North Orange Continuing Education (NOCE) issues a new catalog each academic year beginning in the fall term and, if needed, subsequent addendums for the winter, spring, and summer terms. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the fall term and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining *continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is* enrollment in any two of the previous four consecutive terms, including summer, resulting in an academic record 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.

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 CCTR 100 Business/Computer Skills Lab , 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 the Registrar's Office at 714.992.9502 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 on the student's inability to attend during the terms in which the student was not in attendance is required. 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 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.

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.

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.

(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 should contact the Registrar's Office at 714.992.9502 to file a petition.

A student who withdraws due to military 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 Registrar's Office to provide appropriate documentation upon return from service.

(Section 824 of the Military and Veterans Code)

Grading System

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 High School Diploma

Student performance in High School Diploma 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

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

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

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

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. The following grading system is used:

CDCP Grading Scale

P — Pass	(No grade point)
NP — No Pass	(No grade point)
RD — Report Delayed	(No grade point)
SP — Satisfactory Progress	(No grade point)
W — Withdrawal	(No grade point)

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 Program or a Medical Assistant Program course and wishes to repeat the course, the student should submit an audit request form to the CTE Program Director. For more information about auditing a Pharmacy Technician or Medical Assistant course, please contact 714.808.4915. There is a $15 fee charged for auditing a course. Fees charged for auditing a course is subject to change. Auditing other NOCE courses is not permitted.

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 inquire how their grade was determined and 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 at noce.edu/policies (https://www.noce.edu/policies/).

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 (https://www.noce.edu/policies/).

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 an NOCE counselor or for additional information, refer to Board Policy 4235 at noce.edu/policies (https://www.noce.edu/policies/).

Course Substitution

A request for a Course Substitution may be discussed with an NOCE counselor.

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 (https://www.noce.edu/policies/).

Student Records and Transcripts

The California Administrative Code, Title V, and NOCCCD policy states that students can review their student records at any time. All NOCE student records are located at the NOCE Wilshire Center located at 315 E. Wilshire Avenue, Fullerton, CA 92832.

Transcript of Record - Verification of Enrollment and Attendance

Students are entitled to two (2) free copies of their student record in the form of an Official Transcript or a Verification of Enrollment/Attendance. Subsequent copies are $5 per copy. Requests are accepted in person or by mail and both request forms may be accessed at noce.edu/records (https://www.noce.edu/records/). Rush transcripts can be obtained for an additional fee of $10. *(Note: Fee is subject to change at any time.)*

We are unable to provide rush Verification of Enrollment/Attendance letters on a "rush order." Requests will not be processed until the completion of the third (3rd) week of the current term.

With the exception of High School Diploma courses, transcripts include a notation of the number of hours attended for each course of record.

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.

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They have a right to:

- Inspect and review their education records
- Have some control over the disclosure of information
- Seek to amend incorrect education records

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

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

Students who wish to restrict this information must submit a written request to the 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.

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 (https://www.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. **Non-Tuition Classes:** Students must attend the first day of class or they will lose their seat to a petitioning student.

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.

Campus Locations

Anaheim Campus
1830 West Romneya Drive
Anaheim, California 92801
714.808.4645

NOCE Cypress Center
9200 Valley View Street
Cypress, California 90630
714.484.7038

NOCE Wilshire Center
315 East Wilshire Avenue
Fullerton, California 92832
714.992.9500

Additional classes are offered at many off-site locations throughout North Orange County. For specific off-site locations, please refer to the current class schedule at www.noce.edu/schedule (http://www.noce.edu/schedule/)

Minor Students

NOCE classes are open to those 18 years or older who have been admitted to NOCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the center Dean 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 of any age may take Kids' College and Teen Program classes as indicated in the course schedule. 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 (https://studyinthestates.dhs.gov/school-search/).

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 year-round class may enter and register in the class at any time.

Registration Locations

No matter where the class is held, students can register at any campus: Anaheim (Second Floor), Cypress (Building 18, off Parking Lot 4), Wilshire (Building 300). Registration is also available through MyGateway at https://mg.nocccd.edu/

Fees

Full payment is required at the time of registration. only credit cards (MasterCard and VISA) are accepted.

Fee-Based Courses

Classes NOT funded by the state are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional

material or supply fees may be required. These classes will not be canceled if attendance falls during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

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. If you do not have a permit, you will be ticketed. An NOCE parking permit applies to any space that is marked for students or any unmarked space. Parking permits are refundable prior to the first-class meeting only and must be returned to receive a refund. Please do not back into the parking space or you will be ticketed.

- 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. .
  - Vehicle permits: $40
  - Vehicle permits during summer at Cypress: $20
  - Motorcycle permits: $20
  - Daily permits are available for $3 in parking areas.
- Parking Permit Dates
  - For **Anaheim** and **Wilshire,** half-year permits are available for:
    - Spring: January 1 - June 30
    - 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**, the permits are available for:
    - Spring: January 1 - June 30
    - Summer: July 1 - August 31
    - Fall: September 1 - December 31.

Virtual Parking Permits

At Cypress College's in lieu of a physical parking permit/hanger, effective September 2016 parking in general parking lots requires a virtual parking permit enforced by license plate recognition. You may register your vehicle online at noce.edu/parking-cypress (https://www.noce.edu/parking-cypress/) and purchase a permit for the entire NOCE term or for one day. To purchase a permit online with a debit or credit card **ONLY** you will need your vehicle license plate number or the last eight digits of your VIN number. Day permits are also available for purchase by debit or credit card **ONLY** at any Cypress College parking kiosk. Virtual Permits are also valid at the Anaheim Campus and Wilshire Center.

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 Registration 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.

Book Information

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

Anaheim Campus Bookstore
1830 W. Romneya Drive
Anaheim, California 92801
714.808.4675

Cypress College Bookstore
9200 Valley View Street,Bldg 20
Cypress, California 90630
714.484.7336
or online at www.cypresscollege.edu/bookstore (https://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 (https://www.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.

Name/Informtion 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 Admissions & Records with acceptable supporting documentation. Official government 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

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 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 to A&R as instructed.

Holds

NOCE will not withhold transcripts or grades from any student or former student who has failed to pay outstanding fees owed to NOCE, Cypress College or Fullerton College.

Class Attendance/Cancellations

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

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.

Waitlist Procedure

You may petition a closed class by adding yourself to the waitlist during registration in myGateway. Waitlisted students are accepted into a class as space is available and in the order in which they have been placed on the waitlist. A waitlisted student is not officially registered into the course until they have returned the instructor approval to an NOCE Admissions and Registration Office.

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 Registration 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.

Commencement Ceremony

The Annual NOCE Commencement Ceremony recognizes our students' achievements as they complete their High School Diploma and 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 a commencement ceremony in celebration of student accomplishments in the following academic programs:

- High School Diploma
- Administrative Professional
- Bookkeeping
- Business Information Worker I
- Early Childhood Education
- Electrical Technology
- Funeral Service Assistant
- GED/HiSET Program
- Management
- Medical Assistant
- Personal Care Aide
- Pharmacy Technician
- Quality Assurance Management for Medical Devices

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

Scholarship Information

The North Orange Continuing Education 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 includes an annual spring campaign that promotes available opportunities through classroom and program promotion. The NOCE scholarship program is a unified effort by instructors, leaders at the admissions and registration counters, counselors and administration to encourage student application and provide assistance throughout the application, review and remittance process. NOCE scholarship program hosts an annual spring award celebration to acknowledge our scholarship recipients. A unique opportunity for donors and award winners to converse, NOCE scholarship program hosts a small reception following the award celebration.

NOCE is pleased to offer scholarships for new and existing students. These scholarships vary in their fields, the requirements to apply for them, 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 (http://www.noce.edu/scholarships/)

Student Support Services

Adult College and Career Transitions (ACCT) Program

ACCT is designed for students planning to continue their education after receiving their High School Diploma Program, 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 in at NOCE.

CalWORKs

The CalWORKs Program is designed for students who are receiving AFDC/Welfare. 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 at 714.484.7237
- Fullerton College CalWORKs at 714.992.7101

Career Center/Planning

Educational planning services are available to students currently enrolled in:

- Basic Skills
- Citizenship
- Disability Support Services Programs (DSS)
- English as a Second Language (ESL)
- High School Diploma Program (HSDP)
- Parenting
- Short-term Vocational classes

Disability Support Services (DSS)

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.

DSS offers a large variety of classes and programs for students with disabilities that provide students with a college experience, that focus 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), 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 (http://www.noce.edu/dss/), and then call 714.484.7057 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.

Counseling and Student Services

The Counseling and Student Services is a place that enhances student access to the California Community Colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. The goals of Counseling and Student Services are to ensure that students complete necessary coursework, persist to the next academic term, and achieve educational objectives through the assistance of the following student-direct core services:

- **Orientation**
  Prior to registration, the orientation is designed to introduce students to the North Orange Continuing Education, program requirements, student support services, and success tips.
- **Assessment**
  The purpose of the assessment process is to provide information regarding basic skill levels and activities necessary for a successful academic experience.
- **Counseling and Advisement**
  Counselors are available to discuss course offerings, career counseling, transfer counseling, and personal counseling (as it relates to a student's academic progress.) They can assist student's in identifying NOCE resources as well as community resources.
- **Educational Planning**
  Students are encouraged to see a counselor for help planning their courses prior to registration, identifying electives and program requirements, and track academic progress towards program completion. Counselors assist students in ESL, Basic Skills, High School Diploma program, and CTE with creating a student educational plan which shows courses and timeline for completing a program.

Counseling and Student Services provides support to students while completing their educational goals. In general, a student goal is defined as a diploma, certificate, employment or career advancement, English as a Second Language, or transfer to credit.

Instructional Support Services, Open Labs

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

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

Basic Skills/Learning Centers

High School Diploma and Learning Center students 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 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.

Business/Computer Skills Lab

Students receive assistance while accessing a variety of self-paced courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for speed and accuracy, Windows Operating system, MS Office (Word, Excel, Access, Outlook, PowerPoint), Introduction to the Internet and World Wide Web. Internet and e-mail access is also available during lab hours.

Career Resource Center

The Career Resource Center offers NOCE students assistance in building their resume and cover letter; updating and tailoring their resume or cover letter to specific jobs; preparing for interviews; assistance with job search, online job applications, creating LinkedIn accounts, and career exploration. Students can make one-on-one appointments to receive individualized assistance in any of the areas mentioned above. Career readiness workshops are also held every term to prepare students for the workforce.

English as a Second Language (ESL) Learning Center

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

Standard Definitions

Definition of Hours/Credits

NOCE coursework is measured in terms of instructional hours. 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 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.

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 in a career field and prepares students for transfer to a four-year institution

Definition of Apportionment

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

- English as a Second Language (ESL)
- Citizenship for Immigrants
- Elementary and Secondary Basic Skills
- Substantial Disabilities
- Parenting
- Courses for Older Adults
- Short-Term Vocational
- Workforce Preparation

Definition of Year-Round Classes: Basic Skills, ESL, DSS, and LEAP Programs

Most Basic Skills, ESL, DSS, and 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 & COMMUNITY SERVICE 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. Some courses may be out of our schedule for a term or two.

Most classes offered through noncredit programs are tuition-free to the community, funded through attendance (apportionment) through the California Community College Chancellor's Office. NOCE also offers a wide variety of fee-based community service classes. These include career and professional development programs, seminars and workshops, and special programs for kids and teens.

Basic Skills / Learning Centers

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 is offered for adult students at the NOCE Anaheim Campus and Wilshire Learning Center. For a list of courses, see course descriptions: Adult Basic Education (ABE and ABED).

Business Skills and Opportunities

See Career Technical Education for more details.
For a list of courses, see course descriptions: Business Management (BMGR); Business (BUSN); and Finance (FINC).

Career Technical Education (CTE)

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 Programs 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.
For a list of courses, see course descriptions: Business Accounting (BUSA); Business Management (BMGR); Computers (COMP); Construction (CONS); Early Childhood Education (ECED); Electrical (ELET); Funeral Services (FSRV); Medical Assisting (MEDA); Medical Occupations; (MEDO); Medical Occupations Clerical (MEOC); and Microsoft (MS); Office Technician (OTEC); Pharmacy Technician (PTEC); and Quality Assurance Medical Device (QAMD).

College Preparation Program

NOCE offers College Preparation courses in accordance with AB 705. The College Preparation Program provides students with an opportunity to develop their critical thinking and language skills to succeed in college-level credit courses. Non-credit College Prep Math and English courses are intended for students who desire to build or strengthen their foundational level mathematical, reading and writing skills. The College Prep Program is tuition-free. Accessible and free open educational resources (OER) are utilized as the primary teaching tools in this program. 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 Lab (CCTR), Microsoft (MS), and Office Technician (OTEC).

Disability Support Services (DSS)

NOCE Disability Support Services (DSS) Program provides students with disabilities with a variety of course, accommodations and services to support them as they pursue goals related to higher education, living more independently, career development, and employment. Services 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), 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; and **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. For a list of courses, see course description: Disability Support Services (DSPS and DSSS).

English and Communication

The 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)

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

Foreign Language

Foreign Language courses introduce students to basic grammar, pronunciation, and vocabulary with special emphasis on auditory comprehension and conversation. Students will broaden their language skills while at the same time experiencing a new culture through various class activities. Special emphasis will be placed on spoken communication while expanding listening, reading, and writing skills. For a list of courses, see course description: Language (LANG).

GED/HiSET Preparation

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 in an open-entry lab setting at the Wilshire Learning Center as well as in a traditional classroom setting at the Anaheim Campus. Lab faculty and staff assist students with preparation in the subject areas of math, science, social studies, reading, and language arts. Test-taking skills such as keyboarding and calculator usage are included in the preparation. Practice tests are administered to assess readiness for the official exams. Assistance in finding and signing up for the official tests is alsopart of the program. Through both teaching methods, open-entry GED/HiSET program at Wilshire Center and direct GED/HiSET instruction at the Anaheim Campus, 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. For a list of courses, see course descriptions: Adult Basic Education (ABED).

High School Diploma (HSDP)

High School Diplomas are issued by the North Orange County Community College District to adult students, 18 years of age and older, who earn 160 credits by completing the required course of study and demonstrate proficiency in basic skills. The HSDP operates as an open-entry lab where students work individually and at their own pace on various required subjects. All labs have instructors and staff to assist students with completing their courses. Whole-class or small-group instruction is offered in the major content areas, specifically math and language arts. Elective credits can be earned in continuing education classes offered through NOCE. New students enter the HSDP through orientation, assessment, and counseling service. Counselors meet with students individually to review assessment scores, transcripts, and to develop an educational plan of study. HSDP students are highly encouraged to attend their NOCE enrolled high school lab on a regular basis (6+ hours of attendance is recommended) to make academic progress by earning credits and grades in their diploma studies. NOCE staff provides HSDP graduates the guidance resources and support needed to transit to credit college programs. For a list of courses, see course descriptions: Individual High School Subjects (IHSS) and Individual High School DE (IHSD).

Lifeskills Education Advancement Program (LEAP)

The LEAP Program 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)
  - **Parenting**
    For a list of courses, see course description: Parenting (PARN) and Adult Education Block Grant (AEBG)
- **Fine and Applied Arts**
  These courses are dedicated to teaching skills by emphasizing the appreciation and production of works 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)
- **Kids' College and Teen Program**
  The Kids' College and Teen Program is a fee-based program providing enrichment activities outside of the regular classroom experience for children and teens from ages 6 months to 17 years old. Classes are offered to provide academic enrichment, personal improvement, or instruction in sports, art or music. Sessions of six to eight weeks are offered four times a year with classes held after school hours, on Saturdays, and summer camps are also offered. For a list of courses, see course description: Kids (KIDS).
- **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: Safety (SAFE).

- **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: Adult Basic Education (ABE); Arts & Crafts (ARTC); Computers(COMP); Consumer Ed (CNED); Creative Arts (CRAE); Education Enrichment (EDEN); Emeritus (EMER); Communication (ENCO); Financial (FINC); Fitness (FITN); Health (HLTH); and Music (MUSC).
- **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

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

CAREER DEVELOPMENT AND COLLEGE PREPARATION (CDCP) 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.

Career Development and College Preparation Certificate Programs

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- Braille Transcribing Program (p. 24)

Business

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Basic Skills

Certificates

- GED/HiSet Test Preparation (p. 23)
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GED/HiSET Test Preparation

Requirements

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
Core Courses (Required 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
Elective Courses (Required 36 Hours)		
Must choose 1 of 3 courses		36
ABED 105	NOCE Learning Center	36
ABED 106	Literacy & 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
Elective Course (ABED 105, ABED 106 or ABED 107)	36	ABED 409	60
	156		**180**

Total Hours 336

List of Courses

ABED 105 **36-150 Hours**

NOCE Learning Center

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 **72 Hours**

Literacy & Basic Skills, Beginning

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 **36-150 Hours**

Literacy & Basic Skills, Intermediate

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 **72 Hours**

GED/HiSET: Mathematics

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 **72 Hours**

GED/HiSET - Reading

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 **72 Hours**

GED/HiSET: Science

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 **72 Hours**

GED/HiSET: Social Studies

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 **72 Hours**

GED/HiSET: Language Arts and Writing

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)*

Literacy Program

Requirements

Program Code: 3P24305

The Literacy program is divided into three levels. Each level contains a reading, writing, speaking and listening component which allows the student to develop a complete set of communication skills that will prepare him/her for the workplace, vocational training, or success in academic programs such as GED, high school or college.

Code	Title	Hours
Core Courses		
ABE 430	Literacy - Beginning	99
ABE 432	Literacy - Intermediate	99
ABE 435	Literacy - Advanced	99
Total Hours		**297**

List of Courses

ABE 430 **99 Hours**
Literacy - Beginning
Designed for students with very limited reading skills. The focus of this course is on decoding skills, fluency and workplace literacy. Sight words and essential word reading are covered. *(Apportionment)*

ABE 432 **99 Hours**
Literacy - Intermediate
Reading and writing preparation for the workplace or academic advancement. Emphasis on reading for information, vocabulary expansion and good communication skills. *(Apportionment)*

ABE 435 **99 Hours**
Literacy - Advanced
Reading for information and academic vocabulary. Writing skills necessary for higher education and the workplace such as essays, note taking, job applications, resumes, and business writing. *(Apportionment)*

Braille Transcribing

Certificates

- Braille Transcribing Program (p. 24)

Braille Transcribing Program

Requirements

Program Code: 3P39986

The Braille Transcribing Program is comprised of three 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 **45 Hours**
Braille Transcribing - Reading & Writing Uncontracted and Contracted
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 **45 Hours**
Braille Transcribing - Formatting Contracted Unified English Braille
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

Certificates

- Administrative Professional (p. 25)
- Bookkeeping (p. 26)
- Business Information Worker I (p. 27)
- Management Program (p. 28)

Administrative Professional

Requirements

Program Code 3P38319

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

Code	Title	Hours
Core Courses		
COMP 685	Computer Keyboarding - Beginning	36
OTEC 210	Computer Concepts and Applications I	36
OTEC 100	Office Essentials	24
OTEC 110	Business Math for Office Technology	24
COMP 510	Computer Keyboarding - Mastery I	30
OTEC 211	Computer Concepts and Applications II	60
OTEC 105	Microsoft Outlook Fundamentals	12
COMP 511	Computer Keyboarding - Mastery II	30
OTEC 212	Computer Concepts and Applications III	36
BMGR 415	Written Communications for Business	18
OTEC 225	MS Office Integrated Projects	36
Total Hours		**342**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	COMP 510	30
OTEC 100	24	OTEC 110	24
OTEC 210	36	OTEC 211	60
	96		**114**

Second Year

First Semester	Hours	Second Semester	Hours
COMP 511	30	OTEC 225	36
OTEC 105	12	BMGR 415	18
OTEC 212	36		
	78		**54**

Total Hours 342

List of Courses

BMGR 415 **18 Hours**

Written Communications for Business

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

COMP 510 **30 Hours**

Computer Keyboarding - Mastery I

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 **30 Hours**

Computer Keyboarding - Mastery II

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 **36 Hours**

Computer Keyboarding - Beginning

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

OTEC 100 **24 Hours**

Office Essentials

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 **12 Hours**

Microsoft Outlook Fundamentals

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 **24 Hours**

Business Math for Office Technology

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

OTEC 210 **36 Hours**

Computer Concepts and Applications I

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 **60 Hours**

Computer Concepts and Applications II

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 **36 Hours**

Computer Concepts and Applications III

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 225 **36 Hours**

MS Office Integrated Projects

Prerequisite(s): *OTEC 211 Computer Concepts and Applications II and OTEC 212 Computer Concepts and Applications III.*

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

Bookkeeping

Requirements

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. Students may work as a bookkeeper, then may take the national certification exam after working full-time for a total for a least two years or for a comparable number of part-time hours.

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 the 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 **36 Hours**

Accounting Fundamentals for Bookkeepers

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 **36 Hours**

Accounting Principles for Bookkeepers

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

BUSA 102 **36 Hours**

Payroll Fundamentals for Bookkeepers

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

COMP 650 **36 Hours**

QuickBooks Fundamentals for the Financial Office Applications

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)*

Business Information Worker I

Requirements

Program Code: 3P38320

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

Code	Title	Hours
Core Courses		
COMP 685	Computer Keyboarding - Beginning	36
OTEC 100	Office Essentials	24
OTEC 210	Computer Concepts and Applications I	36
OTEC 105	Microsoft Outlook Fundamentals	12
OTEC 211	Computer Concepts and Applications II	60
BMGR 415	Written Communications for Business	18
OTEC 110	Business Math for Office Technology	24
Total Hours		**210**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	OTEC 110	24
OTEC 210	36	BMGR 415	18
OTEC 100	24	OTEC 211	60
OTEC 105	12		
	108		**102**

Total Hours 210

List of Courses

BMGR 415 **18 Hours**

Written Communications for Business

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

COMP 685 **36 Hours**

Computer Keyboarding - Beginning

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

OTEC 100 **24 Hours**

Office Essentials

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 **12 Hours**

Microsoft Outlook Fundamentals

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 **24 Hours**

Business Math for Office Technology

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

OTEC 210 **36 Hours**

Computer Concepts and Applications I

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 **60 Hours**

Computer Concepts and Applications II

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)*

Management Program

Requirements

Program Code: 3P24114

This program will prepare students for first-line supervisory or management positions. Students learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking and writing. The sequence builds their knowledge base to enhance their effectiveness on the job by covering topics such as leadership development, business law, finance, negotiations, marketing and more. (There are ten required courses, and student must choose one of nine computer electives.)

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 415	Written Communications for Business	18
BMGR 452	Understanding Business Contracts	18
Elective Courses (Required 36 Hours)		
Must choose one of nine:		36
COMP 100	Computers - Introduction	36
MS 104	Windows Operating Systems - Introduction	36
MS 144	Microsoft Word - Introduction	36
MS 105	Microsoft Excel - Introduction	36
MS 106	Microsoft Access - Introduction	36
MS 119	Microsoft PowerPoint - Introduction	36
MS 134	Microsoft Word - Intermediate	36
MS 107	Microsoft Access - Intermediate	36
MS 160	Microsoft Office - Overview	36
Total Hours		**216**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
BMGR 410	18	BMGR 423	18
BMGR 417	18	BMGR 421	18
BMGR 412	18	BMGR 452	18
BMGR 430	18	COMP 100, MS 104, MS 105, MS 106, MS 107, MS 119, MS 134, MS 144, or MS 160 (Must Choose One Elective)	36
BMGR 415	18		

BMGR 431	18	
	108	**90**

Total Hours 198

List of Courses

BMGR 410 **18 Hours**

Elements of Supervision

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

BMGR 412 **18 Hours**

Management Skills I

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 **18 Hours**

Written Communications for Business

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

BMGR 417 **18 Hours**

Effective Business Presentations

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 **18 Hours**

Successful Negotiations

Participants will learn, practice, and perfect skills required for achieving better outcomes in sales transactions, employment and promotion, purchasing, and employee cooperation. *(Apportionment)*

BMGR 423 **18 Hours**

Introduction to Employment Law

This course is an introduction to the federal and California state laws governing the relationships between employers and employees. It examines the nature, purpose, and employees. It examines the nature, purpose, and operation of these laws from the perspectives of both the employer and employee. *(Apportionment)*

BMGR 431 **18 Hours**

Finance for the Non-Financial Manager

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 430 **18 Hours**

Marketing Principles

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 452 **18 Hours**

Understanding Business Contracts

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

BMGR 610 **18 Hours**

Management Skills II

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)*

COMP 100 **36 Hours**

Computers - Introduction

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)*

MS 104 **36 Hours**

Windows Operating Systems - Introduction

Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows XP, making connections and communicating with other people. *(Apportionment)*

MS 105 **36 Hours**

Microsoft Excel - Introduction

Advisory: *Knowledge of Windows.*

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

MS 106 **36 Hours**

Microsoft Access - Introduction

Advisory: *COMP 100 Computers - Introduction, MS 104 Windows Operating Systems - Introduction or equivalent.*

Design databases using this popular software package. Includes creating tables, forms, reports and labels. Textbook Required. *(Apportionment)*

MS 107 **36 Hours**

Microsoft Access - Intermediate

Advisory: *MS 106 Microsoft Access - Introduction.*

Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships and defining queries. Text/disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent. *(Apportionment)*

MS 119 **36 Hours**

Microsoft PowerPoint - Introduction

Learn how to create on-screen presentations using text, graphics, sound effects and movies. *(Apportionment)*

MS 134 **36 Hours**

Microsoft Word - Intermediate

Advisory: *COMP 100 Computer - Introduction, MS 104 Window Operating Systems - Introduction, MS 144 Microsoft Word - Introduction or equivalent.*

This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. Textbook purchase may be required at first class. *(Apportionment)*

MS 144 **36 Hours**

Microsoft Word - Introduction

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

MS 160 **36 Hours**

Microsoft Office - Overview

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)*

College Preparation

Certificates

- Math Preparation, Math Skills 1 (p. 30)
- Math Preparation, Math Skills 2 (p. 31)
- Math Preparation, Math Skills 3 (p. 32)

College Preparation, Math Skills 1

Requirements

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
Core Courses		
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 **72 Hours**

College Prep - Basic Math

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 **72 Hours**

College Prep Pre-Algebra

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 **72 Hours**

College Prep Elementary Algebra

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

Requirements

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 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
Core Courses		
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 **72 Hours**

College Prep Elementary Algebra

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 **50-150 Hours**

College Prep, Basic Math & Pre-Algebra (Accelerated)

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

Requirements

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
Core Courses		
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 **72 Hours**

College Prep - Basic Math

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 **72 Hours**

College Prep Pre and Elementary Algebra (Accelerated)

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

Certificates

- Advanced Office Applications Program (p. 33)
- Fundamental Computer Concepts & Skills Program (p. 34)
- Graphic, Design and Web Skills Program (p. 35)
- Office Application Essentials Program (p. 36)

Advanced Office Applications Program

Requirements

Program Code 3P24176

This certificate program will prepare students for a professional level office environment in administrative work. Students completing this program will be successful in a mid-level office environment requiring stronger knowledge of spreadsheet, database, and planning at an administrative support level.

Code	Title	Hours
Core Courses		
CCTR 100	Business/Computer Skills Lab	36
MS 134	Microsoft Word - Intermediate	36
MS 165	Microsoft Excel - Power-User Skills	36
COMP 645	Integrated Computer Projects	44
MS 107	Microsoft Access - Intermediate	36
Total Hours		**188**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
MS 134	36	MS 107	36
MS 165	36	COMP 645	44
CCTR 100	18	CCTR 100	18
	90		**98**

Total Hours 188

List of Courses

CCTR 100 **1-200 Hours**

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)*

COMP 645 **44 Hours**

Integrated Computer Projects

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)*

MS 107 **36 Hours**

Microsoft Access - Intermediate

Advisory: *MS 106 Microsoft Access - Introduction.*

Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships and defining queries. Text/disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent. *(Apportionment)*

MS 134 **36 Hours**

Microsoft Word - Intermediate

Advisory: *COMP 100 Computer - Introduction, MS 104 Window Operating Systems - Introduction, MS 144 Microsoft Word - Introduction or equivalent.*

This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. Textbook purchase may be required at first class. *(Apportionment)*

MS 165 **36 Hours**

Microsoft Excel - Power-User Skills

Advisory: *MS 105 Microsoft Excel - Introduction or equivalent.*

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

Fundamental Computer Concepts & Skills Program

Requirements

Program Code: 3P24414

This certificate program will prepare students to work in an entry-level office environment performing tasks such as basic data entry, word processing, research utilizing the Internet, and basic computer operation suitable for working in a business environment. Students completing this program would have the basic computer skills to be successful in an entry-level clerk or general office support position.

Code	Title	Hours
Core Courses		
CCTR 100	Business/Computer Skills Lab	36
COMP 100	Computers - Introduction	36
MS 104	Windows Operating Systems - Introduction	36
COMP 105	Discover the Internet	36
MS 160	Microsoft Office - Overview	36
MS 156	Computer Bytes	18
Total Hours		**198**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
COMP 100	36	MS 104	36
COMP 105	36	MS 160	36
CCTR 100	18	MS 156	18
		CCTR 100	18
	90		**108**

Total Hours 198

List of Courses

CCTR 100 **1-200 Hours**

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)*

COMP 100 **36 Hours**

Computers - Introduction

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)*

COMP 105 **36 Hours**

Discover the Internet

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

MS 104 **36 Hours**

Windows Operating Systems - Introduction

Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows XP, making connections and communicating with other people. *(Apportionment)*

MS 156 **18 Hours**

Computer Bytes

This course covers various topics for Microsoft Windows on how to buy or upgrade a computer, buy and use a digital camera, use a scanner, create a slide show, and set up a home wireless network safely. *(Apportionment)*

MS 160 **36 Hours**

Microsoft Office - Overview

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)*

Graphic, Design and Web Skills Program

Requirements

Program Code: 3P32943

This certificate program will prepare students to work in an entry-level graphic design/web development position performing such tasks as editing a simple website, creating and optimizing digital images, cataloging and retrieving digital files.

Code	Title	Hours
Core Courses		
CCTR 100	Business/Computer Skills Lab	60
COMP 119	Adobe Photoshop Elements	24
COMP 121	Digital Photo Albums for Beginners	24
COMP 675	Digital Scrapbooking	36
COMP 705	Digital Photo Restoration and Portrait Makeovers	24
Total Hours		**168**

Plan of Study

First Year

Fall Term	Hours	Winter Term	Hours	Spring Term	Hours
COMP 119	24	COMP 121	24	COMP 705	24
CCTR 100	20	COMP 675	36	CCTR 100	20
		CCTR 100	20		
	44		**80**		**44**

Total Hours 168

List of Courses

CCTR 100 **1-200 Hours**

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)*

COMP 119 **24 Hours**

Adobe Photoshop Elements

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 **24 Hours**

Digital Photo Albums for Beginners

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 675 **36 Hours**

Digital Scrapbooking

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 705 **24 Hours**

Digital Photo Restoration and Portrait Makeovers

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)*

Office Application Essentials Program

Requirements

Program Code: 3P24346

This certificate program will prepare students to work in an entry level office environment performing tasks such as basic word processing, spreadsheet, database and other essential business software applications. Students completing this program would have the basic computer administrative support position.

Code	Title	Hours
Core Courses		
CCTR 100	Business/Computer Skills Lab	36
MS 160	Microsoft Office - Overview	36
MS 144	Microsoft Word - Introduction	36
MS 105	Microsoft Excel - Introduction	36
MS 119	Microsoft PowerPoint - Introduction	36
MS 143	Microsoft Publisher - Introduction	36
MS 106	Microsoft Access - Introduction	36
Total Hours		**252**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
MS 160	36	MS 119	36
MS 144	36	MS 143	36
MS 105	36	MS 106	36
CCTR 100	18	CCTR 100	18
	126		**126**

Total Hours 252

List of Courses

CCTR 100 **1-200 Hours**

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)*

MS 105 **36 Hours**

Microsoft Excel - Introduction

Advisory: *Knowledge of Windows.*

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

MS 106 **36 Hours**

Microsoft Access - Introduction

Advisory: *COMP 100 Computers - Introduction, MS 104 Windows Operating Systems - Introduction or equivalent.*

Design databases using this popular software package. Includes creating tables, forms, reports and labels. Textbook Required. *(Apportionment)*

MS 119 **36 Hours**

Microsoft PowerPoint - Introduction

Learn how to create on-screen presentations using text, graphics, sound effects and movies. *(Apportionment)*

MS 143 **36 Hours**

Microsoft Publisher - Introduction

Advisory: *Recommended proficiency in COMP 100 Computers - Introduction and MS 104 Windows Operating Systems - Introduction.*

Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as flyers, newsletters, and business cards. *(Apportionment)*

MS 144 **36 Hours**

Microsoft Word - Introduction

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

MS 160 **36 Hours**

Microsoft Office - Overview

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)*

Construction

Certificates

- Electrical Technology (p. 37)

Electrical Technology

Requirements

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.

Students who earn the North Orange Continuing Education (NOCE) Certificate of Completion for Electrical Technology, will be allowed to take the General Electrician's Certification Exam. The courses listed below address the California Contractor's License educational crosswalk requirements. Students wishing to qualify for the C-10 license, will be responsible for completing the state required on-the-job experience hours, which is in addition to the courses listed below and not a part of the NOCE Electrical Technology certificate.

Code	Title	Hours
Core Courses (680 Hours Requied)		
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
Elective Courses (90 Hours Required)		
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 **54 Hours**

Electrical Trades Mathematics I

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 **54 Hours**

Electrical Trades Mathematics II

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 **32 Hours**

OSHA Standards for Construction

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 **54 Hours**

Electrical Conduit Bending

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 **54 Hours**

National Electrical Code - Residential

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 **54 Hours**

National Electrical Code - Commercial

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 **54 Hours**

National Electrical Code - Industrial

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 **54 Hours**

Electrical Cost Estimating

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 **54 Hours**

Electrical Fundamentals I - Residential

Prerequisite(s): *ELET 175 Electrical Trades Mathematics I.*

Corequisite(s): *Must be taken concurrently with ELET 210 Electrical Laboratory Practices I.*

This course introduces the student to the elements of basic direct current circuits and residential type construction with an emphasis on wiring principles and basic residential design. The student will perform a "hands on" design of a basic residential blueprint with all components in strict accordance with the requirements of the National Electrical Code. *(Apportionment)*

ELET 206 **54 Hours**

Electrical Fundamentals II - Commercial

Prerequisite(s): *ELET 205 Electrical Fundamentals I - Residential and ELET 176 Electrical Trades Mathematics II.*

Corequisite(s): *Must be taken concurrently with ELET 211 -Electrical Laboratory Practices 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 **54 Hours**

Electrical Fundamentals III - Industrial

Prerequisite(s): *ELET 205 Electrical Fundamentals I - Residential and ELET 206 Electrical Fundamentals II - Commercial.*

Corequisite(s): *Must be taken concurrently with ELET 212 - Electrical Laboratory Practices III.*

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 **54 Hours**

Electrical Laboratory Practices I

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 **54 Hours**

Electrical Laboratory Practices II

Prerequisite(s): *ELET 210 Electrical Laboratory Practices I.*

Corequisite(s): *Must be taken concurrently with ELET 206 -Electrical Fundamentals II - Commercial.*

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 **54 Hours**

Electrical Laboratory Practices III

Prerequisite(s): *ELET 211 Electrical Laboratory Practices II.*

Corequisite(s): *Must be taken concurrently with ELET 207 - Electrical Fundamentals III - Industrial.*

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 **36 Hours**

Microsoft Office - Overview

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

Certificates

- ECE Preschool Assistant Teacher (p. 40)
- ECE Preschool Teacher (p. 43)
- ECE Infant Care Teacher (p. 39)
- ECE Preschool Director (p. 41)

ECE Infant Care Teacher

Requirements

Program Code: 3P40950

The Infant Care Teacher certificate is designed, as an optional level in a series of certificate options, to prepare students for entry into child care and education support in a variety of state licensed facilities including preschool and child care center. In addition to the requirements of completing eight 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 child care center as a fully qualified infant care teacher.

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
MEDO 118	Pediatric First Aid & CPR (or any Title 22 Recognized Heartsaver Pediatric CPR/First Aid Training)	8
Total Hours		**332**

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	MEDO 118	8
	180		**152**

Total Hours 332

List of Courses

ECED 100 **54 Hours**

Early Childhood Development

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 **36 Hours**

Family and Community Relationships

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 **54 Hours**

Early Childhood Education: Principles and Practice

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 **36 Hours**

Child Health and Safety

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 **54 Hours**

Curriculum for Early Childhood Education, Introduction

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 **36 Hours**

Children with Special Needs

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 **54 Hours**

Infant-Toddler Care and Education

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)*

MEDO 118 **8 Hours**

Pediatric First Aid & CPR

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

ECE Preschool Assistant Teacher

Requirements

Program Code: 3P40948

The Preschool Assistant Teacher certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level child care and education support in a variety of state licensed facilities including preschool and child care 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, 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 child care center as a fully qualified preschool assistant teacher.

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
MEDO 118	Pediatric First Aid & CPR (or any Title 22 Recognized Pediatric CPR/First Aid Training)	8
Total Hours		**152**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ECED 100	54	ECED 110	54
ECED 105	36	MEDO 118	8
	90		**62**

Total Hours 152

List of Courses

ECED 100 **54 Hours**

Early Childhood Development

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 **36 Hours**

Family and Community Relationships

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 **54 Hours**

Early Childhood Education: Principles and Practice

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)*

MEDO 118 **8 Hours**

Pediatric First Aid & CPR

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

ECE Preschool Director

Requirements

Program Code: 3P40952

The 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 child care program in a variety of state licensed facilities including preschool or child care center. In the program, students are required to complete the nine 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, three 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 child care center as a Center Director.

Code	Title	Hours
Core Courses (Requiired 386 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 and Administration	54
MEDO 118	Pediatric First Aid & CPR (or any Title 22 Recognized Heartsaver Pediatric CPR/First Aid Training)	8
Elective Courses (Required 72 hours)		
Must choose two of four 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
Total Hours		**458**

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	Elective Course - Must choose one:	

		ECED 215 or 225	36
		180	**180**
Second Year			
Semester 1	**Hours**		
ECED 400		54	
MEDO 118		8	
Elective Course - Must choose one:			
ECED 200 or 220		36	
		98	

Total Hours 458

List of Courses

ECED 100 **54 Hours**

Early Childhood Development

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 **36 Hours**

Family and Community Relationships

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 **54 Hours**

Early Childhood Education: Principles and Practice

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 **36 Hours**

Child Health and Safety

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 **54 Hours**

Curriculum for Early Childhood Education, Introduction

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 **36 Hours**

Early Childhood Education: Science and Math

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 **36 Hours**

Children with Special Needs

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 **54 Hours**

Infant-Toddler Care and Education

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 **36 Hours**

Language Arts and Literacy in Early Childhood

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 **36 Hours**

Early Childhood Education: Creative Experiences

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 **36 Hours**

Early Childhood Education: Music and Movement

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 **54 Hours**

Child Care Supervision and Administration

Prerequisite(s): *ECED 100 Early Childhood Development, and ECED 105 Family Community Relations, and ECED 110 ECE Program Principles and Practice, and ECED 115 Child Health and Safety, and ECED 120 Curriculum for Early Childhood Education,Introduuction.*

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)*

MEDO 118 **8 Hours**

Pediatric First Aid & CPR

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

ECE Preschool Teacher

Requirements

Program Code: 3P40951

The Preschool Teacher certificate is designed, as the second level in a series of certificate options, to prepare students for entry into child care and education support in a variety of state licensed facilities including preschool and child care 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 child care center as a fully qualified preschool teacher.

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
MEDO 118	Pediatric First Aid & CPR (or any Title 22 Recognized Pediatric CPR/First Aid Training)	8
Elective Courses (Required 36 Hours)		
Must choose one of four 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
Total Hours		**314**

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	MEDO 118	8
ECED 115	36	Elective Course - Must choose one:	

	ECED 215, 225, 200, or 220	36
180		**134**

Total Hours 314

List of Courses

ECED 100 **54 Hours**

Early Childhood Development

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 **36 Hours**

Family and Community Relationships

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 **54 Hours**

Early Childhood Education: Principles and Practice

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 **36 Hours**

Child Health and Safety

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 **54 Hours**

Curriculum for Early Childhood Education, Introduction

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 **36 Hours**

Early Childhood Education: Science and Math

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 **36 Hours**

Children with Special Needs

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 **36 Hours**

Language Arts and Literacy in Early Childhood

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 **36 Hours**

Early Childhood Education: Creative Experiences

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 **36 Hours**

Early Childhood Education: Music and Movement

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)*

MEDO 118 **8 Hours**

Pediatric First Aid & CPR

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

English as a Second Language

Certificates

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- ESL Advanced (p. 46)
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- **ESL Beginning Literacy**
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- **ESL for Academic Succes I**
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- ESL Integrated, Beginning High (p. 54)
- ESL Integrated, Beginning Literacy (p. 54)
- ESL Integrated, Beginning Low (p. 55)
- **ESL Integrated, Intermediate High**
- **ESL Integrated, Intermediate Low**
- ESL Intermediate/Advanced (p. 56)
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- ESL Multiskills (p. 59)
- ESL Oral Communication Skills (p. 59)
- ESL Reading and Writing Skills, Beginning (p. 60)
- ESL Reading and Writing Skills, Intermediate to Advanced (p. 61)
- **ESL Speaking Skills, Beginning**
- **ESL Speaking Skills, Intermediate to Advanced**
- ESL Specialty Courses (https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/esl-specialty-courses/)
- ESL Vocabulary Review (p. 63)
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- Workplace Vocational English as a Second Language: (p. 65) Administrative Assistant (p. 65)
- Workplace Vocational English as a Second Language: (p. 65)Early Childhood Education (p. 65)
- Workplace Vocational English as a Second Language: (p. 65)Electricity and Construction (p. 66)
- Workplace Vocational English as a Second Language: (p. 65)Pharmacy Technician (p. 66)

ESL Academic Success

Requirements

Program Code: 3P24293

The ESL Academic Success Program is a fully-integrated program that bridges ESL classes with college, high school, the GED, and vocational training programs. The goal is to prepare students to function successfully in a variety of academic settings. The program will offer high-level ESL courses as well as student services including but not limited to counselor-led workshops, assistance with college application, and field trips.

The students will learn how to take notes, build vocabulary, write research papers, and participate in academic discussions. The basics of time and stress management, financial aid, and college orientation are embedded in the course outlines and presented in the workshops.

Code	Title	Hours
Core Courses		
ESLA 1040	Listening/Speaking for Academic Success	144
ESLA 1045	Reading/Writing for Academic Success	144
Total Hours		**288**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 1040	144	ESLA 1045	144
	144		**144**

Total Hours 288

List of Courses

ESLA 1040 **144 Hours**

Listening/Speaking for Academic Success

Learn how to listen to and take lecture notes; participate in classroom discussions; give presentations; and take exams in college, career technical education, high school, and GED programs. Acquire technological skills necessary for academic success. Experience campus life through field trips to local colleges. For Intermediate High thru Advanced level students. *(Apportionment)*

ESLA 1045 **144 Hours**

Reading/Writing for Academic Success

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

ESL Advanced

Requirements

Program Code: 3P37674

This is an integrated language program. The program has three required courses: ESL Fundamentals, Advanced; ESL and Civics Education, Advanced; and ESL Learning Center. The Fundamentals course is designed to give students the practice to improve their fluency in speaking, listening, reading and writing based on topics relevant to their lives, experiences and goals. The Civics Education applies language skills within the context of civics-related topics with the goals of helping students access community resources and have the tools needed to become active community participants. The ESL Learning Center provides students with individualized skill-building activities to reinforce the learning objectives covered in the required courses.

Code	Title	Hours
Core Courses		
ESLA 164	ESL Fundamentals, Advanced	168
ESLA 174	ESL and Civics Education, Advanced	84
ESLA 001	ESL Learning Center	12
Total Hours		**264**

Plan of Study

First Year			
First Semester	**Hours**	**Second Semester**	**Hours**
ESLA 164	168	ESLA 174	84
ESLA 001	6	ESLA 001	6
	174		**90**

Total Hours 264

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 164 **168 Hours**

ESL Fundamentals, Advanced

This is a four-skill language course where students will improve their fluency in speaking, listening, reading and writing based on topics relevant to students' lives, experiences and goals. Grammatical structures will be integrated into language practice activities. Improving accuracy is a focus of the course. *(Apportionment)*

ESLA 174 **84 Hours**

ESL and Civics Education, Advanced

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

ESL Beginning

Requirements

Program #24211

ESL Beginning is an articulated sequence of courses designed to equip students with the basic language and cultural proficiencies required for fulfillment of personal, vocational, and academic goals. The courses integrate language acquisition (linguistic competence) with relevant life experiences (sociolinguistic competence) stressing the importance of critical thinking, problem-solving, and self-sufficiency including learning strategies, i.e. how to learn on your own outside of class (strategic competence). The sequence is articulated in terms of progressing levels of language skills and informational content. Vocational skills for the ESL Beginning sequence include handling basic routine work situations that combine oral directions and demonstration. Academic skills include getting limited meaning from printed materials and generating basic short sentences.

Code	Title	Hours
Core Courses		
ESLA 120	Family Literacy	72
ESLA 001	ESL Learning Center	40
ESLA 100	ESL Beginning Literacy	120
ESLA 200	ESL Beginning Low	120
ESLA 300	ESL Beginning High	120
Elective Courses		
ABE 105	SCE Learning Center	36
Total Hours		**508**

List of Courses

ABE 105 **36 Hours**

SCE Learning Center

Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer- aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style. *(Apportionment)*

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 100 **120 Hours**

ESL Beginning Literacy

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

ESLA 200 **120 Hours**

ESL Beginning Low

The course content integrates language functions and forms with informational sources, skills, and topics. Topics may be general or vocational, as fallows: Personal Identification, weather, Money, job titles, following simple instructions. Among informational sources the topics may include: lists signs schedules, calendars and ads. Among the skills: scanning. *(Apportionment)*

ESLA 300 **120 Hours**

ESL Beginning High

The course content is relevant to the life of the students It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with students goals: general or vocational. Samples of information sources are: Telephone directory and indexes, among the skills: Alphabetizing, General topics should include: Housing, transportation, Emergencies, General Health. Vocational Topics includes: Job Skills, Classified Adds, Job Safety. *(Apportionment)*

ESL Beginning Low

Requirements

Program Code: 3P37594

This is an integrated language program. The program has three required courses: ESL Fundamentals, Beginning Low; ESL and Civics Education, Beginning Low; and ESL Learning Center. The Fundamentals course 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. The Civics Education applies language skills within the context of civics-related topics with the goals of helping students learn about community resources and identify the tools needed to become active community participants. The ESL Learning Center provides students with individualized skill-building activities to reinforce the learning objectives covered in the required courses.

Code	Title	Hours
Core Courses		
ESLA 160	ESL Fundamentals, Beginning Low	168
ESLA 170	ESL and Civics Education, Beginning Low	84
ESLA 001	ESL Learning Center	12
Total Hours		**264**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 160	168	ESLA 170	84
ESLA 001	6	ESLA 001	6
	174		**90**

Total Hours 264

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 160 **168 Hours**

ESL Fundamentals, Beginning Low

This integrated-skills course focuses on developing beginning-level receptive and productive language skills; the course also emphasizes life skills. *(Apportionment)*

ESLA 170 **84 Hours**

ESL and Civics Education, Beginning Low

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

ESL Beginning Literacy

Requirements

Program Code: 3P39504

This is an integrated language program. The program has three required courses: ESL Fundamentals, Beginning Literacy; ESL and Civics Education, Beginning Literacy; and ESL Learning Center. The Fundamentals course 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. The Civics Education applies language skills within the context of civics-related topics with the goals of helping students learn about community resources and identify the tools needed to become active community participants. The elective course, ESL Learning Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses.

Code	Title	Hours
Core Courses		
ESLA 159	ESL Fundamentals, Beginning Literacy	168
ESLA 169	ESL and Civics Preparation, Beginning Literacy	84
ESLA 001	ESL Learning Center	12
Total Hours		**264**

Plan of Study

First Year			
First Semester	**Hours**	**Second Semester**	**Hours**
ESLA 159	168	ESLA 169	84
ESLA 001	6	ESLA 001	6
	174		**90**

Total Hours 264

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 159 **168 Hours**

ESL Fundamentals, Beginning Literacy

This course is designed for adult language learners who possess limited to no proficiency in English. Students also may not possess literacy skills in their first language. The class will focus on basic vocabulary in English along with basic writing conventions and pronunciation. *(Apportionment)*

ESLA 169 **84 Hours**

ESL and Civics Preparation, Beginning Literacy

This competency-based course focuses on both basic language development and an introduction to life skills. Integrated language skills will acquaint students with community resources, the workplace and lifelong learning opportunities *(Apportionment)*

ESL Beginning High

Requirements

Program Code: 3P37595

This is an integrated language program. The program has three required courses: ESL Fundamentals, Beginning High; ESL and Civics Education, Beginning High and ESL Learning Center. The Fundamentals course 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. The Civics Education applies language skills within the context of civics-related topics with the goals of helping students access community resources and develop the tools needed to become active community participants. The ESL Learning Center provides students with individualized skill-building activities to reinforce the learning objectives covered in the required courses.

Code	Title	Hours
Core Courses		
ESLA 161	ESL Fundamentals, Beginning High	168
ESLA 171	ESL and Civics Education, Beginning High	84
ESLA 001	ESL Learning Center	12
Total Hours		**264**

Plan of Study

First Year			
Semester 1	**Hours**	**Semester 2**	**Hours**
ESLA 161	168	ESLA 171	84
ESLA 001	6	ESLA 001	6
	174		**90**

Total Hours 264

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 161 **168 Hours**

ESL Fundamentals, Beginning High

The course focuses on developing receptive and productive language skills. Students will acquire grammar, vocabulary and language functions to improve proficiency. The course also emphasizes beginning level life skills. *(Apportionment)*

ESLA 171 **84 Hours**

ESL and Civics Education, Beginning High

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

ESL Civics

Requirements

Program Code: 3P39461

This is an integrated language program. The program has five required courses: ESL and Civics Education, Beginning Low through ESL and Civics Education, Advanced. The Civics courses are designed to give students the practice to develop emerging language skills, build upon those skills, and finally improve their fluency in speaking, listening, reading and writing based on topics relevant to living in their communities and utilizing community resources.

Code	Title	Hours
Core Courses		
ESLA 170	ESL and Civics Education, Beginning Low	84
ESLA 171	ESL and Civics Education, Beginning High	84
ESLA 172	ESL and Civics Education, Intermediate Low	84
ESLA 173	ESL and Civics Education, Intermediate High	84
ESLA 174	ESL and Civics Education, Advanced	84
Total Hours		**420**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 170	84	ESLA 171	84
	84		**84**

Second Year

First Semester	Hours	Second Semester	Hours
ESLA 172	84	ESLA 173	84
	84		**84**

Third Year

First Semester	Hours
ESLA 174	84
	84

Total Hours 420

List of Courses

ESLA 170 **84 Hours**

ESL and Civics Education, Beginning Low

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

ESLA 171 **84 Hours**

ESL and Civics Education, Beginning High

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

ESLA 172 **84 Hours**

ESL and Civics Education, Intermediate Low

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

ESLA 173 **84 Hours**

ESL and Civics Education, Intermediate High

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

ESLA 174 **84 Hours**

ESL and Civics Education, Advanced

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

ESL for Academic Success I

Requirements

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
Core Courses		
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 **120 Hours**

ESL for Academic Success: Reading and Writing I

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 **120 Hours**

ESL for Academic Success: Listening and Speaking I

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

Requirements

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
Core Courses		
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 **120 Hours**

ESL for Academic Success: Reading and Writing II

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 **120 Hours**

ESL for Academic Success: Listening and Speaking II

Prerequisite(s): *ESLA 500 ESL Intermediate High or ESLA 1062 ESL for Academic Success: Listening and Speaking I.*

ESL students will practice the listening and speaking skills 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 advanced level ESL students. *(Apportionment)*

ESL for Workforce Preparation, Advanced

Requirements

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 **60 Hours**

ESL Workplace Advancement Skills, Advanced

Prerequisite(s): *ESLA 400 ESL Intermediate Low.*

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 **60 Hours**

ESL Workforce Readiness Skills, Advanced

Prerequisite(s): *ESLA 400 ESL Intermediate Low.*

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, Basic

Program Code: 3P39323

The program is designed to help beginning-intermediate level 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
Core Courses		
ESLA 1052	ESL Workforce Readiness Skills, Basic	60
ESLA 1050	ESL Workplace Advancement Skills, Basic	60
Total Hours		**120**

Plan of Study

First Year

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

Total Hours 120

List of Course

ESLA 1050 **60 Hours**

ESL Workplace Advancement Skills, Basic

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 **60 Hours**

ESL Workforce Readiness Skills, Basic

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)*

ESL Fundamentals

Requirements

Program Code: 3P39627

This is an integrated language program. The program has five required courses: ESL Fundamentals, Beginning Low through ESL Fundamentals, Advanced. The Fundamentals courses are designed to give students the practice to develop emerging language skills, build upon those skills, and finally improve their fluency in speaking, listening, reading and writing based on topics relevant to their lives, experiences and goals.

Code	Title	Hours
Core Courese		
ESLA 160	ESL Fundamentals, Beginning Low	168
ESLA 161	ESL Fundamentals, Beginning High	168
ESLA 162	ESL Fundamentals, Intermediate Low	168
ESLA 163	ESL Fundamentals, Intermediate High	168
ESLA 164	ESL Fundamentals, Advanced	168
Total Hours		**840**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 160	168	ESLA 161	168
	168		**168**

Second Year

First Semester	Hours	Second Semester	Hours
ESLA 162	168	ESLA 163	168
	168		**168**

Third Year

First Semester	Hours
ESLA 164	168
	168

Total Hours 840

List of Courses

ESLA 160 **168 Hours**

ESL Fundamentals, Beginning Low

This integrated-skills course focuses on developing beginning-level receptive and productive language skills; the course also emphasizes life skills. *(Apportionment)*

ESLA 161 **168 Hours**

ESL Fundamentals, Beginning High

The course focuses on developing receptive and productive language skills. Students will acquire grammar, vocabulary and language functions to improve proficiency. The course also emphasizes beginning level life skills. *(Apportionment)*

ESLA 162 **168 Hours**

ESL Fundamentals, Intermediate Low

The course focuses on developing intermediate level receptive and productive language skills. Students will acquire grammar, vocabulary and language functions to improve proficiency. The course also emphasizes life skills. *(Apportionment)*

ESLA 163 **168 Hours**

ESL Fundamentals, Intermediate High

This is a four-skill language course using topics and information sources related to student need. Students will increase their proficiency in reading, writing, listening and speaking by acquiring new vocabulary and applying appropriate grammatical structures. Building language fluency is the focus of the course. *(Apportionment)*

ESLA 164 **168 Hours**

ESL Fundamentals, Advanced

This is a four-skill language course where students will improve their fluency in speaking, listening, reading and writing based on topics relevant to students' lives, experiences and goals. Grammatical structures will be integrated into language practice activities. Improving accuracy is a focus of the course. *(Apportionment)*

ESL Grammar Review

Requirements

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
Core Courses		
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 **36-84 Hours**

ESL Grammar Review, Beginning

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 **36-84 Hours**

ESL Grammar Review, Intermediate - Advanced

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

Requiement

Program Code: 3P40944

This is an integrated language program. The program has two required courses: ESL Integrated Skills, Advanced; and ESL Learning Center. The Integrated Skills course is designed to give students the practice to strengthen their fluency in speaking, listening, reading and writing based on topics relevant to their lives, experiences and goals. The course also applies language skills within the context of students' day to day English language needs along with civics-related topics with the goals of helping students increase their fluency in English, have extensive knowledge of community resources, and master the tools needed to become active community participants. The elective course, ESL Learning Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses.

Code	Title	Hours
Core Courses		
ESLA 234	ESL Integrated Skills, Advanced	216
ESLA 001	ESL Learning Center	18
Total Hours		**234**

Plan of Study

First Year

First Semester	Hours	Semester 2	Hours
ESLA 234	216	ESLA 001	18
	216		**18**

Total Hours 234

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 234 **216-252 Hours**

ESL Integrated Skills, Advanced

This is a 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)*

ESL Integrated Skills, Beginning High

Requirements

Program Code: 3P40941

This is a specialized language program. The program has two required courses: ESL Integrated Skills Beginning High and ESL Learning Center. Although both classes will teach all four language skills through oral and written communication, ESL Integrated Skills will emphasize the meanings and usage of Beginning level English forms and functions that are frequently used in everyday situations and the ESL Learning Center will support students in achieving their individual language goals.

Code	Title	Hours
Core Courses		
ESLA 231	ESL Integrated Skills, Beginning High	216
ESLA 001	ESL Learning Center	18
Total Hours		**234**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 231	216	ESLA 001	18
	216		**18**

Total Hours 234

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 231 **216-252 Hours**

ESL Integrated Skills, Beginning High

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)*

ESL Integrated Skills, Beginning Literacy

Requiements

Program Code: 3P40939

This is an integrated language program. The program has two required courses: ESL Integrated Skills, Beginning Literacy and ESL Learning Center. The Integrated Skills course 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. The second course, ESL Learning Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses.

Code	Title	Hours
Core Courses		
ESLA 229	ESL Integrated Skills, Beginning Literacy	216
ESLA 001	ESL Learning Center	18
Total Hours		**234**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 229	216	ESLA 001	18
	216		**18**

Total Hours 234

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 229 **216-252 Hours**

ESL Integrated Skills, Beginning Literacy

This course is designed for adult language learners who possess limited to no proficiency in English. Students also may not possess literacy skills in their first language. The class will focus on basic vocabulary in English along with basic writing conventions and pronunciation. Students will start to build competency in all four language skills: reading, writing, listening and speaking. Course topics relate to everyday needs and include information related to community resources, the workplace and lifelong learning opportunities. English language and civics topics are chosen each semester based on student needs. *(Apportionment)*

ESL Integrated Skills, Beginning Low

Requirements

Program Code: 3P40940

This is a specialized language program. The program has two required courses: ESL Integrated Skills Intermediate Low and ESL Learning Center. Although both classes will teach all four language skills through oral and written communication, ESL Integrated Skills will emphasize the meanings and usage of Beginning level English forms and functions that are frequently used in everyday situations and the ESL Learning Center will support students in achieving their individual language goals.

Code	Title	Hours
Core Courses		
ESLA 230	ESL Integrated Skills, Beginning Low	216
ESLA 001	ESL Learning Center	18
Total Hours		**234**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 230	216	ESLA 001	18
	216		**18**

Total Hours 234

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 230 **216-252 Hours**

ESL Integrated Skills, Beginning Low

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)*

ESL Integrated Skills, Intermediate High

Requirements

Program Code: 3P40943

This is an integrated language program. The program has two required courses: ESL Integrated Skills, Intermediate High; and ESL Learning Center. The Integrated Skills course is designed to give students the practice to build their fluency in speaking, listening, reading and writing based on topics relevant to their lives, experiences and goals. The course also applies language skills within the context of students' day to day English language needs along with civics-related topics with the goals of helping students improve their fluency in English, have knowledge of community resources, and have the tools needed to become active community participants. The elective course, ESL Learning Center, provides students with individualized skill building activities to reinforce the learning objectives covered in the required courses.

Code	Title	Hours
Core Courses		
ESLA 233	ESL Integrated Skills, Intermediate High	216
ESLA 001	ESL Learning Center	18
Total Hours		**234**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 231	216	ESLA 001	18
	216		**18**

Total Hours 234

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 233 **216-252 Hours**

ESL Integrated Skills, Intermediate High

This is a four-skill language course using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESL Integrated Skills, Intermediate Low

Requirements

Program Code: 3P40942

This is a specialized language program. The program has two required courses: ESL Integrated Skills Intermediate Low and ESL Learning Center. Although both classes will teach all four language skills through oral and written communication, ESL Integrated Skills will emphasize the meanings and usage of Beginning level English forms and functions that are frequently used in everyday situations and the ESL Learning Center will support students in achieving their individual language goals.

Code	Title	Hours
Core Courses		
ESLA 232	ESL Integrated Skills, Intermediate Low	216
ESLA 001	ESL Learning Center	18
Total Hours		**234**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours	
ESLA 232		216 ESLA 001		18
		216		**18**

Total Hours 234

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 232 **216-252 Hours**

ESL Integrated Skills, Intermediate Low

This course focuses on developing intermediate-level listening, speaking, reading and writing language 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)*

ESL Intermediate / Advanced

Requirements

Program Code: 3P24179

ESL Intermediate/Advanced is an articulated sequence of courses designed to equip students with the high-level language and cultural proficiencies for fulfillment of personal, vocational, and academic goals. The courses integrate language acquisition (linguistic competence), relevant life experiences (sociolinguistic competence), critical thinking, and, learning strategies, i.e. time management and basics of research (strategic competence).

The sequence is articulated in terms of progressing levels of language skills and informational content. Upon exit, students will have the ability to use English to meet social, academic, and vocational demands of the society. They will function effectively in situations that require interaction with the public and following written instructions in technical work manuals, and will have sufficient language skills to enter higher educational institutions: community colleges and technical schools.

Code	Title	Hours
Core Courses		
ESLA 001	ESL Learning Center	40
ESLA 400	ESL Intermediate Low	120
ESLA 500	ESL Intermediate High	120
ESLA 600	ESL Advanced	120
Elective Courses		
ABE 105	SCE Learning Center	36
Total Hours		**436**

List of Courses

ABE 105 **36 Hours**

SCE Learning Center

Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer- aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style. *(Apportionment)*

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 400 **120 Hours**

ESL Intermediate Low

The course content is relevant to the lives of the student. It integrates language functions and language forms wit informational sources, skills and topics. Topics are chosen in accordance with student goals: general or vocational. Samples of informational sources are: Telephone Directory and indexes. Among the skills: alphabetizing. General topics should include: Housing, Transportation, Emergencies, General health. Vocational topics include: Job skills, Classified Ads, Job Safety. *(Apportionment)*

ESLA 500 **120 Hours**

ESL Intermediate High

The course content is relevant to the lives of the students. It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with student' goals: general vocational, or academic. The vocational topics should include: Social Security, preparedness for job interviews, wages and deductions, benefits. Academic topics could include: Major historical events, current events, stories/fables. Familiarization with U.S. culture should include topics such as taboos and politics. *(Apportionment)*

ESLA 600 **120 Hours**

ESL Advanced

Course content is relevant to the lives of the students. It integrates language function and language forms with informational, sources, skills and topics. Topics are chosen in accordance with students¿ goals: general, vocational, or academic. Samples of informational sources include but are not limited to: Almanacs, newspapers, paragraph organization, consumer protection procedures, Health facilities, work manual, customer relation, work ethics, education system, and immigration patters. *(Apportionment)*

ESL Intermediate High

Requirements

Program Code: 3P37593

This is an integrated language program. The program has three required courses: ESL Fundamentals, Intermediate High; ESL and Civics Education, Intermediate High; and ESL Learning Center. The Fundamentals course is designed to give students the practice to build their fluency in speaking, listening, reading and writing based on topics relevant to their lives, experiences and goals. The Civics Education applies language skills within the context of civics-related topics with the goals of helping students access community resources and have the tools needed to become active community participants. The ESL Learning Center provides students with individualized skill-building activities to reinforce the learning objectives covered in the required courses.

Code	Title	Hours
Core Courses		
ESLA 163	ESL Fundamentals, Intermediate High	168
ESLA 173	ESL and Civics Education, Intermediate High	84
ESLA 001	ESL Learning Center	12
Total Hours		**264**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 163	168	ESLA 173	84
ESLA 001	6	ESLA 001	6
	174		**90**

Total Hours 264

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 163 **168 Hours**

ESL Fundamentals, Intermediate High

This is a four-skill language course using topics and information sources related to student need. Students will increase their proficiency in reading, writing, listening and speaking by acquiring new vocabulary and applying appropriate grammatical structures. Building language fluency is the focus of the course. *(Apportionment)*

ESLA 173 **84 Hours**

ESL and Civics Education, Intermediate High

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

ESL Intermediate Low

Requirements

Program Code: 3P37592

This is an integrated language program. The program has three required courses: ESL Fundamentals, Intermediate Low; ESL and Civics Education, Intermediate Low and ESL Learning Center. The Fundamentals course is designed to give students the practice to build proficiency in speaking, listening, reading and writing based on topics relevant to their lives, experiences, and goals. The Civics Education applies language skills within the context of civics-related topics with the goals of helping students access community resources and increase the accessibility of becoming active community participants. The ESL Learning Center, provides students with individualized skill-building activities to reinforce the learning objectives covered in the required courses.

Code	Title	Hours
Cose Courses		
ESLA 162	ESL Fundamentals, Intermediate Low	168
ESLA 172	ESL and Civics Education, Intermediate Low	84
ESLA 001	ESL Learning Center	12
Total Hours		**264**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 162	168	ESLA 172	84
ESLA 001	6	ESLA 001	6
	174		**90**

Total Hours 264

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 162 **168 Hours**

ESL Fundamentals, Intermediate Low

The course focuses on developing intermediate level receptive and productive language skills. Students will acquire grammar, vocabulary and language functions to improve proficiency. The course also emphasizes life skills. *(Apportionment)*

ESLA 172 **84 Hours**

ESL and Civics Education, Intermediate Low

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

ESL Multiskills

Requirements

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
Core Courses		
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 Coures

ESLA 110 **36-144 Hours**

ESL Multilevel

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 **36-72 Hours**

Family Literacy

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 Oral Communication Skills

Requirements

Program Code: 3P24062

The goal of this sequence of courses is to develop students' receptive language skills of listening and productive skills of speaking to communicate effectively in a variety of contexts, including academic and vocational. The pronunciation instruction focuses on intelligibility so that students can meet communication demands of a particular job or academic program. Communication strategies include ability to adjust one's speech to be understood and ability to sustain formal and informal conversations on practical, academic, and social topics.

Students will use acquired skills in the context of theatrical performance and oral interpretation in pre-academic setting. This includes knowledge of specific terminology, comprehending short lectures, interpreting a play, and building social skills and confidence necessary for public speaking.

By completing the Drama for Communication or Reading Out Loud course, students may earn credits towards obtaining a High School Diploma.

Code	Title	Hours
Core Courses		
ESLA 802	ESL Pronunciation/Conversation Skills	36
ESLA 809	American Idioms	36
ESLA 814	Intermediate Vocabulary Review	36
ESLA 805	Drama for Communication	90
Total Hours		**198**

List of Courses

ESLA 802 **36 Hours**

ESL Pronunciation/Conversation Skills

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

ESLA 805 **90 Hours**

Drama for Communication

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 809 **36 Hours**

American Idioms

Students will become familiar with common American English idioms, their meanings and uses and demonstrate the application of idioms to everyday situations. In addition, students will learn the skills of deducing the meaning of the new vocabulary from context and become more comfortable sharing their opinions and experiences while practicing the target idioms. *(Apportionment)*

ESLA 814 **36 Hours**

Intermediate Vocabulary Review

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 Reading and Writing Skills, Beginning

Requirements

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
Core Courses		
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 **36-84 Hours**

ESL Reading Skills, Beginning

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 **36-84 Hours**

ESL Writing Skills, Beginning

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

Requirements

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
Core Courses		
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

Code	Title	Hours
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36-84
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36-84

ESL Speaking Skills, Beginning

Requirement

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	Elective Courses (ESLA 222 or ESLA 225)	36
	36		**36**

Total Hours 72

List of Courses

ESLA 182 **36-72 Hours**

ESL Speaking Skills, Beginning

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 **36-84 Hours**

ESL Grammar Review, Beginning

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 **36 Hours**

ESL Vocabulary Review, Beginning

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

Requirement

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
Core Courses (Required 36 Hours)		
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
Elective Courses (Required 36 Hours)		
Must choose one of two:		36
ESLA 813	Intermediate Grammar Review	36
ESLA 814	Intermediate Vocabulary Review	36
Total Hours		**72**

Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 183		36 Elective Course - Must choose one:	
		ESLA 813 or 814	36
		36	**36**

Total Hours 72

List of Courses

ESLA 183 **36-72 Hours**

ESL Speaking Skills, Intermediate to Advanced

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 813 **36 Hours**

Intermediate Grammar Review

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

ESLA 814 **36 Hours**

Intermediate Vocabulary Review

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

Requirements

Program Code: 3P39325

This is a focused language program. The program has one required course (ESL Learning Center) and at least one elective course: ESL Pronunciation/Conversation Skills or American Idioms or Writing/Reading or Intermediate Grammar Review or Intermediate Vocabulary Review. Students can choose the area of focus based on their personal goals and needs.

Code	Title	Hours
Core Course (Required 36 Hours)		**36**
ESLA 001	ESL Learning Center	36
Elective Courses (Required 36 Hours)		
Must complete one of the following courses:		36
ESLA 802	ESL Pronunciation/Conversation Skills	36
ESLA 809	American Idioms	36
ESLA 810	Writing/Reading	36
ESLA 813	Intermediate Grammar Review	36
ESLA 814	Intermediate Vocabulary Review	36
Total Hours		**72**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
ESLA 001		36 Choose one of five elective coures:	
		ESLA 802, 809, 810, 813, or 814	36
		36	**36**

Total Hours 72

List of Courses

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 802 **36 Hours**

ESL Pronunciation/Conversation Skills

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

ESLA 809 **36 Hours**

American Idioms

Students will become familiar with common American English idioms, their meanings and uses and demonstrate the application of idioms to everyday situations. In addition, students will learn the skills of deducing the meaning of the new vocabulary from context and become more comfortable sharing their opinions and experiences while practicing the target idioms. *(Apportionment)*

ESLA 810 **36-60 Hours**

Writing/Reading

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

ESLA 813 **36 Hours**

Intermediate Grammar Review

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

ESLA 814 **36 Hours**

Intermediate Vocabulary Review

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 Vocabulary Review

Requirements

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 **36 Hours**

ESL Vocabulary Review, Beginning

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 **36 Hours**

ESL Vocabulary Review, Intermediate - Advanced

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

Requirements

Program Code: 3P24063

ESL Work Readiness sequence of courses is offered before employment and focuses on developing SCANS - language and technology literacy skills needed to obtain employment. Computer skills for ESL courses focus on improving language skills through computer applications tasks using MS Office Suite, online resources, and presentation programs. The sequence of courses ends with the Intermediate/Advanced Work Skills course focusing on managing resources, developing interpersonal skills, as well as understanding and improving systems.

This sequence of courses develops foundation skills needed for successful employment, such as, basic language and math skills, thinking creatively, making responsibility, self-esteem, sociability, self-management, and integrity.

Code	Title	Hours
Core Courses		
ESLA 801	Computer Skills for ESL - Beginning	36
ESLA 815	Computer Skills for ESL - Advanced	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
Total Hours		**108**

List of Courses

ESLA 801 **36 Hours**

Computer Skills for ESL - Beginning

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 808 **36 Hours**

ESL Intermediate/Advanced Work Skills

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 815 **36 Hours**

Computer Skills for ESL - Advanced

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 Written Communication Skills

Requirements

Program Code: 3P24117

The goal of this sequence is to develop students' receptive skills of reading and productive skills of writing to communicate effectively in a variety of contexts, including academic and vocational. Competency-based reading instruction includes survival literacy addressing students' day-to-day needs, document literacy needed to understand charts, tables, bills, etc., quantitative literacy containing numeric information, and prose literacy focusing on understanding extensive texts like vocational manuals, literature pieces, short academic passages, periodicals, etc.

The goal of the writing instruction is an independent writer equally successful in an academic or job-related setting. Students will use acquired skills in pre-academic setting of the ESL and the Arts course, which will include writing a research paper, an essay, and preparing a PowerPoint presentation. By completing the ESL and the Arts course, students may earn credits towards obtaining a High School Diploma.

Code	Title	Hours
Core Courses		
ESLA 804	ESL and the Arts	36
ESLA 813	Intermediate Grammar Review	36
ESLA 810	Writing/Reading	36
Total Hours		**108**

List of Courses

ESLA 804 **36 Hours**

ESL and the Arts

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 810 **36-60 Hours**

Writing/Reading

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

ESLA 813 **36 Hours**

Intermediate Grammar Review

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

Workplace Vocational English as a Second Language: Administrative Assistant

Requirements

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 **36 Hours**

ESL Intermediate/Advanced Work Skills

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 **36 Hours**

Vocational English as a Second Language: Administrative Assistant

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

Requirements

Program Code: 3P24292

This 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 **36 Hours**

ESL Intermediate/Advanced Work Skills

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 **36 Hours**

Vocational English as a Second Language: Early Childhood Education

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

Requirements

Program Code: 3P24166

This 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 **36 Hours**

ESL Intermediate/Advanced Work Skills

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 **36 Hours**

Vocational English as a Second Language: Electricity and Construction

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

Requirements

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 **36 Hours**

Vocational English as a Second Language: Pharmacy Technician

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 **36 Hours**

ESL Intermediate/Advanced Work Skills

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

Certificates

- Funeral Service Assistant Certificate Program (p. 67)

Funeral Service Assistant Certificate Program

Requirements

Program Code: 3P33698

This program serves as an introduction to the theoretical and practical knowledge required for professional licensure. It will help individuals determine their level of interest in the funeral service industry and 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 casket in parlor or chapel prior to service; arranging floral offerings or lights around casket; directing or escorting mourners; closing casket; and issuing and storing funeral equipment. It is not intended as a substitute for the Associate in Science – Mortuary Science program, licensing or certification requirements, which include an apprenticeship, but would provide students a more realistic expectation of the rigors of funeral service practice that will lead to employment as a Funeral Service Assistant and/or a pathway to the Cypress College Mortuary Science Associate in Science degree program.

Code	Title	Hours
Core Courses		
FSRV 100	Introduction to Funeral Service Practice	60
MEOC 210	Introduction of Computers for Health Care Workers	48
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		**348**

Plan of Study

First Year			
First Semester	**Hours**	**Second Semester**	**Hours**
FSRV 100	60	FSRV 120	60
MEOC 210	48	FSRV 110	60
FSRV 125	60	FSRV 126	60
	168		**180**

Total Hours 348

List of Courses

FSRV 100 **60 Hours**

Introduction to Funeral Service Practice

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 **60 Hours**

Communication Skills for the Funeral Assistant

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 **60 Hours**

Funeral Service Operations

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 **60 Hours**

Funeral Service Practices and Procedures I

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 **60 Hours**

Funeral Service Practices and Procedures II

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)*

MEOC 210 **48 Hours**

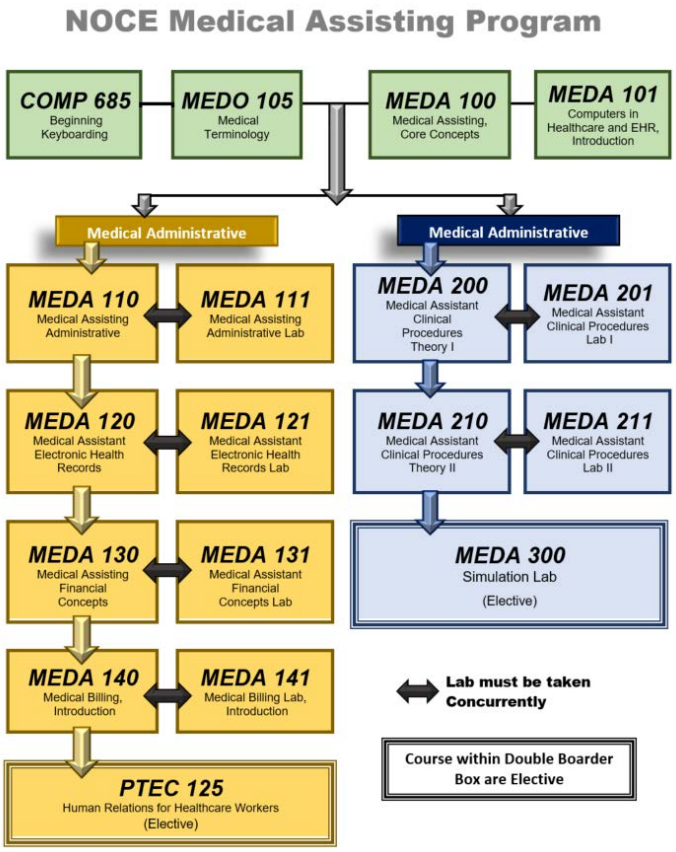
Introduction of Computers for Health Care Workers

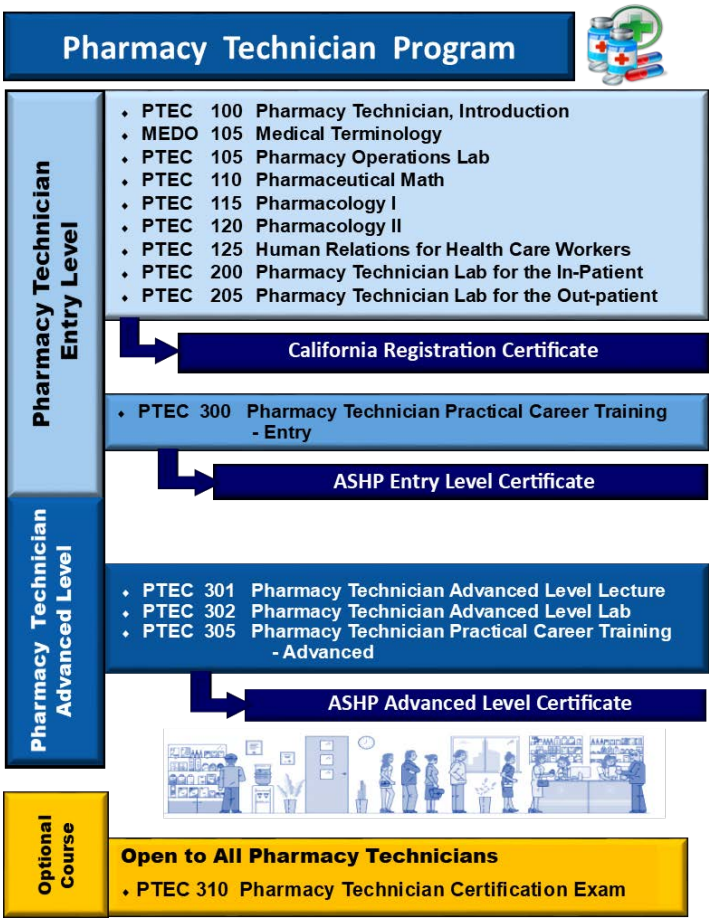
Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning or Typing 30 words per minute.*

This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. The course provides a comprehensive survery of the interconnections of information technology and health care. Textbook Required. *(Apportionment)*

Medical

Overview





Certificates

- Medical Assistant (p. 69)
- Personal Care Aide (p. 71)
- Pharmacy Technician (p. 68)
  - Entry Level (p. 74)
  - Registration Level (p. 77)
  - Advanced Level (p. 72)
- Quality Assurance Management Certificate for Medical Devices (p. 79)

Medical Assistant

Requirements

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
Core Courses (Required 492 Hours)		
COMP 685	Computer Keyboarding - Beginning	36
MEDA 100	Medical Assistant, Core Concepts	36
MEDO 105	Medical Terminology	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
Elective Courses: (Required 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 **36 Hours**

Computer Keyboarding - Beginning

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

MEDA 100 **36 Hours**

Medical Assistant, Core Concepts

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 **36 Hours**

Computers in Healthcare and EHR, Introduction

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 **24 Hours**

Medical Assistant Administrative

Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.*

Corequisite(s): *MEDA 111 Medical Assistant Administrative Lab.*

This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. *(Apportionment)*

MEDA 111 **24 Hours**

Medical Assistant Administrative Lab

Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.*

Corequisite(s): *MEDA 110 Medical Assistant Administrative.*

This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. *(Apportionment)*

MEDA 120 **12 Hours**

Medical Assistant Electronic Health Records

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.*

Corequisite(s): *MEDA 121 Medical Assistant Electrical Health Records.*

This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. Textbook Required. *(Apportionment)*

MEDA 121 **24 Hours**

Medical Assistant Electronic Health Records Lab

Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers.*

Corequisite(s): *MEDA 120 Medical Assistant Electronic Health Records.*

This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools. Textbook Required. *(Apportionment)*

MEDA 130 **24 Hours**

Medical Assistant Financial Concepts

Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.*

Corequisite(s): *MEDA 131 Medical Assistant Financial Concepts Lab.*

This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices. Textbook Required. *(Apportionment)*

MEDA 131 **24 Hours**

Medical Assistant Financial Concepts Lab

Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.*

Corequisite(s): *MEDA 130 Medical Assistant Financial Concepts.*

This course develops the necessary skills for financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices in a direct hands on, simulated environment. Textbook Required. *(Apportionment)*

MEDA 140 **24 Hours**

Medical Billing, Introduction

Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers.*

Corequisite(s): *MEDA 141 Medical Billing Lab, Introduction.*

An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. *(Apportionment)*

MEDA 141 **24 Hours**

Medical Billing Lab, Introduction

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.*

Corequisite(s): *MEDA 140 Medical Billing, Introduction.*

An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. *(Apportionment)*

MEDA 200 **18 Hours**

Medical Assistant Clinical Procedures Theory I

Prerequisite(s): *MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.*

Corequisite(s): *MEDA 201 Medical Assistant Clinical Procedures Lab I.*

This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 201 **48 Hours**

Medical Assistant Clinical Procedures Lab I

Prerequisite(s): *MEDO 105 Medical Terminology, and MEDA 100 Medial Assistant, Core Concepts.*

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 **18 Hours**

Medical Assistant Clinical Procedures Theory II

Prerequisite(s): *MEDA 200 Medical Assistant Clinical Procedures Theory I.*

Corequisite(s): *MEDA 211 Medical Assistant Clinical Procedures Lab II.*

This course reviews the theory behind back office procedures. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 211 **48 Hours**

Medical Assistant Clinical Procedures Lab II

Prerequisite(s): *MEDA 201 Medical Assistant Clinical Procedures Lab I.*

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 **108 Hours**

Medical Assisting Simulation Lab and Certification Prep

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 **48 Hours**

Medical Terminology

(Formerly MEOC 104)

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 **36 Hours**

Human Relations for Healthcare Workers

(Formerly MEOC 135)

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

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 **36 Hours**

Personal Care Aide 1

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 **36 Hours**

Personal Care Aide 2

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 **30 Hours**

Personal Care Aide 3

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 – Advanced Level

Requirements

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
Core Courses		
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 **48 Hours**

Pharmacy Technician Advanced Level Lecture

Prerequisite(s): *PTEC 125 Human Relations for Healthcare Workers, and PTEC 200 Pharmacy Technician, Lab for the In-Patient, and PTEC 205 Pharmacy Technician, Lab for the Out-Patient.*

Corequisite(s): *PTEC 302 Pharmacy Technician Advanced Level Lab.*

The program 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) and has students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. Textbook Required. *(Apportionment)*

PTEC 302 **60 Hours**
Pharmacy Technician Advanced Level Lab
Prerequisite(s): *PTEC 125 Human Relations for Healthcare Workers and PTEC 200 Pharmacy Technician, Lab for the In-Patient and PTEC 205 Pharmacy Technician, Lab for the Out-Patient or Completion of an American Society of Hospital Pharmacists (ASHP) recognized Pharmacy Technician Entry Level program.*
Corequisite(s): *PTEC 301 Pharmacy Technician Advanced Level Lecture.*
The program 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) and has 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. Textbook Required. *(Apportionment)*

PTEC 305 **18 Hours**
Pharmacy Technician Practical Career Training - Advanced
(Formerly MEDO 317)
Prerequisite(s): *PTEC 301 Pharmacy Technician Advanced Level Lecture and 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 meetings plus 160-hours of externship in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. Textbook Required. *(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.

Pharmacy Technician – Entry Level

Requirements

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	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 **48 Hours**

Medical Terminology

(Formerly MEOC 104)

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 **60 Hours**

Pharmacy Technician, Introduction

(Formerly MEOC 130) Course orients students to pharmacy practice and the work of pharmacy technicians. It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for a successful career as a pharmacy technician. Textbook Required. *(Apportionment)*

PTEC 105 **36 Hours**

Pharmacy Operations Lab

(Formerly MEDO 230)

Prerequisite(s): *PTEC 100 Pharmacy Technician, Introduction and COMP 685 Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 30 net words a minute.*

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 **36 Hours**

Pharmaceutical Mathematics

(Formerly MEOC 140)

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 **36 Hours**

Pharmacology I

(Formerly MEOC 121)

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 **36 Hours**

Pharmacology II

(Formerly MEOC 122)

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 **36 Hours**

Human Relations for Healthcare Workers

(Formerly MEOC 135)

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 **48 Hours**

Pharmacy Technician, Lab for the Out-Patient

(Formerly MEDO 220)

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 **48 Hours**

Pharmacy Technician, Lab for the In-Patient

(Formerly MEDO 221)

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 **18 Hours**

Pharmacy Technician Practical Career Training - Entry

(Formerly MEDO 316)

Prerequisite(s): *PTEC 125 Human Relations for Healthcare Workers and PTEC 200 Pharmacy Technician, Lab for the In-Patient and PTEC 205 Pharmacy Technician, Lab for the Out-Patient.*

This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class meetings plus 130-hours of externship 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

Requirements

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	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 **48 Hours**

Medical Terminology

(Formerly MEOC 104)

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 **60 Hours**

Pharmacy Technician, Introduction

(Formerly MEOC 130) Course orients students to pharmacy practice and the work of pharmacy technicians. It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for a successful career as a pharmacy technician. Textbook Required. *(Apportionment)*

PTEC 105 **36 Hours**

Pharmacy Operations Lab

(Formerly MEDO 230)

Prerequisite(s): *PTEC 100 Pharmacy Technician, Introduction and COMP 685 Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 30 net words a minute.*

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 **36 Hours**

Pharmaceutical Mathematics

(Formerly MEOC 140)

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 **36 Hours**

Pharmacology I

(Formerly MEOC 121)

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 **36 Hours**

Pharmacology II

(Formerly MEOC 122)

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 **36 Hours**

Human Relations for Healthcare Workers

(Formerly MEOC 135)

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 **48 Hours**
Pharmacy Technician, Lab for the In-Patient
(Formerly MEDO 221)
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 **48 Hours**
Pharmacy Technician, Lab for the Out-Patient
(Formerly MEDO 220)
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.

Quality Assurance Management Certificate for Medical Devices

Requirements

Program #3P24128

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.

Code	Title	Hours
Core Courses		
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 Auditing for Medical Devices	36
Total Hours		**216**

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
BMGR 645	36	BMGR 654	36
BMGR 648	36	BMGR 657	36
BMGR 651	36	BMGR 660	36
	108		**108**

Total Hours 216

List of Courses

BMGR 645 **36 Hours**

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. *(Apportionment)*

BMGR 648 **36 Hours**

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. *(Apportionment)*

BMGR 651 **36 Hours**

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. *(Apportionment)*

BMGR 654 **36 Hours**

Quality Assurance for Medical Devices

This course provides students with an in-depth definition 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)*

BMGR 657 **36 Hours**

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. *(Apportionment)*

BMGR 660 **36 Hours**

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. Topics include evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms and other audit concepts. *(Apportionment)*

High School Diploma Program

Requirements

Program Code: 3P31595A

This program is designed for adults who return to complete the requirements for a high school diploma. Upon completion of these courses and competency exams in reading, mathematics, language, and writing, the student will be able to demonstrate a level of competency for each academic subject studied. Acquisition of a high school diploma will lead to improved employability and preparation for entry into college. At least twenty (20) of the 160 required high school credits will be completed in residence at the college granting the diploma.

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**

English

Code	Title	Credits
English Core		
Minimum Core Required Credits		30
IHSD 100	High School English A	72
IHSD 101	High School English B	72
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 500	High School Language Arts I	1-10
IHSS 501	High School Language Arts II	1-10
IHSS 997	High School Reading Strategies 1	1-5
IHSS 998	High School Reading Strategies 2	1-5
IHSS 999	High School Business Writing	1-5
English Electives		
IHSD 100	High School English A	72
IHSD 101	High School English B	72
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 167	High School English Basic Skills	1-5
IHSS 170	High School Grammar	1-10
IHSS 183	High School Vocabulary	1-10
IHSS 190	High School Literacy Skills I	1-5
IHSS 191	High School Literacy Skills II	1-5
IHSS 500	High School Language Arts I	1-10
IHSS 501	High School Language Arts II	1-10
IHSS 997	High School Reading Strategies 1	1-5
IHSS 998	High School Reading Strategies 2	1-5
IHSS 999	High School Business Writing	1-5

Humanities

Code	Title	Credits
Humanities Core		
Minimum Core Required Credits		10
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
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

Mathematics

Code	Title	Credits
Mathematics Core		
Minimum Core Required Credits		20
IHSD 116	High School Math A	36
IHSD 117	High School Math B	36
IHSD 118	High School Math C	36
IHSD 119	High School Math D	36
IHSS 116	High School General Math	1-10
IHSS 118	High School Algebra 1	1-10
IHSS 119	High School Geometry	1-10
IHSS 846	High School Algebra 1A	5
IHSS 847	High School Algebra 1B	5
Mathematics Electives		
IHSD 116	High School Math A	36
IHSD 117	High School Math B	36
IHSD 118	High School Math C	36
IHSD 119	High School Math D	36
IHSS 116	High School General Math	1-10
IHSS 118	High School Algebra 1	1-10
IHSS 119	High School Geometry	1-10
IHSS 846	High School Algebra 1A	5
IHSS 847	High School Algebra 1B	5

Natural Science

Code	Title	Credits
Natural Science Core		
Minimum Core Required Credits		20

IHSS 121	High School Earth Science	1-5
IHSS 122	High School Physical Science	1-5
IHSS 123	High School Biology	1-10
IHSS 124	High School Health	1-10
IHSS 153	High School General Science	1-10
Natural Science Electives		
IHSS 121	High School Earth Science	1-5
IHSS 122	High School Physical Science	1-5
IHSS 123	High School Biology	1-10
IHSS 124	High School Health	1-10
IHSS 153	High School General Science	1-10

Social & Behavioral Sciences

Code	Title	Credits
Social & Behavioral Sciences Core		
Minimum Core Required Credit		30
IHSS 106	High School US History	1-10
IHSS 107	High School US Government	1-5
IHSS 109	High School World History	1-10
IHSS 111	High School Economics	1-5
Social & Behavioral Sciences 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

Code	Title	Credits
IHSS 300	Transitioning to College	1
IHSS 991	High School Business Law	10
IHSS 994	High School Academic Success	1-10

List of Courses

IHSS 100 **1-10 Credits**

High School English 1

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 **1-10 Credits**

High School English 2

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 **1-10 Credits**

High School English 3

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 **1-10 Credits**

High School Writing Skills

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 106 **1-10 Credits**

High School US History

This United States history course covers the lives of America's people and aspects of their cultures, from early exploration through the beginning of the twenty-first century. 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 107 **1-5 Credits**

High School US Government

This course is an individualized, self-paced study of U.S. government. It will cover the Constitution, the roles of the federal, state and local government, and modern economic and political systems. 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 completion of this course. *(Apportionment)*

IHSS 109 **1-10 Credits**

High School World History

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 **1-10 Credits**

High School World Geography

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 111 **1-5 Credits**

High School Economics

This course explores the changing economic climate in the United States and globally. Economic systems, development and problems that affect daily life are covered. 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 same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 113 **1-5 Credits**

High School Mass Media

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 114 **1-5 Credits**

High School Film Appreciation

This course is an individualized, self-paced study of film appreciation. Topics covered include film genres, directing and critique. This course is used for NOCE High School Diploma credit. *(Apportionment)*

IHSS 116 **1-10 Credits**

High School General Math

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 **1-10 Credits**

High School Algebra 1

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 **1-10 Credits**

High School Geometry

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 **1-5 Credits**

High School Earth Science

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 **1-5 Credits**

High School Physical Science

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 123 **1-10 Credits**

High School Biology

This biology course is an individualized, self-paced study of living things including classification, survival, reproduction, growth, and development. Other topics explore ecological cycles, behaviors and evolution. 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 124 **1-10 Credits**

High School Health

This class is designed to give students an understanding of various facets of physical, mental, and social well being. The student will gain knowledege to promote wellness, identify causes of health problems and ways to prevent them. 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 **1-10 Credits**

High School General Science

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 **1-10 Credits**

High School Composition

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 167 **1-5 Credits**
High School English Basic Skills
Basic English skills are presented in this self-paced course. This introductory course includes workbook activities to improve skills in spelling, capitalization, punctuation, and reading. 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 **1-10 Credits**
High School Grammar
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 **1-10 Credits**
High School Novels
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 **1-10 Credits**
High School Literature
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 **1-5 Credits**
High School Short Stories
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 **1-10 Credits**
High School Vocabulary
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 **1-5 Credits**
High School Literacy Skills I
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 **1-5 Credits**
High School Literacy Skills II
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 **1 Credit**
Transitioning to College
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 500 **1-10 Credits**
High School Language Arts I
This is an integrative course consisting of an array of topics including reading, writing,grammar,and vocabulary. Emphasis will be placed on sentence construction, word choice, paragraph development, maintaining coherence, recognizing main ideas, drawing upon sources informatively, reading with accuracy, writing and revising. The content of this course is delivered in a modular format and in a lab enviroment. 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 501 **1-10 Credits**
High School Language Arts II
This is an integrative course consisting of an array of topics including reading, writing, grammar, and vocabulary. Emphasis will be placed on sentence construction, word choice, paragraph development, maintaining coherence, recognizing main ideas, drawing upon sources informatively, reading with accuracy, writing and revising. The content of this course is delivered in a modular format using lecture-style instruction. *(Apportionment)*

IHSS 660 **1-5 Credits**
High School Psychology
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 846 **5 Credits**
High School Algebra 1A
This course covers basic algebra including variables, equations, positive and negative integers, formulas, polynomials, and factoring. This course is offered for NOCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

IHSS 847 **5 Credits**
High School Algebra 1B
This course covers basic algebra concepts including graphing, equations with two variables, fractions, decimals,percents, squares, square roots and quadratic equations. This course is offered for NOCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

IHSS 991 **10 Credits**

High School Business Law

This course is an individualized, self-paced study of Business Law. Topics include contracts, insurance, and laws related to consumer and employment regulations. This course is used for SCE High School Diploma credit. *(Apportionment)*

IHSS 992 **1-5 Credits**

High School Art History - Artists and their Work

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 **1-5 Credits**

High School Elements and Principles of Design

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 **1-10 Credits**

High School Academic Success

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 **1-5 Credits**

High School Reading Strategies 1

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)*

IHSS 998 **1-5 Credits**

High School Reading Strategies 2

This course provides practice exercises in reading development and reinforces concepts through writing activities. Strategies include recognizing tone, understanding literary forms, organization, significant details, and vocabulary. 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 999 **1-5 Credits**

High School Business Writing

This course provides individualized, self-paced modules in business correspondence, composition techniques and writing activities. Strategies include format, organization, and evaluation. 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)*

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.

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Adult Basic Education (ABE)

ABE 105 **36 Hours**

SCE Learning Center

Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer- aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style. *(Apportionment)*

ABE 240 **24 Hours**

Creative Writing for Seniors

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 430 **99 Hours**

Literacy - Beginning

Designed for students with very limited reading skills. The focus of this course is on decoding skills, fluency and workplace literacy. Sight words and essential word reading are covered. *(Apportionment)*

ABE 432 **99 Hours**

Literacy - Intermediate

Reading and writing preparation for the workplace or academic advancement. Emphasis on reading for information, vocabulary expansion and good communication skills. *(Apportionment)*

ABE 435 **99 Hours**

Literacy - Advanced

Reading for information and academic vocabulary. Writing skills necessary for higher education and the workplace such as essays, note taking, job applications, resumes, and business writing. *(Apportionment)*

ABE 440 **36 Hours**

Writing Your Life Story for Older Adults

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 **2 Hours**

ASE Ed Planning

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 100 **14-150 Hours**

Improving Individual Skills Lab

This course is used as a guide to assemble individualized units of study based on current student skills and needs. The customized module for each student in either writing, vocabulary development, spelling improvement, remedial reading, or mathematics. *(Apportionment)*

ABED 105 **36-150 Hours**

NOCE Learning Center

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 **72 Hours**

Literacy & Basic Skills, Beginning

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 **36-150 Hours**

Literacy & Basic Skills, Intermediate

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 **72 Hours**

College Prep - Basic Math

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 **72 Hours**

College Prep Pre-Algebra

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 **72 Hours**

College Prep Elementary Algebra

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 **72 Hours**

College Prep Pre and Elementary Algebra (Accelerated)

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 **50-150 Hours**

College Prep, Basic Math & Pre-Algebra (Accelerated)

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 **50-150 Hours**

College Prep Pre-Statistics

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 **72 Hours**

College Prep English Reading and Writing

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 405 **72 Hours**

GED/HiSET: Mathematics

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 **72 Hours**

GED/HiSET - Reading

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 **72 Hours**

GED/HiSET: Science

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 **72 Hours**

GED/HiSET: Social Studies

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 **72 Hours**

GED/HiSET: Language Arts and Writing

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 100 **18 Hours**

Parenting with Love and Logic

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. *(Grant-Funded)*

AEBG 101 **3 Hours**

9 Essential Skills for the Love & Logic Classroom® - Module 1

This workshop is the first of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on neutralizing student arguing. *(Grant-Funded)*

AEBG 102 **3 Hours**

9 Essential Skills for the Love & Logic Classroom® - Module 2

This workshop is the second of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on delayed consequences. *(Grant-Funded)*

AEBG 103 **3 Hours**

9 Essential Skills for the Love & Logic Classroom® - Module 3

This workshop is the third of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on the proper use of empathy. *(Grant-Funded)*

AEBG 104 **3 Hours**

9 Essential Skills for the Love & Logic Classroom® - Module 4

This workshop is the fourth of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on the recovery process. *(Grant-Funded)*

AEBG 105 **3 Hours**

9 Essential Skills for the Love & Logic Classroom® - Module 5

This workshop is the fifth of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on developing positive teacher/student relationships. *(Grant-Funded)*

AEBG 106 **3 Hours**

9 Essential Skills for the Love & Logic Classroom® - Module 6

This workshop is the six of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on setting limits with enforceable statements. *(Grant-Funded)*

AEBG 107 **3 Hours**

9 Essential Skills for the Love & Logic Classroom® - Module 7

This workshop is the seventh of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on using choices to prevent power struggles. *(Grant-Funded)*

AEBG 108 **3 Hours**

9 Essential Skills for the Love & Logic Classroom® - Module 8

This workshop is the eighth of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on quick and easy preventative interventions. *(Grant-Funded)*

AEBG 109 **3 Hours**

9 Essential Skills for the Love & Logic Classroom® - Module 9

This workshop is the ninth of nine separate modules, each of which teaches a different subset of skills designed to help educators create classroom and school environments that stimulate responsible behavior and high levels of academic achievement. This workshop focuses on guiding students to own and solve their problems. *(Grant-Funded)*

AEBG 110 **30 Hours**

Love and Logic Parenting Children with Special Needs

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 **36 Hours**

Love & Logic: Supporting Youth with Challenging Pasts

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)*

AEBG 114 **12 Hours**

Building Trauma-Informed Communities: Understanding LGBTQ+ Youth

This course will provide an understanding of the LGBTQ+ population, terminology, and stressors/traumas that potentially impact youth. Students 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. *(Grant-Funded)*

AEBG 121 **24 Hours**

Medical Assistant Externship, Administrative

This course is designed to provide Medical Assistant students with field experience in an administrative medical environment. It requires weekly class meetings of two (2) hours a week plus 96 hours of field experience in an approved medical facility. Class topics include portfolio development, job search, professionalism, workforce skills, current issues in the medical assisting field, and work performance. *(Grant-Funded)*

AEBG 122 **24 Hours**

Medical Assistant Externship, Clinical

This course is designed to provide Medical Assistant students with field experience in a clinical medical environment. It requires weekly class meetings of two (2) hours a week plus 96 hours of field experience in an approved medical facility. Class topics include portfolio development, job search, professionalism, workforce skills, current issues in the medical assisting field, and work performance. *(Grant-Funded)*

Arts & Crafts (ARTC)

ARTC 136 **20 Hours**

Cartooning & Caricaturing Made Easy

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 **20 Hours**

Caricaturing Made Easy

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 **12 Hours**

Fashion Illustration for Adults

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 **12 Hours**

Fashion Illustration II for Adults

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 **12 Hours**

Costume Illustration and History of Fashion for Adults I

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 **30 Hours**

Painting

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 **18 Hours**

Drawing: Basics and Beyond

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 **18 Hours**

Essentials of Painting

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 **18 Hours**

Drawing Fundamentals

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 **30 Hours**

Drawing: Basics and Beyond

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 **30-36 Hours**

Drawing for Beginners

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 **30-36 Hours**

Watercolor Painting

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 **16 Hours**

Still-life Art Workshop for Teens and Adults (Ages 15+)

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 **36 Hours**

Nylon Fabric Flower Design I

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 **36 Hours**

Origami 3-D Designs

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 **33 Hours**

Painting with Pastels

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 235A **1 Hour**

Administrative Assistant Educational Planning

Orientation and assessment to and for the NOCE Administrative Assistant Certificate program, overview of occupational options. Self-assessment of educational backgrounds and needs, referral to basic skills support to assist with successful completion of courses, overview in general of NOCE Student Services. *(Orientation)*

BUSN 345 **80 Hours**

Certified Bookkeeper

This course is designed for experienced bookkeepers and leads to national certification with the American Institute of Professional Bookkeepers (AIPB). This course equips individuals with the knowledge to succeed in the areas of accruals, deferrals, and trial balances for successful bookkeeping. Other topics include accruing revenues, unearned revenues, and more. *(Fee-Based)*

BUSN 350 **36 Hours**

Giving an Effective Presentation

In today's world, it is easy to assemble a series of slides and deliver a speech and call it a business presentation - but there's much more to a presentation than just presenting - particularly if you want to get the results you expect. Almost all presentations are just that - presentations. In this workshop, you will learn how and why you should converse with rather than merely present to your audience; what is the best room layout and why; how to organize and prepare your presentation; what to do before, during and after your presentation; how and why you should or shouldn't use PowerPoint or other visual aids; how to and why eliminate jargon words and acronyms; how to and why you should refine and visualize your message; how to inspire and engage your audience; and much, much more. *(Fee-Based)*

BUSN 360 **3 Hours**

How to be an Effective Networker

Do you find it hard to make conversation at business and social events? Networking can be the most efficient way to promote your business and find customers but you need to network effectively in order opportunity to learn the do's, don'ts and where's of effective networking from a published author and international trainer. This workshop is particularly valuable not only for professionals and business people who want to increase their confidence and networking skills, but for anyone who wants to build business and social relationships with others. *(Fee-Based)*

BUSN 370 **4 Hours**

Public Speaking Workshop - Transcend Your Fear

For many, public speaking is the #1 fear, but it really doesn't have to be. Public speaking can be enjoyable for both the speaker and the audience. In this workshop, you will understand the root causes of fear, reasons for your fear and solutions to transcend your fear of public speaking. *(Fee-Based)*

BUSN 400 **18 Hours**

Starting a Small Business: Be Your Own Boss

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 **18 Hours**

Writing a Winning Business Plan

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 **24 Hours**

Financing Your Small Business

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 **24 Hours**

Small Business Marketing Strategies

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 **24 Hours**

Legal Issues for Small Business

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 **4 Hours**

How To Sell on eBay

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 **2 Hours**

How To Buy on eBay

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 **36 Hours**

Payroll Accounting, Introduction

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 **8-15 Hours**

Fundamentals of Project Management

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 **15 Hours**

Project Planning and Scheduling Techniques

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 **8 Hours**

Project Cost Management

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 **15 Hours**

Team Building for Project Managers

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 **6 Hours**

Twittering Your Way to Business Success

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 **9 Hours**

Introduction to Scrum: An Agile Process

Agile Scrum is a project management tool. This course covers the fundamental concepts for agile principles and the Scrum process. *(Fee-Based)*

BUSN 470 **24 Hours**

Starting a Home-based Business

Learn the key elements to starting a home-based business and becoming self-employed. This course provides students with an introduction to starting a home-based business, including marketing, finance, self-management skills, risk management and available resources. *(Apportionment)*

BUSN 472 **90 Hours**

Improve Brain Power for the Workplace

Learn how to improve your memory, concentration, confidence and listening skills which can enhance study skills and help you succeed in the workplace. This course covers how the brain learns and remembers, causes of memory loss, and various brain exercises, including computer-based programs, that preserve and improve brain health. *(Apportionment)*

BUSN 474 **30 Hours**

Creative Writing: Building Skills for Career

In this course students will develop and refine professional creative writing skills and create written pieces such as short stories, essays and articles that can be sold for income. Students will learn how to publish their literary works, including marketing to publishers and agents and promoting the published manuscript. *(Apportionment)*

BUSN 476 **36 Hours**

Painting Arts: Building Skills for Art and Business

In this course students will develop and refine skills for creating quality paintings that can be sold through their own home-based business. Learn a variety of media, including techniques in drawing, brush strokes, color mixing and application, and methods for promoting and selling paintings in various marketplace settings. Materials are supplied by students. *(Apportionment)*

BUSN 478 **36 Hours**

Cermamic: Building Skills for Art and Business

Students will learn and refine ceramic art skills with the goal of producing quality pieces that can be sold through a home-based business. Learn ceramic hand-building, decorating and firing techniques, and how to sell ceramic pieces, including the concepts of pricing, promotion, and identifying marketplace options for product sales. Materials are supplied by students. *(Apportionment)*

BUSN 480 **36 Hours**

Needlecraft: Building Skills for Art and Business

Students will develop and refine the skills needed to create quality needlecraft pieces that can be sold through their own home-based business. Learn techniques for knitting, crochet, needlepoint, and cross-stitch, and the concepts of pricing, promotion, and identifying appropriate marketplace options for product sales. Materials are supplied by students. *(Apportionment)*

BUSN 482 **36 Hours**

Quilting: Building Skills for Art and Business

Learn and refine skills for creating quality quilts and quilted items that can be sold through a home-based business. Course topics include hand and machine sewing techniques and methods for securing income from quilting, including commissioned and consignment sales, and the concepts of pricing, promotion, and identifying marketplace options. Materials are supplied by students. *(Apportionment)*

BUSN 484 **36 Hours**

Craft Artistry: Building Skills for Art and Business

Learn artistic techniques and refine creative art skills with the goal of creating quality craft pieces, such as seasonal and gift products, that can be sold through a home-based business. Methods for selling artistic creations are covered, including concepts of pricing, promotion, and identifying marketplace options for product sales. Materials are supplied by students. *(Apportionment)*

BUSN 486 **36 Hours**

Drama: Performing as an Art and a Career

In this course students will develop and refine acting skills with the goal of securing work as a paid professional. Study includes fundamentals of performance, script analysis, characterization, acting styles, stage and camera terminology, the business of stage, film and television, union and non-union, and positive communication skills. *(Apportionment)*

BUSN 490 **48 Hours**

Machine Shorthand Speed Building 1

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 **48 Hours**

Machine Shorthand Speed Building 2

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 **48 Hours**

Machine Shorthand Speed Building 3

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 **48 Hours**

Machine Shorthand Speed Building 4

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 **6 Hours**

Auto Wholesale Home-based Business

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 **15 Hours**

Business Etiquette

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)*

BUSN 645 **24 Hours**

Customer Service

This course covers the key elements of outstanding customer service. The student will be introduced to the concepts of internal and external customers, customer satisfaction and retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills. *(Apportionment)*

Business Accounting (BUSA)

BUSA 100 **36 Hours**

Accounting Fundamentals for Bookkeepers

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 **36 Hours**

Accounting Principles for Bookkeepers

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

BUSA 102 **36 Hours**

Payroll Fundamentals for Bookkeepers

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

Business Management - NOCE (BMGR)

BMGR 410 **18 Hours**

Elements of Supervision

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

BMGR 412 **18 Hours**

Management Skills I

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 **18 Hours**

Written Communications for Business

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

BMGR 417 **18 Hours**

Effective Business Presentations

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 **18 Hours**

Successful Negotiations

Participants will learn, practice, and perfect skills required for achieving better outcomes in sales transactions, employment and promotion, purchasing, and employee cooperation. *(Apportionment)*

BMGR 423 **18 Hours**

Introduction to Employment Law

This course is an introduction to the federal and California state laws governing the relationships between employers and employees. It examines the nature, purpose, and employees. It examines the nature, purpose, and operation of these laws from the perspectives of both the employer and employee. *(Apportionment)*

BMGR 430 **18 Hours**

Marketing Principles

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 **18 Hours**

Finance for the Non-Financial Manager

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 **18 Hours**

Understanding Business Contracts

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

BMGR 610 **18 Hours**

Management Skills II

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 625 **8 Hours**

Introduction to the Medical Device Industry

This course provides an introduction to the medical devices industry and the profession. It covers industry standards, regulatory authorities, safety, and current good manufacturing practices. Whether currently working in the industry or planning a career change, students will learn how to build their skills and knowledge to increase overall performance. *(Fee-Based)*

BMGR 630 **12 Hours**

Quality System: ISO 13485:2003 Basics

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 635 **12 Hours**

Overview of FDA's Medical Device Regulation

Course provides an overview of the U.S. Food & Drug Administration (FDA) regulation pertaining to medical devices. Topics include FDA regulatory requirements and quality system regulation; pre-market notification and approval process; complaint handling and reporting; and U.S. labeling regulations. *(Fee-Based)*

BMGR 640 **12 Hours**

Fundamentals of GMP and QSR

Course covers the fundamentals of Good Manufacturing Practice (GMP) and Quality System Regulation (QSR). Topics include Food and Drug Administration (FDA) regulations in relation to quality systems and controls; employee safety in the design and construction of facilities; equipment and maintenance issues; and protection of products against contamination. *(Fee-Based)*

BMGR 645 **36 Hours**

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. *(Apportionment)*

BMGR 648 **36 Hours**

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. *(Apportionment)*

BMGR 651 **36 Hours**

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. *(Apportionment)*

BMGR 654 **36 Hours**

Quality Assurance for Medical Devices

This course provides students with an in-depth definition 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)*

BMGR 657 **36 Hours**

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. *(Apportionment)*

BMGR 660 **36 Hours**

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. Topics include evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms and other audit concepts. *(Apportionment)*

BMGR 665 **36 Hours**

European Certification Requirements for Medical Devices

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 **4 Hours**

Notary Public Seminar

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 675 **8 Hours**

Technical Writing 101 for the Medical Device Industry

The course addresses writing effectively and complying with regulations in the medical device industry. Participants will learn how to meet the needs of the audience, research and organize information, write, edit, and deliver effective documents. The course includes an overview of requirements recommended by the FDA and other regulatory agencies. *(Fee-Based)*

BMGR 680 **4 Hours**

Notary Loan Signing Certification

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)*

BMGR 685 **4-6 Hours**

Overview of Medical Product Development

This workshop provides an understanding of the medical product development process and biomedical industry highlights and trends. A common development cycle for medical products is presented with explanations of various phases within the product development cycle, from concept to market. Fundamental industry terminology and medical product classification will be discussed. *(Fee-Based)*

BMGR 690 **6 Hours**

Navigating a Career in the Biomedical Industry

Identify career paths in the biomedical industry that best suit your interests and career goals. Through lectures and discussion, develop an understanding of career paths in the life sciences, including sales and marketing, business development, and regulatory affairs. Get practical advice on working with recruiters, building your resume, and networking. *(Fee-Based)*

Career Planning (CRPL)

CRPL 365 **18-36 Hours**

Work Experience

This course provides career technical education students with work experience in their program of study. It covers job readiness skills that will prepare students to be effective job seekers and workers. Students are introduced to the basics of resume writing, interviewing, workplace communication and job searching. 120 Hours of fieldwork required. *(Grant-Funded)*

CRPL 370 **18 Hours**

Job Readiness

This course covers basic job readiness skills that wilL prepare students to be effective job seekers and effective workers. Students wil be introduced to the basics of resume writing, interviewing, workplace communications and job searching. Students will develop a personal skills inventory, create a resume, and prepare an employment portfolio *(Grant-Funded)*

Clothing (CC)

CC 205 **35 Hours**

Sewing Techniques for Beginners

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 **18 Hours**

Basic Sewing Techniques for Beginners

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 **35 Hours**

Sew What You Wish

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. *(Fee-Based)*

CC 220 **35 Hours**

Sewing Special Occasion Outfits

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 **18 Hours**

Couture Dressmaking I : Blouses

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 **35 Hours**

Exploring Knitting and Crocheting

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 **35 Hours**

Contemporary & Traditional Quilting

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 **18 Hours**

Contemporary & Traditional Quilting I

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 **35 Hours**

Technical and Creative Use of Serger Machines

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 **18 Hours**

Technical and Creative Use of Serger Machine I: Knits

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 **35 Hours**

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)*

CC 246 **18 Hours**

Sew a Tailored Wardrobe I: Unlined Jacket

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 **35 Hours**
Fashion Design: Patternmaking
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 **18 Hours**
Needlework for Home and More I
Needlework techniques, such as cross stitch, embroidery and appliqu¿ill be explored in depth. No previous needlework experience needed. *(Fee-Based)*

CC 263 **18 Hours**
Needlework for Home and More II
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 **18 Hours**
Fashion Design: Patternmaking I
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 **18 Hours**
Fashion Design: Patternmaking II
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 **28 Hours**
Basic Sewing Techniques
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 **4 Hours**
Sewing Machine Techniques - Beginning
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 **4 Hours**
Sewing Machine Techniques - Intermediate
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 **18 Hours**
Fashion Design: Copy Ready-to-Wear Garments I
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 **17.5 Hours**
Fashion Design: Copy Ready-to-Wear Garments II
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 **12.5 Hours**
Fashion Design: Sewing Lab
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 **22.5 Hours**
Fashion Design: Sewing Techniques for Intermediates
Sew a blouse or shirt. Learn to set-in sleeves, embellish fabric, sew collars, buttonholes and zippers. *(Fee-Based)*

CC 420 **22.5 Hours**
Fashion Design: Fitting and Alteration-Blouse
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 **14 Hours**
Fashion Design: Sweatshirt Makeover
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 **14 Hours**
Fashion Design: Fitting and Alterations: Pants, Part 1
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 **14 Hours**
Fashion Design: Fitting and Alterations: Pants, Part 2
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 **14 Hours**
Fashion Design: T-Shirt Makeover
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 100 **36 Hours**
Computers - Introduction
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)*

COMP 105 **36 Hours**
Discover the Internet
A hands-on overview of Internet concepts, Web browsing using Internet Explorer; email, newsgroups, FTP, netiquette, security issues, research, and more. Hands-on including on-line browsing. Recommended proficiency in: Introduction to Computers or equivalent. *(Apportionment)*

COMP 119 **24 Hours**
Adobe Photoshop Elements
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 **24 Hours**
Digital Photo Albums for Beginners
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 **36 Hours**
Visual Basic for Applications (VBA) for Excel - Introduction
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 **30 Hours**
Computer Keyboarding - Mastery I
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 **30 Hours**
Computer Keyboarding - Mastery II
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 620
Securing Your PC For The Internet
Prerequisite(s): *Prior Windows Experience.*
Learn preventive techniques to secure your Windows PC from Internet threats such as viruses, spyware, and hackers. Explore different tools available to remove these threats and prevent future occurrences. *(Apportionment)*

COMP 645 **44 Hours**
Integrated Computer Projects
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 **36 Hours**
QuickBooks Fundamentals for the Financial Office Applications
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 675 **36 Hours**
Digital Scrapbooking
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 **36 Hours**
Computer Keyboarding - Beginning
Stop hunting and pecking at the keyboard with this short course. Learn the keyboard layout to build speed and accuracy. Course covers proper technique at the computer keyboard as well as 10-key keyboarding. Textbook Required. *(Apportionment)*

COMP 690 **18 Hours**
Email Essentials
Advisory: *COMP 100 Computers - Introduction.*
Students will create an email account, learn to send electronic messages, attachments, manage contacts, create distribution lists and organize messages in folders. Learn this critical business skill set in this 18-hour course. *(Apportionment)*

COMP 700 **24 Hours**
Adobe Photoshop Elements Tools for Intermediate Users
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 **24 Hours**
Digital Photo Restoration and Portrait Makeovers
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 715 **30 Hours**
Computer Components - Introduction
This course is designed to provide the fundamentals in computer servicing. It introduces individuals to the names and general characteristics of a variety of a variety of components of a computer system. You will experience a hands-on approach to learning installation, configuring, and upgrading computer components. *(Fee-Based)*

COMP 720 **32 Hours**
Fundamental Principles of Printers, Scanners and Networks
This course is designed to provide the fundamentals of using printers, scanners and networks and providing support for them. The course will cover elements of installation, configuration, and networking that are necessary to provide support. *(Fee-Based)*

COMP 725 **32 Hours**
Windows Security, Safety and Environmental Issues - Introduction
This course is designed to assist individuals in understanding personal computers on a technical level. You will receive hands-on experience managing Windows desktop security and internet security. You will also learn about safety and environmental computer issues. Essential elements of security are covered. *(Fee-Based)*

COMP 730 **32 Hours**
Microsoft Windows for Help Desk Careers
This course will give individuals fundamental knowledge of various Windows Operating Systems. The course includes the installation, configuration, and supporting of Windows Operating Systems. Customizing and configuring to meet a company's needs will also be covered. *(Fee-Based)*

COMP 735 **8 Hours**
Communication and Professionalism for Help Desk Professionals
This course is designed to provide the fundamentals of good communication and professionalism skills for working in a help desk environment. Topics include using good listening and diplomacy skills when communicating with customers and colleagues. *(Fee-Based)*

COMP 740 **36 Hours**
A+ Essentials
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 **36 Hours**
A+ Remote Support Technician (Practical Application)
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 **24 Hours**
Network+ Certification
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 **10 Hours**
Blogging For Beginners
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 **4 Hours**
Using Facebook & LinkedIn for Business
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 **4 Hours**
Using Google Apps for Business
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 **4 Hours**
How To Use Microsoft Office Live
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 **2 Hours**
Transitioning to Windows 7 for Beginners
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 **10 Hours**
Windows 7 Beta for IT Professionals
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 800 **32 Hours**
MS Overview for Help Desk
Learn the essential principles of Word, Excel, Access and Learn the essential principles of Word, Excel, Access and PowerPoint. Topics include document formatting, working with graphics, basic formulas, queries and reports. Participants will receive hands-on instruction on all concepts. *(Fee-Based)*

COMP 805 **4 Hours**
What is GIS and How is it Used?
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 **36 Hours**
Geographic Information Systems (GIS) - Introduction
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 **30 Hours**
Computer Operating Systems, Introduction
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 **30 Hours**
Microsoft Windows Client Administration
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 **20 Hours**
Microsoft Project Professional - Introduction
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 **30 Hours**
Help Desk Support & Troubleshooting
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 Internet (CCTR)

CCTR 100 **1-200 Hours**
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)*

Construction (CONS)

CONS 201 **30 Hours**
Electrician Certification - State Test Preparation
This course covers the 16 areas of the 1999 National Electrical Code that the State of California has designed the State Certification test after. Ohm's Law and electrical calculations will also be covered. Students must bring the 1999 National Electrical Code (NEC) book and a calculator to the first class. *(Fee-Based)*

CONS 225 **36 Hours**
Construction Math
A review of basic mathematics focusing on its application to common calculations used in the construction trades. Course covers arithmetic operators, word problems, fractions, angles, metric measuring systems and algebraic formulas. *(Fee-Based)*

CONS 230 **36 Hours**
Introduction to Blueprint Reading
An introduction to blueprint reading using a fundamental approach, this course will familiarize trainees with basic blueprint terms, components and symbols. Trainees will learn the different types of blue print drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions. *(Apportionment)*

Consumer Ed (CNED)

CNED 114 **24 Hours**
Personal Journal Writing for Older Adults
Personal journal writing is a literary art form and a skill that facilitates creativity and self discovery which results in a written record of the older adult student's life journey. Older Adults students will learn techniques for releasing the inner writer and developing the art of storytelling through concepts of myth, images and metaphors using the viewpoint and experience of older adults. *(Apportionment)*

CNED 204 **24 Hours**
ABC's of Financial Planning for Older Adults
This course is designed for older adult students from all walks of life who would like to create or improve their financial plan. This course covers typical questions older adults individuals have regarding financial security, assessing weaknesses in financial planning, and the differences between IRA's, 401K's, 457's, 403B's, and more. *(Apportionment)*

CNED 235 **36 Hours**
Professional Business Etiquette
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 **10 Hours**
Career Search Strategies
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 **40 Hours**
Novel Writing and Memoirs
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 **2 Hours**
Simplifying Your Life through Organization
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 **4 Hours**
Cake Pop Master Class
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 **4 Hours**

Chocolate Show-Stopping Desserts!

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 **24 Hours**

Creative Arts for Older Adults

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 **24 Hours**

Ceramics for Older Adults

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 **24 Hours**

China Painting for Older Adults

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 **24 Hours**

Needlecrafts, Knitting, Crochet for Older Adults

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 **24 Hours**

Painting for Older Adults

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 106 **24 Hours**

Quilting for Older Adults

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

CRAE 215 **16 Hours**

Scrapbooking Design and Techniques

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 310 **24 Hours**

Intergenerational: Creative Arts Exchange for Older Adults

Older adults along with participants of multiple generations create artistic legacy keepsakes that reflect the individual histories of older adults, lifetime memories, and personal creative expression. Class projects are designed to encourage mutual appreciation and connections among older adult students and participants of varying age groups. *(Apportionment)*

CRAE 315 **24 Hours**

Beginning Drama for Older Adults

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 **30 Hours**

Basic Drawing

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 **30 Hours**

Watercolor

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 **30 Hours**

Tole Painting and Decorative Artwork - Intermediate

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 **24 Hours**

Silk Painting

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 **10 Hours**

Recycled Materials Become a Tote Bag

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 **16 Hours**

Art Appreciation: Looking and Learning

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 **4 Hours**

Paint Night Art Workshop

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 **24 Hours**

Combine Painting

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 **16 Hours**

Ballroom Dancing - Latin and Swing Dance

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 **12 Hours**

West Coast Swing Dance

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 **10 Hours**

Salsa Dance

Learn the basics and fun variations of this hot dance. A partner is not required. *(Fee-Based)*

DAN 112 **10 Hours**

Adult Jazz Dance

Students will learn jazz dance techniques with strength and flexibility training along with simple dance combinations. *(Fee-Based)*

DAN 114 **10 Hours**

Adult Ballet - Beginning

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 **12 Hours**

Waltz and Cha Cha Dance

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 **12 Hours**

Fox Trot and Tango Dancing

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 **36 Hours**

The Art of Belly Dancing

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 **4 Hours**

Hip Hop Dance

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 **4 Hours**

Irish Dance - Beginning

Ages 13-Adult

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 **12 Hours**

Waltz, Cha Cha & Tango Dance

Learn the basics and have fun with American style dancing. A partner is not required. *(Fee-Based)*

DAN 135 **16 Hours**

Ballroom Dancing - Rhythm & Latin Style: Cha Cha, Swing, Rumba, Mambo, Samba

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 **10 Hours**

Latin Cardio Blast

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 **16 Hours**

Ballroom Dancing - Smooth Style: Fox Trot, Waltz, Tango

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 **6 Hours**

Bellydancing Techniques for Performance

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 **8-12 Hours**

Afro-Latin Dance Workout

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 **6 Hours**

Belly Dance Workout

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 **9 Hours**

Salsa Boot Camp

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 **6 Hours**

Argentine Tango

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 **8-12 Hours**

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 180 **6 Hours**

East Coast Swing Dance

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 **6 Hours**

Latin Social Dance

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 **9 Hours**

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)*

DAN 195 **6 Hours**

Tap Dance for Adults

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 **10 Hours**

Ballet - Adult Beginning

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 **24 Hours**

Adobe After Effects

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 **24 Hours**

Adobe Premiere Pro

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 **24 Hours**

Adobe Photoshop - Beginning

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 **24 Hours**

Adobe Illustrator - Beginning

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 **24 Hours**

Adobe Illustrator - Advanced

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 **24 Hours**

Adobe Dreamweaver - Beginning

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 **24 Hours**

Adobe Flash Pro - Beginning

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 **24 Hours**

Adobe Photoshop - Introduction

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 **24 Hours**

Adobe Photoshop - Intermediate

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 **24 Hours**

Website Design HTML 5

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 **24 Hours**

Adobe After Effects - Introduction

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 **24 Hours**

Adobe After Effects - Intermediate

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 **24 Hours**

Adobe After Effects - Advanced

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 **24 Hours**

Apple Final Cut Pro

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 **24 Hours**

Adobe Flash Pro - Intermediate

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 **24 Hours**

Adobe Indesign - Beginning

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 **24 Hours**

Adobe Dreamweaver - Intermediate

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 **24 Hours**

SolidWorks for the Designer - Beginning

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 **24 Hours**

SolidWorks for the Designer - Intermediate

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 **24 Hours**

Adobe Encore and Adobe Audition

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 **4 Hours**

Digital Camera Workshop

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 **4 Hours**

Scanner Workshop

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 **8 Hours**

Adobe Photoshop for Web Workshop

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 **3 Hours**

Computer Monitoring with Spector Pro for Home or Office

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 **28 Hours**

Silk - Illustrator

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 **24 Hours**

Mobile Device Game Development

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 **4 Hours**

Website Development Workflow - Methods and Techniques

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 **4 Hours**

Print on Fabric

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 **8 Hours**

Adobe Flash Workshop - Intermediate

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 **4 Hours**

Adobe Photoshop Workshop

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 **24 Hours**

Adobe Lightroom

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 **24 Hours**

Adobe Illustrator - Intermediate

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 **24 Hours**

Adobe Dreamweaver with PHP and MySQL - Beginning.

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 **24 Hours**

Introduction to Animation - Adobe Edge

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 **24 Hours**

PHP and MySQL - Introduction

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 **24 Hours**

PHP and MySQL - Intermediate

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 **24 Hours**

JavaScript Programming - Introduction

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 **24 Hours**

JavaScript Program - Intermediate

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 **24 Hours**

Introduction to Programming

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 **24 Hours**

WordPress - Beginning

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)*

Disabled Students (DSPS)

DSPS 106 **72 Hours**

Braille Transcribing

This course is designed to familiarize the student with the Braille system and its usage. Students will be expected to learn to read, write and proofread Braille and submit a manuscript to the Library of Congress for certification in Braille Transcription. *(Apportionment)*

DSPS 111 **104 Hours**

Exploratory Arts for Visually Impaired

A course designed for students with visual impairments, which provides experience using various art media. *(Apportionment)*

DSPS 115 **104 Hours**

Music for Communication for Students with Disabilities

This course is designed for students with developmental or learning disabilities to teach verbal and nonverbal language skills and increase ones attention span and decision-making skills with the use of music. *(Apportionment)*

DSPS 116 **144 Hours**

Nutrition & Exercise

Geared for students with developmental or learning disabilities that is designed to teach the benefits of healthy eating and proper exercise. *(Apportionment)*

DSPS 119 **36 Hours**

Kinesthetic PE For Visually Impaired

A class designed for students with visual impairments to improve body awareness, stamina, cardiovascular fitness and muscle tone. Instruction will be characterized by specialized techniques relying on tactile input to the students. *(Apportionment)*

DSPS 120 **180 Hours**

Career Preparation and Life Management

A course designed for students with developmental or learning disabilities to prepare for employment and and independent living. *(Apportionment)*

DSPS 122 **36 Hours**

Adaptive PE Weight Training

Prerequisite(s): *Entry into this class based on physician's release.*

Increases physical endurance, stresses body condition/muscle development. *(Fee-Based)*

DSPS 124 **300 Hours**

Independent Living Skills

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

DSPS 126 **180 Hours**

Basic Reading for the Disabled

Designed to enhance reading skills by providing a strong foundation to increase vocabulary and reading comprehension. *(Apportionment)*

DSPS 128 **200 Hours**

Improving Individual Skills for Student with Disbilities

Geared for students with developmental, psychiatric or learning disabilities, designed to improve academic and personal skills through social interactions, healthy living, and academic success. *(Apportionment)*

DSPS 131 **60 Hours**
Basic Cooking
Designed for students with developmental or learning disabilities to have them acquire skill in safely preparing and storing foods for independent living. Also includes nutrition, appropriate manners and kitchen organization. *(Apportionment)*

DSPS 132 **180 Hours**
Communication Skills
A course geared for students with developmental or learning disabilities to provide instruction on the different forms of effective communication including body language, gestures, and non-verbal cues. Students actively participate in role playing real-life situations, discussing current events, and practicing listening exercise to improve their communication skills. *(Apportionment)*

DSPS 134 **180 Hours**
Banking for Apartment Living
A class designed for students with developmental or learning disabilities who want to learn how to budget their money, pay bills, make purchases, grocery shop, rent an apartment, and interview roommates. The class simulates living in an apartment and the responsibilities of being independent. Students must have prior banking experience in writing checks, making deposits, and ATM transactions. Students will be required to use the Quicken software program for balancing their checking account. *(Apportionment)*

DSPS 135 **60 Hours**
Beginning Money for Students with Disabilites
A course designed for students with developmental or learning disabilities to learn the skills necessary for performing accurate money exchanges. Students will learn money counting skills, and consumer skills in the market place. *(Apportionment)*

DSPS 136 **36 Hours**
Living More Independently
A class geared for students with developmental or learning disabilities that is designed to provide a comprehensive and meaningful overview of a variety of options for living more independently (i.e. group home, own apartment), how to achieve those options, and what is needed to be successful in your choice. *(Apportionment)*

DSPS 139 **2 Hours**
Orientation to DSPS
A course designed to inform adults with disabilities about the programs and services offered through SCE/DSPS. *(Orientation)*

DSPS 160 **18 Hours**
Adaptive PE Activity
This course is designed for the disabled student. The class modified individual and team sport activities. *(Fee-Based)*

DSPS 165 **36 Hours**
Wheelchair Basketball
Weekly practice or a minimum of four hours per week is required. The most qualified student athletes will be selected to represent the college during the season. *(Fee-Based)*

DSPS 170 **36 Hours**
Wheelchair Athletics
This course includes instruction and participation in the fundamentals of the spectrum of wheelchair athletics. *(Fee-Based)*

DSPS 185 **30 Hours**
Social Opportunities for Students with Disablities
Geared for students with disabilities to learn how to create a social life for themselves by discussing how to meet people and making friends, identifying low cost activities, learning age appropriate games to play with guest, practicing social manners, and planning a social event and carrying it out. *(Apportionment)*

DSPS 190 **36 Hours**
Beginning Computers / Open Lab for Adults with Disabilities
This course is designed to provide students who have developmental disabilities with the knowledge to develop or maintain skills in basic computer applications such as, but not limited to: Windows, word processing, data entry, Internet navigation, keyboarding, and remedial academic software. *(Apportionment)*

DSPS 195 **36 Hours**
Have Internet; Will Travel
This course is designed to provide students who have developmental disabilities with the knowledge to develop the skills needed for travel planning while building computer and researching skills by use of the Internet. Students will plan 3 trips: a day trip, a weekend get-away, and a week vacation. *(Apportionment)*

DSPS 200 **30 Hours**
Rules of the Road
This course is designed to provide students who have developmental disabilities with the knowledge to increase awareness as a pedestrian/ bicyclist or future licensed driver about the laws and rules of the road. *(Apportionment)*

DSPS 205 **30 Hours**
Money Skills for Students with Disabilities
This course is designed for students with developmental learning disabilities to learn the skills necessary for performing accurate money exchanges. Students will learn to count money, and to solve real life shopping problems using money. *(Apportionment)*

DSPS 210 **30 Hours**
Photoshop for Students with Disabilities
Through class and individual instruction students with developmental or learning disabilities will acquire basic knowledge and skills in digital photography and manipulation of photographs utilizing the Adobe Photoshop Elements program. Students will also develop their creativity through personalized PhotoShop projects. *(Apportionment)*

DSPS 215 **30 Hours**
Get in Shape: Healthy Eating and Exercise
Students with disabilities will learn the benefits of healthy eating and proper exercise. Students will prepare Students should consult with a physician before four healthy snacks and participate in exercise activities. starting an exercise program. *(Apportionment)*

DSPS 220 **30 Hours**
Summer Cooking
This course is designed to provide students that have developmental disabilities with the knowledge and skills needed to cook simple, nutritious meals. We will plan our meal, walk to the grocery store, shop for food, prepare the meal together, and clean up. *(Apportionment)*

DSPS 225 **30 Hours**
Actor's Workshop
This course is designed to expose students with disabilities to basic acting techniques. Additionally, the acting, focused on everyday social dilemmas, will enhance the student's ability to interpret and then deal with these everyday life situations on a regular basis. *(Apportionment)*

DSPS 235 **104 Hours**
Improving Daily Living Skills for Students with Disabilities
A quick paced course designed to provide students with disabilities with basic banking skills including writing checks and depositing paychecks. *(Apportionment)*

DSPS 245 **200 Hours**
Exercise for the Disabled Student
Geared for students with developmental or learning disabilities that is designed to lead students in a variety of exercises to improve mobility, increase blood circulation, flexibility, and coordination and boost one's energy levels. *(Apportionment)*

DSPS 250 **200 Hours**
Healthy Living with Exercise for Students with Disabilities
Geared for students with developmental or learning disabilities that is designed to teach nutrition, healthy eating habits while reinforcing proper exercise. *(Apportionment)*

DSPS 255 **200 Hours**
Movement Through Music for Students with Disabilities
Geared for students with developmental or learning disabilities that is designed to get them moving according to their own individual abilities, while encouraging through music and stress management exercises. *(Apportionment)*

DSPS 290 **180 Hours**
Computer Assisted Instruction Lab - Beginning Level
Designed for individuals with developmental or learning disabilities, this course teaches basic computer skills including use of a keyboard and word processing. *(Apportionment)*

DSPS 295 **180 Hours**
Computer Assisted Instruction Lab - Intermediate Level
Designed for individuals with developmental or learning disabilities, this course provides training in word processing, use of the Internet and operation of e-mail accounts. *(Apportionment)*

DSPS 305 **200 Hours**
Fitness & Nutrition for Students
Geared for students with developmental or learning disabilities that is designed to teach the benefits of healthy eating and proper exercise. *(Apportionment)*

DSPS 310 **1-99 Hours**
Mobility Training for Students with Disabilities
The mobility training class is designed for adult students with developmental disabilities. In a small group the student learns all the skills necessary to use the OCTA public transportation services. This class stresses self reliance and basic skill building. *(Grant-Funded)*

DSPS 315 **180 Hours**
Relationships for Students with Disabilities
This is a class for students with developmental disabilities or learning disabilities that is designed to provide them with a meaningful overview of adult relationships, primarily friendships and romantic/intimate relationships. Students will learn basic information and skills in order to build healthy and safe relationships. *(Apportionment)*

DSPS 320 **180 Hours**
Human Sexuality for Students with Disabilities
This is a class for students with developmental disabilities or learning disabilities that is designed to provide them with a comprehensive and meaningful overview of human sexuality. Students will learn current appropriate information in order to build healthy, safe sexual attitudes, behaviors, and relationships consistent with personal values. *(Apportionment)*

DSPS 325 **36 Hours**
Workplace Skills Training for Student with Disabilities
Workplace Skills Training is a lecture and lab course designed to provide students with developmental disabilities with hands-on training in basic janitorial tasks that may be expected of them in an entry-level position. Lecture topics include work safety and on-the-job behavior and attitude. *(Apportionment)*

DSPS 335 **24 Hours**
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 **48 Hours**
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 350 **36 Hours**
Job Skills Field Work for Students with Disabilities
Students with developmental or learning disabilities participate in weekly field trips to destinations that provide them with first hand observation of workplaces and/or introduce them to agencies that can assist them in attaining and maintaining employment. Curriculum also includes instruction in the use of public transportation. *(Apportionment)*

DSPS 355 **36 Hours**
Accessing the Community Through Mobility Skills for Students with Disablities
A class designed for students with disabilities to enhance independence by introducing knowledge and safe practices for using public transportation. The course will include route preparation, and will help students learn to travel in the community to access services, community resources, vocational agencies, work sites, and student homes or apartments. *(Grant-Funded)*

DSPS 390 **48 Hours**
Daily Living Skills: Reading Skills in the Kitchen for Students with Disabilities
This is an introductory cooking course for students with intellectual and developmental disabilities to practice reading and vocabulary in the kitchen so they can prepare a simple and nutritious meal. *(Apportionment)*

DSPS 392 **48 Hours**
Daily Living Skills: Basic Math with Money for Students with Disabilities
This is an introductory course for students with intellectual and developmental disabilities to practice money skills to learn money exchanging concepts. *(Apportionment)*

DSPS 394 **48 Hours**
Daily Living Skills: Basic Math with Time for Students with Disabilities
This is an introductory course for students with intellectual and developmental disabilities to practice math skills to learn time concepts. *(Apportionment)*

DSPS 396 **48 Hours**
Daily Living Skills: Basic Math with Calendars for Students with Disabilities
This is an introductory course for students with intellectual and developmental disabilities to practice math skills to learn calendar concepts. *(Apportionment)*

DSPS 400 **60 Hours**
Applied Academics: Communication Skills
This course is geared for students with developmental, psychiatric or learning disabilities, designed to improve reading, writing and speaking skills. *(Apportionment)*

DSPS 402 **60 Hours**
Applied Academics: Math Skills for Everyday Living
This course is designed to improve everyday math skills for students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 404 **60 Hours**
Applied Academics: Reading and Writing for Employment
This course is designed to improve reading and writing skills as they relate to employment for students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 440 **60 Hours**
Improving Skills: Consumer Skills
This course is geared for students with developmental, psychiatric or learning disabilities, and designed to improve consumer skills. *(Apportionment)*

DSPS 442 **60 Hours**
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 444 **60 Hours**
Improving Skills: Functional Writing Skills
This course is designed to improve everyday writing skills of students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 446 **60 Hours**
Improving Skills: Reading Comprehension Skills
This course is designed to improve reading comprehension skills of students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 450 **60 Hours**
Basic Cooking: Beginning Skills
This course is designed to give students with disabilities 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)*

DSPS 500 **60 Hours**
Keyboarding & Basic Word Processing
This course is the first in a series of three courses designed for adults with developmental disabilities. The course teaches keyboarding and basic word processing. The skills learned in the first course will carry over into the subsequent two courses. *(Apportionment)*

DSPS 502 **60 Hours**
Exploring the Internet and Email
This course is the second in a series of three courses designed for adults with developmental disabilities. The course teaches the student how to use email and how to do research on the Internet using common search engines. The skills learned in this course will carry over into the last course in this series. Students will use keyboarding and word processing skills learned in prior course. *(Apportionment)*

DSPS 504 **60 Hours**
Creating PowerPoint Presentations
This course is the third in a series of three courses designed for adults with developmental disabilities. The course teaches the student how to create PowerPoint presentations. Students will use keyboarding, word processing, and internet research skills learned in prior courses. *(Apportionment)*

DSPS 514 **60 Hours**
Job Skills Fieldwork: Working in Food Service for Students with Disabilities
Students with disabilities participate in weekly field trips to destinations that provide them with first hand observation of workplaces in the food service industry. Curriculum includes instruction in the use of bus schedules to determine departure and arrival time for destinations. *(Apportionment)*

DSPS 516 **60 Hours**
Job Skills Fieldwork: Working in Childcare & Vocational Assistance for Students with Disabilities
Students with disabilities participate in field trips to childcare facilities, educational programs and vocational agencies that can assist them in attaining and maintaining employment. Curriculum includes instruction in using public transportation, using Internet resources for planning bus trips to field trip destinations and creating a written day schedule. *(Apportionment)*

DSPS 530 **36 Hours**
College to Career Open Lab for Adults with Disabilities
This course is designed to provide students who have developmental or learning disabilities with the knowledge to develop vocational and educational skills. *(Grant-Funded)*

DSPS 531 **30-150 Hours**
Educational Support and Employment Prep Lab
This course is designed to provide students who have disabilities with the knowledge to develop vocational and educational skills. *(Apportionment)*

DSPS 540 **60 Hours**
Exploring Career Options 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 542 **60 Hours**
Workplace Attitudes and Standards for Students with Disabilities
This course is intended to prepare students with disabilities 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)*

DSPS 544 **60 Hours**
Getting a Job for Students with Disabilities
This course is designed to introduce students with disabilities to filling out and submitting both written and online job applications. This course will also introduce students to effective job interview preparation, technique and attire. *(Apportionment)*

DSPS 600 **36 Hours**
Community Inclusion and Transition Resources
Students with disabilities participate in weekly field trips. Trips include resources in the community that can provide opportunities for community inclusion and organizations that provide community transition assistance. Curriculum includes instruction for use of public transportation to get to and return from field trip destinations. *(Apportionment)*

DSPS 605 **30 Hours**
Social Media and Online Safety
This course is designed to equip students with disabilities with the knowledge to increase personal online safety while creating and maintaining social media accounts. *(Apportionment)*

DSPS 610 **30 Hours**
Public Speaking
This course is designed to provide students with disabilities 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)*

DSPS 615 **30 Hours**
Introduction to DSS and College Life
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)*

DSPS 622 **60 Hours**
Healthy Living
This course is designed for adults with disabilities to learn the importance of assuming responsibility and maintaining a healthy lifestyle. Students will focus on lifestyle management, activities, behaviors, and attitudes which improve the quality of life and contribute to longevity and optimum independence. *(Apportionment)*

DSPS 624 **60 Hours**
Caring for Your Health
This course is designed to equip adults with disabilities with the knowledge and benefits of caring for one's health and the importance of developing strategies to improve wellbeing. Emphasizes the significance of knowledge, attitudes, and practices relating to health and wellness. Cultivate personal wellness strategies to enhance independence and overall health. *(Apportionment)*

Disabled Student Services (DSSS)

DSSS 110 **90 Hours**
Community Resources
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 **90 Hours**
Community Resources, Advanced
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 **90 Hours**
Reading: Survival Vocabulary & Basic Reading and Writing
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 **90 Hours**
Reading: Use in Real Life Situations
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 **90 Hours**
Developing Skills for College Success
This course is designed to equip students with the knowledge and skills to be successful students and increase independence. *(Apportionment)*

DSSS 120 **90 Hours**
Computer Fundamentals: Beginning Skills
This course is designed for students interested in an introduction to basic computer and word processing skills. *(Apportionment)*

DSSS 121 **90 Hours**
Computer Fundamentals: Basic Word Processing Editing diting
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 **90 Hours**
Computers: Presentation Software & Basic Formatting tting
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 **90 Hours**
Computers: Word Processing and Electronic Mail
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 **90 Hours**
Photoshop Elements: Digital Camera Operation & Editing Fundamentals
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 **90 Hours**
Photoshop Elements: Layering and Special Effects ts
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 **90 Hours**
Banking & Bill Paying: Beginning Skills
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 **90 Hours**
Banking & Bill Paying: Budgeting
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 **90 Hours**

Money Skills: Safe Shopping and Money Management nt

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 **90 Hours**

Money Skills: Smart Shopping & Completing Transaction sactions

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 **90 Hours**

Basic Cooking: Beginning Skills

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 **90 Hours**

Basic Cooking: Advanced Skills

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 **90 Hours**

Independent Living: Options & Resources

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 **90 Hours**

Independent Living: Health, Safety & Living with Roommates

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 **90 Hours**

Job Skills: Exploring Occupational Paths

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 **90 Hours**

Job Skills: Work Attitude & Employer Expectations ons

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 **90 Hours**

Communication on the Job: Foundational Skills

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 **90 Hours**

Communication on the Job: Effectively Dealing W Wk-Related Problems

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 **90 Hours**

Community Volunteering for Vocational Skills Enhancement

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 **90 Hours**

Workplace Skills Training: Exceptional Employee

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 **90 Hours**

Workplace Skills Training: Workplace Safety

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 **90 Hours**

Self Advocacy: Making a Plan

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 **90 Hours**

Self Advocacy: Communication with Authority & Emergency Personnel

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 **90 Hours**

Social Skills: Foundational Interpersonal Basics cs

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 **90 Hours**

Social Skills: Conflict Management and Resolution Basics

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 **90 Hours**

Relationships: Foundational Basics in Building Healthy Relationships

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 **90 Hours**
Relationships: Values, Intimacy & Sexuality Concepts ncepts
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 **90 Hours**
Boundaries & Relationships: Fundamentals
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 **90 Hours**
Boundaries & Relationships: Personal Development and Safety
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 **90 Hours**
Human Sexuality: Human Development and Conception ion
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 **90 Hours**
Human Sexuality: Human Development & Healthy Relationships
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 **450 Hours**
WISE: Budgeting Skills
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 **450 Hours**
WISE -Consumer Skills
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 **450 Hours**
WISE - Health and Nutrition
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 **450 Hours**
WISE - Safety Skills
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 **450 Hours**
WISE - Securing a Job
This class is designed to teach adults with developmental and intellectual disabilities the skills needed to seek and secure a job. *(Apportionment)*

DSSS 306 **450 Hours**
WISE - Independent Living Skills
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 **450 Hours**
WISE - Independent Living Skills in the Community ity
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 **450 Hours**
WISE - US Civics
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 **450 Hours**
WISE - US Geography
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 **75-90 Hours**
WISE - Daily Living Skills
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 **36 Hours**
Have Internet; Will Travel
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 **36 Hours**
Open Computer Lab, Beginning
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 **36 Hours**
Social Media and Online Safety
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 **36 Hours**
Critical Thinking
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 **1-99 Hours**
Mobility Skills
A class designed for students with disabilities to enhance independence by introducing safe practices and knowledge for using public transportation. *(Apportionment)*

DSSS 363 **36 Hours**
Money Skills
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 **36 Hours**
Rules of the Road
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 **1-99 Hours**
Educational Support and Employment Prep Lab
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 **36 Hours**
Personal Safety
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 **36 Hours**
Public Speaking
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 **36 Hours**
Social Opportunities
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 **36 Hours**
Summer Cooking
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 **36 Hours**
Actor's Workshop
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 **1-150 Hours**
DSS Workshop
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 (ECE)

ECE 100 **36 Hours**
Child Health and Safety
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 *(Apportionment)*

ECE 108 **60 Hours**
ECE Program Principles and Practice
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. *(Apportionment)*

ECE 110 **36 Hours**
Program Principles II
Prerequisite(s): *ECE 108 Program Principles I.*
Bring original certificate to first class! Students explore major contributors in early childhood education and the development of their personal growth in the field of teaching. *(Apportionment)*

ECE 112 **36 Hours**
Language Arts and Literacy in Early Childhood
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)*

ECE 116 **36 Hours**
Program Music & Movement
Explores areas of music and movement appropriate to child's development through participating and experimenting. Textbook Required. *(Apportionment)*

ECE 124 **36 Hours**
Infant Care I
Methods of sanitation, illness and Title 22 regulations will be discussed. *(Apportionment)*

ECE 126 **36 Hours**
Infant Care II
Theory and appropriate caregiver methods applied in daily curriculum activities for infants and toddlers. *(Apportionment)*

ECE 130 **36 Hours**
Program Science & Math
Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math. *(Apportionment)*

ECE 132 **36 Hours**
ECE Program: Creative Experiences
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)*

ECE 134 **36 Hours**

Developmental Readiness: Preschool

Prerequisite(s): *ECE 140 Early Childhood Development.*

Explore how children learn. Develop the ability to plan developmentally-appropriate activities to ensure children's success. Learn how to detect and prevent learning difficulties. *(Apportionment)*

ECE 136 **36 Hours**

Family Community Relationships

Examination of the sociological relationships between family and society; institutional, racial, social, and economic factors affecting the family and the child. Textbook Required. *(Apportionment)*

ECE 140 **36 Hours**

Early Childhood Development

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)*

ECE 141 **1 Hour**

Early Childhood Educational Planning

Orientation and Assessment to and for the NOCE Early Childhood Education Certificate program, overview of occupational options. Evaluate reading comprehension, writing abilities, English language acquisition via student self-assessment. Provide advisory referrals to basic skills support as needed per individual student. Provide overview of general NOCE programs and student support services. *(Orientation)*

ECE 142 **36 Hours**

Supervision & Administration

Prerequisite(s): *ECE 170 Introduction to Curriculum for ECE, and ECE 108 ECE Program Principles and Practice, and ECE 140 Early Childhood Development, and ECE 136 FamilyCommunity Relationships, and ECE 100 Child Health and Safety, or course equivalent - see Program Manager.*

Offered only in Spring Term. In depth study of the essential essentials of daily school supervision and operation as mandated by State regulations. *(Apportionment)*

ECE 165 **36 Hours**

Children with Special Needs

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. *(Apportionment)*

ECE 170 **36 Hours**

Introduction to Curriculum for Early Childhood Education

Prerequisite(s): *ECE 140 Early Childhood Development.*

This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook Required. *(Apportionment)*

ECE 175 **60 Hours**

Infant-Toddler Care

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

Early Childhood Education (ECED)

ECED 100 **54 Hours**

Early Childhood Development

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 **36 Hours**

Family and Community Relationships

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 **54 Hours**

Early Childhood Education: Principles and Practice

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 **36 Hours**

Child Health and Safety

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 **54 Hours**

Curriculum for Early Childhood Education, Introduction

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 **36 Hours**

Early Childhood Education: Science and Math

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 **36 Hours**

Children with Special Needs

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 **54 Hours**

Infant-Toddler Care and Education

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 **36 Hours**

Language Arts and Literacy in Early Childhood

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 **36 Hours**

Early Childhood Education: Creative Experiences

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 **36 Hours**

Early Childhood Education: Music and Movement

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 **54 Hours**

Child Care Supervision and Administration

Prerequisite(s): *ECED 100 Early Childhood Development, and ECED 105 Family Community Relations, and ECED 110 ECE Program Principles and Practice, and ECED 115 Child Health and Safety, and ECED 120 Curriculum for Early Childhood Education,Introduuction.*

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 **24 Hours**

Senior Topics For Older Adults

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 550 **24 Hours**

Intergenerational: Life Review for Older Adults

This course for older adults and participants of multiple generations will explore, celebrate, and share their life histories with other class participants through personal interviews, with the older adult students, completing a family tree chart, and participating a life-layers activity. Relationships across generations are encouraged through interactive class projects and activities. *(Apportionment)*

EDEN 600 **24 Hours**

Intergenerational: Learning Connection for Older Adults

This class provides older adults and participants of multiple generations the opportunity to gain understanding and appreciation for themselves and others through various interactive class activities and projects. Older adults students are encouraged to explore different perspectives by comparing and contrasting the past, present, and future from different generational viewpoints. *(Apportionment)*

EDEN 605 **2 Hours**

Voice-Overs...Now is Your Time!

This course will show individuals how they can begin to use their speaking voice for commercials, films, videos, and more. *(Fee-Based)*

EDEN 640 **12 Hours**

Genealogy 101 - First Steps to Family Heritage

This course is designed for participants to develop a plan to document their family history through genealogy. *(Fee-Based)*

Electrical (ELET)

ELET 175 **54 Hours**

Electrical Trades Mathematics I

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 **54 Hours**

Electrical Trades Mathematics II

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 **32 Hours**

OSHA Standards for Construction

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 **54 Hours**

Electrical Conduit Bending

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 **54 Hours**

National Electrical Code - Residential

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 **54 Hours**

National Electrical Code - Commercial

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 **54 Hours**

National Electrical Code - Industrial

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 **54 Hours**

Electrical Cost Estimating

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 **54 Hours**

Blueprint Reading Basics

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 **54 Hours**

Electrical Fundamentals I - Residential

Prerequisite(s): *ELET 175 Electrical Trades Mathematics I.*

Corequisite(s): *Must be taken concurrently with ELET 210 Electrical Laboratory Practices I.*

This course introduces the student to the elements of basic direct current circuits and residential type construction with an emphasis on wiring principles and basic residential design. The student will perform a "hands on" design of a basic residential blueprint with all components in strict accordance with the requirements of the National Electrical Code. *(Apportionment)*

ELET 206 **54 Hours**

Electrical Fundamentals II - Commercial

Prerequisite(s): *ELET 205 Electrical Fundamentals I - Residential and ELET 176 Electrical Trades Mathematics II.*

Corequisite(s): *Must be taken concurrently with ELET 211 -Electrical Laboratory Practices 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 **54 Hours**

Electrical Fundamentals III - Industrial

Prerequisite(s): *ELET 205 Electrical Fundamentals I - Residential and ELET 206 Electrical Fundamentals II - Commercial.*

Corequisite(s): *Must be taken concurrently with ELET 212 - Electrical Laboratory Practices III.*

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 **54 Hours**

Electrical Laboratory Practices I

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 **54 Hours**

Electrical Laboratory Practices II

Prerequisite(s): *ELET 210 Electrical Laboratory Practices I.*

Corequisite(s): *Must be taken concurrently with ELET 206 -Electrical Fundamentals II - Commercial.*

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 **54 Hours**

Electrical Laboratory Practices III

Prerequisite(s): *ELET 211 Electrical Laboratory Practices II.*

Corequisite(s): *Must be taken concurrently with ELET 207 - Electrical Fundamentals III - Industrial.*

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 150 **24 Hours**

Mobile Information Literacy

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 155 **36 Hours**

Writing Your Life Story for Older Adults

This course teaches the student to closely examine their own life¿s history with instructor, peer, and curriculum engaged perspectives to enhance the learner¿s sense of identity and valued knowledge. Writing styles, strategies and techniques for all levels of writers are introduced and utilized to assist students to uncover more about themselves and their relation to others, systems, and their community. *(Apportionment)*

EMER 200 **36 Hours**

Ceramics for Older Adults

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 210 **36 Hours**

China Painting for Older Adults

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 403 **36 Hours**

Health and Wellness for Older Adults

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)*

English/Communications (ENCO)

ENCO 110 **36 Hours**

Communication With The Deaf - Beginning

This course is suitable for beginners, beneficial for parents, teachers, instructional personnel and individuals interested in communicating with deaf or hard-of-hearing children and young adults. *(Apportionment)*

ENCO 125 **24 Hours**

Senior Choir: Signs of the Holidays

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 **24 Hours**

Books Come Alive for Older Adults

"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 181 **24 Hours**

Oral Histories for Older Adults

Older adult students will participate in group activities that encourage interactive discussion, sharing, and relating life stories as they relate to the older adult perspective. Older adults students will explore a life time of memories and experiences. Learn to recognize the importance of remembered experiences and personal uniqueness associated with aging. *(Apportionment)*

ENCO 183 **24 Hours**

Great Literature for Seniors

"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 **45 Hours**

Braille Transcribing - Reading & Writing Uncontracted and Contracted

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 **45 Hours**

Braille Transcribing - Formatting Contracted Unified English Braille

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 **12 Hours**

Public Speaking Workshop - Mastering Your Fear

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 **24 Hours**

Journey Back Into Time for Older Adults

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 **12 Hours**

Be an Effective Presenter and Speaker

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 **12 Hours**

Public Speaking - Speaking with Confidence

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 **2 Hours**

Networking - Basics of Building Relationships

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 **10-12 Hours**

Be a Productive PowerPoint Presenter

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)*

ESL Classes (ESLA)

ESLA 001 **1-200 Hours**

ESL Learning Center

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

ESLA 100 **120 Hours**

ESL Beginning Literacy

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

ESLA 110 **36-144 Hours**

ESL Multilevel

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 **36-72 Hours**

Family Literacy

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 130 **72 Hours**

ESL and Computers

This course provides English language instruction through the medium of English-as-a-Second-Language (ESL) computer programs. The primary focus is situated vocabulary development through the use of the Oxford Picture Dictionary program and supplementary software. *(Apportionment)*

ESLA 159 **168 Hours**

ESL Fundamentals, Beginning Literacy

This course is designed for adult language learners who possess limited to no proficiency in English. Students also may not possess literacy skills in their first language. The class will focus on basic vocabulary in English along with basic writing conventions and pronunciation. *(Apportionment)*

ESLA 160 **168 Hours**

ESL Fundamentals, Beginning Low

This integrated-skills course focuses on developing beginning-level receptive and productive language skills; the course also emphasizes life skills. *(Apportionment)*

ESLA 161 **168 Hours**

ESL Fundamentals, Beginning High

The course focuses on developing receptive and productive language skills. Students will acquire grammar, vocabulary and language functions to improve proficiency. The course also emphasizes beginning level life skills. *(Apportionment)*

ESLA 162 **168 Hours**

ESL Fundamentals, Intermediate Low

The course focuses on developing intermediate level receptive and productive language skills. Students will acquire grammar, vocabulary and language functions to improve proficiency. The course also emphasizes life skills. *(Apportionment)*

ESLA 163 **168 Hours**

ESL Fundamentals, Intermediate High

This is a four-skill language course using topics and information sources related to student need. Students will increase their proficiency in reading, writing, listening and speaking by acquiring new vocabulary and applying appropriate grammatical structures. Building language fluency is the focus of the course. *(Apportionment)*

ESLA 164 **168 Hours**

ESL Fundamentals, Advanced

This is a four-skill language course where students will improve their fluency in speaking, listening, reading and writing based on topics relevant to students' lives, experiences and goals. Grammatical structures will be integrated into language practice activities. Improving accuracy is a focus of the course. *(Apportionment)*

ESLA 169 **84 Hours**

ESL and Civics Preparation, Beginning Literacy

This competency-based course focuses on both basic language development and an introduction to life skills. Integrated language skills will acquaint students with community resources, the workplace and lifelong learning opportunities *(Apportionment)*

ESLA 170 **84 Hours**

ESL and Civics Education, Beginning Low

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

ESLA 171 **84 Hours**

ESL and Civics Education, Beginning High

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

ESLA 172 **84 Hours**

ESL and Civics Education, Intermediate Low

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

ESLA 173 **84 Hours**

ESL and Civics Education, Intermediate High

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

ESLA 174 **84 Hours**

ESL and Civics Education, Advanced

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

ESLA 180 **36-84 Hours**

ESL Reading Skills, Beginning

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 **36-84 Hours**

ESL Reading Skills, Intermediate to Advanced

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 **36-72 Hours**

ESL Speaking Skills, Beginning

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 **36-72 Hours**

ESL Speaking Skills, Intermediate to Advanced

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 **36-84 Hours**

ESL Writing Skills, Beginning

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 **36-84 Hours**

ESL Writing Skills, Intermediate to Advanced

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

ESLA 200 **120 Hours**

ESL Beginning Low

The course content integrates language functions and forms with informational sources, skills, and topics. Topics may be general or vocational, as fallows: Personal Identification, weather, Money, job titles, following simple instructions. Among informational sources the topics may include: lists signs schedules, calendars and ads. Among the skills: scanning. *(Apportionment)*

ESLA 211 **180 Hours**

ESL Skill Building, Intermediate to Advanced

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 220 **60 Hours**

ESL Reading and Writing, Beginning

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. In addition, the writing component 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 concluding sentences. *(Apportionment)*

ESLA 221 **180 Hours**

ESL Reading and Writing, Intermediate to Advanced

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

ESLA 222 **36-84 Hours**

ESL Grammar Review, Beginning

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 **36-84 Hours**

ESL Grammar Review, Intermediate - Advanced

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 **36 Hours**

ESL Vocabulary Review, Beginning

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 **36 Hours**

ESL Vocabulary Review, Intermediate - Advanced

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 **216-252 Hours**

ESL Integrated Skills, Beginning Literacy

This course is designed for adult language learners who possess limited to no proficiency in English. Students also may not possess literacy skills in their first language. The class will focus on basic vocabulary in English along with basic writing conventions and pronunciation. Students will start to build competency in all four language skills: reading, writing, listening and speaking. Course topics relate to everyday needs and include information related to community resources, the workplace and lifelong learning opportunities. English language and civics topics are chosen each semester based on student needs. *(Apportionment)*

ESLA 230 **216-252 Hours**

ESL Integrated Skills, Beginning Low

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 **216-252 Hours**

ESL Integrated Skills, Beginning High

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 **216-252 Hours**

ESL Integrated Skills, Intermediate Low

This course focuses on developing intermediate-level listening, speaking, reading and writing language 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 233 **216-252 Hours**

ESL Integrated Skills, Intermediate High

This is a four-skill language course using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students. *(Apportionment)*

ESLA 234 **216-252 Hours**

ESL Integrated Skills, Advanced

This is a 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 300 **120 Hours**

ESL Beginning High

The course content is relevant to the life of the students It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with students goals: general or vocational. Samples of information sources are: Telephone directory and indexes, among the skills: Alphabetizing, General topics should include: Housing, transportation, Emergencies, General Health. Vocational Topics includes: Job Skills, Classified Adds, Job Safety. *(Apportionment)*

ESLA 400 **120 Hours**

ESL Intermediate Low

The course content is relevant to the lives of the student. It integrates language functions and language forms wit informational sources, skills and topics. Topics are chosen in accordance with student goals: general or vocational. Samples of informational sources are: Telephone Directory and indexes. Among the skills: alphabetizing. General topics should include: Housing, Transportation, Emergencies, General health. Vocational topics include: Job skills, Classified Ads, Job Safety. *(Apportionment)*

ESLA 500 **120 Hours**

ESL Intermediate High

The course content is relevant to the lives of the students. It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with student' goals: general vocational, or academic. The vocational topics should include: Social Security, preparedness for job interviews, wages and deductions, benefits. Academic topics could include: Major historical events, current events, stories/fables. Familiarization with U.S. culture should include topics such as taboos and politics. *(Apportionment)*

ESLA 600 **120 Hours**

ESL Advanced

Course content is relevant to the lives of the students. It integrates language function and language forms with informational, sources, skills and topics. Topics are chosen in accordance with students¿ goals: general, vocational, or academic. Samples of informational sources include but are not limited to: Almanacs, newspapers, paragraph organization, consumer protection procedures, Health facilities, work manual, customer relation, work ethics, education system, and immigration patters. *(Apportionment)*

ESLA 700 **120 Hours**

ESL Advanced High

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 801 **36 Hours**

Computer Skills for ESL - Beginning

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 802 **36 Hours**

ESL Pronunciation/Conversation Skills

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

ESLA 803 **60 Hours**

Citizenship Preparation

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

ESLA 804 **36 Hours**

ESL and the Arts

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 **90 Hours**

Drama for Communication

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 **36 Hours**

ESL Intermediate/Advanced Work Skills

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 809 **36 Hours**

American Idioms

Students will become familiar with common American English idioms, their meanings and uses and demonstrate the application of idioms to everyday situations. In addition, students will learn the skills of deducing the meaning of the new vocabulary from context and become more comfortable sharing their opinions and experiences while practicing the target idioms. *(Apportionment)*

ESLA 810 **36-60 Hours**

Writing/Reading

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

ESLA 812 **30 Hours**

Spanish Literacy

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 813 **36 Hours**

Intermediate Grammar Review

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

ESLA 814 **36 Hours**

Intermediate Vocabulary Review

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 815 **36 Hours**

Computer Skills for ESL - Advanced

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 990 **36 Hours**

Oral Interpretation (Reading Out Loud)

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 **36 Hours**

Vocational English as a Second Language: Electricity and Construction

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 **36 Hours**

Vocational English as a Second Language: Early Childhood Education

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 **36 Hours**

Vocational English as a Second Language: Pharmacy Technician

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 **36 Hours**

Vocational English as a Second Language: Administrative Assistant

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 **30-48 Hours**

Public Speaking for ESL

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 1040 **144 Hours**

Listening/Speaking for Academic Success

Learn how to listen to and take lecture notes; participate in classroom discussions; give presentations; and take exams in college, career technical education, high school, and GED programs. Acquire technological skills necessary for academic success. Experience campus life through field trips to local colleges. For Intermediate High thru Advanced level students. *(Apportionment)*

ESLA 1045 **144 Hours**

Reading/Writing for Academic Success

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

ESLA 1050 **60 Hours**

ESL Workplace Advancement Skills, Basic

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 **60 Hours**

ESL Workforce Readiness Skills, Basic

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 **60 Hours**

ESL Workplace Advancement Skills, Advanced

Prerequisite(s): *ESLA 400 ESL Intermediate Low.*

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 **60 Hours**

ESL Workforce Readiness Skills, Advanced

Prerequisite(s): *ESLA 400 ESL Intermediate Low.*

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 **120 Hours**

ESL for Academic Success: Reading and Writing I

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 **120 Hours**

ESL for Academic Success: Listening and Speaking I

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 **120 Hours**

ESL for Academic Success: Reading and Writing II

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 **120 Hours**

ESL for Academic Success: Listening and Speaking II

Prerequisite(s): *ESLA 500 ESL Intermediate High or ESLA 1062 ESL for Academic Success: Listening and Speaking I.*

ESL students will practice the listening and speaking skills 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 advanced level ESL students. *(Apportionment)*

ESLA 1070 **14-200 Hours**

ESL Academic Distance Learning

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. *(Apportionment)*

ESL Ed Planning (ESLW)

ESLW 100 **1 Hour**

ESL Ed Planning - Anaheim

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 **1 Hour**

ESL Ed Planning - Cypress

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 **1 Hour**

ESL Ed Planning - Wilshire

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)*

Financial (FINC)

FINC 301 **36 Hours**

Accounting - Beginning

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 **36 Hours**

Accounting - Intermediate

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 **5 Hours**

Investment Strategies To Protect Your Nest Egg

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 **5 Hours**

Retirement Planning Today

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 **36 Hours**

21 Ways to Accumulate for Retirement

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 **36 Hours**

Payroll Accounting - Introduction

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 **3 Hours**

Retirement Strategies: Taking Control in a Turbulent Market

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 **3 Hours**

Mutual Funds: Rebuilding Your Portfolio in a Turbulent Market

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 **3-5 Hours**

Annuities: Put a Safety Net Under Your Retirement

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 **12 Hours**
Building Blocks of Investing
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 **36 Hours**
Rejuvenating Your Retirement
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 **3 Hours**
Basics of Personal Finance
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 **6 Hours**
Financial Planning for College
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 **2 Hours**
Social Security Secrets
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 **5 Hours**
Deciphering Social Security Benefits
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 **1.5 Hours**
Medicare 101
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 **1.5 Hours**
Retirement Income 101
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 **5 Hours**
Passport to Retirement
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 **6-36 Hours**
Kung Fu San Soo
Beginning, Intermediate & Advanced
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 **8 Hours**
Self Defense for Women
Learn to defend yourself and react to various situations. Include a review of anatomy (vital points). *(Fee-Based)*

FITN 116 **8 Hours**
Women's Self Defense
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 **6-36 Hours**
Tennis - Intermediate/ Advanced (Coed)
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 **6-36 Hours**
Tennis - Beginning (Coed)
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 **18 Hours**
Yoga for Health
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 **4 Hours**
Swimming - Adults Beginning
Want to learn to swim? These swim lessons for adults are provided in a small group setting. Water safety emphasized. *(Fee-Based)*

FITN 365 **6-8 Hours**
Full Body Stretch
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 **8-12 Hours**
ZUMBA® Fitness
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 **8-12 Hours**
ZUMBA® Sentao
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 **8-12 Hours**
ZUMBA® Toning
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 **8-12 Hours**
ZUMBA Gold Fitness
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 **6-48 Hours**
Total Body Workout
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 **6-36 Hours**
High/Low Impact Aerobics
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 **6-36 Hours**
Cardio Kickboxing
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 **6-36 Hours**
Aerobics/Cardio Kickboxing
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 **6-48 Hours**
Kenpo Karate
Beginning
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 **6-48 Hours**
Kenpo Karate
Beginning/Intermediate
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 **6-48 Hours**
Kenpo Karate
Intermediate
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 **6-36 Hours**
Kenpo Karate
Advanced
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 **6-48 Hours**
Judo, Jujitsu and Self-Defense
Beginning/Intermediate
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 **6-72 Hours**
Judo, Jujitsu and Self-Defense
Intermediate/Advanced
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 **9-40 Hours**
Kung Fu San Soo
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 **18-36 Hours**
Yoga for Relaxation
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 **12-24 Hours**
Aqua Aerobics
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 **12-24 Hours**
Lap Swimming
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 **12-24 Hours**
Pilates Mat Class
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 **18 Hours**

Stretch, Relax, and Breathe

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 **12-24 Hours**

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 **24-48 Hours**

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)*

FITN 500 **15 Hours**

Tai Chi for Healthy Living

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 **24 Hours**

Capoeira Fitness

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 **10 Hours**

Aqua ZUMBA®/Aqua Fit

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 **10-15 Hours**

PiYo Workout

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 **60 Hours**

Introduction to Funeral Service Practice

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 **60 Hours**

Communication Skills for the Funeral Assistant

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 **60 Hours**

Funeral Service Operations

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 **60 Hours**

Funeral Service Practices and Procedures I

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 **60 Hours**

Funeral Service Practices and Procedures II

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 **24 Hours**

Food Preparation and Good Nutrition for Older Adults

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 126 **24 Hours**

Hearing Impaired for Older Adults

This course for older adults explains hearing loss and includes a discussion of how the ear works, what can go wrong with it, and what can be done to improve hearing problems. An analysis of the speech-reading process is included with emphasis on the general principles in the major exercises. *(Apportionment)*

HLTH 161 **24 Hours**

History of Comedy and Humor for Older Adults

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 **24 Hours**

Help Yourself to Health for Older Adults

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 164 **24 Hours**

Bereavement Training for Older Adults

This training course will provide older adults the skills necessary to develop or participate in grief care and support program, to help those mourning the loss of a love one. *(Apportionment)*

HLTH 167 **24 Hours**

Staying Mentally Sharp for Older Adults

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 170 **16 Hours**

Healthier Living: Managing Ongoing Health Conditions for the Older Adult

This course provides older adults with effective strategies and skills, good nutrition, and a regular fitness program to assist in managing personal health conditions and to maintain an active and fulfilling life. *(Apportionment)*

HLTH 175 **36 Hours**

Healthcare Navigation Advocate for Older Adults

In this course, older adult students will learn the fundamentals of how to navigate healthcare systems, which will enable them to advocate for themselves and other seniors to better utilize healthcare resources. Topics include how to communicate with healthcare professionals, access healthcare resources, and develop transition and/or daily medical plans. *(Apportionment)*

HLTH 180 **90 Hours**

Brain Health for Older Adults

In this course older adults will learn about memory and cognitive processing; causes of memory loss and abnormal brain function; and various brain exercises, including computer-based programs, that preserve and improve brain health. *(Apportionment)*

HLTH 200 **24 Hours**

Health and Wellness for Older Adults

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 **24 Hours**

Health and Wellness for Older Adults: Restricted Mobility

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 **40 Hours**

Healthcare Medical Interpreter

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 **6 Hours**

Secrets of Weight Loss and Healthy Eating

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 **8 Hours**

Feeling Young and Healthy at Any Age

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 **6 Hours**

Healthy Families: Smart & Easy

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 **7 Hours**

Preparation for Childbirth

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 **28 Hours**

Bartending Workshops

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 **20 Hours**

Creative Event Planning

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)*

Individual High School DE (IHSD)

IHSD 100 **72 Hours**

High School English A

This course is designed to develop high school level vocabulary, reading comprehension, and writing skills and earn High School Diploma Residency Credits. *(Apportionment)*

IHSD 101 **72 Hours**

High School English B

This course is designed to develop high school level vocabulary, reading comprehension, and writing skills and earn High School Diploma residency credits. *(Apportionment)*

IHSD 116 **36 Hours**

High School Math A

This course develops basic arithmetic skills and problem solving techniques. This course is offered for High School Diploma Residency Credit. The content of this course is delivered in a modular, fully online format. *(Apportionment)*

IHSD 117 **36 Hours**

High School Math B

This course develops basic arithmetic skills and problem solving techniques. This course is offered for High School Diploma Residency Credit. The content of this course is delivered in a modular, fully online format. *(Apportionment)*

IHSD 118 **36 Hours**

High School Math C

This course develops basic arithmetic skills and problem solving techniques. *(Apportionment)*

IHSD 119 **36 Hours**

High School Math D

This course develops basic arithmetic skills and problem solving techniques. This course is offered for High School Diploma Residency Credit. *(Apportionment)*

Individual High School Subjcts (IHSS)

IHSS 100 **1-10 Credits**

High School English 1

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 **1-10 Credits**

High School English 2

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 **1-10 Credits**

High School English 3

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 103 **1-10 Credits**

High School English 4

This course is an individualized, self-paced study in English language arts, including vocabulary, grammar usage, advanced reading in literature and composition skills. This course is offered for NOCE high school diploma credit. *(Apportionment)*

IHSS 105 **1-10 Credits**

High School Writing Skills

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 106 **1-10 Credits**

High School US History

This United States history course covers the lives of America's people and aspects of their cultures, from early exploration through the beginning of the twenty-first century. 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 107 **1-5 Credits**

High School US Government

This course is an individualized, self-paced study of U.S. government. It will cover the Constitution, the roles of the federal, state and local government, and modern economic and political systems. 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 completion of this course. *(Apportionment)*

IHSS 109 **1-10 Credits**

High School World History

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 **1-10 Credits**

High School World Geography

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 111 **1-5 Credits**

High School Economics

This course explores the changing economic climate in the United States and globally. Economic systems, development and problems that affect daily life are covered. 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 same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 113 **1-5 Credits**

High School Mass Media

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 114 **1-5 Credits**

High School Film Appreciation

This course is an individualized, self-paced study of film appreciation. Topics covered include film genres, directing and critique. This course is used for NOCE High School Diploma credit. *(Apportionment)*

IHSS 116 **1-10 Credits**

High School General Math

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 117 **10 Credits**

High School Vocational Math

This course develops mathematical problem solving skills for occupational areas and everyday situations. Problems are given for payroll, retail business, manufacturing, mechanics, construction, inventory, health, and personal finance. Topics include formulas, basic algebra, proportions, percents, basic geometry, and measurements. This course is offered for SCE high school diploma credit. *(Apportionment)*

IHSS 118 **1-10 Credits**

High School Algebra 1

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 **1-10 Credits**

High School Geometry

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 120 **5 Credits**

High School Life Science

This course is an individualized, self-paced study of Life Science. This course covers scientific methods, classification and body systems. This course is used for SCE High School Diploma credit. *(Apportionment)*

IHSS 121 **1-5 Credits**

High School Earth Science

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 **1-5 Credits**

High School Physical Science

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 123 **1-10 Credits**

High School Biology

This biology course is an individualized, self-paced study of living things including classification, survival, reproduction, growth, and development. Other topics explore ecological cycles, behaviors and evolution. 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 124 **1-10 Credits**
High School Health
This class is designed to give students an understanding of various facets of physical, mental, and social well being. The student will gain knowledege to promote wellness, identify causes of health problems and ways to prevent them. 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 127 **5 Credits**
High School Computer Literacy
Students will learn the basics of Windows, Internet browsing, keyboarding, email, course management systems and the modern office environment. *(Apportionment)*

IHSS 153 **1-10 Credits**
High School General Science
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 **1-10 Credits**
High School Composition
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 167 **1-5 Credits**
High School English Basic Skills
Basic English skills are presented in this self-paced course. This introductory course includes workbook activities to improve skills in spelling, capitalization, punctuation, and reading. 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 **1-10 Credits**
High School Grammar
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 **1-10 Credits**
High School Novels
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 **1-10 Credits**
High School Literature
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 177 **10 Credits**
High School Reading
This developmental reading course represents many options to build skills in reading comprehension, vocabulary, and critical thinking. This course is offered for NOCE high school diploma credit and partial credits are available to satisfy graduation requirements. *(Apportionment)*

IHSS 181 **1-5 Credits**
High School Short Stories
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 **1-10 Credits**
High School Vocabulary
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 **1-5 Credits**
High School Literacy Skills I
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 **1-5 Credits**
High School Literacy Skills II
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 **1 Credit**
Transitioning to College
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 400
Humanities - Electives

IHSS 500 **1-10 Credits**
High School Language Arts I
This is an integrative course consisting of an array of topics including reading, writing,grammar,and vocabulary. Emphasis will be placed on sentence construction, word choice, paragraph development, maintaining coherence, recognizing main ideas, drawing upon sources informatively, reading with accuracy, writing and revising. The content of this course is delivered in a modular format and in a lab enviroment. 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 501 **1-10 Credits**
High School Language Arts II
This is an integrative course consisting of an array of topics including reading, writing, grammar, and vocabulary. Emphasis will be placed on sentence construction, word choice, paragraph development, maintaining coherence, recognizing main ideas, drawing upon sources informatively, reading with accuracy, writing and revising. The content of this course is delivered in a modular format using lecture-style instruction. *(Apportionment)*

IHSS 600
Electives

IHSS 660 **1-5 Credits**
High School Psychology
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 846 **5 Credits**
High School Algebra 1A
This course covers basic algebra including variables, equations, positive and negative integers, formulas, polynomials, and factoring. This course is offered for NOCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

IHSS 847 **5 Credits**
High School Algebra 1B
This course covers basic algebra concepts including graphing, equations with two variables, fractions, decimals,percents, squares, square roots and quadratic equations. This course is offered for NOCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

IHSS 990 **1 Credit**
High School Assessment
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 991 **10 Credits**
High School Business Law
This course is an individualized, self-paced study of Business Law. Topics include contracts, insurance, and laws related to consumer and employment regulations. This course is used for SCE High School Diploma credit. *(Apportionment)*

IHSS 992 **1-5 Credits**
High School Art History - Artists and their Work
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 **1-5 Credits**
High School Elements and Principles of Design
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 **1-10 Credits**
High School Academic Success
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 995 **5 Credits**
High School American History 1
This course covers the lives of America's people and aspects of their cultures from early exploration through the late 1800's. This course is offered for SCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

IHSS 996 **5 Credits**
High School American History 2
This American history course covers the lives of America's people, their contributions and struggles from westward expansion in the mid 1800's, worldwide conflicts, America's social change, to the U.S. policies of the twenty-first century. This course is offered for SCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

IHSS 997 **1-5 Credits**
High School Reading Strategies 1
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)*

IHSS 998 **1-5 Credits**
High School Reading Strategies 2
This course provides practice exercises in reading development and reinforces concepts through writing activities. Strategies include recognizing tone, understanding literary forms, organization, significant details, and vocabulary. 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 999 **1-5 Credits**
High School Business Writing
This course provides individualized, self-paced modules in business correspondence, composition techniques and writing activities. Strategies include format, organization, and evaluation. 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
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
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
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
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
Stories are told through dramatization, puppetry, finger plays and songs. Sparks the imagination! *(Fee-Based)*

KIDS 107
Spanish for Kids
Ages 5-6
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+
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
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
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
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
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
Students will learn to read more effectively, enhance their reading comprehension, interpretation and vocabulary skills. *(Fee-Based)*

KIDS 117A
Reading & Comprehension
Grades 3-4
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
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
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
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 **8 Hours**
How To Study, Take Tests and Organize Yourself
Grades 3-6
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
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
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
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
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. *(Fee-Based)*

KIDS 150
Please Pass The Manners
Ages 5-7
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+
This class will coer the basics of introductions, as well as how to handle silverware, napkins and the ABC's of table manners. *(Fee-Based)*

KIDS 151
Reading & Comprehension
Grades 5-6
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+
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
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
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
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
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
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
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+
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+
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+
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 **8 Hours**
Algebra II
Grades 8+
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
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+
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+
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+
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+
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
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+
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 **4.5-6 Hours**
Violin I
Ages 4+
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 **4.5-6 Hours**
Violin II
Ages 4+
Prerequisite(s): *Must have completed KIDS 351 Violin I.*
Learn songs using beginner finger and melodic patterns. *(Fee-Based)*

KIDS 355 **4.5-6 Hours**
Violin III
Ages 4+
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+
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+
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+
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
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+
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. *(Fee-Based)*

KIDS 371
Guitar for Kids - Intermediate
Ages 9+
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 372
Guitar for Kids - Advanced
Ages 9+
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+
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+
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+
For students who have completed Beginning I; pick up book list at registration. *(Fee-Based)*

KIDS 377 **15-20 Hours**
Band - Summer
Grades 5-8
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
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
Learn higher level of sound productions and 1st through 4th positions. Chamber music for Cello ensemble. *(Fee-Based)*

KIDS 384
Cello - Intermediate II
Learn higher level of sound and bow techniques including vibratos. Chamber music for cello ensemble. *(Fee-Based)*

KIDS 403
Cartoon Drawing
Ages 8+
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
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+
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+
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+
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
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
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+
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+
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
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+
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+
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
Come and create art and craft projects using different media and surfaces. *(Fee-Based)*

KIDS 438A
Wonderful Arts and Crafts
Ages 8+
Come and create art and craft projects using different media and surfaces. *(Fee-Based)*

KIDS 441
Drawing and Acrylic Painting
Ages 9+
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
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+
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 **12 Hours**
Fashion Illustration for Kids I
Ages 12+
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+
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+
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 **12 Hours**
Fashion Illustration for Kids II
Ages 12+
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+
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
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+
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+
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 **6 Hours**
Youth Ballet
Age 3-4
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 **6 Hours**
Youth Ballet
Ages 5-7
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 **6 Hours**
Youth Ballet
Ages 8-10
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
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+
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+
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 **6 Hours**
Gymnastics - Beginning I Summer Camp
Ages 5-8
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 **6 Hours**
Gymnastics - Beginning I Camp
Ages 8+
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 **6 Hours**
Gymnastics - Beginning I
Ages 5.5-7
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 **6 Hours**
Gymnastics - Beginning I
Ages 8+
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. *(Fee-Based)*

KIDS 577 **6 Hours**
Gymnastics - Beginning II
Ages 8+
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 **6 Hours**
Moms, Pops & Tots Tumbling
Ages 3-5
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 **6 Hours**
Cheerleading
Ages 4-7
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 **6 Hours**
Cheerleading
Ages 8+
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. *(Fee-Based)*

KIDS 601 **6 Hours**
Basketball Clinic
Ages 4-6
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 **6 Hours**
Basketball Clinic
Ages 7-9
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! *(Fee-Based)*

KIDS 601B **6 Hours**
Basketball Clinic
Ages 10+
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! *(Fee-Based)*

KIDS 607 **6 Hours**
Pee Wee Baseball
Ages 6+
Students will learn the fundamentals of batting, throwing, catching and running bases in a noncompetitive environment. Bring baseball mitts to class. *(Fee-Based)*

KIDS 607A **6 Hours**
Pee Wee Baseball
Ages 4-5
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
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
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 610 **6 Hours**
Pee Wee Soccer
Ages 4-6
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 **6 Hours**
Pee Wee Soccer
Grades 1-3
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 **6 Hours**
Pee Wee Soccer
Grades 4-6
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
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
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
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 **6 Hours**
Tennis for Kids - Beginning
Ages 6-9
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 **6 Hours**
Tennis for Kids - Beginning
Ages 10+
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 627 **6 Hours**
Tennis for Kids - Advanced Beginning
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
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 **10 Hours**
Kung Fu for Kids
Ages 7-17
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
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
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+
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+
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
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
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
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 **6-12 Hours**
Summertime Fun Foods
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 **6-9 Hours**
Kids Fun Cooking
Ages 3-5
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 **6-9 Hours**
Kids Fun Cooking
Ages 6-10
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 **6-9 Hours**
Kids Fun Cooking
Ages 11-16
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 **6-9 Hours**
Junior Chef Camp
Ages 8-12
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 **6-9 Hours**
Mommy and Me Cooking Class
Ages 3-5
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 **10 Hours**
Computer Keyboarding I
Ages 8+
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 **10 Hours**
Computers for Kids - Introduction
Ages 8+
Have fun while developing proficiency in software usage and hardware knowledge. *(Fee-Based)*

KIDS 903
Drawing & Sketching
Ages 5-7
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+
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+
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+
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+
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. *(Fee-Based)*

KIDS 947
Writing Workshop
Grades 7+
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
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+
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! *(Fee-Based)*

KIDS 980
Draw and Paint Animals
Ages 5+
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+
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+
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 **2-3 Hours**
Beyond Smoothies and More
Ages 7-12
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
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
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 **12 Hours**
Science Camp - Earth Science Exploration
Ages 6-9
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 **10 Hours**
Getting Ready for First Grade
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 **15 Hours**
Teen Chef Camp
Ages 13-16
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 **9 Hours**
Tutorial: Trigonometry
Grades 9+
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 **9 Hours**
Pre-Calculus
Grades 10+
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+
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 **6-12 Hours**
English Rules (English-as-Second Language)
Ages 8+
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 **8 Hours**
Spelling and Writing Enrichment
Ages 6-8
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 **8 Hours**
Dining and Party Etiquette
Ages 8-12
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 **9 Hours**
Teen Etiquette
Ages 13-17
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 **8 Hours**
Singing, Dancing and Storytelling
Ages 2-4
Parent and child will enjoy self-esteem building activities together; singing and dancing, storytelling and art. *(Fee-Based)*

KIDS 1230 **8 Hours**
Storytelling, Singing and Dancing
Ages 3-5
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
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+
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 **12 Hours**
Math Test Preparation - SAT/ACT Prep
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 **6 Hours**
Tiny Tots Tumbling
Ages 18m - 3yrs
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 **8 Hours**
Basic Reading Skills
Ages 4-5
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 **5 Hours**
Tutorial: Probability and Statistics
Grades 7-8
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 **15 Hours**
Volleyball Camp - Beginners
Ages 8-16
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 **15 Hours**
Volleyball Camp - Beginners
Ages 14-16
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. *(Fee-Based)*

KIDS 1475 **15 Hours**
Getting Ready for Third Grade
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 **3-24 Hours**
Baking Basics!
Ages 8-11
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 **3-24 Hours**
Baking Basics!
Ages 12+
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. *(Fee-Based)*

KIDS 1515 **6-10 Hours**
Public Speaking for Children
Ages 8-12
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 **4 Hours**
Swimmer - Parent and Me
6 months to Age 4
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 **4 Hours**
Swimmer - Summer Swim
Ages 5-17
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 **6 Hours**
Water Polo - Beginning
Ages 7+
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 **16 Hours**
Junior Life Guards
Ages 11-14
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 **8 Hours**
Swimmer - Pre-Competitive
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 **4 Hours**
Spring Board Diving - Beginning
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 **9 Hours**
Draw and Paint Animals
Ages 8+
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 **6-9 Hours**
Basic Hand Sewing for Kids
Grades 4-6
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
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 **8 Hours**
Computer Game Design
Grades 5-8
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 **6 Hours**
Exploring My World Through Science: Parent and Me
Ages 3-4
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 **6-8 Hours**
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 1680 **10 Hours**
Digital Art for Kids
Grades 4-8
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 **5 Hours**
Tutorial: Algebra 2 - Conic Sections
Grades 8+
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 **5 Hours**
Tutorial: Algebra 2 - Matrices and Determinants
Grades 8+
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 **6-8 Hours**
Guitar for Kids - Intermediate
Ages 6-8
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 **6-8 Hours**
Guitar for Kids - Advanced
Ages 9+
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 **4 Hours**
Swimming - Introduction
Ages 5-10
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 **4 Hours**
Swimming - Introduction
Ages 11-17
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) *(Fee-Based)*

KIDS 1772 **4 Hours**
Swimmer - Beginner
Ages 5-17
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 **4 Hours**
Swimmer - Intermediate
Ages 5-17
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 **4 Hours**
Swimmer - Advanced
Ages 5-17
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 **4 Hours**
Swim - Open Lab/Lap Swim
Ages 8+
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 **15 Hours**
Animation Flix Camp
Ages 7-13
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 **8 Hours**
Tots Tumbling II
Ages 3-5
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 **10 Hours**
Adventures in Web Page Creations
Grades 4-6
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 **15 Hours**
Gymnastics - Summer Camp
Ages 8+
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 **5 Hours**
Origami for Kids - Introduction
Ages 13+
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 **5 Hours**
On My Own Survival
Grades 10-12
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 **5 Hours**
Clutter Buster
Grades 3-6
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 **5 Hours**
Clutter Buster
Grades 7-12
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 **6 Hours**
Learn To Sew for Fun
Grades 8-12
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 **5 Hours**
You and Me Cooking Class
Ages 5-7
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 **5 Hours**
Fun with Baking
Ages 8-11
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 **5 Hours**
Fun with Baking
Ages 12+
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 2000 **5 Hours**
My First Cooking Class
Ages 6-8
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 **6-10 Hours**
Martial Arts/Parent & Me - Introduction
Ages 4-7
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 **5 Hours**
Tutorial: Algebra II - Functions, Exponents
Grades 8+
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 **12 Hours**
Digital Camera Magic
Grades 4-9
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 user¿s guide, the camera¿s USB connector cable, extra batteries, and a USB flash drive. *(Fee-Based)*

KIDS 2075 **3 Hours**
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 2078 **9 Hours**
Montessori - Introduction
Ages 3-6
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 **15 Hours**
Discovering Science Through Art Camp
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 session explores different elements of the above themes. *(Fee-Based)*

KIDS 2095 **6 Hours**
Essay Writing
Grades 7-12
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 **9 Hours**
Be Bigger Than a Bully
Ages 8-12
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 **6-15 Hours**
Tennis - QuickStart Junior Tennis, 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 **6-15 Hours**
Tennis - QuickStart Junior Tennis, 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)*

KIDS 2195 **7.5 Hours**
Common Core: Reading Comprehension
Completion of Grades 1 or 2
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 **5 Hours**
Tutorial: Discrete Mathematics I-Logic and Sets
Grade 8+
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 **6 Hours**
ZUMBA for Kids
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 **6 Hours**
Common Core: Reading Comprehension Skills
Grades 1 & 2
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 **12-24 Hours**
Volleyball in the Sand for Teens
Ages 13 to 17
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 **5-15 Hours**
Sign Language with Kids
Ages 7 - 11
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 **5-8 Hours**
Painting with Acrylics for Kids
Ages 5+
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 **6 Hours**
Drawing and Painting Cartoons with Watercolors
Ages 5+
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 **6 Hours**
Creating Creative Cupcakes - The 5 Essentials
Ages 12-17
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 **12-24 Hours**
Summer Dance Performing Arts Camp
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 **5 Hours**
Common Core: Preparation for Computer Keyboarding
Grades 2 & 3
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 **5 Hours**
Common Core: Preparation for Computer Keyboarding
Grades 4 - 6
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 **5 Hours**
Common Core: Online Reading and Writing Prep
Grades 3-4
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 **5 Hours**
Common Core: Online Reading and Writing Prep
Grades 5-6
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 **6 Hours**
Violin II & III
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. *(Fee-Based)*

KIDS 2487 **15 Hours**
Magnetic Levitation Transportation - Camp
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 **12 Hours**
Electronics Workshop I
Ages 7 - 12
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 **12 Hours**
Electronics Workshop II
Ages 13 - 17
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 **16-20 Hours**
Career Academy: Computer Networking
Grades 7 - 12
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 **16-20 Hours**
Career Academy: Dental Assisting
Grades 7-12
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 **16-20 Hours**
Career Academy: Computer Forensics
Grades 7-12
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 **16-20 Hours**
Career Academy: Cyber Security/Cyber Patriot - Cisco
Grades 7 - 12
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 **16-20 Hours**
Career Academy: Video Production I
Grades 9 - 12
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 **16-20 Hours**
Career Academy: Video Production II
Grades 9-12
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 **16-20 Hours**
Career Academy: Video Game Programming
Age 13-17
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 **16-20 Hours**

Career Academy: 2D Digital Animation

Grades 7-12

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 **16-20 Hours**

Career Academy: Cyber Security/Cyber Patriot- Windows

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 **16-20 Hours**

Career Academy: Cyber Security/Cyber Patriot- Linux

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 **16-20 Hours**

Career Academy: Healthcare Careers & Psychiatric Technology

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 **16-20 Hours**

Career Academy: Future Teachers - Explore a Career in Teaching

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 **12 Hours**

Math Test Preparation - PSAT/NMSQT

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 **6 Hours**

Common Core: Kindergarten - Math

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 **6 Hours**

Common Core: 1st Grade - Math

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 **6 Hours**

Common Core: 2nd Grade - Math

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 **6 Hours**

Common Core: 3rd Grade - Math

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 **6 Hours**

Common Core: 4th Grade - Math

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 **6 Hours**

Common Core: 5th Grade - Math

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 **6 Hours**

Common Core: 6th Grade - Math

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 **15 Hours**

App Attack! Make Your First Game App

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 **15 Hours**

Make Your First 3D Video Game!

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 **15 Hours**

Make Your First Video Game!

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 **15 Hours**

Minecraft Designers

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 **15 Hours**

Minecraft Modders

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 **16 Hours**

Theatre Camp

Ages 7-17

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 **16 Hours**

Theatre Camp

Ages 12-17

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. *(Fee-Based)*

KIDS 3055 **5-6 Hours**

Robotics 101

Grades 1 - 3

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 **5-6 Hours**

Robotics 101

Grades 4 - 6

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 **5-6 Hours**

Civil Engineering

Grades 1 - 3

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 **5-6 Hours**

Civil Engineering

Grades 4 - 6

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 **5-6 Hours**

Aerospace Engineering

Grades 1 - 3

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 **5-6 Hours**

Aerospace Engineering

Grades 4 - 6

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 **5-6 Hours**

LEGO Flix Camp

Ages 13 - 17

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 **5-6 Hours**
Live-Action Flix Camp
Ages 13 - 17
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 **50 Hours**
STEAM Camp: Crazy Concoctions' Chemical Engineering
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 **50 Hours**
STEAM Camp: Enchanted Engineer
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 **50 Hours**
STEAM Camp: Inventor's Workshop - Design Engineering
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 **50 Hours**
STEAM Camp: Outdoor Adventure's Enviromental Engineering
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 **50 Hours**
STEAM Camp: Space is the Place! ¿ Aerospace Aerospace Engineering
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 **50 Hours**
STEAM Camp: The Engineer's Kitchen - Molecular Gastronomy
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 **50 Hours**
STEAM Camp: Under the Sea: Marine Engineering
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 **50 Hours**
STEAM Camp: Zootopia Design: Micro Engineering
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 **50 Hours**
STEAM Camp: Art by Modern Masters
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 **50 Hours**
All-Day Summer Camp
Grades: Kindergarten-4th
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 **20 Hours**
Arabic - Conversational
Beginning level class introduces students to the basic knowledge of Arabic. *(Fee-Based)*

LANG 110 **20 Hours**
French - Conversational
Beginning level class introduces students to the culture and customs of France and covers basic speaking skills. *(Fee-Based)*

LANG 160 **20 Hours**
Japanese - Conversational I
Beginning level class introduces students to the culture and customs of Japan and to speak beginning level Japanese. *(Fee-Based)*

LANG 162 **20 Hours**
Japanese - Conversational II
Low intermediate level class expands students' basic knowledge of spoken Japanese. *(Fee-Based)*

LANG 170 **20 Hours**
Russian - Conversational
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 **20 Hours**
Spanish - Conversation I
Beginning level class introduces students to the culture and customs of Latin America and covers beginning level speaking skills. *(Fee-Based)*

LANG 200 **20 Hours**
Spanish - Conversation II
Low intermediate level class expands students' basic knowledge of spoken Spanish. *(Fee-Based)*

LANG 240 **20 Hours**
Chinese - Conversational
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 **36 Hours**
Medical Assistant, Core Concepts
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 **36 Hours**
Computers in Healthcare and EHR, Introduction
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 **24 Hours**
Medical Assistant Administrative
Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.*
Corequisite(s): *MEDA 111 Medical Assistant Administrative Lab.*
This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. *(Apportionment)*

MEDA 111 **24 Hours**
Medical Assistant Administrative Lab
Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.*
Corequisite(s): *MEDA 110 Medical Assistant Administrative.*
This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required. *(Apportionment)*

MEDA 120 **12 Hours**
Medical Assistant Electronic Health Records
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.*
Corequisite(s): *MEDA 121 Medical Assistant Electrical Health Records.*
This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. Textbook Required. *(Apportionment)*

MEDA 121 **24 Hours**
Medical Assistant Electronic Health Records Lab
Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers.*
Corequisite(s): *MEDA 120 Medical Assistant Electronic Health Records.*
This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools. Textbook Required. *(Apportionment)*

MEDA 130 **24 Hours**
Medical Assistant Financial Concepts
Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.*
Corequisite(s): *MEDA 131 Medical Assistant Financial Concepts Lab.*
This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices. Textbook Required. *(Apportionment)*

MEDA 131 **24 Hours**
Medical Assistant Financial Concepts Lab
Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.*
Corequisite(s): *MEDA 130 Medical Assistant Financial Concepts.*
This course develops the necessary skills for financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices in a direct hands on, simulated environment. Textbook Required. *(Apportionment)*

MEDA 140 **24 Hours**
Medical Billing, Introduction
Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers.*
Corequisite(s): *MEDA 141 Medical Billing Lab, Introduction.*
An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. *(Apportionment)*

MEDA 141 **24 Hours**

Medical Billing Lab, Introduction

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.*

Corequisite(s): *MEDA 140 Medical Billing, Introduction.*

An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/Medi-Cal,TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required. *(Apportionment)*

MEDA 200 **18 Hours**

Medical Assistant Clinical Procedures Theory I

Prerequisite(s): *MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.*

Corequisite(s): *MEDA 201 Medical Assistant Clinical Procedures Lab I.*

This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 201 **48 Hours**

Medical Assistant Clinical Procedures Lab I

Prerequisite(s): *MEDO 105 Medical Terminology, and MEDA 100 Medial Assistant, Core Concepts.*

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 **18 Hours**

Medical Assistant Clinical Procedures Theory II

Prerequisite(s): *MEDA 200 Medical Assistant Clinical Procedures Theory I.*

Corequisite(s): *MEDA 211 Medical Assistant Clinical Procedures Lab II.*

This course reviews the theory behind back office procedures. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required. *(Apportionment)*

MEDA 211 **48 Hours**

Medical Assistant Clinical Procedures Lab II

Prerequisite(s): *MEDA 201 Medical Assistant Clinical Procedures Lab I.*

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 **108 Hours**

Medical Assisting Simulation Lab and Certification Prep

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 **48 Hours**

Medical Terminology

(Formerly MEOC 104)

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 118 **8 Hours**

Pediatric First Aid & CPR

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

MEDO 125 **1 Hour**

Pharmacy Technician Educational Planning

Orientation and assessment to and for the NOCE Pharmacy Technician certificate program, overview of occupational options. Assess math skill level for referral to basic skills support to assist with successful completion of pharmacy tech courses, overview in general of NOCE student services. *(Orientation)*

MEDO 166 **36 Hours**

Physical Therapy Aide

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

MEDO 202 **36 Hours**

Activity Leader Healthcare

Provides basic training in planning and directing activity programs (fieldwork arranged). *(Apportionment)*

MEDO 220 **48 Hours**

Out-Patient Lab for the Pharmacy Technician

Prerequisite(s): *MEOC 130 Introduction to Pharmacy Technician; MEOC 104 Medical Terminology (or MEOC 110 Medical Terminology II); MEOC 121 Pharmacology I; MEOC 122 Pharmacology II; MEDO 230 Pharmacy Operations Lab; MEOC 140 Pharmaceutical Mathematics; Keyboarding Proficiency score of 30 or above OR passing grade in COMP 685 Beginning Keyboarding.*

The practical lab class is designed to prepare the student for an externship at neighboring pharmacies. Upon completion of the lab classes, the student should be able to step into an out-patient pharmacy and begin working with minimal additional training. Textbook Required *(Apportionment)*

MEDO 221 **48 Hours**

In-Patient Lab for the Pharmacy Technician

Prerequisite(s): *MEOC 130 Introduction to Pharmacy Technician; MEOC 104 Medical Terminology (or MEOC 110 Medical Terminology II); MEOC 121 Pharmacology I; MEOC 122 Pharmacology II; MEOC 140 Pharmaceutical Mathematics; MEDO 230 Pharmacy Operations Lab; Keyboarding Proficiency score of 30 or above OR passing grade in COMP 685 Beginning Keyboarding.*

The practical lab class is designed to prepare the student for an externship at neighboring pharmacies. Upon completion of the lab classes, the student should be able to step into an in-patient pharmacy and begin working with minimal additional training. Textbook Required *(Apportionment)*

MEDO 230 **36 Hours**

Pharmacy Operations Lab

Prerequisite(s): *MEOC 130 Introduction to Pharmacy Technician and Keyboarding score of 30 or above or passing grade in COMP 685 - Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 30 net words a minute.*

This course introduces students to the operations of a pharmacy. It provides them with a working knowledge of the structural, functional, business and inter-relational aspect of pharmacy as part of the health care system. Through hands-on instruction, students develop the entry-level skills needed to assist in a pharmacy operation. *(Apportionment)*

MEDO 235 **80 Hours**

Medical Assisting: Back Office Procedures I

Prerequisite(s): *MEOC 104 Medical Terminology and MEDO 260 Introduction to Medical Assisting.*

This course introduces students to the back office, clinical duties of the medical assistant. It is designed to develop the necessary skills for performing exam room procedures, including medical asepsis and infection control; patient intake; vital signs; and assisting with physical examination. Specialty exams and electrocardiograph procedure are also covered. Textbook Required *(Apportionment)*

MEDO 240 **80 Hours**

Medical Assisting: Back Office Procedures II

Prerequisite(s): *MEDO 235 Medical Assisting Back Office I.*

This course develops the necessary skills for the back office. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required *(Apportionment)*

MEDO 250 **24 Hours**

Spanish for Healthcare Professionals

This program is designed for a wide variety of health care professionals including medical assistants, nurses, and doctors. This course will help participants connect and communicate with Spanish speaking patients to treat illness and injury and process medical transactions efficiently. *(Fee-Based)*

MEDO 255 **30 Hours**

Introduction to Phlebotomy Procedures

Advisory: *MEOC 104 Medical Terminology.*

This course provides an introduction to the basic skills of phlebotomy through in-class instruction and hands-on practice. Students will learn venipuncture and capillary collection punctures, OSHA Bloodborne Pathogen regulations, equipment selection, and blood processing. This class does not meet requirements for state certification for phlebotomists. *(Grant-Funded)*

MEDO 265 **10 Hours**

BLS for Healthcare Professionals

The American heart Association designed this course to prepare healthcare professionals to recognize life-threatening emergencies and to provide CPR and Firt Aid effectively. Upon successful completion students receive a 2-year CPR certification and a 2-year First Aid certification. *(Grant-Funded)*

MEDO 270 **1 Hour**

Medical Assisting Educational Planning

Orientation and assessment to and for the NOCE medical assisting certificate program, overview of occupational options. Review skill level for referral to basic skills support to assist with successful completion of medical assisting courses, overview in general of NOCE student services. *(Orientation)*

MEDO 275 **36 Hours**

Medical Assistant Work Experience Part 1

Prerequisite(s): *MEDO 115 Medical Assisting: Front Office Procedures; and MEDO 235 Medical Assisting: Back Office Procedures I; and MEDO 240 Medical Assisting: Back Office Procedures II; and Achievement of 30 wpm Keyboard Competency; and COMP 100 Introduction to Computers; or MS 104 Introduction to Windows.*

This course provides students with work experience related to administrative and/or clinical medical assisting. Students will meet with the instructor for two hours per week in addition to completing 140 hours of externship in an approved facility. Class topics include portfolio development and externship performance. *(Grant-Funded)*

MEDO 280 **36 Hours**

Medical Assistant Work Experience Part 2

Prerequisite(s): *MEDO 275 Medical Assisting Work Experience I.*

This course provides students who successfully completed Medical Assisting Work Experience I with an additional 140 hours of externship to complete training in both administrative and clinical competencies. Students will meet with the instructor for two hours per week. Class topics include portfolio development, workplace professionalism, and externship performance. *(Grant-Funded)*

MEDO 285 **36 Hours**

Introduction to Electronic Health Records(EHR)

Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning or Keyboarding Proficiency score of 30 or above; MEDO 315 Computer for Health Care Workers, Introduction.*

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. *(Grant-Funded)*

MEDO 290 **18 Hours**

Math For Medical Assistants

This course is designed to provide the medical assistant with the mathematical skills necessary to calculate, prepare, and administer drugs safely and confidently in an ambulatory medical setting. *(Fee-Based)*

MEDO 295 **9 Hours**

National Certified Medical Assistant Exam Prep

This course is designed to assist in preparing for the NCCT National Certified Medical Assistant Exam (NCMA). A comprehensive review of topics related to administrative and clinical medical assisting procedures will be provided. The course also includes valuable practice tests and test-taking strategies. *(Grant-Funded)*

MEDO 300 **72 Hours**

Medical Coding Basics I

Prerequisite(s): *MEOC 104 Medical Terminology.*

Students will learn techniques of accurate coding of physician services, gain experience in correct application of CPT, level II coding, and ICD-9- CM/ ICD-10-CM diagnosis codes used for billing professional medical services through lecture and lab. *(Grant-Funded)*

MEDO 302 **48 Hours**

Medical Coding Basics II

Prerequisite(s): *MEDO 300 Medical Coding Basics.*

This course covers the practical application of CPT coding and coding appropriately for correct reimbursement in physician office settings. Topics covered include assigning the correct diagnosis, procedure, and supply code for a variety of clinical cases and services. *(Grant-Funded)*

MEDO 305 **8 Hours**

Heartsaver Pediatric First Aid

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

MEDO 307 **77 Hours**

Personal Care Aide

This class will prepare the student to provide or support activities of daily living, personal care, and homemaker services to elderly and disabled individuals needing assistance to remain safely and independently in their own home or in an assisted living facility. Upon successful completion students receive a certificate of completion. *(Grant-Funded)*

MEDO 310 **36 Hours**

Medical Assistant Skills Open Lab

Corequisite(s): *MEDO 235 Back Office Procedures I.*

This open-entry, open-exit course is designed for medical assistant students to practice clinical skills and procedures. *(Grant-Funded)*

MEDO 311 **36 Hours**

Personal Care Aide 1

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 **36 Hours**

Personal Care Aide 2

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 **30 Hours**

Personal Care Aide 3

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)*

MEDO 315 **48 Hours**

Computers for Health Care Workers, Introduction

Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning or Typing 30 words per minute.*

This course is an introduction to computers for individuals entering the health care field. Introduction to Computers for Health Care Workers provides a general introduction to computer literacy and information technology for health care students. The course provides a comprehensive survey of the interconnections of information technology and health care. Textbook Required *(Grant-Funded)*

MEDO 316 **24 Hours**

In-Patient Externship for the Pharmacy Technician

Prerequisite(s): *MEDO 220 Out-Patient Lab: Pharmacy Technician; MEOC 135 Human Relations for Health Care Workers; and MEDO 221 In-Patient Lab Pharmacy Technician.*

This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy setting. It requires weekly class meetings plus 200 hours of externship in an approved and contracted pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. *(Apportionment)*

MEDO 317 **24 Hours**

Out-Patient Externship for the Pharmacy Technician

Prerequisite(s): *MEDO 220 Out-Patient Lab: Pharmacy Technician; MEOC 135 Human Relations for Health Care Workers; and MEDO 221 In-Patient Lab: Pharmacy Technician.*

This course is designed to provide pharmacy technician students with field experience in an out-patient/retail pharmacy setting. It requires weekly class meetings plus 120 hours of externship in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. *(Apportionment)*

Medical Occupations-Clerical (MEOC)

MEOC 104 **48 Hours**

Medical Terminology

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

MEOC 144 **24 Hours**

Out - Patient Externship

This course is designed to give pharmacy technician students field work experience in an out-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 120 hours of out-patient externship. *(Externship)*

MEOC 146 **24 Hours**
In - Patient Externship
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 **36 Hours**
Introduction to Electronic Health Records(EHR)
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)*

MEOC 210 **48 Hours**
Introduction of Computers for Health Care Workers
Prerequisite(s): *COMP 685 Computer Keyboarding - Beginning or Typing 30 words per minute.*
This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. The course provides a comprehensive survery of the interconnections of information technology and health care. Textbook Required. *(Apportionment)*

MEOC 225 **96 Hours**
Medical Coding - Introduction
Prerequisite(s): *MEOC 104 Medical Terminology.*
This course covers the practical application of CPT-4 coding as well as both ICD-9-CM and ICD-10-CM coding for correct reimbursement in the physician's office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical and physiology concepts will be covered in this course: (a) integumetary system, (b) musculoskeletal system (c) respiratory system (d) cardiovascular system (e) hemic and lymphatic systems. Textbook Required. *(Apportionment)*

MEOC 227 **96 Hours**
Medical Coding - Intermediate
Prerequisite(s): *MEOC 225 Medical Coding - Introduction.*
This course covers the practical application of CPT-4 coding as well as both ICD-9-CM and ICD-10-CM coding for correct reimbursement in the physician office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical body systems and disease processes concepts will be covered in this course: (a) urinary and male genital systems, (b) female genital and system, (c) general surgical, (d) medicine (e) radiology, and (f) pathology. Textbook Required. *(Apportionment)*

Microsoft (MS)

MS 104 **36 Hours**
Windows Operating Systems - Introduction
Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows XP, making connections and communicating with other people. *(Apportionment)*

MS 105 **36 Hours**
Microsoft Excel - Introduction
Advisory: *Knowledge of Windows.*
Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting. *(Apportionment)*

MS 106 **36 Hours**
Microsoft Access - Introduction
Advisory: *COMP 100 Computers - Introduction, MS 104 Windows Operating Systems - Introduction or equivalent.*
Design databases using this popular software package. Includes creating tables, forms, reports and labels. Textbook Required. *(Apportionment)*

MS 107 **36 Hours**
Microsoft Access - Intermediate
Advisory: *MS 106 Microsoft Access - Introduction.*
Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships and defining queries. Text/disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent. *(Apportionment)*

MS 119 **36 Hours**
Microsoft PowerPoint - Introduction
Learn how to create on-screen presentations using text, graphics, sound effects and movies. *(Apportionment)*

MS 134 **36 Hours**
Microsoft Word - Intermediate
Advisory: *COMP 100 Computer - Introduction, MS 104 Window Operating Systems - Introduction, MS 144 Microsoft Word - Introduction or equivalent.*
This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. Textbook purchase may be required at first class. *(Apportionment)*

MS 143 **36 Hours**
Microsoft Publisher - Introduction
Advisory: *Recommended proficiency in COMP 100 Computers - Introduction and MS 104 Windows Operating Systems - Introduction.*
Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as flyers, newsletters, and business cards. *(Apportionment)*

MS 144 **36 Hours**
Microsoft Word - Introduction
Introduction to Windows or equivalent. Provides a basic working knowledge of Word. Covers topics such as formatting with fonts, paragraph alignment, indents, margins, inserting clip art bullets and numbering, columns and tables. *(Apportionment)*

MS 156 **18 Hours**
Computer Bytes
This course covers various topics for Microsoft Windows on how to buy or upgrade a computer, buy and use a digital camera, use a scanner, create a slide show, and set up a home wireless network safely. *(Apportionment)*

MS 160 **36 Hours**
Microsoft Office - Overview
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 **36 Hours**

Microsoft Excel - Power-User Skills

Advisory: *MS 105 Microsoft Excel - Introduction or equivalent.*

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

MS 610 **36 Hours**

Windows Operating Systems - Intermediate

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 **8 Hours**

Guitar for Adults - Beginning

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 **8 Hours**

Guitar for Adults - Intermediate/Advanced

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 **24 Hours**

Music Arts for Older Adults

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 **24 Hours**

Cypress Masterworks

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 **24 Hours**

Senior Chorus

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 **24 Hours**

Tone Chime Choir for Older Adults

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 **12 Hours**

Opera - Introduction

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 **36 Hours**

Star Carolers

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 **8 Hours**

Adult Voice - Beginning

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 **8 Hours**

Adult Piano - Beginning

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 **8 Hours**

Adult Piano/Keyboard - Beginning I

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 **8 Hours**

Adult Piano/Keyboard - Beginning II

Comprehensive music course in reading, playing and listening to music. Lessons include learning chords, sight-reading and understanding basic harmony. *(Fee-Based)*

MUSC 345 **8 Hours**

Guitar for Adults - Level 1

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 **8 Hours**

Guitar for Adults - Level 2

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 **8 Hours**

Guitar for Adults - Guitar & Bass Workshop

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 **8 Hours**
Guitar for Adults - Intermediate
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 **6 Hours**
Vocal for Adults - Beginning
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 **10 Hours**
Guitar for Adults - Workshop
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 **36-48 Hours**
Masterworks Chorale
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 **36-48 Hours**
Community Symphony
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 **12 Hours**
Computer Basics
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 **12 Hours**
Software Essentials
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 100 **24 Hours**
Office Essentials
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 **12 Hours**
Microsoft Outlook Fundamentals
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 **24 Hours**
Business Math for Office Technology
Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. *(Apportionment)*

OTEC 111 **18 Hours**
Customer Relation Management (CRM), Introduction
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 210 **36 Hours**
Computer Concepts and Applications I
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 **60 Hours**
Computer Concepts and Applications II
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 **36 Hours**
Computer Concepts and Applications III
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 225 **36 Hours**
MS Office Integrated Projects
Prerequisite(s): *OTEC 211 Computer Concepts and Applications II and OTEC 212 Computer Concepts and Applications III.*
This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program. *(Apportionment)*

OTEC 230 **45-54 Hours**

Electronic Records Management

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

Parenting (PARN)

PARN 101 **18-36 Hours**

Joyful Parenting: Creative Art/Music (Ages 1.5-2.5)

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

PARN 102 **18 Hours**

Connected Parenting

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 104A **10 Hours**

Kindergym - Toddler Fitness (Ages 1-4.5)

Parents and children enjoy exercise, movement and music together. Emphasis on developing large motor skills, coordination and self-esteem. Class provides an opportunity for parents to observe and interact with child. All activities introduced can be done by parents with child at home. *(Apportionment)*

PARN 108 **12 Hours**

You, Your Child and Music

Learn how to use simple musical games and activities to aid your infant/toddler in motor, cognitive and social development. *(Apportionment)*

PARN 147 **9 Hours**

Babies Love Music (Ages 4-14 months)

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 **9 Hours**

Kids Love Music (Ages 1-2)

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 **9 Hours**

Kids Love Music (Ages 2-4)

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. *(Fee-Based)*

PARN 150 **9 Hours**

Kids Love Music (Ages 1-4)

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. *(Fee-Based)*

PARN 151 **9 Hours**

Kids Love Music (Ages 5-7)

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 170 **12-18 Hours**

Parenting Adult/Children with Disabilities

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 **12-36 Hours**

Joyful Parenting: Art, Music & Movement (Ages 2.5-5)

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 **2 Hours**

Helping Your Struggling Child

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 **1 Hour**

Homework Tips Workshop (How to Really Help Your Child)

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 **9 Hours**

Parenting Tips & Tricks Interactive Workshop

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 **2 Hours**

Raising Caring Kids

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 240 **12-18 Hours**

Navigating Resources for Adults with Disabilities

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 **3 Hours**

Runaway Teens in Orange County

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 260 **12-18 Hours**

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 261 **12-18 Hours**

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 262 **12-18 Hours**

Developmental Movement (Ages 3 - 4.5)

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 **18 Hours**

Parenting with Love and Logic®

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 **15 Hours**

Love & Logic® Early Childhood; Parenting Made Fun!

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 **15 Hours**

Love and Logic®: Supporting Youth with Special Needs

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 **21 Hours**

Love and Logic®: Adults Supporting Youth with Challenging Pasts

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 275 **12 Hours**

Parenting the Love and Logic® Way Lab

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 **10 Hours**

Love and Logic® Early Childhood: Parenting Made Fun! Lab

Corequisite(s): *PARN 267 Love 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 **8 Hours**

Love and Logic®: Supporting Youth with Special Need Lab

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 **12 Hours**

Love and Logic®: Adults Supporting Youth with Challenging Pasts Lab

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 300 **24 Hours**

Building Trauma Informed Communities: Adverse Childhood Experiences

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 **24 Hours**

Building Trauma Informed Communities: Early Childhood and Infancy

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 **18 Hours**

BTIC: Attuned Connection for Foster, Kinship, and Adoptive Families

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 **24 Hours**

Building Trauma Informed Communities: Family Dynamics

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

PARN 304 **12 Hours**

Building Trauma Informed Communities: Mental Health in Our Homes

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 **12 Hours**

Building Trauma Informed Communities: Understanding LGBTQ+ Youth

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 **24 Hours**

BTIC: Human Trafficking Awareness and Prevention

This course provides an overview on Human Trafficking from a survivor's perspective 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)*

Pharmacy Technician (PTEC)

PTEC 100 **60 Hours**

Pharmacy Technician, Introduction

(Formerly MEOC 130) Course orients students to pharmacy practice and the work of pharmacy technicians. It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for a successful career as a pharmacy technician. Textbook Required. *(Apportionment)*

PTEC 105 **36 Hours**

Pharmacy Operations Lab

(Formerly MEDO 230)

Prerequisite(s): *PTEC 100 Pharmacy Technician, Introduction and COMP 685 Beginning Keyboarding or Keyboarding Challenge Exam with a pass rate of 30 net words a minute.*

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 **36 Hours**

Pharmaceutical Mathematics

(Formerly MEOC 140)

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 **36 Hours**

Pharmacology I

(Formerly MEOC 121)

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 **36 Hours**

Pharmacology II

(Formerly MEOC 122)

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 **36 Hours**

Human Relations for Healthcare Workers

(Formerly MEOC 135)

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 **48 Hours**

Pharmacy Technician, Lab for the In-Patient

(Formerly MEDO 221)

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 **48 Hours**

Pharmacy Technician, Lab for the Out-Patient

(Formerly MEDO 220)

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 **18 Hours**

Pharmacy Technician Practical Career Training - Entry

(Formerly MEDO 316)

Prerequisite(s): *PTEC 125 Human Relations for Healthcare Workers and PTEC 200 Pharmacy Technician, Lab for the In-Patient and PTEC 205 Pharmacy Technician, Lab for the Out-Patient.*

This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class meetings plus 130-hours of externship in an approved pharmacy. Class topics include professionalism, current issues in pharmacy, and work performance. Textbook Required. *(Apportionment)*

PTEC 301 **48 Hours**

Pharmacy Technician Advanced Level Lecture

Prerequisite(s): *PTEC 125 Human Relations for Healthcare Workers, and PTEC 200 Pharmacy Technician, Lab for the In-Patient, and PTEC 205 Pharmacy Technician, Lab for the Out-Patient.*

Corequisite(s): *PTEC 302 Pharmacy Technician Advanced Level Lab.*

The program 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) and has students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. Textbook Required. *(Apportionment)*

PTEC 302 **60 Hours**

Pharmacy Technician Advanced Level Lab

Prerequisite(s): *PTEC 125 Human Relations for Healthcare Workers and PTEC 200 Pharmacy Technician, Lab for the In-Patient and PTEC 205 Pharmacy Technician, Lab for the Out-Patient or Completion of an American Society of Hospital Pharmacists (ASHP) recognized Pharmacy Technician Entry Level program.*

Corequisite(s): *PTEC 301 Pharmacy Technician Advanced Level Lecture.*

The program 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) and has 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. Textbook Required. *(Apportionment)*

PTEC 305 **18 Hours**

Pharmacy Technician Practical Career Training - Advanced

(Formerly MEDO 317)

Prerequisite(s): *PTEC 301 Pharmacy Technician Advanced Level Lecture and 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 meetings plus 160-hours of externship in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. Textbook Required. *(Apportionment)*

PTEC 310 **20 Hours**

Pharmacy Technician Certification Exam Review

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 **18 Hours**

Basic Photography: The Mechanics of Digital Photography

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 **18 Hours**

Photography: Intermediate

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 **18 Hours**

Photography: Fundamentals

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 **18 Hours**

Photography: Beyond the Basics

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 **36 Hours**

Medical Device Quality Assurance Specialist, Introduction

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 **36 Hours**

Regulatory Affairs for Medical Devices

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 **36 Hours**

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. *(Apportionment)*

QAMD 415 **36 Hours**

Quality Assurance for Medical Devices

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 **36 Hours**

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. *(Apportionment)*

QAMD 425 **36 Hours**

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. 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 **8 Hours**

Mature Driver Improvement

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 **36 Hours**

Sign Language - SEE Level 1

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 **36 Hours**

Sign Language - SEE Level 2/3

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 **36 Hours**

Educational Interpreting Practicum

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 **24 Hours**

Sign Language for Parents

This is a beginning level Signed English sign language course for parents of elementary school-aged Deaf and Hard of Hearing children. *(Fee-Based)*

ORGANIZATIONAL STRUCTURE

Board of Trustees

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

Barbara Dunsheath, Ed.D., President
Jacqueline Rodarte, Vice President
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Student Trustees

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Erin LaCorte, Fullerton College

Interim Chancellor

Fred Williams

President, North Orange Continuing Education

Valentina Purtell

NOCE Administration

Valentina Purtell
President
M.A. Applied Linguistics, Riven State Humanitarian University

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Karen Bautista, Ed.D.
Vice President, Instruction
B.A. Foreign Languages, Pomona College
M.A. T.E.S.O.L. (Teaching English to Speakers of Other Languages), Azusa Pacific University
Ed.D. Leadership and Instructional Technology, University of Phoenix

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Vice President, Student Services
B.A. Public Relations and Spanish, University of Southern California
M.S. Counseling, CSU Los Angeles

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Margie Abab
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B.S. Political Science, UC Irvine
M.S. Political Science, CSU Long Beach

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B.A. Psychology, CSU Fullerton
M.A. Counseling Psychology, Pacifica Graduate Institute
Licensed Marriage and Family Therapist

Karla Frizler
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B.A. English, Chapman University
M.A. English (TESOL), San Francisco State University

Adam Gottdank, Ph.D.
Director, Disability Support Services (DSS)
B.A. Psychology/Minor in Business Administration, CSU Fullerton
M.A. Psychology with emphasis in Counseling, Pepperdine University
Ph.D. Education (Special Education, Disability and Risk) with a minor in Sociology, CSU Santa Barbara

Raine Hambly
Director, Career Technical Education Program (CTE)
B.S. Public Administration, University of La Verne
M.B.A. Master Business Administration, University of La Verne

Janeth Manjarrez
Director, California Adult Education Program/North Orange County Regional Consortium for Adult Education (NOCRC)
B.A. English Literature, CSU San Bernardino
M.S. Educational Counseling and Guidance, CSU San Bernardino
PPS Pupil Personnel Services

Deborah Perkins
Director, Counseling and Student Services
M.S. in Education with a concentration in Higher Education, CSU Fullerton
B.A. in Psychology, Central College

NOCE Faculty

The full-time faculty members teaching for NOCE are as follows:

Julie Brown
Professor, Disability Support Services
B.A. Psychology, CSU Dominguez Hills
M.A. Psychology, San Diego State University
MLIS (Masters in Library and Information Service), San Jose State University

Janet Cagley
Professor, Basic Skills/High School Diploma
B.S. Communications, University of Tennessee Martin
M.Ed. Cross-Cultural Teaching, National University

Jennifer Carey
Professor, Basic Skills/High School Diploma
B.A. English, University of San Diego
M.A. English, San Diego State University

Kristina De La Cerda
Counselor, Disability Support Services
B.A. Psychology, Chapman University
M.A. Psychology, Chapman University

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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

Cathy Dunne
Professor, Career Technical Education - Pharmacy Technician
B.A. Communications with minor in Business Administration, CSU Fullerton
M.B.A. Business Administration/Accounting, CSU Fullerton

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 Professor, 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

Tina McClurkin
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B.A. Liberal Studies, CSU Stanislaus
M.A. Human Resources Management, National University

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Counselor, Counseling and Student Services
B.S. Child Development, CSU Fullerton
M.S. Social Work, University of Southern California
M.S. Educational Counseling, National University

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B.S. Human Services, CSU Fullerton
M.S. Clinical Psychology, Vanguard University

Khanh Ninh
Counselor, Counseling and Student Services
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M.S. Social Welfare, UC Berkeley
M.P.H. Public Health, UC Berkeley

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M.A. ESL (TESOL) State University of New York at Stony Brook
D.L.T Language TESOL, State University of New York at Stony Brook

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B.S. Biological Sciences, CSU Fullerton
LVN: Vocational Nursing, Stanbridge University

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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 Prell
Assistant Professor, Disability Support Services Program
B.A. Psychology, National University
M.A. Special Education, specializing in Autism Spectrum Disorder, National University

Megan Reeves
Associate 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

Erin Sherard
Professor, Parenting
B.S. Child and Adolescent Studies, CSU Fullerton
M.S. Academic Counseling, National University
PPS Pupil Personnel Services Credential

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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

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, Basic Skills/High School Diploma
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

Kenneth Yu
Assistant Professor, Emeritus Program
B.A. Kinesiology, CSU Fullerton
M.A. Health Administration, Chapman University
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

The 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 the North Orange Continuing Education. For the most up-to date information, please see the class schedule at www.noce.edu/schedule (http://www.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

The North Orange Continuing Education would like to thank Miranda Bates, Vinh Dang, Rebecca Guillen, Shelia Moore-Farmer, Triseinge Ortiz, Jennifer Perez, and the Courseleaf (Leepfrog Technologies) Staff for their hard work and dedication to the development of this catalog.

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ACADEMIC CALENDAR

Summer Term
Shaded in Yellow

(6 Weeks)
June – August
Registration starting mid-June

Fall Semester
Shaded in Orange

(18 Weeks)
August – December
Registration starting mid-July

Spring Semester
Shaded in Green

(18 Weeks)
January – May
Registration starting mid-November

Term Holidays: NOCE Centers Closed

July 5, 2021	Independence Day Holiday (Observed)
September 6, 2021	Labor Day Holiday
November 11, 2021	Veterans' Day Holiday
November 25 – 28, 2021	Thanksgiving Holidays
December 23, 2021 – January 1, 2022	Winter Holidays
January 17, 2022	Martin L. King Holiday
February 18, 2022	Lincoln's Birthday Holiday
February 21, 2022	President's Day Holiday
March 21 – March 27, 2022	Spring Recess
March 24, 2022	Cesar Chavez Holiday
May 31, 2022	Memorial Day Holiday

Academic Calendar: 2021 - 2022

July 2022

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 2021

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 2021

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 2021

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 2021

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 2021

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 2022

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 2022

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 2022

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 2022

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

May 2022

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 2022

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		

NOCE
NORTH ORANGE
CONTINUING EDUCATION

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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