

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. Not all courses are offered each semester.

Most classes offered through noncredit programs are tuition-free to the community, funded through attendance (apportionment) through the California Community College Chancellor's Office. 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 (p.)
- Business Skills and Opportunities (p.)
- Career Technical Education (CTE) (p.)
- College Preparation Program (p.)
- Computer Applications (p.)
- Disability Support Services (DSS) (p.)
- English and Communication (p.)
- English as a Second Language (ESL) and Citizenship Preparation (p.)
- Foreign Language (p.)
- GED/HiSET Preparation (p.)
- High School Diploma (HSDP) (p.)
- Lifeskills Education Advancement Program (LEAP) (p.)
- Medical (p.)

Basic Skills Learning Centers

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

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

Business Skills and Opportunities

Business skills are a diverse set of abilities that enable individuals to navigate the complexities of the corporate world effectively. From communication and leadership to problem-solving and financial literacy,

these skills play a vital role in achieving success in entrepreneurial endeavors and corporate environments

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

Career Technical Education (CTE) Program

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

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

College Preparation Program

NOCE offers College Preparation courses in accordance with AB 705. The College Preparation Program provides students with an opportunity to develop their critical thinking and language skills to succeed in college-level credit courses. Noncredit College Preparation English and Math 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 Information Systems and Technology (CIST); Microsoft (MS), and Office Technician (OTEC).

Disability Support Services (DSS)

NOCE Disability Support Services (DSS) provides students who have disabilities with a variety of courses, accommodations, and services to

support them as they pursue goals related to higher education, living more independently, career development, and employment. Offerings include:

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

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

English and Communication

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

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

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

These courses help second language learners improve their English listening, speaking, reading, and writing skills to reach their career, academic, and personal goals. Specialty classes offer additional support in topics such as grammar, vocabulary, pronunciation/conversation, computer skills, and workforce preparation. Students can get individualized instruction and support through the ESL Learning Center.

Civics and Citizenship Preparation classes help students become active, involved community members and prospective United States citizens. ESL for Academic Success is available for higher-level students on a pathway to college. State-approved Career Development and College Preparation (CDCP) Certificates of Completion are available for students to earn throughout the ESL Program. NOCE provides job skills training and language support for English language learners. ESL students Intermediate High and above can enroll in Career Pathways programs to develop language and job skills at the same time. Students earn certificates in both CTE and ESL. Contact the ESL Program for more information.

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

GED/HiSET Preparation

Earning a high school equivalency credential is an alternative option for adults to demonstrate their high school competency skills. The GED/HiSET

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

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

High School Diploma Program (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. Select high school subjects are offered online. Elective credits can be earned in continuing education classes offered through NOCE. New students enter the HSDP through orientation, assessment, and counseling services. 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 (more than six 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 transition to credit college programs. CASAS assessment is given to measure progress in the program.

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

Lifeskills Education Advancement Program (LEAP)

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

• Family and Consumer Sciences

These courses focus on the lifespan of individuals and families developing and functioning in family, work, and community settings. Individuals are prepared to balance personal, family, and work responsibilities throughout life. Course offerings address the full spectrum of skills necessary to achieve optimal and sustainable living. Courses are offered in the areas of home resource management; parenting and family education; fashion design, clothing production; and hospitality.

• Bartending

For a list of courses see course description: Hospitality Management (HOSM)

• Business and Entrepreneur

For a list of courses, see course description: Business (BUSN)

- **Computer**

For a list of courses, see course description: Digital (DIG)

- **Cooking**

For a list of courses, see course description: Cooking (FN)

- **Fashion Design and Clothing Production**

For a list of courses, see course description: Clothing (CC)

- **Finance and Personal Investments**

For a list of courses, see course descriptions: Finance (FINC)

- **Fine and Applied Arts**

These courses are dedicated to teaching skills by emphasizing the appreciation and production of art placing an emphasis on the creative and esthetic principles, technical processes, and development of culture. Students are given an opportunity to be artistically expressive including performance in the areas of art and music.

- **Drawing & Painting**

For a list of courses, see course descriptions: Arts and Crafts (ARTC) and Creative Arts (CRAE)

- **Music**

For a list of courses, see course description: Music (MUSC)

- **Photography**

For a list of courses, see course descriptions: Photography (FOTO)

- **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).

- **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 throughout the year with classes typically held after school hours, on Saturdays, and and/or through summer camps. 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); Music (MUSC), and Safety (SAFE).

- **Physical Fitness**

These classes include physical exercise, dance, and martial arts. All of these are offered as fee-based classes. The variety of offerings provides students with options to start or maintain a fitness program. For a list of courses, see course descriptions: Dance (DAN), Fitness (FITN), and Health (HLTH).

Medical

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

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