

STANDARD DEFINITIONS

Definition of Hours/Credits

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

NOCE Adult High School Diploma Program Hours/Credits

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

Definition of a Prerequisite

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

Definition of a Corequisite

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

Definition of Advisory

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

What is the difference of a prerequisite and a corequisite?

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

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

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

1. Certificate of Completion - leading to improved employability or job opportunities

2. Certificate of Competency - in a recognized career field and prepares students for transfer to a four-year institution

Definition of Distance Education

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

Fully Online Courses (Asynchronous)

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

Partially Online (Asynchronous and Synchronous)

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

Web-enhanced Courses (Synchronous)

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

Online with Flexible In-Person Component

An online class with flexible in-person component at NOCE offers instruction online and is supplemented by required in-person assessments or activities. The Schedule of Classes defines online with flexible in-person component as "Online with Flexible In-Person Component courses are taught online and supplements by required in-person assessments or activities that are available at approved locations at a specified range of time."

Online Platform - Canvas

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

Definition of Noncredit Course (Tuition-Free)

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

The 10 instructional areas are:

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

Definition of Year-Round Classes:

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