

CATALOG

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2015 – 2016

School of Continuing Education
North Orange County Community College District

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Change. Cultivated.

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

Computers (COMP)

COMP 119

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

Digital Photo Albums for Beginners

Advisory: MS 104 Introduction to Windows Operating Systems 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 510

Keyboarding Mastery I

Prerequisite: The student must be able to key 35 net words per minute (nwpm) timed writing or have completed COMP 685 Beginning Keyboarding 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

Keyboarding Mastery II

Prerequisite: The student must have completed COMP 510 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 675

Digital Scrapbooking

Advisory: Knowledge of Windows and Photoshop or 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

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)

DANCE (DAN)

DAN 180

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

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)

Disability Support Service (DSPS)

DSPS 382

Basic Reading Comprehension & Writing

This course is the second in a series of three courses designed for adult students with disabilities to increase their reading comprehension and writing skills. (Apportionment)

DSPS 516

Job Skills Field Work: Working in Childcare & Vocational Assistance

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 533

Community Resources: Employment Options

Students will participate in weekly field trips to destinations that provide them with tours and first hand observation of appropriate workplaces for entry level employment. Curriculum includes instruction in the use of public transportation. (Apportionment)

Kids' College (KIDS)

KIDS 443

Drawing & 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 2290

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

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 2500

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

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)

Medical Occupations (MEDO)

MEDO 240

Medical Assisting: Back Office Procedures II

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

Medical Occupations Clerical (MEOC)

MEOC 210

Introduction of Computers for Health Care Workers Image

Prerequisite: COMP 685 Beginning Keyboarding 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 survey of the interconnections of information technology and health care. (Apportionment)

Microsoft (MS)

MS 104

Introduction to Windows Operating Systems

Advisory: Knowledge of Windows. 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 106

Introduction to Access

Advisory: Introduction to Computers, Introduction to Windows or equivalent. Design databases using this popular software package. Includes creating tables, forms, reports and labels. (Apportionment)

MS 119

Introduction to PowerPoint

Advisory: Knowledge of Windows. Learn how to create on-screen presentations using text, graphics, sound effects and movies. (Apportionment)

MS 143

Introduction to Publisher

Advisory: Recommended proficiency in COMP 100 Introduction to Computers and MS 104 Introduction to Windows. Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as flyers, newsletters, and business cards. (Apportionment)

MS 144

Introduction to Word

Advisory: Introduction to Computers, 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

MS Office - Overview

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

Parenting (PARN)

PARN 260

Developmental Movement (Ages 1-2)

Parents and children are introduced to developmental movement and music for one and two year-olds. Emphasis is on identifying milestone-appropriate large motor skills, coordinated body movements and introductory behaviors associated with demonstrations of self-esteem for this age range. (Apportionment)

PARN 261

Developmental Movement (Ages 2 - 3)

Parents and children are introduced to developmental movement and music for two and three year-olds. Emphasis is on tracking developing milestone-appropriate large motor skills, coordinated body movements and milestone psychological behaviors associated with demonstrations of self-esteem for this age range. (Apportionment)

PARN 262

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)

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

Funeral Service

Funeral Service Assistant Certificate Program Program #33698

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.

Core Courses	Hours
MEOC 210 Introduction to Computers for Health Care Workers	48
FSRV 100 Introduction to Funeral Service Practice	60
FSRV 110 Communication Skills for the Funeral Assistant	60
FSRV 125 Funeral Service Practices and Procedures I	60
FSRV 120 Funeral Service Operations	60
FSRV 126 Funeral Service Practices and Procedures II	60
Total Program Hours	348

FSRV 100

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.

FSRV 110

Communication Skills for the Funeral Assistant

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.

FSRV 120

Funeral Service Operations

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.

FSRV 125

Funeral Service Practices and Procedures I

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.

FSRV 126

Funeral Service Practices and Procedures II

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.

MEOC 210

Introduction of Computers for Health Care Workers Image

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