

2021/22/23 CATALOG



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# 2022/23 CATALOG

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**NOCE**  
NORTH ORANGE  
CONTINUING EDUCATION

2022/23 CATALOG



## 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 2022/23 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 and now include distance education options. 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.



# NOCE

## NORTH ORANGE

### CONTINUING EDUCATION

# CATALOG

2022/2023

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](http://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 [tmclurkin@noce.edu](mailto:tmclurkin@noce.edu) or Julie Schoepf at [jschoepf@noce.edu](mailto: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) (<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 statutes, 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](mailto: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) (<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 [noce.edu/safety](http://www.noce.edu/safety) (<http://www.noce.edu/safety/>)

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## 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:
- Assign an appropriate academic penalty such as an oral reprimand or point reduction.
  - Assign zero points on all or part of a particular paper, project, or exam.
  - 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 at [noce.edu/mygateway](https://noce.edu/mygateway/) (<https://noce.edu/mygateway/>).

## 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. Variable credits will not be an option for the distance education diploma courses

## High School Diploma Program Transfer Policy

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.

# 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:

- 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.
- Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
- Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.
- Misrepresentation of oneself or of an organization to be an agent of the District.
- 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.
- 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.
- Unauthorized entry into, unauthorized use of, or misuse of property of the District.
- 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.
- Causing or attempting to cause damage to District property, or to private property on District premises.
- 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.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
- 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.

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## 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 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

The GPA is the total completed grade points divided by the total attempted credit amount. 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
NG – Not Graded	0 grade point

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

### GED/HiSET Academic Grading Scale

P – Pass Satisfactory, C or better	0 grade points
NG – Not Graded	0 grade points
SP – Satisfactory Progress	0 grade points
NS – No Show	0 grade points

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

### College Prep Academic Grading Scale

P – Pass Satisfactory, C or better	0 grade points
NG – Not Graded	0 grade points
NS – No Show	0 grade points

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

P – Pass Satisfactory, C or better	0 grade point
F – Fail	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
NS – No Show	0 grade points



## 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) (<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) (<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 the CTE department or for additional information, refer to Board Policy 4235 at [noce.edu/policies](https://www.noce.edu/policies) (<https://www.noce.edu/policies/>).

## Course Substitution

A request for a Course Substitution may be discussed with the CTE department.

## 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) (<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) (<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) (<https://www.noce.edu/policies/>).

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## 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) (<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 214.4 (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 Campus** and **Wilshire Center**, 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 Center**, 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/) (<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) (<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) (<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/Information 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 completed the registration process to be added to the roster through self-registration or through admissions and records.

## 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:

- Administrative Professional
- Bookkeeping
- Business Information Worker I
- Business Information Worker II
- Early Childhood Education
- Electrical Technology
- Funeral Service Assistant
- GED/HiSET Program
- High School Diploma
- 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) (<http://www.noce.edu/commencement/>).

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## 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) (<http://www.noce.edu/scholarships/>).

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## 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 (WAI3), 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 [www.noce.edu/dss](http://www.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.

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## 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.

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## 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.

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# 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

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

See Career Technical Education for more details.

For a list of courses, see course descriptions: Business Accounting (BUSA); 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. 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); Computers (COMP); Construction (CONS); Early Childhood Education (ECED); Electrical (ELET); Funeral Services (FSRV); Medical Assisting (MEDA); Medical Occupations; (MEDO);

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); Microsoft (MS), and Office Technician (OTEC).

## Disability Support Services (DSS)

NOCE Disability Support Services (DSS) provides students who have 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. 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 (WAI3), 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 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).

## 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. 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).

## 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 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 (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 virtually. 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 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) 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), 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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## Basic Skills

### Certificates

- GED/HiSET Test Preparation (p. 18)
- Literacy Program (p. 19)

## GED/HiSET Test Preparation

### Requirements

### Certificate of Completion

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
<b>Core Courses (Required 300 Hours)</b>		
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
<b>Elective Courses (Required 36 Hours)</b>		
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
<b>Total Hours</b>		<b>336</b>

### Plan of Study

#### First Year

First Semester	Hours	Second Semester	Hours
ABED 405		60 ABED 406	60
ABED 407		60 ABED 408	60
ABED 105, 106, or 107 (Elective Course - Must choose 1)		36 ABED 409	60
		<b>156</b>	<b>180</b>

**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

### Certificate of Completion

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
<b>Core Courses</b>		
ABE 430	Literacy - Beginning	99
ABE 432	Literacy - Intermediate	99
ABE 435	Literacy - Advanced	99
<b>Total Hours</b>		<b>297</b>

### List of Courses

**ABE 430 36 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 36 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 36 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 (p. 19)

## Braille Transcribing

### Requirements

### Certificate of Completion

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
<b>Core Courses</b>		
ENCO 200	Braille Transcribing - Reading & Writing Uncontracted and Contracted	45
ENCO 201	Braille Transcribing - Formatting Contracted Unified English Braille	45
<b>Total Hours</b>		<b>90</b>

### Plan of Study

#### First Year

Semester 1	Hours	Semester 2	Hours
ENCO 200		45 ENCO 201	45
		<b>45</b>	<b>45</b>

**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. 20)
- Bookkeeping (p. 23)
- Business Information Worker I (p. 24)
- Business Information Worker II (p. 26)
- Classroom Essentials for Program Success (p. 30)
- Management Program (p. 31)

## Administrative Professional

### Requirements

### Certificate of Completion

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.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Required Core Courses (276 Hours)</b>		
COMP 685	Computer Keyboarding - Beginning	36
OTEC 100	Office Essentials	24
OTEC 110	Business Math for Office Technology	24
OTEC 105	Microsoft Outlook Fundamentals	12
COMP 510	Computer Keyboarding - Mastery I	30
COMP 511	Computer Keyboarding - Mastery II	30
BMGR 415	Written Communications for Business	18
OTEC 225	MS Office Integrated Projects	36

<b>Required - Computer Concepts and Applications I and II (96 Hours)</b>		
Select One option from the following (Options 1, 2 or 3)		96
<b>OPTION 1 - Computer Concepts and Applications I and II</b>		
OTEC 210	Computer Concepts and Applications I	36
OTEC 211	Computer Concepts and Applications II	60
<b>OPTION 2 - Computer Concepts and Applications I and II</b>		
OTEC 210	Computer Concepts and Applications I	36
OTEC 200	Computer Concepts and Applications II A	20
OTEC 201	Computer Concepts and Applications II B	20
OTEC 202	Computer Concepts and Applications II C	20
<b>OPTION 3 - Computer Concepts and Applications I and II</b>		
OTEC 215	Computer Concepts and Applications IBEST	96
<b>Required - Computer Concepts and Applications III (36 Hours)</b>		
Select One option from the following (Options 4 or 5)		36
<b>OPTION 4 - Computer Concepts and Application III</b>		
OTEC 212	Computer Concepts and Applications III	36
<b>OPTION 5 - Computer Concepts and Application III</b>		
OTEC 205	Computer Concepts and Applications III A	18
OTEC 206	Computer Concepts and Applications III B	18
<b>Total Hours</b>		<b>342</b>

### Plan of Study

#### Option 1 and Option 4

First Year			
First Semester	Hours	Second Semester Hours	
COMP 685		36 COMP 510	30
OTEC 100		24 OTEC 210	36
OTEC 110		24 OTEC 211	60
OTEC 105		12	
		<b>96</b>	<b>126</b>
Second Year			
First Semester	Hours	Second Semester Hours	
COMP 511		30 OTEC 225	36
OTEC 212		36 BMGR 415	18
		<b>66</b>	<b>54</b>
<b>Total Hours</b>		<b>342</b>	

#### Option 1 and Option 5

First Year			
First Semester	Hours	Second Semester Hours	
COMP 685		36 COMP 510	30
OTEC 100		24 OTEC 210	36
OTEC 110		24 OTEC 211	60
OTEC 105		12	
		<b>96</b>	<b>126</b>
Second Year			
First Semester	Hours	Second Semester Hours	
COMP 511		30 OTEC 225	36
OTEC 205		18 BMGR 415	18

OTEC 206	18	
	<b>66</b>	<b>54</b>

**Total Hours 342**

## Option 2 and Option 4

### First Year

First Semester	Hours	Second Semester	Hours
COMP 685		36 COMP 510	30
OTEC 100		24 OTEC 210	36
OTEC 110		24 OTEC 200	20
OTEC 105		12 OTEC 201	20
		OTEC 202	20
		<b>96</b>	<b>126</b>

### Second Year

First Semester	Hours	Second Semester	Hours
COMP 511		30 OTEC 225	36
OTEC 212		36 BMGR 415	18
		<b>66</b>	<b>54</b>

**Total Hours 342**

## Option 2 and Option 5

### First Year

First Semester	Hours	Second Semester	Hours
COMP 685		36 COMP 510	30
OTEC 100		24 OTEC 210	36
OTEC 110		24 OTEC 200	20
OTEC 105		12 OTEC 201	20
		OTEC 202	20
		<b>96</b>	<b>126</b>

### Second Year

First Semester	Hours	Second Semester	Hours
COMP 511		30 OTEC 225	36
OTEC 205		18 BMGR 415	18
OTEC 206		18	
		<b>66</b>	<b>54</b>

**Total Hours 342**

## Option 3 and Option 4

### First Year

First Semester	Hours	Second Semester	Hours
COMP 685		36 COMP 510	30
BMGR 415		18 OTEC 212	36
OTEC 100		24 COMP 511	30
OTEC 105		12 OTEC 225	36
OTEC 110		24	
OTEC 215		96	
		<b>210</b>	<b>132</b>

**Total Hours 342**

## Option 3 and Option 5

### First Year

First Semester	Hours	Second Semester	Hours
COMP 685		36 COMP 510	30
BMGR 415		18 OTEC 205	18
OTEC 100		24 OTEC 206	18
OTEC 105		12 COMP 511	30
OTEC 110		24 OTEC 225	36
OTEC 215		96	
		<b>210</b>	<b>132</b>

**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

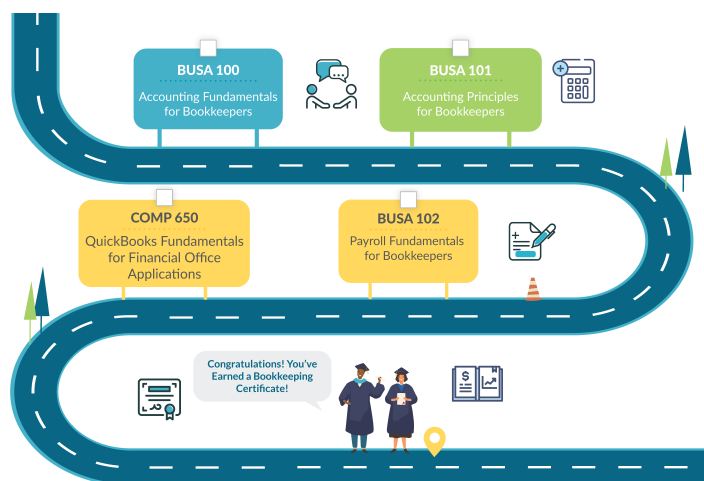
Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. *(Apportionment)*



<p><b>OTEC 200</b> <span style="float: right;"><b>20 Hours</b></span>  <b>Computer Concepts and Applications II A</b>  <i>Advisory:</i> OTEC 200 is designed for individuals wanting to learn/enhance specific skills.            If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications III is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II A introduces students to fundamental workforce skills on the Internet, digital ethics and awareness, cloud computing and Windows. (<i>Apportionment</i>)</p>	<p><b>OTEC 210</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Computer Concepts and Applications I</b>            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. (<i>Apportionment</i>)</p>
<p><b>OTEC 201</b> <span style="float: right;"><b>20 Hours</b></span>  <b>Computer Concepts and Applications II B</b>  <i>Advisory:</i> OTEC 201 is designed for individuals wanting to learn/enhance specific skills.            If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II B introduces students to Microsoft Word. (<i>Apportionment</i>)</p>	<p><b>OTEC 211</b> <span style="float: right;"><b>60 Hours</b></span>  <b>Computer Concepts and Applications II</b>  <i>Prerequisite(s):</i> 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. (<i>Apportionment</i>)</p>
<p><b>OTEC 202</b> <span style="float: right;"><b>20 Hours</b></span>  <b>Computer Concepts and Applications II C</b>  <i>Advisory:</i> OTEC 202 is designed for individuals wanting to learn/enhance specific skills.            If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II C introduces students to fundamental workforce skills in Microsoft Excel. (<i>Apportionment</i>)</p>	<p><b>OTEC 212</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Computer Concepts and Applications III</b>  <i>Prerequisite(s):</i> 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. (<i>Apportionment</i>)</p>
<p><b>OTEC 205</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Computer Concepts and Applications III A</b>  <i>Advisory:</i> OTEC 205 is designed for individuals wanting to learn/enhance specific skills.            If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended. This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III A introduces students to fundamental workforce skills in Microsoft Access. The course will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (<i>Apportionment</i>)</p>	<p><b>OTEC 215</b> <span style="float: right;"><b>96 Hours</b></span>  <b>Computer Concepts and Applications IBEST</b>            This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (<i>Apportionment</i>)</p>
<p><b>OTEC 206</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Computer Concepts and Applications III B</b>  <i>Advisory:</i> OTEC 206 is designed for individuals wanting to learn/enhance specific skills.            If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended. This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III B introduces students to fundamental workforce skills in Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (<i>Apportionment</i>)</p>	<p><b>OTEC 225</b> <span style="float: right;"><b>36 Hours</b></span>  <b>MS Office Integrated Projects</b>  <i>Prerequisite(s):</i> 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. (<i>Apportionment</i>)</p>

# Bookkeeping

## Overview



## Requirements

### Certificate of Completion

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.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Core Courses</b>		
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 Financial Office Applications	36
<b>Total Hours</b>		<b>144</b>

## Plan of Study

### First Year

Semester 1	Hours	Semester 2	Hours
BUSA 100		36 BUSA 102	36
BUSA 101		36 COMP 650	36
		<b>72</b>	<b>72</b>

**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 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

### Certificate of Completion

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.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Required Core Courses (114 Hours)</b>		
COMP 685	Computer Keyboarding - Beginning	36
BMGR 415	Written Communications for Business	18
OTEC 100	Office Essentials	24
OTEC 105	Microsoft Outlook Fundamentals	12
OTEC 110	Business Math for Office Technology	24
<b>Required Core Option (96 Hours)</b>		
<i>Must Choose 1 of 3 Options</i>		96
<i>Requirements - Option 1</i>		
OTEC 210	Computer Concepts and Applications I	36
OTEC 211	Computer Concepts and Applications II	60
<i>Requirements - Option 2</i>		
OTEC 210	Computer Concepts and Applications I	36
OTEC 200	Computer Concepts and Applications II A	20
OTEC 201	Computer Concepts and Applications II B	20
OTEC 202	Computer Concepts and Applications II C	20
<i>Requirements - Option 3</i>		
OTEC 215	Computer Concepts and Applications IBEST	96
<b>Total Hours</b>		<b>210</b>

## Plan of Study

### Option 1

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	
		<b>108</b>	<b>102</b>

**Total Hours 210**

### Option 2

First Year

First Semester	Hours	Second Semester	Hours
COMP 685		36 BMGR 415	18
OTEC 100		24 OTEC 110	24
OTEC 210		36 OTEC 200	20
OTEC 105		12 OTEC 201	20
		OTEC 202	20
		<b>108</b>	<b>102</b>

**Total Hours 210**

### Option 3

First Year

First Semester	Hours
COMP 685	36
BMGR 415	18
OTEC 100	24
OTEC 105	12
OTEC 110	24
OTEC 215	96
<b>210</b>	

**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*)

<p><b>OTEC 105</b>  <b>Microsoft Outlook Fundamentals</b>  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. <i>(Apportionment)</i></p>	<p><b>12 Hours</b></p>	<p><b>OTEC 211</b>  <b>Computer Concepts and Applications II</b>  <b>Prerequisite(s):</b> 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. <i>(Apportionment)</i></p>	<p><b>60 Hours</b></p>
<p><b>OTEC 110</b>  <b>Business Math for Office Technology</b>  Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. <i>(Apportionment)</i></p>	<p><b>24 Hours</b></p>		
<p><b>OTEC 200</b>  <b>Computer Concepts and Applications II A</b>  <b>Advisory:</b> OTEC 200 is designed for individuals wanting to learn/enhance specific skills.  If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications III is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II A introduces students to fundamental workforce skills on the Internet, digital ethics and awareness, cloud computing and Windows. <i>(Apportionment)</i></p>	<p><b>20 Hours</b></p>		
<p><b>OTEC 201</b>  <b>Computer Concepts and Applications II B</b>  <b>Advisory:</b> OTEC 201 is designed for individuals wanting to learn/enhance specific skills.  If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II B introduces students to Microsoft Word. <i>(Apportionment)</i></p>	<p><b>20 Hours</b></p>		
<p><b>OTEC 202</b>  <b>Computer Concepts and Applications II C</b>  <b>Advisory:</b> OTEC 202 is designed for individuals wanting to learn/enhance specific skills.  If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II C introduces students to fundamental workforce skills in Microsoft Excel. <i>(Apportionment)</i></p>	<p><b>20 Hours</b></p>		
<p><b>OTEC 210</b>  <b>Computer Concepts and Applications I</b>  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. <i>(Apportionment)</i></p>	<p><b>36 Hours</b></p>		
		<p><b>OTEC 215</b>  <b>Computer Concepts and Applications IBEST</b>  This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. <i>(Apportionment)</i></p>	<p><b>96 Hours</b></p>



# Business Information Worker II

## Requirements

### Certificate of Completion

Program: 3P41620

The Business Information Worker II (BIW II) certificate is designed, as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills, including QuickBooks, Access, and PowerPoint, fundamentals of electronic record keeping, and introduction to customer relation management. With a solid foundation in QuickBooks and Microsoft Access and PowerPoint, 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 Access and PowerPoint. Prerequisites: Completion of Business Information Worker I certificate.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Required Core Courses (276 Hours)</b>		
COMP 685	Computer Keyboarding - Beginning	36
OTEC 100	Office Essentials	24
OTEC 105	Microsoft Outlook Fundamentals	12
BMGR 415	Written Communications for Business	18
OTEC 110	Business Math for Office Technology	24
OTEC 230	Electronic Records Management	54
BMGR 431	Finance for the Non-Financial Manager	18
OTEC 225	MS Office Integrated Projects	36
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36
OTEC 111	Customer Relation Management (CRM), Introduction	18
<b>Required - Computer Concepts and Applications I and II (Hours 96)</b>		
<i>Select One option from the following: Options 1, 2 or 3</i>		
<b>OPTION 1 - Computer Concepts and Applications I and II</b>		
OTEC 210	Computer Concepts and Applications I	36
OTEC 211	Computer Concepts and Applications II	60
<b>OPTION 2 - Computer Concepts and Applications I and II</b>		
OTEC 210	Computer Concepts and Applications I	36
OTEC 200	Computer Concepts and Applications II A	20
OTEC 201	Computer Concepts and Applications II B	20
OTEC 202	Computer Concepts and Applications II C	20
<b>OPTION 3 - Computer Concepts and Applications I and II</b>		
OTEC 215	Computer Concepts and Applications IBEST	96
<b>Required - Computer Concepts and Applications III (36 Hours)</b>		

<i>Select One option from the following: Options 4 or 5</i>			36
<b>OPTION 4 - Computer Concepts and Applications III</b>			
OTEC 212	Computer Concepts and Applications III		36
<b>OPTION 5 - Computer Concepts and Applications III</b>			
OTEC 205	Computer Concepts and Applications III A		18
OTEC 206	Computer Concepts and Applications III B		18
<b>Electives Courses (30-36 Hours)</b>			
Must choose 1 of 3 Courses			30-36
COMP 510	Computer Keyboarding - Mastery I		30
WFPR 100	Career Skills and Resource Lab		36
WFPR 101	Virtual Career Skills and Resource Lab		36
<b>Total Hours</b>			<b>438-444</b>

## Plan of Study

### Option 1 and Option 4

#### First Year

First Semester	Hours	Second Semester	Hours
COMP 685		36 OTEC 210	36
OTEC 100		24 OTEC 211	60
OTEC 110		24 BMGR 415	18
OTEC 105		12	
		<b>96</b>	<b>114</b>

#### Second Year

First Semester	Hours	Second Semester	Hours
OTEC 212		36 OTEC 225	36
OTEC 230		54 BMGR 431	18
COMP 510, WFPR 100, or WFPR 101 (Electives Courses - Must Choose 1)		30-36 COMP 650	36
		OTEC 111	18
		<b>120-126</b>	<b>108</b>

**Total Hours 438-444**

### Option 1 and Option 5

#### First Year

First Semester	Hours	Second Semester	Hours
COMP 685		36 OTEC 210	36
OTEC 100		24 OTEC 211	60
OTEC 110		24 BMGR 415	18
OTEC 105		12	
		<b>96</b>	<b>114</b>

#### Second Year

First Semester	Hours	Second Semester	Hours
OTEC 205		18 OTEC 225	36
OTEC 206		18 BMGR 431	18
OTEC 230		54 COMP 650	36

COMP 510, WFPR 100, or WFPR 101 (Electives Courses - Must Choose 1)	30-36 OTEC 111	18
<b>120-126</b>		<b>108</b>

**Total Hours 438-444**

### Option 2 and Option 4

**First Year**

First Semester	Hours	Second Semester	Hours
COMP 685		36 OTEC 210	36
OTEC 100		24 OTEC 200	20
OTEC 110		24 OTEC 201	20
OTEC 105		12 OTEC 202	20
		BMGR 415	18
		<b>96</b>	<b>114</b>

**Second Year**

First Semester	Hours	Second Semester	Hours
OTEC 212		36 OTEC 225	36
OTEC 230		54 BMGR 431	18
COMP 510, WFPR 100, or WFPR 101 (Electives Courses - Must Choose 1)		30-36 COMP 650	36
		OTEC 111	18
		<b>120-126</b>	<b>108</b>

**Total Hours 438-444**

### Option 2 and Option 5

**First Year**

First Semester	Hours	Second Semester	Hours
COMP 685		36 OTEC 210	36
OTEC 100		24 OTEC 200	20
OTEC 110		24 OTEC 201	20
OTEC 105		12 OTEC 202	20
		BMGR 415	18
		<b>96</b>	<b>114</b>

**Second Year**

First Semester	Hours	Second Semester	Hours
OTEC 205		18 OTEC 225	36
OTEC 206		18 BMGR 431	18
OTEC 230		54 COMP 650	36
COMP 510, WFPR 100, or WFPR 101 (Electives Courses - Must Choose 1)		30-36 OTEC 111	18
		<b>120-126</b>	<b>108</b>

**Total Hours 438-444**

### Option 3 and Option 4

**First Year**

First Semester	Hours	Second Semester	Hours
COMP 685		36 OTEC 212	36
BMGR 415		18 OTEC 230	54
OTEC 100		24 COMP 510, WFPR 100, or WFPR 101 (Electives Courses - Must Choose 1)	30-36
		OTEC 105	12
		OTEC 110	24
		OTEC 215	96
		<b>210</b>	<b>120-126</b>

**Second Year**

First Semester	Hours
OTEC 225	36
BMGR 431	18
COMP 650	36
OTEC 111	18
<b>108</b>	

**Total Hours 438-444**

### Option 3 and Option 5

**First Year**

First Semester	Hours	Second Semester	Hours
COMP 685		36 OTEC 205	18
BMGR 415		18 OTEC 206	18
OTEC 100		24 OTEC 230	54
OTEC 105		12 COMP 510, WFPR 100, or WFPR 101 (Electives Courses - Must Choose 1)	30-36
		OTEC 110	24
		OTEC 215	96
		<b>210</b>	<b>120-126</b>

**Second Year**

First Semester	Hours
OTEC 225	36
BMGR 431	18
COMP 650	36
OTEC 111	18
<b>108</b>	

**Total Hours 438-444**

### 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)*

<p><b>BMGR 431</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Finance for the Non-Financial Manager</b>  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. <i>(Apportionment)</i></p>	<p><b>OTECH 200</b> <span style="float: right;"><b>20 Hours</b></span>  <b>Computer Concepts and Applications II A</b>  <b>Advisory:</b> <i>OTECH 200 is designed for individuals wanting to learn/enhance specific skills.</i>  If you are interested in the Business Information Worker certificate, OTECH 211 Computer Concepts and Applications III is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II A introduces students to fundamental workforce skills on the Internet, digital ethics and awareness, cloud computing and Windows. <i>(Apportionment)</i></p>
<p><b>COMP 510</b> <span style="float: right;"><b>30 Hours</b></span>  <b>Computer Keyboarding - Mastery I</b>  <b>Prerequisite(s):</b> <i>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.</i>  The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. <i>(Apportionment)</i></p>	<p><b>OTECH 201</b> <span style="float: right;"><b>20 Hours</b></span>  <b>Computer Concepts and Applications II B</b>  <b>Advisory:</b> <i>OTECH 201 is designed for individuals wanting to learn/enhance specific skills.</i>  If you are interested in the Business Information Worker certificate, OTECH 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II B introduces students to Microsoft Word. <i>(Apportionment)</i></p>
<p><b>COMP 650</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Quickbooks Fundamentals for Financial Office Applications</b>  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. <i>(Apportionment)</i></p>	<p><b>OTECH 202</b> <span style="float: right;"><b>20 Hours</b></span>  <b>Computer Concepts and Applications II C</b>  <b>Advisory:</b> <i>OTECH 202 is designed for individuals wanting to learn/enhance specific skills.</i>  If you are interested in the Business Information Worker certificate, OTECH 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II C introduces students to fundamental workforce skills in Microsoft Excel. <i>(Apportionment)</i></p>
<p><b>COMP 685</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Computer Keyboarding - Beginning</b>  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. <i>(Apportionment)</i></p>	<p><b>OTECH 205</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Computer Concepts and Applications III A</b>  <b>Advisory:</b> <i>OTECH 205 is designed for individuals wanting to learn/enhance specific skills.</i>  If you are interested in the Business Information Worker certificate, OTECH 212 Computer Concepts and Applications III is recommended. This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III A introduces students to fundamental workforce skills in Microsoft Access. The course will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. <i>(Apportionment)</i></p>
<p><b>OTECH 100</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Office Essentials</b>  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. <i>(Apportionment)</i></p>	<p><b>OTECH 206</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Computer Concepts and Applications III B</b>  <b>Advisory:</b> <i>OTECH 206 is designed for individuals wanting to learn/enhance specific skills.</i>  If you are interested in the Business Information Worker certificate, OTECH 212 Computer Concepts and Applications III is recommended. This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III B introduces students to fundamental workforce skills in Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. <i>(Apportionment)</i></p>
<p><b>OTECH 105</b> <span style="float: right;"><b>12 Hours</b></span>  <b>Microsoft Outlook Fundamentals</b>  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. <i>(Apportionment)</i></p>	
<p><b>OTECH 110</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Business Math for Office Technology</b>  Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. <i>(Apportionment)</i></p>	
<p><b>OTECH 111</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Customer Relation Management (CRM), Introduction</b>  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. <i>(Apportionment)</i></p>	

<p><b>OTEC 210</b>  <b>Computer Concepts and Applications I</b>  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)</p>	<p><b>36 Hours</b></p>	<p><b>WFPR 101</b>  <b>Virtual Career Skills and Resource Lab</b>  Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. (Apportionment)</p>	<p><b>36 Hours</b></p>
<p><b>OTEC 211</b>  <b>Computer Concepts and Applications II</b>  <i>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.</i>  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)</p>	<p><b>60 Hours</b></p>		
<p><b>OTEC 212</b>  <b>Computer Concepts and Applications III</b>  <i>Prerequisite(s): OTEC 211 Computer Concepts and Applications II.</i>  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)</p>	<p><b>36 Hours</b></p>		
<p><b>OTEC 225</b>  <b>MS Office Integrated Projects</b>  <i>Prerequisite(s): OTEC 211 Computer Concepts and Applications II and OTEC 212 Computer Concepts and Applications III.</i>  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)</p>	<p><b>36 Hours</b></p>		
<p><b>OTEC 230</b>  <b>Electronic Records Management</b>  <i>Prerequisite(s): OTEC 100 Office Essentials.</i>  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)</p>	<p><b>45-54 Hours</b></p>		
<p><b>WFPR 100</b>  <b>Career Skills and Resource Lab</b>  Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. (Apportionment)</p>	<p><b>18-180 Hours</b></p>		

# Classroom Essentials for Program Success

## Requirements

### Certificate of Completion

Program #3P41619

The Classroom Essentials for Program Success certificate is designed to prepare students for entry into a short term vocational program. Students can be expected to learn the following: computer terminology, the usage of the major business applications (word processing, database, spreadsheets, graphics and communication), develop a career path to assist them in their educational journey, and choose from a variety of options such as, but not limited to study skills, online education, keyboarding, and employability skills.

Code	Title	Hours
<b>Core Courses (Required 24 Hours)</b>		
OTEC 091	Computer Basics	12
OTEC 092	Software Essentials	12
<b>Elective Courses (Required 36 Hours)</b>		
Must choose 1 of 2 electives		36
WFPR 100	Career Skills and Resource Lab	36
WFPR 101	Virtual Career Skills and Resource Lab	36
<b>Total Hours</b>		<b>60</b>

## Plan of Study

### First Year

Semester 1	Hours
OTEC 091	12
OTEC 092	12
WFPR 100 or 101	36
	<b>60</b>

Total Hours 60

## List of Courses

### 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)*

### WFPR 100 18-180 Hours

#### Career Skills and Resource Lab

Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. *(Apportionment)*

### WFPR 101

#### Virtual Career Skills and Resource Lab

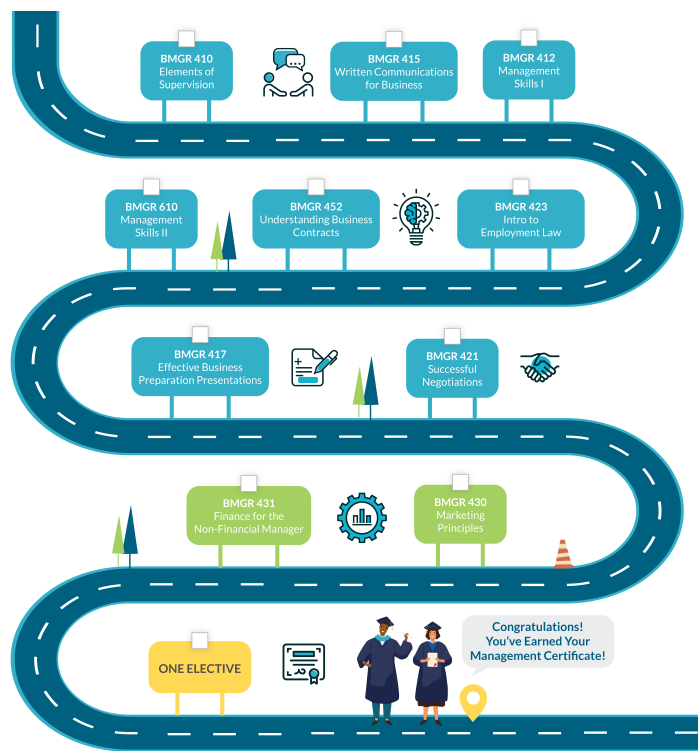
36 Hours

Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. *(Apportionment)*



# Management Program

## Overview



## Requirements

### Certificate of Completion

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
<b>Core Courses (Required 180 Hours)</b>		
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
<b>Elective Courses (Required 36 Hours)</b>		
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 (Elective Course - Must choose one)	36
BMGR 415		18	
BMGR 431		18	
		<b>108</b>	<b>90</b>

**Total Hours 198**

## List of Courses

<b>BMGR 410</b>	<b>18 Hours</b>
<b>Elements of Supervision</b>	
Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations. <i>(Apportionment)</i>	
<b>BMGR 412</b>	<b>18 Hours</b>
<b>Management Skills I</b>	
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. <i>(Apportionment)</i>	
<b>BMGR 415</b>	<b>18 Hours</b>
<b>Written Communications for Business</b>	
Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports. <i>(Apportionment)</i>	

<b>BMGR 417</b>	<b>18 Hours</b>	<b>MS 104</b>	<b>36 Hours</b>
<b>Effective Business Presentations</b>		<b>Windows Operating Systems - Introduction</b>	
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. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
<b>BMGR 421</b>	<b>18 Hours</b>	<b>MS 105</b>	<b>36 Hours</b>
<b>Successful Negotiations</b>		<b>Microsoft Excel - Introduction</b>	
This course is designed to plan and achieve business objectives and effect change through effective negotiating tactics and strategies, discover the art of persuasion in an ethical, empathetic, and assertive way, and develop confidence to influence and overcome psychological barriers and biases to achieve better outcomes. <i>(Apportionment)</i>		<b>Advisory: Knowledge of Windows.</b>	
<b>BMGR 423</b>	<b>18 Hours</b>	<b>MS 106</b>	<b>36 Hours</b>
<b>Introduction to Employment Law</b>		<b>Microsoft Access - Introduction</b>	
This course introduces the legal system, court structure, and laws governing the employer-employee relationship. It defines the employee status and common contracts, and examines unlawful practices by an employer, obligations of an employee, the principles of non-discrimination, harassment, labor laws, and the time limit to bring actions are also discussed. <i>(Apportionment)</i>		<b>Advisory: COMP 100 Computers - Introduction, MS 104 Windows Operating Systems - Introduction or equivalent.</b>	
<b>BMGR 431</b>	<b>18 Hours</b>	<b>MS 107</b>	<b>36 Hours</b>
<b>Finance for the Non-Financial Manager</b>		<b>Microsoft Access - Intermediate</b>	
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. <i>(Apportionment)</i>		<b>Advisory: MS 106 Microsoft Access - Introduction.</b>	
<b>BMGR 430</b>	<b>18 Hours</b>	<b>MS 119</b>	<b>36 Hours</b>
<b>Marketing Principles</b>		<b>Microsoft PowerPoint - Introduction</b>	
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. <i>(Apportionment)</i>		<b>Advisory: Knowledge of Windows.</b>	
<b>BMGR 452</b>	<b>18 Hours</b>	<b>MS 134</b>	<b>36 Hours</b>
<b>Understanding Business Contracts</b>		<b>Microsoft Word - Intermediate</b>	
This course is an overview of basic contract principles and explores the meaning and effect of common contracts clauses. Topics covered include the different types of contracts, defenses available to the enforcement of a contract, subsequent remedies for the breach of a contract, and alternatives in the absence of a contract. <i>(Apportionment)</i>		<b>Advisory: COMP 100 Computer - Introduction, MS 104 Window Operating Systems - Introduction, MS 144 Microsoft Word - Introduction or equivalent.</b>	
<b>BMGR 610</b>	<b>18 Hours</b>		
<b>Management Skills II</b>		<b>MS 144</b>	<b>36 Hours</b>
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. <i>(Apportionment)</i>		<b>Microsoft Word - Introduction</b>	
<b>COMP 100</b>	<b>36 Hours</b>	<b>MS 160</b>	<b>36 Hours</b>
<b>Computers - Introduction</b>		<b>Microsoft Office - Overview</b>	
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. <i>(Apportionment)</i>		<b>Advisory: Knowledge of Windows and keyboarding.</b>	
		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. <i>(Apportionment)</i>	

# College Preparation

## Certificates

- Math Preparation, Math Skills 1 (p. 33)
- Math Preparation, Math Skills 2 (p. 34)
- Math Preparation, Math Skills 3 (p. 35)

# College Preparation, Math Skills 1

## Requirements

### Certificate of Completion

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
<b>Core Courses</b>		
ABED 110	College Prep - Basic Math	72
ABED 115	College Prep Pre-Algebra	72
ABED 116	College Prep Elementary Algebra	72
<b>Total Hours</b>		<b>216</b>

## Plan of Study

### First Year

Semester 1	Hours	Semester 2	Hours
ABED 110		72 ABED 115	72
		<b>72</b>	<b>72</b>

### Second Year

Semester 1	Hours
ABED 116	72
	<b>72</b>

**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 is 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

### Certificate of Completion

**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
<b>Core Courses</b>		
ABED 116	College Prep Elementary Algebra	72
ABED 120	College Prep, Basic Math & Pre-Algebra (Accelerated)	72
<b>Total Hours</b>		<b>144</b>

## Plan of Study

**First Year**

First Semester	Hours	Second Semester	Hours
ABED 116		72 ABED 120	72
		<b>72</b>	<b>72</b>

**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 is 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

### Certificate of Completion

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.

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*)

Code	Title	Hours
<b>Core Courses</b>		
ABED 110	College Prep - Basic Math	72
ABED 117	College Prep Pre and Elementary Algebra (Accelerated)	72
<b>Total Hours</b>		<b>144</b>

## Plan of Study

### First Year

Semester 1	Hours	Semester 2	Hours
ABED 110		72 ABED 117	72
		<b>72</b>	<b>72</b>
<b>Total Hours</b>			<b>144</b>

## 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*)



# Computers

## Certificates

- Advanced Office Applications Program (p. 36)
- Fundamental Computer Concepts & Skills Program (p. 37)
- Office Application Essentials Program (p. 38)

## Advanced Office Applications Program

### Requirements

### Certificate of Completion

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
<b>Core Courses</b>		
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
<b>Total Hours</b>		<b>188</b>

### 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
		<b>90</b>	<b>98</b>

Total Hours 188

### List of Courses

**CCTR 100** **36-200 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

### Certificate of Completion

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
<b>Core Courses</b>		
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
<b>Total Hours</b>		<b>198</b>

## 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
	<b>90</b>		<b>108</b>

Total Hours 198

## List of Courses

**CCTR 100** 36-200 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

*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*)

# Office Application Essentials Program

## Requirements

### Certificate of Completion

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
<b>Core Courses</b>		
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
<b>Total Hours</b>		<b>252</b>

## 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
	<b>126</b>		<b>126</b>

**Total Hours 252**

## List of Courses

**CCTR 100 36-200 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

**Advisory:** Knowledge of Windows.

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

**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 36 Hours**

### Microsoft 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*)

# Construction

## Certificates

- Electrical Technology (p. 39)

## Electrical Technology

### Requirements

#### Certificate of Completion

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.

Code	Title	Hours
<b>Core Courses (680 Hours Required)</b>		
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
<b>Elective Courses (90 Hours Required)</b>		
Must Choose 2 of 3:		90
ELET 195	Electrical Cost Estimating	54
ELET 196	Blueprint Reading Basics	54
MS 160	Microsoft Office - Overview	36
<b>Total Hours</b>		<b>770</b>

## 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
	<b>194</b>		<b>216</b>

### 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		
	<b>216</b>		<b>162</b>

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*)

<p><b>ELET 195</b>  <b>Electrical Cost Estimating</b>            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. (<i>Apportionment</i>)</p>	<p><b>54 Hours</b></p>	<p><b>ELET 212</b>  <b>Electrical Laboratory Practices III</b>  <i>Prerequisite(s): ELET 211 Electrical Laboratory Practices II.</i>  <i>Corequisite(s): Must be taken concurrently with ELET 207 - Electrical Fundamentals III - Industrial.</i>            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. (<i>Apportionment</i>)</p>	<p><b>54 Hours</b></p>
<p><b>ELET 205</b>  <b>Electrical Fundamentals I - Residential</b>  <i>Prerequisite(s): ELET 175 Electrical Trades Mathematics I.</i>  <i>Corequisite(s): Must be taken concurrently with ELET 210 Electrical Laboratory Practices I.</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. (<i>Apportionment</i>)</p>	<p><b>54 Hours</b></p>	<p><b>MS 160</b>  <b>Microsoft Office - Overview</b>  <i>Advisory: Knowledge of Windows and keyboarding.</i>            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. (<i>Apportionment</i>)</p>	<p><b>36 Hours</b></p>
<p><b>ELET 206</b>  <b>Electrical Fundamentals II - Commercial</b>  <i>Prerequisite(s): ELET 205 Electrical Fundamentals I - Residential and ELET 176 Electrical Trades Mathematics II.</i>  <i>Corequisite(s): Must be taken concurrently with ELET 211 -Electrical Laboratory Practices II.</i>            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. (<i>Apportionment</i>)</p>	<p><b>54 Hours</b></p>		
<p><b>ELET 207</b>  <b>Electrical Fundamentals III - Industrial</b>  <i>Prerequisite(s): ELET 205 Electrical Fundamentals I - Residential and ELET 206 Electrical Fundamentals II - Commercial.</i>  <i>Corequisite(s): Must be taken concurrently with ELET 212 - Electrical Laboratory Practices III.</i>            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. (<i>Apportionment</i>)</p>	<p><b>54 Hours</b></p>		
<p><b>ELET 210</b>  <b>Electrical Laboratory Practices I</b>  <i>Corequisite(s): Must be taken concurrently with ELET 205 - Electrical Fundamentals I - Residential.</i>            This course covers laboratory work associated with the fundamentals of DC electricity, electromagnetism, series, parallel and combination circuits, wiring practices, and hand tools. (<i>Apportionment</i>)</p>	<p><b>54 Hours</b></p>		
<p><b>ELET 211</b>  <b>Electrical Laboratory Practices II</b>  <i>Prerequisite(s): ELET 210 Electrical Laboratory Practices I.</i>  <i>Corequisite(s): Must be taken concurrently with ELET 206 -Electrical Fundamentals II - Commercial.</i>            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. (<i>Apportionment</i>)</p>	<p><b>54 Hours</b></p>		



# Early Childhood Education

## Certificates

- ECE Preschool Assistant Teacher (p. 44)
- ECE Preschool Teacher (p. 45)
- ECE Infant Care Teacher (p. 41)
- ECE Preschool Director (p. 42)

## ECE Infant Care Teacher

### Requirements

#### Certificate of Completion

Program Code: 3P40950

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

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Core Courses</b>		
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
<b>Total Hours</b>		<b>324</b>

## 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	
	<b>180</b>	<b>144</b>

Total Hours 324

## 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*)

# ECE Preschool Director

## Requirements

### Certificate of Completion

**Program Code: 3P40952**

The Early Childhood Education (ECE) 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 childcare program in a variety of state licensed facilities including preschool or childcare center. In the program, students are required to complete the eight 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, two 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 childcare center as a Director.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Core Courses (Required 378 Hours)</b>		
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
<b>Elective Courses (Required 72 hours)</b>		
Must choose two of six 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
WFPR 100 or WFPR 101	Career Skills and Resource Lab Virtual Career Skills and Resource Lab	36
<b>Total Hours</b>		<b>450</b>

## 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 ECED 215, 225, 200, 220, WFPR 100, or WFPR 101 (Electives Course: First Choice - Must Choose 2 of 6)	36
		<b>180</b>	<b>180</b>

### Second Year

Semester 1	Hours
ECED 400	54
ECED 215, 225, 200, 220, WFPR 100, or WFPR 101 (Electives Course: Second Choice - Must Choose 2 of 6)	36
<b>90</b>	

**Total Hours 450**

## 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, Introduction.

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*)

**WFPR 100****18-180 Hours****Career Skills and Resource Lab**

Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. (*Apportionment*)

**WFPR 101****36 Hours****Virtual Career Skills and Resource Lab**

Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. (*Apportionment*)

# ECE Preschool Assistant Teacher

## Requirements

### Certificate of Completion

**Program Code: 3P40948**

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

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Core Courses</b>		
ECED 100	Early Childhood Development	54
ECED 105	Family and Community Relationships	36
ECED 110	Early Childhood Education: Principles and Practice	54
<b>Total Hours</b>		<b>144</b>

## Plan of Study

**First Year**

Semester 1	Hours	Semester 2	Hours
ECED 100		54 ECED 110	54
ECED 105	36		
		<b>90</b>	<b>54</b>

**Total Hours 144**

## 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*)

# ECE Preschool Teacher

## Requirements

### Certificate of Completion

**Program Code: 3P40951**

The Early Childhood Education (ECE) 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 childcare program in a variety of state licensed facilities including preschool or childcare center. In the program, students are required to complete the eight 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, two 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 childcare center as a Director.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Core Courses (Required 278 hours)</b>		
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
<b>Elective Courses (Required 36 Hours)</b>		
Must choose one of six 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
WFPR 100 or WFPR 101	Career Skills and Resource Lab Virtual Career Skills and Resource Lab	36
<b>Total Hours</b>		<b>306</b>



## 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 215, 225, 200, 220, WFPR 100, or WFPR 101 (Electives Courses - Must Choose 1)	36
ECED 115		36	
		<b>180</b>	<b>126</b>

Total Hours 306

## 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*)

### WFPR 100 18-180 Hours

#### Career Skills and Resource Lab

Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. (*Apportionment*)

### WFPR 101 36 Hours

#### Virtual Career Skills and Resource Lab

Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. (*Apportionment*)

# English as a Second Language

## Certificates

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# ESL Academic Success

## Requirements

### Certificate of Completion

**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
<b>Core Courses</b>		
ESLA 1040	Listening/Speaking for Academic Success	144
ESLA 1045	Reading/Writing for Academic Success	144
<b>Total Hours</b>		<b>288</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
ESLA 1040		144 ESLA 1045	144
		<b>144</b>	<b>144</b>

**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 for Academic Success I

## Requirements

### Certificate of Completion

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
<b>Total Hours</b>		<b>240</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
ESLA 1060	120	ESLA 1062	120
<b>Total Hours</b>		<b>240</b>	

**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

### Certificate of Completion

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
<b>Total Hours</b>		<b>240</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
ESLA 1065	120	ESLA 1067	120
<b>Total Hours</b>		<b>240</b>	

**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 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 Community Involvement, Beginning

## Requirments

### Certificate of Competency

Program Code: 3P42314

This is an integrated English as a Second Language (ESL) program meaning that all language skills are addressed at the beginning level of English language acquisition. The program has one required course: ESL for Community Involvement, Beginning. The program has at least one required elective course from a choice of seven, and students can choose the elective course that focuses most closely on their individual learning needs and goals.

Code	Title	Hours
<b>Core Course (Required 280 Hours)</b>		
ESLA 260	ESL for Community Involvement, Beginning	180
<b>Elective Courses (Required 36 Hours)</b>		
Must complete one of the following courses:		36
ESLA 250	American Idioms, Beginning	36
ESLA 801	ESL and Computer Skills, Beginning	36
ESLA 222	ESL Grammar Review, Beginning	36
ESLA 180	ESL Reading Skills, Beginning	36
ESLA 182	ESL Speaking Skills, Beginning	36
ESLA 225	ESL Vocabulary Review, Beginning	36
ESLA 185	ESL Writing Skills, Beginning	36
<b>Total Hours</b>		<b>216</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
ESLA 260		180 ESLA 222, 225, 185, 180, 182, 250, or 801 (Elective Course - Must choose 1 of 7 courses)	36
	<b>180</b>		<b>36</b>

Total Hours 216

## List of Courses

**ESLA 180 36-72 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 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 185 36-72 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 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 36-72 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 260 180-252 Hours**

### ESL for Community Involvement, Beginning

This course covers beginning level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their emerging language abilities. It develops beginning level listening, speaking, reading, and writing skills to prepare students to function successfully in the community. *(Apportionment)*

**ESLA 250 36-72 Hours**

### American Idioms, Beginning

This course aims at developing language skills through the use of common North American English idioms and expressions. Receptive skills (i.e., listening and reading) are emphasized through exposure to daily life experiences. *(Apportionment)*

**ESLA 801 36 Hours**

### ESL and Computer Skills, 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)*

# ESL for Community Involvement, Intermediate to Advanced

## Requirements

### Certificate of Competency

Program Code: 3P42315

This is an integrated English as a Second Language (ESL) program meaning that all language skills are addressed at the intermediate to advanced level of English language proficiency. The program has one required course: ESL for Community Involvement, Intermediate to Advanced. The program has at least one required elective course from a choice of seven, and students can choose the elective course that focuses most closely on their individual learning needs and goals.

Code	Title	Hours
<b>Core Course (Required 280 Hours)</b>		
ESLA 261	ESL for Community Involvement, Intermediate to Advanced	180
<b>Elective Courses (Required 36 Hours)</b>		
Must choose 1 of 7 courses		36
ESLA 251	American Idioms, Intermediate-Advanced	36
ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36
ESLA 223	ESL Grammar Review, Intermediate - Advanced	36
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36
<b>Total Hours</b>		<b>216</b>

## Plan of Study

### First Year

Semester 1	Hours	Semester 2	Hours
ESLA 261		180 ESLA 223, 226, 186, 181, 183, 251, or 815 (Elective Course - Must choose 1 of 7 courses)	36
		<b>180</b>	<b>36</b>

**Total Hours 216**

## List of Courses

**ESLA 181 36-72 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 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 186 36-72 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 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 226 36-72 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 251 36-72 Hours**

### American Idioms, Intermediate-Advanced

This course aims at developing language skills through the use of common North American English idioms and expressions. Productive skills (i.e., speaking and writing) are emphasized by sharing daily life experiences. *(Apportionment)*

**ESLA 261 180-252 Hours**

### ESL for Community Involvement, Intermediate to Advanced

This course covers intermediate-advanced level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their developing language abilities. It develops intermediate-advanced level listening, speaking, reading, and writing skills to prepare students to function fully in the community. *(Apportionment)*

**ESLA 815 36 Hours**

### ESL and Computer Skills, Intermediate to 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 for Workforce Preparation, Advanced

### Requirements

### Certificate of Completion

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
<b>Total Hours</b>		<b>120</b>

### 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 communication 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, Intermediate

### Certificate of Completion

Program Code: 3P42316

The program is designed to help intermediate-level English as a Second Language (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
ESLA 1052	ESL Workforce Readiness Skills, Intermediate	60
ESLA 1050	ESL Workplace Advancement Skills, Intermediate	60
<b>Total Hours</b>		<b>120</b>

### Plan of Study

#### First Year

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

Total Hours 120

### List of Courses

**ESLA 1052** **60 Hours**

**ESL Workforce Readiness Skills, Intermediate**

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 1050** **60 Hours**

**ESL Workplace Advancement Skills, Intermediate**

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*)

## ESL Grammar Review

### Requirements

#### Certificate of Completion

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
<b>Core Courses</b>		
ESLA 222	ESL Grammar Review, Beginning	54
ESLA 223	ESL Grammar Review, Intermediate - Advanced	54
<b>Total Hours</b>		<b>108</b>

### Plan of Study

#### First Year

First Semester	Hours	Second Semester	Hours
ESLA 222		54 ESLA 223	54
		<b>54</b>	<b>54</b>

**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

### Requirement

#### Certificate of Competency

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
<b>Core Courses</b>		
ESLA 234	ESL Integrated Skills, Advanced	216
ESLA 001	ESL Learning Center	18
<b>Total Hours</b>		<b>234</b>

### Plan of Study

#### First Year

First Semester	Hours	Semester 2	Hours
ESLA 234		216 ESLA 001	18
		<b>216</b>	<b>18</b>

**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

### Certificate of Competency

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
<b>Core Courses</b>		
ESLA 231	ESL Integrated Skills, Beginning High	216
ESLA 001	ESL Learning Center	18
<b>Total Hours</b>		<b>234</b>

### Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 231		216 ESLA 001	18
		<b>216</b>	<b>18</b>

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 Requirements

### Certificate of Competency

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
<b>Core Courses</b>		
ESLA 229	ESL Integrated Skills, Beginning Literacy	216
ESLA 001	ESL Learning Center	18
<b>Total Hours</b>		<b>234</b>

### Plan of Study

First Year

Semester 1	Hours	Semester 2	Hours
ESLA 229		216 ESLA 001	18
		<b>216</b>	<b>18</b>

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

### Certificate of Competency

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
<b>Core Courses</b>		
ESLA 230	ESL Integrated Skills, Beginning Low	216
ESLA 001	ESL Learning Center	18
<b>Total Hours</b>		<b>234</b>

### Plan of Study

#### First Year

Semester 1	Hours	Semester 2	Hours
ESLA 230		216 ESLA 001	18
		<b>216</b>	<b>18</b>

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

### Certificate of Competency

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
<b>Core Courses</b>		
ESLA 233	ESL Integrated Skills, Intermediate High	216
ESLA 001	ESL Learning Center	18
<b>Total Hours</b>		<b>234</b>

### Plan of Study

#### First Year

Semester 1	Hours	Semester 2	Hours
ESLA 231		216 ESLA 001	18
		<b>216</b>	<b>18</b>

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

### Certificate of Competency

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
<b>Core Courses</b>		
ESLA 232	ESL Integrated Skills, Intermediate Low	216
ESLA 001	ESL Learning Center	18
<b>Total Hours</b>		<b>234</b>

### Plan of Study

#### First Year

Semester 1	Hours	Semester 2	Hours
ESLA 232		216 ESLA 001	18
		<b>216</b>	<b>18</b>

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 Multiskills

### Requirements

### Certificate of Completion

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
<b>Core Courses</b>		
ESLA 110	ESL Multilevel	36
ESLA 120	Family Literacy	36
<b>Total Hours</b>		<b>72</b>

### Plan of Study

#### First Year

First Semester	Hours	Second Semester	Hours
ESLA 110		144 ESLA 120	72
		<b>144</b>	<b>72</b>

Total Hours 216

### List of Courses

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 Reading and Writing Skills, Beginning

## Requirements

### Certificate of Completion

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
<b>Core Courses</b>		
ESLA 180	ESL Reading Skills, Beginning	36
ESLA 185	ESL Writing Skills, Beginning	36
<b>Total Hours</b>		<b>72</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
ESLA 180		36 ESLA 185	36
		<b>36</b>	<b>36</b>
<b>Total Hours</b>			<b>72</b>

## List of Courses

**ESLA 180** **36-72 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** **36-72 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

### Certificate of Completion

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
<b>Core Courses</b>		
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36
<b>Total Hours</b>		<b>72</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
ESLA 181		36 ESLA 186	36
		<b>36</b>	<b>36</b>
<b>Total Hours</b>			<b>72</b>

## List of Courses

Code	Title	Hours
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36-72
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36-72

## ESL Speaking Skills, Beginning Requirement Certificate of Competency

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
<b>Core Course (Required 36 Hours)</b>		
ESLA 182	ESL Speaking Skills, Beginning	36
<b>Elective Course (Required 36 Hours)</b>		
Must Choose one of two		36
ESLA 222	ESL Grammar Review, Beginning	36
ESLA 225	ESL Vocabulary Review, Beginning	36
<b>Total Hours</b>		<b>72</b>

### Plan of Study

#### First Year

Semester 1	Hours	Semester 2	Hours
ESLA 182		36 ESLA 222 or 225 (Elective Course - Must choose one)	36
		<b>36</b>	<b>36</b>

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 36-72 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 Certificate of Competency

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
<b>Core Courses (Required 36 Hours)</b>		
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
<b>Elective Courses (Required 36 Hours)</b>		
Must choose one of two:		36
ESLA 223	ESL Grammar Review, Intermediate - Advanced	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
<b>Total Hours</b>		<b>72</b>

### Plan of Study

#### First Year

First Semester	Hours	Second Semester	Hours
ESLA 183		36 ESLA 223 or 226 (Elective Course - Must choose one)	36
		<b>36</b>	<b>36</b>

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 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 226****36-72 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 Specialty Courses

## Requirements

### Certificate of Completion

**Program Code: 3P39325**

This is a focused language certificate program for English as a Second Language (ESL) Beginning to Advanced students. The program has one required course (ESL Learning Center) and at least one elective course: ESL Skill Building or ESL Reading Skills or ESL Writing Skills or ESL Grammar Review or ESL Speaking Skills or ESL Vocabulary Review or Computer Skills for ESL or American Idioms or ESL & the Arts. Students can choose the area of focus based on their personal goals and needs. 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.

Code	Title	Hours
<b>Core Course (Required 12 Hours)</b>		<b>12</b>
ESLA 001	ESL Learning Center	12
<b>Elective Courses (Required 36-180 Hours)</b>		
Must complete one of the following courses:		36-180
ESLA 211	ESL Skill Building, Intermediate to Advanced	180
ESLA 180	ESL Reading Skills, Beginning	36
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36
ESLA 185	ESL Writing Skills, Beginning	36
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36
ESLA 222	ESL Grammar Review, Beginning	36
ESLA 223	ESL Grammar Review, Intermediate - Advanced	36
ESLA 182	ESL Speaking Skills, Beginning	36
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36
ESLA 225	ESL Vocabulary Review, Beginning	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
ESLA 801	ESL and Computer Skills, Beginning	36
ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36
ESLA 250	American Idioms, Beginning	36
ESLA 251	American Idioms, Intermediate-Advanced	36
ESLA 804	ESL and the Arts	36
<b>Total Hours</b>		<b>48-192</b>

## Plan of Study

**First Year**

First Semester	Hours
ESLA 001	12
Elective Course - Must complete one of the following courses:	

ESLA 211, 180, 181, 185, 186, 222, 223, 182, 183, 225, 226, 801, 815, 250, 251, or 804

36-180

**48-192**

**Total Hours 48-192**

**or**

**First Year**

First Semester	Hours	Second Semester	Hours
ESLA 001	12	ESLA 211, 180, 181, 185, 186, 222, 223, 182, 183, 225, 226, 801, 815, 250, 251, or 804 (Elective Course - Must complete 1 of 16 courses)	36-180
		<b>12</b>	<b>36-180</b>

**Total Hours 48-192**

## 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 180** **36-72 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** **36-72 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** **36-72 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** **36-72 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 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 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** **36-72 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** **36-72 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 250** **36-72 Hours**

### American Idioms, Beginning

This course aims at developing language skills through the use of common North American English idioms and expressions. Receptive skills (i.e., listening and reading) are emphasized through exposure to daily life experiences. *(Apportionment)*

**ESLA 251****36-72 Hours****American Idioms, Intermediate-Advanced**

This course aims at developing language skills through the use of common North American English idioms and expressions. Productive skills (i.e., speaking and writing) are emphasized by sharing daily life experiences. *(Apportionment)*

**ESLA 801****36 Hours****ESL and Computer Skills, 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 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 815****36 Hours****ESL and Computer Skills, Intermediate to 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 Vocabulary Review

## Requirements

### Certificate of Completion

**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
<b>Core Courses</b>		
ESLA 225	ESL Vocabulary Review, Beginning	36
ESLA 226	ESL Vocabulary Review, Intermediate - Advanced	36
<b>Total Hours</b>		<b>72</b>

## Plan of Study

**First Year**

First Semester	Hours	Second Semester	Hours
ESLA 225		36 ESLA 226	36
		<b>36</b>	<b>36</b>

**Total Hours 72**

## List of Courses

**ESLA 225 36-72 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 36-72 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

### Certificate of Completion

Program Code: 3P24063

The English as a Second Language (ESL) Work Readiness program is offered to give English language learners the language and digital literacy skills needed to obtain employment. ESL and Computer Skills courses focus on improving language skills through computer applications tasks using MS Office Suite, online resources, and presentation programs. The elective courses provide support for students in specific career areas and provide a foundation for further study in those career technical education programs.

This program develops foundation skills needed for successful employment, such as, basic language and digital literacy skills, thinking creatively, as well as developing responsibility, self-esteem, sociability, self-management, and integrity.

Code	Title	Hours
<b>Core Courses (Required 72 Hours)</b>		
ESLA 801	ESL and Computer Skills, Beginning	36
ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36
<b>Elective Courses (Required 36 Hours)</b>		
Must choose 1 of 3 courses		36
ESLA 1020	Vocational English as a Second Language, Early Childhood Education	36
ESLA 1025	Vocational English as a Second Language, Pharmacy Technician	36
ESLA 1030	Vocational English as a Second Language, Administrative Assistant	36
<b>Total Hours</b>		<b>108</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester Hours	
ESLA 801		36 ESLA 1020, 1025, or 1030 (Electives Course - Must Choose 1)	36
ESLA 815	36		
	<b>72</b>		<b>36</b>

Total Hours 108

## List of Courses

ESLA 801 **36 Hours**

### ESL and Computer Skills, 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 815 **36 Hours**

### ESL and Computer Skills, Intermediate to 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 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*)

# Workplace Vocational English as a Second Language: Administrative Assistant

## Requirements

### Certificate of Completion

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
<b>Core Courses</b>		
ESLA 1030	Vocational English as a Second Language, Administrative Assistant	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
<b>Total Hours</b>		<b>72</b>

## 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

### Certificate of Completion

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
<b>Core Courses</b>		
ESLA 1020	Vocational English as a Second Language, Early Childhood Education	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
<b>Total Hours</b>		<b>72</b>

## 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

#### Certificate of Completion

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
<b>Core Courses</b>		
ESLA 995	Vocational English as a Second Language, Electricity and Construction	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
<b>Total Hours</b>		<b>72</b>

### 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

#### Certificate of Completion

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
<b>Core Courses</b>		
ESLA 1025	Vocational English as a Second Language, Pharmacy Technician	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
<b>Total Hours</b>		<b>72</b>

### 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)*

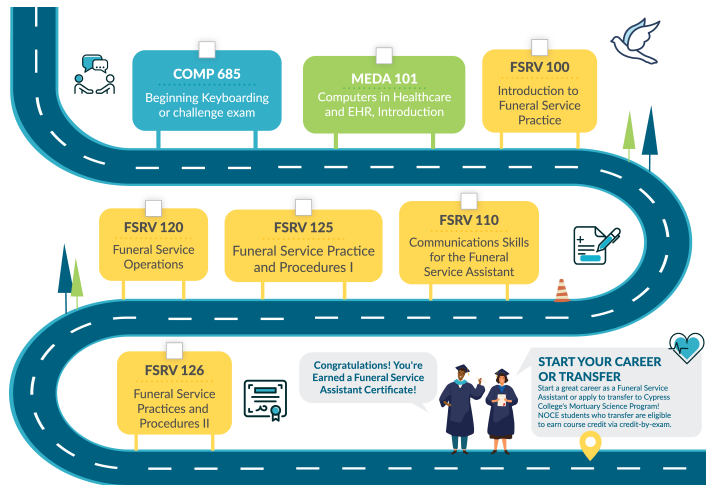
# Funeral Service

## Certificates

- Funeral Service Assistant Certificate Program (p. 64)

# Funeral Service Assistant

## Overview



## Requirements

### Certificate of Completion

Program Code: 3P33698

The Funeral Service Assistant program certificate 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 a casket in the parlor or chapel prior to service, arranging floral offerings or lights around the casket, directing or escorting mourners, closing the casket, as well as 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.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Core Courses</b>		
MEDA 101	Computers in Healthcare and EHR, Introduction	36

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
<b>Total Hours</b>		<b>336</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
FSRV 100	60	FSRV 120	60
MEDA 101	36	FSRV 110	60
FSRV 125	60	FSRV 126	60
	<b>156</b>		<b>180</b>

**Total Hours 336**

## 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*)

**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*)

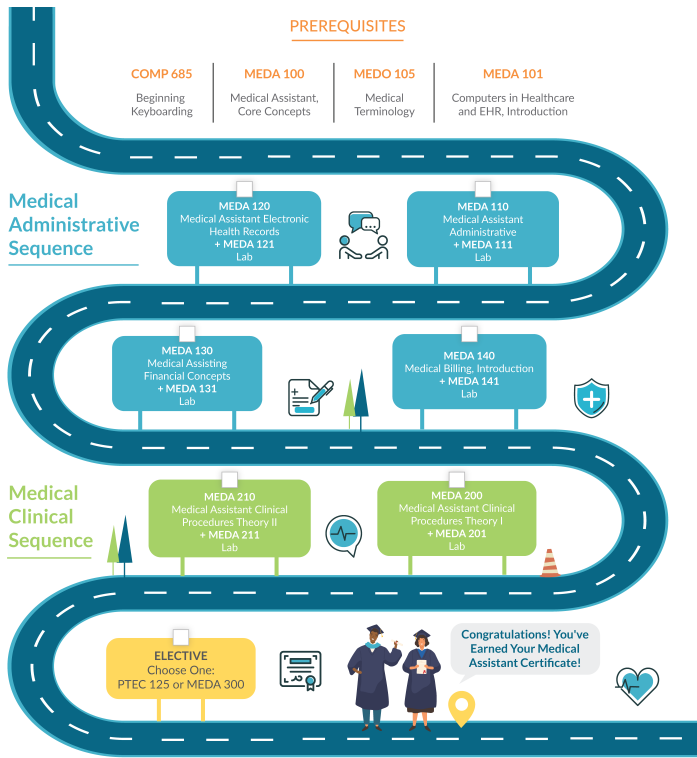
## Medical Certificates

- Medical Assistant (p. 66)
- Personal Care Aide (p. 68)
- Pharmacy Technician (p. 65)
  - Entry Level (p. 71)
  - Registration Level (p. 74)
  - Advanced Level (p. 69)
- Quality Assurance Management Certificate for Medical Devices (p. 77)



# Medical Assistant

## Overview



## Requirements

### Certificate of Completion

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
<b>Core Courses (Required 492 Hours)</b>		
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
<b>Elective Courses: (Required 36 Hours)</b>		
Must choose one of two		36
MEDA 300	Medical Assisting Simulation Lab and Certification Prep	108
PTEC 125	Human Relations for Healthcare Workers	36
<b>Total Hours</b>		<b>504</b>

## 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
		<b>156</b>	<b>84</b>
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
		<b>96</b>	<b>132</b>
Third Year			
First Semester	Hours		
PTEC 125 or MEDA 300 (Must choose one of two courses)	36		
		<b>36</b>	
<b>Total Hours 504</b>			

## 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)*

<p><b>MEDA 101</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Computers in Healthcare and EHR, Introduction</b>  <i>Prerequisite(s):</i> 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. (<i>Apportionment</i>)</p>	<p><b>MEDA 131</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Financial Concepts Lab</b>  <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>
<p><b>MEDA 110</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Administrative</b>  <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>	<p><b>MEDA 140</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Billing, Introduction</b>  <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>
<p><b>MEDA 111</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Administrative Lab</b>  <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>	<p><b>MEDA 141</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Billing Lab, Introduction</b>  <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDA 101 Computers in Healthcare and EHR, or MEOC 210 Introduction of Computers for Health Care Workers.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>
<p><b>MEDA 120</b> <span style="float: right;"><b>12 Hours</b></span>  <b>Medical Assistant Electronic Health Records</b>  <i>Prerequisite(s):</i> 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.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>	<p><b>MEDA 200</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Medical Assistant Clinical Procedures Theory I</b>  <i>Prerequisite(s):</i> MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>
<p><b>MEDA 121</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Electronic Health Records Lab</b>  <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>	<p><b>MEDA 201</b> <span style="float: right;"><b>48 Hours</b></span>  <b>Medical Assistant Clinical Procedures Lab I</b>  <i>Prerequisite(s):</i> MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>
<p><b>MEDA 130</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Financial Concepts</b>  <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.  <i>Corequisite(s):</i> 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. (<i>Apportionment</i>)</p>	

**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



## Requirements Certificate of Completion

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
<b>Core Courses</b>		
MEDO 311	Personal Care Aide 1	36
MEDO 312	Personal Care Aide 2	36
MEDO 313	Personal Care Aide 3	30
<b>Total Hours</b>		<b>102</b>

## Plan of Study

First Year		
First Semester	Hours	Second Semester Hours
MEDO 311		36 MEDO 313
MEDO 312		36
		<b>72</b>
<b>Total Hours</b>		<b>102</b>

## 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

### Certificate of Completion

**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
<b>Core Courses</b>		
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
<b>Total Hours</b>		<b>126</b>

### Plan of Study

#### First Year

First Semester	Hours	Second Semester	Hours
PTEC 301		48 PTEC 305	18
PTEC 302	60		
			<b>18</b>
<b>108</b>			<b>18</b>

**Total Hours 126**

### List of Courses

**PTEC 301** **48 Hours**  
**Pharmacy Technician Advanced Level Lecture**

**Prerequisite(s):** PTEC 300 Pharmacy Technician Practical Career Training - Entry or completion of an ASHP Entry Level Program Certificate.

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 300 Pharmacy Technician Practical Career Training - Entry and PTEC 301 Pharmacy Technician Advanced Level Lecture or Completion of an American Society of Hospital Pharmacists (ASHP) recognized Pharmacy Technician Entry Level program.

**Corequisite(s):** Concurrently with PTEC 301 Pharmacy Technician Advanced Level Lecture or upon successful completion of 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 (*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*)

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## Goal and Objectives

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.
- Prepare 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:**

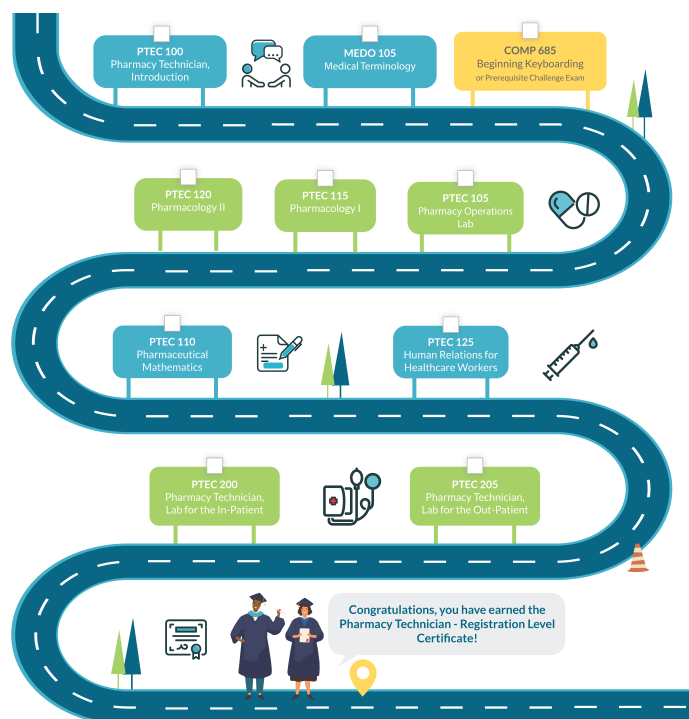
- Demonstrate physical endurance to complete assigned periods, the required shift, and assigned tasks.

**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

## Overview



## Requirements

### Certificate of Completion

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
<b>Core Courses</b>		
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
<b>Total Hours</b>		<b>402</b>

## 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
		<b>144</b>	<b>144</b>

### Second Year

First Semester	Hours	Second Semester	Hours
PTEC 205		48 PTEC 300	18
PTEC 200		48	
		<b>96</b>	<b>18</b>

**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*)

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## 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:**

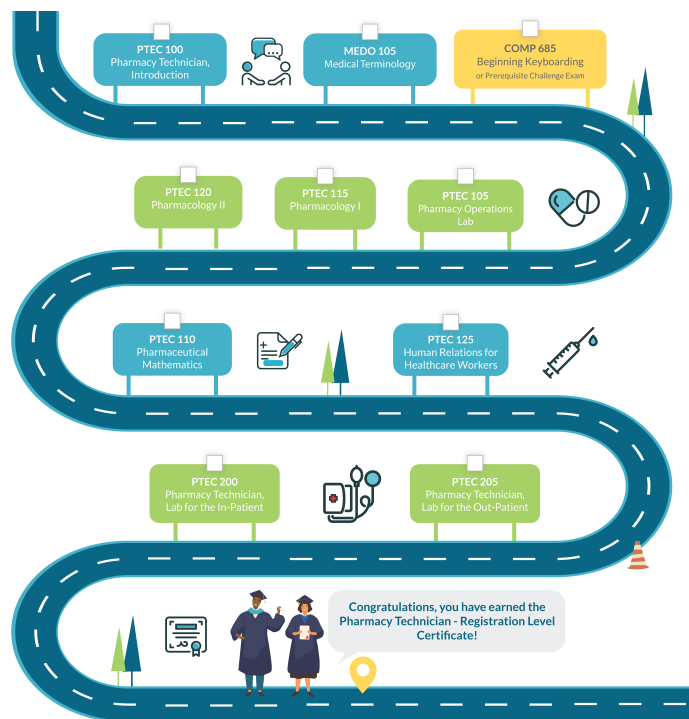
- Demonstrate physical endurance to complete assigned periods, the required shift, and assigned tasks.

**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

## Overview



## Requirements

### Certificate of Completion

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
<b>Core Courses</b>		
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
<b>Total Hours</b>		<b>384</b>

## 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
		<b>144</b>	<b>144</b>

### Second Year

First Semester	Hours
PTEC 205	48
PTEC 200	48
	<b>96</b>

**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
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- 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.

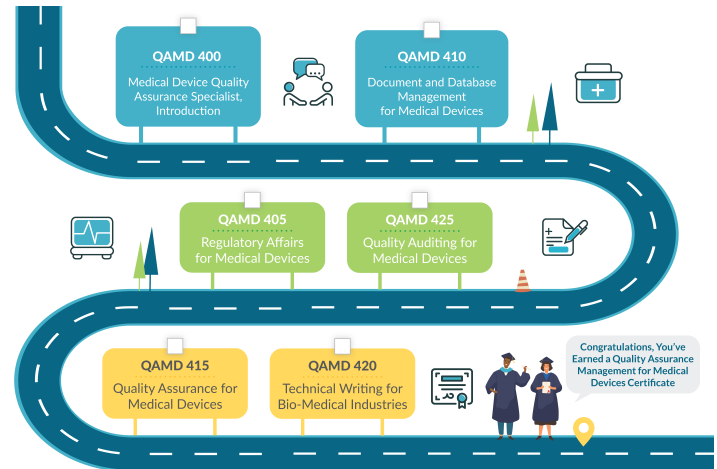
### Environmental Tolerance:

- 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 for Medical Devices

## Overview



## Requirements

### Certificate of Completion

#### Program #3P24128

The Quality Assurance Management for Medical Device certificate prepares students for prospective careers 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 be prepared for entry level positions in areas such as quality assurance specialist, quality compliance specialist and quality systems auditor depending on work experience and academic skill sets. This certificate will also benefit incumbent workers seeking promotional opportunities within the industry.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Core Courses</b>		
QAMD 400	Medical Device Quality Assurance Specialist, Introduction	36
QAMD 405	Regulatory Affairs for Medical Devices	36
QAMD 410	Document and Database Management for Medical Devices	36
QAMD 415	Quality Assurance for Medical Devices	36
QAMD 420	Technical Writing for Bio-Medical Industries	36

QAMD 425	Quality Auditing for Medical Devices	36
<b>Total Hours</b>		<b>216</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
QAMD 400		36 QAMD 415	36
QAMD 405		36 QAMD 420	36
QAMD 410		36 QAMD 425	36
		<b>108</b>	<b>108</b>

**Total Hours 216**

## List of Courses

### QAMD 400 36 Hours

#### Medical Device Quality Assurance Specialist, Introduction

(Formerly BMGR 645 Introduction to Medical Device Quality Assurance)

This course introduces students to the medical device industry in preparation for an entry-level position as a quality assurance specialist. Learn 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

(Formerly BMGR 648 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

(Formerly BMGR 651 Document and Database Management for Medical Devices)

An overview of regulatory requirements for document control and database management for the medical device field. Covers the fundamentals of writing documents that meet regulatory compliance. Equips students for handling document management systems efficiently. *(Apportionment)*

### QAMD 415 36 Hours

#### Quality Assurance for Medical Devices

(Formerly BMGR 654 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

(Formerly BMGR 657 Technical Writing for Bio-Medical Industries)

This course will provide students with an overview and understanding of technical writing for the bio medical industry. The course will cover principle writing methodologies for quality assurance, engineering, manufacturing, and production of a medical device product. Topics will address documentation as related to FDA mandated requirements, ISO standards and for writing GMP procedures. *(Apportionment)*

### QAMD 425 36 Hours

#### Quality Auditing for Medical Devices

(Formerly BMGR 660 Quality Auditing for Medical Devices)

This course presents the principles and techniques for assessing the adequacy of a quality system for a medical device manufacturer. 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 (HSDP)

## Overview

The NOCE High School Diploma Program (HSDP) serves adult students who have been unable to obtain a high school diploma through comprehensive K-12 programs. The HSDP labs provide flexible learning opportunities, allowing students to complete coursework as their schedules permit, thus supporting our diverse student population. In order to meet this goal, the High School Diploma Program offers individualized instruction and one-on-one support to help students develop skills that will help them succeed in a Career Technical Education (CTE) program, trade schools, and higher education institutions.

## Program Requirements

### HSDP Required Credits

Code	Title	Credits
Total All Required Core High School Credits		110
Total All Electives High School Credits		50
<b>Total All Core and Elective High School Credits</b>		<b>160</b>

## Transcripts

Before beginning the HSDP, students are asked to submit all transcripts from previously attended high school programs to the Records Office. The NOCE transcript evaluator reviews the students' transcripts, determines the number of credits that the student has earned, and indicates the courses and credits the student will need to complete at NOCE to earn a high school diploma.

## Orientation and Counseling

Prospective HSDP students must complete an online orientation and meet with a counselor. The counselor reviews the high school transcripts and during the meeting with the student creates a Student Educational Plan (SEP).

## Assessment

A Comprehensive Adult Student Assessment Systems (CASAS) test will be given to measure progress in the program.

## Residence Credits

At least twenty 20 of the 160 total required high school credits must be completed in residence at the college granting the diploma.

## Returning HSDP Students

If a student has stopped attending classes for one year or more and/or not maintained catalog rights, they must meet with a counselor to update their SEP prior to returning to the High School program.

## Course Requirements

Program Code: 3P31595A

The North Orange Continuing Education High School Diploma Program (HSDP) provides students opportunities to develop proficiency in English, Language Arts, Mathematics, Science, and Social Science.

Upon completion of the HSDP, students are prepared to successfully transition to advanced educational opportunities such as trade schools and institutions of higher education. Earning an NOCE High School Diploma equips students to achieve personal, family, and career goals and serve their communities.

## Required Core Courses (110 Credits)

### English Core (Minimum Required Credits: 30)

Code	Title	Credits
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 997	High School Reading Strategies 1	1-5
IHSS 998	High School Reading Strategies 2	1-5

### Humanities Core (Minimum Required Credits: 10)

Code	Title	Credits
IHSS 113	High School Mass Media	1-5
IHSS 114	High School Film Appreciation	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

### Math Core (Minimum Required Credits: 20)

Code	Title	Credits
IHSS 116	High School General Math	1-10
IHSS 118	High School Algebra 1	1-10
IHSS 119	High School Geometry	1-10

### Natural Science (Minimum Required Credit: 20)

Code	Title	Credits
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 and Behavioral Science (Minimum Required Credits: 30)

Code	Title	Credits
IHSS 109	High School World History	1-10
IHSS 305	High School Economics A	2.5
IHSS 306	High School Economics B	2.5
IHSS 310	High School US Government A	2.5
IHSS 311	High School US Government B	2.5
IHSS 315	High School US History A	2.5

IHSS 316	High School US History B	2.5
IHSS 317	High School US History C	2.5
IHSS 318	High School US History D	2.5

## Elective Cores Courses (50 Credits)

Code	Title	Credits
<b>English Electives</b>		
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 114	High School Film Appreciation	1-5
IHSS 163	High School Composition	1-10
IHSS 170	High School Grammar	1-10
IHSS 183	High School Vocabulary	1-10
IHSS 997	High School Reading Strategies 1	1-5
IHSS 998	High School Reading Strategies 2	1-5
<b>Humanities Electives</b>		
IHSS 113	High School Mass Media	1-5
IHSS 114	High School Film Appreciation	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
<b>Math Electives</b>		
IHSS 116	High School General Math	1-10
IHSS 118	High School Algebra 1	1-10
IHSS 119	High School Geometry	1-10
<b>Natural Science Electives</b>		
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
<b>Social and Behavioral Science Electives</b>		
IHSS 109	High School World History	1-10
IHSS 110	High School World Geography	1-10
IHSS 660	High School Psychology	1-5
<b>Other Electives</b>		
IHSD 100	High School English A	5
IHSD 101	High School English B	5
IHSD 116	High School Math A	2.5
IHSD 117	High School Math B	2.5
IHSD 118	High School Math C	2.5
IHSD 119	High School Math D	2.5
IHSS 300	Transitioning to College	1
IHSS 994	High School Academic Success	1-10

## List of Courses

<b>IHSD 100</b> <b>High School English A</b>	<b>5 Hours</b>
This course is designed to develop high school level vocabulary, reading comprehension, and writing skills and earn High School Diploma Residency Credits. ( <i>Apportionment</i> )	
<b>IHSD 101</b> <b>High School English B</b>	<b>5 Hours</b>
This course is designed to develop high school level vocabulary, reading comprehension, and writing skills and earn High School Diploma residency credits. ( <i>Apportionment</i> )	
<b>IHSD 116</b> <b>High School Math A</b>	<b>2.5 Hours</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. ( <i>Apportionment</i> )	
<b>IHSD 117</b> <b>High School Math B</b>	<b>2.5 Hours</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. ( <i>Apportionment</i> )	
<b>IHSD 118</b> <b>High School Math C</b>	<b>2.5 Hours</b>
This course develops basic arithmetic skills and problem solving techniques. ( <i>Apportionment</i> )	
<b>IHSD 119</b> <b>High School Math D</b>	<b>2.5 Hours</b>
This course develops basic arithmetic skills and problem solving techniques. This course is offered for High School Diploma Residency Credit. ( <i>Apportionment</i> )	
<b>IHSS 100</b> <b>High School English 1</b>	<b>1-10 Credits</b>
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. ( <i>Apportionment</i> )	
<b>IHSS 101</b> <b>High School English 2</b>	<b>1-10 Credits</b>
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. ( <i>Apportionment</i> )	



<p><b>IHSS 102</b> <b>High School English 3</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>	<p><b>IHSS 116</b> <b>High School General Math</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>
<p><b>IHSS 105</b> <b>High School Writing Skills</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>	<p><b>IHSS 118</b> <b>High School Algebra 1</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>
<p><b>IHSS 109</b> <b>High School World History</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>	<p><b>IHSS 119</b> <b>High School Geometry</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>
<p><b>IHSS 110</b> <b>High School World Geography</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>	<p><b>IHSS 121</b> <b>High School Earth Science</b> 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. <i>(Apportionment)</i></p>	<p><b>1-5 Credits</b></p>
<p><b>IHSS 113</b> <b>High School Mass Media</b> 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. <i>(Apportionment)</i></p>	<p><b>1-5 Credits</b></p>	<p><b>IHSS 122</b> <b>High School Physical Science</b> 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. <i>(Apportionment)</i></p>	<p><b>1-5 Credits</b></p>
<p><b>IHSS 114</b> <b>High School Film Appreciation</b> 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. <i>(Apportionment)</i></p>	<p><b>1-5 Credits</b></p>	<p><b>IHSS 123</b> <b>High School Biology</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>

<p><b>IHSS 124</b> <span style="float: right;"><b>1-10 Credits</b></span>  <b>High School Health</b>  This class is designed to give students an understanding of various facets of physical, mental, and social well being. The student will gain knowledge 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. <i>(Apportionment)</i></p>	<p><b>IHSS 181</b> <span style="float: right;"><b>1-5 Credits</b></span>  <b>High School Short Stories</b>  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. <i>(Apportionment)</i></p>
<p><b>IHSS 153</b> <span style="float: right;"><b>1-10 Credits</b></span>  <b>High School General Science</b>  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. <i>(Apportionment)</i></p>	<p><b>IHSS 183</b> <span style="float: right;"><b>1-10 Credits</b></span>  <b>High School Vocabulary</b>  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. <i>(Apportionment)</i></p>
<p><b>IHSS 163</b> <span style="float: right;"><b>1-10 Credits</b></span>  <b>High School Composition</b>  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. <i>(Apportionment)</i></p>	<p><b>IHSS 190</b> <span style="float: right;"><b>1-5 Credits</b></span>  <b>High School Literacy Skills I</b>  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. <i>(Apportionment)</i></p>
<p><b>IHSS 170</b> <span style="float: right;"><b>1-10 Credits</b></span>  <b>High School Grammar</b>  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. <i>(Apportionment)</i></p>	<p><b>IHSS 191</b> <span style="float: right;"><b>1-5 Credits</b></span>  <b>High School Literacy Skills II</b>  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. <i>(Apportionment)</i></p>
<p><b>IHSS 173</b> <span style="float: right;"><b>1-10 Credits</b></span>  <b>High School Novels</b>  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 be evaluated and counted towards the completion of this course. <i>(Apportionment)</i></p>	<p><b>IHSS 300</b> <span style="float: right;"><b>1 Credit</b></span>  <b>Transitioning to College</b>  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. <i>(Apportionment)</i></p>
<p><b>IHSS 174</b> <span style="float: right;"><b>1-10 Credits</b></span>  <b>High School Literature</b>  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. <i>(Apportionment)</i></p>	<p><b>IHSS 305</b> <span style="float: right;"><b>2.5 Credits</b></span>  <b>High School Economics A</b>  <b>Advisory:</b> CASAS reading score of 228 or higher.  Economics A explores the fundamental economic concepts and reasoning, the American Market Economy, the government's influence on the market economy, taxes, deficits, and the Federal Reserve Bank and the impact of these concepts on various groups, including racial, socioeconomic, and gender. <i>(Apportionment)</i></p>
	<p><b>IHSS 306</b> <span style="float: right;"><b>2.5 Credits</b></span>  <b>High School Economics B</b>  <b>Advisory:</b> CASAS reading score of 228 or higher.  Economics B explores labor markets, aggregate economic behavior, globalization, and the impact of the global economy and these concepts on various groups, including racial, socioeconomic, and gender. <i>(Apportionment)</i></p>

<p><b>IHSS 310</b>  <b>High School US Government A</b>  <i>Advisory:</i> CASAS reading score of 228 or higher.            U.S. Government Course A explores the fundamentals of American democracy, the branches of government, evaluates the comparative governments and the challenges of democracy, and the impact of non-state actors on the global community from multiple perspectives, including race, gender, and socio-economic status. (<i>Apportionment</i>)</p>	<p><b>2.5 Credits</b></p>	<p><b>IHSS 992</b>  <b>High School Art History - Artists and their Work</b>            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. (<i>Apportionment</i>)</p>	<p><b>1-5 Credits</b></p>
<p><b>IHSS 311</b>  <b>High School US Government B</b>  <i>Advisory:</i> CASAS reading score of 228 or higher.            U.S. Government Course B explores the rights and responsibilities of citizens in a democracy, the fundamental principles of civil society, the electoral process, and the role of media in public life from multiple perspectives, including race, gender, and socio-economic status. (<i>Apportionment</i>)</p>	<p><b>2.5 Credits</b></p>	<p><b>IHSS 993</b>  <b>High School Elements and Principles of Design</b>            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. (<i>Apportionment</i>)</p>	<p><b>1-5 Credits</b></p>
<p><b>IHSS 315</b>  <b>High School US History A</b>  <i>Advisory:</i> CASAS reading score of 228 or higher.            US History A explores the founding of the original thirteen colonies, the creation of a new country, causes of the Civil War, and the Reconstruction era and the impact of each of these events on racial and socio-economic groups and gender roles from multiple perspectives. (<i>Apportionment</i>)</p>	<p><b>2.5 Credits</b></p>	<p><b>IHSS 994</b>  <b>High School Academic Success</b>            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. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>
<p><b>IHSS 316</b>  <b>High School US History B</b>  <i>Advisory:</i> CASAS reading score of 228 or higher.            US History B explores post-Civil War, westward expansion, the Industrial Revolution through World War I and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. (<i>Apportionment</i>)</p>	<p><b>2.5 Credits</b></p>	<p><b>IHSS 997</b>  <b>High School Reading Strategies 1</b>            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. (<i>Apportionment</i>)</p>	<p><b>1-5 Credits</b></p>
<p><b>IHSS 317</b>  <b>High School US History C</b>  <i>Advisory:</i> CASAS reading score of 228 or higher.            US History C explores the Great Depression and the New Deal, World War II, the Cold War, and US post-war foreign policy and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. (<i>Apportionment</i>)</p>	<p><b>2.5 Credits</b></p>	<p><b>IHSS 998</b>  <b>High School Reading Strategies 2</b>            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. (<i>Apportionment</i>)</p>	<p><b>1-5 Credits</b></p>
<p><b>IHSS 318</b>  <b>High School US History D</b>  <i>Advisory:</i> CASAS reading score of 228 or higher.            US History D explores the Civil Rights Era, the end of the Cold War, Globalism, and contemporary America, and the impact these occurrences have on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. (<i>Apportionment</i>)</p>	<p><b>2.5 Credits</b></p>		
<p><b>IHSS 660</b>  <b>High School Psychology</b>            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 same subject will be evaluated and counted towards the completion of this course. (<i>Apportionment</i>)</p>	<p><b>1-5 Credits</b></p>		

## 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 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 36 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 36 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 36 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 102 Supervised Tutoring

This self-paced, open-entry/open exit non-credit course provides individualized and growth activities designed to include a learning style assessment and follow-up, assistance with acquiring study skills, and guidance in completing coursework. Designed to help students achieve outcomes related to specific courses for which tutoring is sought. *(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)*



<p><b>ABED 117</b>  <b>College Prep Pre and Elementary Algebra (Accelerated)</b>  <i>Advisory: Knowledge of basic math and algebraic skills and order of operations to solve problems involving integers, fractions, and decimals.</i>            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)</p>	<p><b>72 Hours</b></p>	<p><b>ABED 406</b>  <b>GED/HiSET - Reading</b>            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)</p>	<p><b>72 Hours</b></p>
<p><b>ABED 120</b>  <b>College Prep, Basic Math &amp; Pre-Algebra (Accelerated)</b>  <i>Advisory: Basic computer navigation skills.</i>            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)</p>	<p><b>50-150 Hours</b></p>	<p><b>ABED 407</b>  <b>GED/HiSET: Science</b>            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)</p>	<p><b>72 Hours</b></p>
<p><b>ABED 124</b>  <b>College Prep Pre-Statistics</b>  <i>Advisory: Knowledge of basic math skills, and be able to successfully complete operations on integers, fractions, mixed numbers and decimals.</i>            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)</p>	<p><b>50-150 Hours</b></p>	<p><b>ABED 408</b>  <b>GED/HiSET: Social Studies</b>            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)</p>	<p><b>72 Hours</b></p>
<p><b>ABED 150</b>  <b>College Prep English Reading and Writing</b>  <i>Advisory: Proficient English reading skills, vocabulary, comprehension, composition writing skills and basic computer skills.</i>            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)</p>	<p><b>72 Hours</b></p>	<p><b>ABED 409</b>  <b>GED/HiSET: Language Arts and Writing</b>            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)</p>	<p><b>72 Hours</b></p>
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<b>Adult Education Block Grant (AEBG)</b>			
<p><b>AEBG 100</b>  <b>Parenting with Love and Logic</b>            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)</p>	<p><b>18 Hours</b></p>	<p><b>AEBG 101</b>  <b>9 Essential Skills for the Love &amp; Logic Classroom® - Module 1</b>            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)</p>	<p><b>3 Hours</b></p>
<p><b>AEBG 102</b>  <b>9 Essential Skills for the Love &amp; Logic Classroom® - Module 2</b>            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)</p>	<p><b>3 Hours</b></p>	<p><b>AEBG 103</b>  <b>9 Essential Skills for the Love &amp; Logic Classroom® - Module 3</b>            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)</p>	<p><b>3 Hours</b></p>



**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 child's brain. Students will learn the importance of bonding and relationships, and how to address root causes of a child's 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)*

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## 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, skirts, 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 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)*

<b>BUSN 370</b>	<b>4 Hours</b>	<b>BUSN 435</b>	<b>36 Hours</b>
<b>Public Speaking Workshop - Transcend Your Fear</b>		<b>Payroll Accounting, Introduction</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>BUSN 400</b>	<b>18 Hours</b>	<b>BUSN 440</b>	<b>8-15 Hours</b>
<b>Starting a Small Business: Be Your Own Boss</b>		<b>Fundamentals of Project Management</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>BUSN 405</b>	<b>18 Hours</b>	<b>BUSN 445</b>	<b>15 Hours</b>
<b>Writing a Winning Business Plan</b>		<b>Project Planning and Scheduling Techniques</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>BUSN 410</b>	<b>24 Hours</b>	<b>BUSN 450</b>	<b>8 Hours</b>
<b>Financing Your Small Business</b>		<b>Project Cost Management</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>BUSN 415</b>	<b>24 Hours</b>	<b>BUSN 455</b>	<b>15 Hours</b>
<b>Small Business Marketing Strategies</b>		<b>Team Building for Project Managers</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>BUSN 420</b>	<b>24 Hours</b>	<b>BUSN 460</b>	<b>6 Hours</b>
<b>Legal Issues for Small Business</b>		<b>Twittering Your Way to Business Success</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>BUSN 425</b>	<b>4 Hours</b>	<b>BUSN 465</b>	<b>9 Hours</b>
<b>How To Sell on eBay</b>		<b>Introduction to Scrum: An Agile Process</b>	
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. <i>(Fee-Based)</i>		Agile Scrum is a project management tool. This course covers the fundamental concepts for agile principles and the Scrum process. <i>(Fee-Based)</i>	
<b>BUSN 430</b>	<b>2 Hours</b>	<b>BUSN 470</b>	<b>24 Hours</b>
<b>How To Buy on eBay</b>		<b>Starting a Home-based Business</b>	
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. <i>(Fee-Based)</i>		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. <i>(Apportionment)</i>	

<p><b>BUSN 472</b> <span style="float: right;"><b>90 Hours</b></span>  <b>Improve Brain Power for the Workplace</b>  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. <i>(Apportionment)</i></p>	<p><b>BUSN 486</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Drama: Performing as an Art and a Career</b>  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. <i>(Apportionment)</i></p>
<p><b>BUSN 474</b> <span style="float: right;"><b>30 Hours</b></span>  <b>Creative Writing: Building Skills for Career</b>  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. <i>(Apportionment)</i></p>	<p><b>BUSN 490</b> <span style="float: right;"><b>48 Hours</b></span>  <b>Machine Shorthand Speed Building 1</b>  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. <i>(Fee-Based)</i></p>
<p><b>BUSN 476</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Painting Arts: Building Skills for Art and Business</b>  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. <i>(Apportionment)</i></p>	<p><b>BUSN 492</b> <span style="float: right;"><b>48 Hours</b></span>  <b>Machine Shorthand Speed Building 2</b>  <b>Advisory:</b> <i>Completion of BUSN 490 Machine Shorthand Speed Building 1.</i>  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. <i>(Fee-Based)</i></p>
<p><b>BUSN 478</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Ceramic: Building Skills for Art and Business</b>  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. <i>(Apportionment)</i></p>	<p><b>BUSN 494</b> <span style="float: right;"><b>48 Hours</b></span>  <b>Machine Shorthand Speed Building 3</b>  <b>Advisory:</b> <i>Completion of BUSN 492 Machine Shorthand Speed Building 2.</i>  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. <i>(Fee-Based)</i></p>
<p><b>BUSN 480</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Needlecraft: Building Skills for Art and Business</b>  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. <i>(Apportionment)</i></p>	<p><b>BUSN 496</b> <span style="float: right;"><b>48 Hours</b></span>  <b>Machine Shorthand Speed Building 4</b>  <b>Advisory:</b> <i>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.</i>  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. <i>(Fee-Based)</i></p>
<p><b>BUSN 482</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Quilting: Building Skills for Art and Business</b>  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. <i>(Apportionment)</i></p>	<p><b>BUSN 500</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Auto Wholesale Home-based Business</b>  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. <i>(Fee-Based)</i></p>
<p><b>BUSN 484</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Craft Artistry: Building Skills for Art and Business</b>  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. <i>(Apportionment)</i></p>	<p><b>BUSN 510</b> <span style="float: right;"><b>15 Hours</b></span>  <b>Business Etiquette</b>  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. <i>(Fee-Based)</i></p>



**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)*

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## 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)*

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## 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**  
 This course is designed to plan and achieve business objectives and effect change through effective negotiating tactics and strategies, discover the art of persuasion in an ethical, empathetic, and assertive way, and develop confidence to influence and overcome psychological barriers and biases to achieve better outcomes. *(Apportionment)*

**BMGR 423** 18 Hours  
**Introduction to Employment Law**  
 This course introduces the legal system, court structure, and laws governing the employer-employee relationship. It defines the employee status and common contracts, and examines unlawful practices by an employer, obligations of an employee, the principles of non-discrimination, harassment, labor laws, and the time limit to bring actions are also discussed. *(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 is an overview of basic contract principles and explores the meaning and effect of common contracts clauses. Topics covered include the different types of contracts, defenses available to the enforcement of a contract, subsequent remedies for the breach of a contract, and alternatives in the absence of a contract. *(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 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)*

<b>BMGR 665</b>	<b>36 Hours</b>	<b>CC 235</b>	<b>35 Hours</b>
<b>European Certification Requirements for Medical Devices</b>		<b>Contemporary &amp; Traditional Quilting</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>BMGR 670</b>	<b>4 Hours</b>	<b>CC 236</b>	<b>18 Hours</b>
<b>Notary Public Seminar</b>		<b>Contemporary &amp; Traditional Quilting I</b>	
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. <i>(Fee-Based)</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. <i>(Fee-Based)</i>	
<b>BMGR 680</b>	<b>4 Hours</b>	<b>CC 240</b>	<b>35 Hours</b>
<b>Notary Loan Signing Certification</b>		<b>Technical and Creative Use of Serger Machines</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<hr/>		<b>CC 241</b>	<b>18 Hours</b>
<hr/>		<b>Technical and Creative Use of Serger Machine I: Knits</b>	
<hr/>		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. <i>(Fee-Based)</i>	
<hr/>		<b>CC 245</b>	<b>35 Hours</b>
<hr/>		<b>Sew Tailored Projects that are Runway Worthy</b>	
<hr/>		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. <i>(Fee-Based)</i>	
<b>CC 205</b>	<b>35 Hours</b>	<b>CC 246</b>	<b>18 Hours</b>
<b>Sewing Techniques for Beginners</b>		<b>Sew a Tailored Wardrobe I: Unlined Jacket</b>	
Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use and making clothing alterations will be covered. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>CC 206</b>	<b>18 Hours</b>	<b>CC 250</b>	<b>35 Hours</b>
<b>Basic Sewing Techniques for Beginners</b>		<b>Fashion Design: Patternmaking</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>CC 215</b>	<b>35 Hours</b>	<b>CC 260</b>	<b>18 Hours</b>
<b>Sew What You Wish</b>		<b>Needlework for Home and More I</b>	
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. <i>(Fee-Based)</i>		Needlework techniques, such as cross stitch, embroidery and applique will be explored in depth. No previous needlework experience needed. <i>(Fee-Based)</i>	
<b>CC 220</b>	<b>35 Hours</b>	<b>CC 263</b>	<b>18 Hours</b>
<b>Sewing Special Occasion Outfits</b>		<b>Needlework for Home and More II</b>	
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. <i>(Fee-Based)</i>		Needlework techniques, such as Brazilian and ribbon embroidery, and Swedish Weaving will be explored in depth. No previous needlework experience needed. <i>(Fee-Based)</i>	
<b>CC 221</b>	<b>18 Hours</b>	<b>CC 265</b>	<b>18 Hours</b>
<b>Couture Dressmaking I : Blouses</b>		<b>Fashion Design: Patternmaking I</b>	
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. <i>(Fee-Based)</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. <i>(Fee-Based)</i>	
<b>CC 225</b>	<b>35 Hours</b>		
<b>Exploring Knitting and Crocheting</b>			
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. <i>(Fee-Based)</i>			



**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)*

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## 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)*

<p><b>COMP 510</b> <span style="float: right;"><b>30 Hours</b></span>  <b>Computer Keyboarding - Mastery I</b>  <i>Prerequisite(s):</i> 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. (<i>Apportionment</i>)</p>	<p><b>COMP 705</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Digital Photo Restoration and Portrait Makeovers</b>  <i>Advisory:</i> 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. (<i>Apportionment</i>)</p>
<p><b>COMP 511</b> <span style="float: right;"><b>30 Hours</b></span>  <b>Computer Keyboarding - Mastery II</b>  <i>Prerequisite(s):</i> 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). (<i>Apportionment</i>)</p>	<p><b>COMP 740</b> <span style="float: right;"><b>36 Hours</b></span>  <b>A+ Essentials</b>            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. (<i>Fee-Based</i>)</p>
<p><b>COMP 645</b> <span style="float: right;"><b>44 Hours</b></span>  <b>Integrated Computer Projects</b>            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. (<i>Apportionment</i>)</p>	<p><b>COMP 745</b> <span style="float: right;"><b>36 Hours</b></span>  <b>A+ Remote Support Technician (Practical Application)</b>            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. (<i>Fee-Based</i>)</p>
<p><b>COMP 650</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Quickbooks Fundamentals for Financial Office Applications</b>            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. (<i>Apportionment</i>)</p>	<p><b>COMP 750</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Network+ Certification</b>            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. (<i>Fee-Based</i>)</p>
<p><b>COMP 675</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Digital Scrapbooking</b>  <i>Advisory:</i> 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. (<i>Apportionment</i>)</p>	<p><b>COMP 755</b> <span style="float: right;"><b>10 Hours</b></span>  <b>Blogging For Beginners</b>            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. (<i>Fee-Based</i>)</p>
<p><b>COMP 685</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Computer Keyboarding - Beginning</b>            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. (<i>Apportionment</i>)</p>	<p><b>COMP 760</b> <span style="float: right;"><b>4 Hours</b></span>  <b>Using Facebook &amp; LinkedIn for Business</b>            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. (<i>Fee-Based</i>)</p>
<p><b>COMP 700</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe Photoshop Elements Tools for Intermediate Users</b>  <i>Advisory:</i> 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. (<i>Apportionment</i>)</p>	<p><b>COMP 765</b> <span style="float: right;"><b>4 Hours</b></span>  <b>Using Google Apps for Business</b>            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. (<i>Fee-Based</i>)</p>
	<p><b>COMP 770</b> <span style="float: right;"><b>4 Hours</b></span>  <b>How To Use Microsoft Office Live</b>            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. (<i>Fee-Based</i>)</p>

**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 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), geocoding, 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)*

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## Computer Internet (CTTR)

**CTTR 100** 36-200 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)*

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## 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)*

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## 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)*

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## Creative Arts (CRAE)

**CRAE 100** **36 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 firing 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. *(Apportionment)*

**CRAE 104** **36 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** **36 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** **36 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)*



<b>CRAE 345</b>	<b>10 Hours</b>	<b>DAN 117</b>	<b>12 Hours</b>
<b>Recycled Materials Become a Tote Bag</b>		<b>Waltz and Cha Cha Dance</b>	
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. <i>(Fee-Based)</i>		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). <i>(Fee-Based)</i>	
<b>CRAE 350</b>	<b>16 Hours</b>	<b>DAN 118</b>	<b>12 Hours</b>
<b>Art Appreciation: Looking and Learning</b>		<b>Fox Trot and Tango Dancing</b>	
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. <i>(Fee-Based)</i>		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). <i>(Fee-Based)</i>	
<b>CRAE 355</b>	<b>4 Hours</b>	<b>DAN 119</b>	<b>36 Hours</b>
<b>Paint Night Art Workshop</b>		<b>The Art of Belly Dancing</b>	
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! <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>CRAE 360</b>	<b>24 Hours</b>	<b>DAN 120</b>	<b>4 Hours</b>
<b>Combine Painting</b>		<b>Hip Hop Dance</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<hr/>			
<b>Dance-NOCE (DAN)</b>			
<b>DAN 102</b>	<b>16 Hours</b>	<b>DAN 125</b>	<b>4 Hours</b>
<b>Ballroom Dancing - Latin and Swing Dance</b>		<b>Irish Dance - Beginning</b>	
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). <i>(Fee-Based)</i>		Ages 13-Adult	
<b>DAN 103</b>	<b>12 Hours</b>	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. <i>(Fee-Based)</i>	
<b>West Coast Swing Dance</b>		<b>DAN 130</b>	<b>12 Hours</b>
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). <i>(Fee-Based)</i>		<b>Waltz, Cha Cha &amp; Tango Dance</b>	
<b>DAN 104</b>	<b>10 Hours</b>	Learn the basics and have fun with American style dancing. A partner is not required. <i>(Fee-Based)</i>	
<b>Salsa Dance</b>		<b>DAN 135</b>	<b>16 Hours</b>
Learn the basics and fun variations of this hot dance. A partner is not required. <i>(Fee-Based)</i>		<b>Ballroom Dancing - Rhythm &amp; Latin Style: Cha Cha, Swing, Rumba, Mambo, Samba</b>	
<b>DAN 112</b>	<b>10 Hours</b>	Learn the basic steps and variations of these rhythm and latin style dances. Join the class for a fun evening of dancing. <i>(Fee-Based)</i>	
<b>Adult Jazz Dance</b>		<b>DAN 140</b>	<b>10 Hours</b>
Students will learn jazz dance techniques with strength and flexibility training along with simple dance combinations. <i>(Fee-Based)</i>		<b>Latin Cardio Blast</b>	
<b>DAN 114</b>	<b>10 Hours</b>	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. <i>(Fee-Based)</i>	
<b>Adult Ballet - Beginning</b>		<b>DAN 145</b>	<b>16 Hours</b>
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. <i>(Fee-Based)</i>		<b>Ballroom Dancing - Smooth Style: Fox Trot, Waltz, Tango</b>	
		Learn the basic steps and variations of these smooth, elegant ballroom dances. Join the class for a fun evening of dancing. <i>(Fee-Based)</i>	
		<b>DAN 150</b>	<b>6 Hours</b>
		<b>Bellydancing Techniques for Performance</b>	
		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. <i>(Fee-Based)</i>	



**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 Adobe 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)*

<p><b>DIG 106</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe Flash Pro - Beginning</b>  <i>Prerequisite(s): Knowledge of internet, operating system navigation, basic computer skills, opening/saving documents.</i>            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. <i>(Fee-Based)</i></p>	<p><b>DIG 115</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe After Effects - Advanced</b>  <i>Prerequisite(s): DIG 114 Adobe After Effects - Introduction.</i>            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. <i>(Fee-Based)</i></p>
<p><b>DIG 109</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe Photoshop - Introduction</b>            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. <i>(Fee-Based)</i></p>	<p><b>DIG 116</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Apple Final Cut Pro</b>  <i>Prerequisite(s): Knowledge of MAC OS X.</i>            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. <i>(Fee-Based)</i></p>
<p><b>DIG 111</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe Photoshop - Intermediate</b>  <i>Prerequisite(s): DIG 102 Adobe Photoshop - Beginning or equivalent experience.</i>            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. <i>(Fee-Based)</i></p>	<p><b>DIG 135</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe Flash Pro - Intermediate</b>  <i>Prerequisite(s): DIG 106 Adobe Flash Pro - Beginning.</i>            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. <i>(Fee-Based)</i></p>
<p><b>DIG 112</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Website Design HTML 5</b>  <i>Prerequisite(s): Knowledge of Internet, operating system navigation, basic computer skills, opening/saving documents.</i>            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. <i>(Fee-Based)</i></p>	<p><b>DIG 151</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe Indesign - Beginning</b>  <i>Advisory: Computer Literacy.</i>            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. <i>(Fee-Based)</i></p>
<p><b>DIG 113</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe After Effects - Introduction</b>  <i>Advisory: DIG 101 Adobe Premiere or editing experience and familiar with Adobe Photoshop.</i>            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. <i>(Fee-Based)</i></p>	<p><b>DIG 162</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe Dreamweaver - Intermediate</b>  <i>Prerequisite(s): DIG 105 Adobe Dreamweaver - Beginning.</i>            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. <i>(Fee-Based)</i></p>
<p><b>DIG 114</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Adobe After Effects - Intermediate</b>  <i>Prerequisite(s): DIG 102 Adobe Photoshop and DIG 101 Premiere Pro.</i>            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. <i>(Fee-Based)</i></p>	<p><b>DIG 164</b> <span style="float: right;"><b>24 Hours</b></span>  <b>SolidWorks for the Designer - Beginning</b>  <i>Prerequisite(s): Computer Literacy.</i>            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. <i>(Fee-Based)</i></p>

- 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, searching 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 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 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 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 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 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)*

## 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 36 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**

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**

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)*



<b>DSSS 124</b>	<b>90 Hours</b>	<b>DSSS 140</b>	<b>90 Hours</b>
<b>Photoshop Elements: Digital Camera Operation &amp; Editing Fundamentals</b>		<b>Job Skills: Exploring Occupational Paths</b>	
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. <i>(Apportionment)</i>		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 <i>(Apportionment)</i>	
<b>DSSS 125</b>	<b>90 Hours</b>	<b>DSSS 141</b>	<b>90 Hours</b>
<b>Photoshop Elements: Layering and Special Effects</b>		<b>Job Skills: Work Attitude &amp; Employer Expectations</b>	
Designed for individuals interested in increasing their basic knowledge of photo editing software. Topics include introduction to layering special effects and adding text. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
<b>DSSS 130</b>	<b>90 Hours</b>	<b>DSSS 142</b>	<b>90 Hours</b>
<b>Banking &amp; Bill Paying: Beginning Skills</b>		<b>Communication on the Job: Foundational Skills</b>	
A quick-paced course designed to provide students with foundational banking and money management skills. Topics include basic banking terminology, budgeting and computing purchases. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
<b>DSSS 131</b>	<b>90 Hours</b>	<b>DSSS 143</b>	<b>90 Hours</b>
<b>Banking &amp; Bill Paying: Budgeting</b>		<b>Communication on the Job: Effectively Dealing with Work Related Problems</b>	
A quick-paced course designed to provide money-management skills for students interested in living in their own apartment and managing finances. <i>(Apportionment)</i>		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 <i>(Apportionment)</i>	
<b>DSSS 132</b>	<b>90 Hours</b>	<b>DSSS 144</b>	<b>90 Hours</b>
<b>Money Skills: Safe Shopping and Money Management</b>		<b>Community Volunteering for Vocational Skills Enhancement</b>	
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. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
<b>DSSS 133</b>	<b>90 Hours</b>	<b>DSSS 146</b>	<b>90 Hours</b>
<b>Money Skills: Smart Shopping &amp; Completing Transaction</b>		<b>Workplace Skills Training: Exceptional Employee</b>	
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. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
<b>DSSS 134</b>	<b>90 Hours</b>	<b>DSSS 147</b>	<b>90 Hours</b>
<b>Basic Cooking: Beginning Skills</b>		<b>Workplace Skills Training: Workplace Safety</b>	
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. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
<b>DSSS 135</b>	<b>90 Hours</b>	<b>DSSS 150</b>	<b>90 Hours</b>
<b>Basic Cooking: Advanced Skills</b>		<b>Self Advocacy: Making a Plan</b>	
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. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
<b>DSSS 137</b>	<b>90 Hours</b>		
<b>Independent Living: Options &amp; Resources</b>			
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. <i>(Apportionment)</i>			
<b>DSSS 138</b>	<b>90 Hours</b>		
<b>Independent Living: Health, Safety &amp; Living with Roommates</b>			
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. <i>(Apportionment)</i>			

<b>DSSS 151</b>	<b>90 Hours</b>	<b>DSSS 300</b>	<b>450 Hours</b>
<b>Self Advocacy: Communication with Authority &amp; Emergency Personnel</b>		<b>WISE: Budgeting Skills</b>	
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. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
<b>DSSS 152</b>	<b>90 Hours</b>	<b>DSSS 301</b>	<b>450 Hours</b>
<b>Social Skills: Foundational Interpersonal Basics</b>		<b>WISE -Consumer Skills</b>	
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. <i>(Apportionment)</i>		The class is designed to teach adults with developmental and intellectual disabilities to increase their skills and knowledge to be better consumers. <i>(Apportionment)</i>	
<b>DSSS 153</b>	<b>90 Hours</b>	<b>DSSS 302</b>	<b>450 Hours</b>
<b>Social Skills: Conflict Management and Resolution Basics</b>		<b>WISE - Health and Nutrition</b>	
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. <i>(Apportionment)</i>		This class is designed to teach adults with developmental and intellectual disabilities the benefits of achieving good health through nutrition, exercise, and lifestyle choices. <i>(Apportionment)</i>	
<b>DSSS 160</b>	<b>90 Hours</b>	<b>DSSS 303</b>	<b>450 Hours</b>
<b>Relationships: Foundational Basics in Building Healthy Relationships</b>		<b>WISE - Safety Skills</b>	
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. <i>(Apportionment)</i>		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 <i>(Apportionment)</i>	
<b>DSSS 161</b>	<b>90 Hours</b>	<b>DSSS 304</b>	<b>450 Hours</b>
<b>Relationships: Values, Intimacy &amp; Sexuality Concepts</b>		<b>WISE - Securing a Job</b>	
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. <i>(Apportionment)</i>		This class is designed to teach adults with developmental and intellectual disabilities the skills needed to seek and secure a job. <i>(Apportionment)</i>	
<b>DSSS 162</b>	<b>90 Hours</b>	<b>DSSS 305</b>	<b>450 Hours</b>
<b>Boundaries &amp; Relationships: Fundamentals</b>		<b>WISE - Retaining a Job</b>	
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. <i>(Apportionment)</i>		This class is designed to teach adults with developmental and intellectual disabilities basic occupational skills and give them the opportunity to practice different occupational skills in various settings. Students will also learn the traits needed to be a good employee. <i>(Apportionment)</i>	
<b>DSSS 163</b>	<b>90 Hours</b>	<b>DSSS 306</b>	<b>450 Hours</b>
<b>Boundaries &amp; Relationships: Personal Development and Safety</b>		<b>WISE - Independent Living Skills</b>	
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. <i>(Apportionment)</i>		This class is designed to teach adults with developmental and intellectual disabilities how to apply practical living skills in order to live more independently. <i>(Apportionment)</i>	
<b>DSSS 164</b>	<b>90 Hours</b>	<b>DSSS 307</b>	<b>450 Hours</b>
<b>Human Sexuality: Human Development and Conception</b>		<b>WISE - Independent Living Skills in the Community</b>	
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. <i>(Apportionment)</i>		This course is designed to teach adults with developmental and intellectual disabilities how to access public transportation and integrate into their community more independently. <i>(Apportionment)</i>	
<b>DSSS 165</b>	<b>90 Hours</b>	<b>DSSS 308</b>	<b>450 Hours</b>
<b>Human Sexuality: Human Development &amp; Healthy Relationships</b>		<b>WISE - US Civics</b>	
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. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
		<b>DSSS 309</b>	<b>450 Hours</b>
		<b>WISE - US Geography</b>	
		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. <i>(Apportionment)</i>	
		<b>DSSS 310</b>	<b>75-90 Hours</b>
		<b>WISE - Daily Living Skills</b>	
		This course is designed for students interested in enhancing their skills related to daily living in personal care, safety, meal planning and preparation. <i>(Apportionment)</i>	

<b>DSSS 350</b> <b>Have Internet; Will Travel</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>	<b>DSSS 376</b> <b>Public Speaking</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>
<b>DSSS 352</b> <b>Open Computer Lab, Beginning</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>	<b>DSSS 377</b> <b>Social Opportunities</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>
<b>DSSS 353</b> <b>Social Media and Online Safety</b> This course is designed to equip students with the knowledge to increase personal online safety while creating and maintaining social media accounts. <i>(Apportionment)</i>	<b>36 Hours</b>	<b>DSSS 380</b> <b>Summer Cooking</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>
<b>DSSS 360</b> <b>Critical Thinking</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>	<b>DSSS 381</b> <b>Actor's Workshop</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>
<b>DSSS 362</b> <b>Mobility Skills</b> A class designed for students with disabilities to enhance independence by introducing safe practices and knowledge for using public transportation. <i>(Apportionment)</i>	<b>1-99 Hours</b>	<b>DSSS 777</b> <b>DSS Workshop</b> Workshop providing direct instruction for a specific concept including, but not limited to lecture, discussion, demonstration, hand-on activities, small and large group activities.	<b>1-150 Hours</b>
<b>DSSS 363</b> <b>Money Skills</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>		
<b>DSSS 364</b> <b>Rules of the Road</b> 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 <i>(Apportionment)</i>	<b>36 Hours</b>		
<b>DSSS 370</b> <b>Educational Support and Employment Prep Lab</b> 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. <i>(Apportionment)</i>	<b>1-99 Hours</b>		
<b>DSSS 375</b> <b>Personal Safety</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>		

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## Early Childhood Education (ECED)

<b>ECED 100</b> <b>Early Childhood Development</b> 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. <i>(Apportionment)</i>	<b>54 Hours</b>
<b>ECED 105</b> <b>Family and Community Relationships</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>

<p><b>ECED 110</b> <span style="float: right;"><b>54 Hours</b></span>  <b>Early Childhood Education: Principles and Practice</b>            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. (<i>Apportionment</i>)</p>	<p><b>ECED 220</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Early Childhood Education: Creative Experiences</b>            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. (<i>Apportionment</i>)</p>
<p><b>ECED 115</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Child Health and Safety</b>            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. (<i>Apportionment</i>)</p>	<p><b>ECED 225</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Early Childhood Education: Music and Movement</b>            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. (<i>Apportionment</i>)</p>
<p><b>ECED 120</b> <span style="float: right;"><b>54 Hours</b></span>  <b>Curriculum for Early Childhood Education, Introduction</b>  <i>Prerequisite(s): ECED 100: Early Childhood Development.</i>            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. (<i>Apportionment</i>)</p>	<p><b>ECED 400</b> <span style="float: right;"><b>54 Hours</b></span>  <b>Child Care Supervision and Administration</b>  <i>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, Introduction.</i>            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. (<i>Apportionment</i>)</p>
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<h2 style="margin: 0;">Educational Enrichment (EDEN)</h2>	
<p><b>ECED 200</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Early Childhood Education: Science and Math</b>            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. (<i>Apportionment</i>)</p>	<p><b>EDEN 100</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Senior Topics For Older Adults</b>            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. (<i>Apportionment</i>)</p>
<p><b>ECED 205</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Children with Special Needs</b>            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. (<i>Apportionment</i>)</p>	<p><b>EDEN 550</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Intergenerational: Life Review for Older Adults</b>            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. (<i>Apportionment</i>)</p>
<p><b>ECED 210</b> <span style="float: right;"><b>54 Hours</b></span>  <b>Infant-Toddler Care and Education</b>            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. (<i>Apportionment</i>)</p>	<p><b>EDEN 600</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Intergenerational: Learning Connection for Older Adults</b>            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. (<i>Apportionment</i>)</p>
<p><b>ECED 215</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Language Arts and Literacy in Early Childhood</b>            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. (<i>Apportionment</i>)</p>	<p><b>EDEN 605</b> <span style="float: right;"><b>2 Hours</b></span>  <b>Voice-Overs...Now is Your Time!</b>            This course will show individuals how they can begin to use their speaking voice for commercials, films, videos, and more. (<i>Fee-Based</i>)</p>



**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)*

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## **Emeritus (EMER)**

**EMER 104 36 Hours****Needlecrafts, Knitting, Crochet for Older Adults**

Older Adult students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepointed 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)*

**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 challenges 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)*

**EMER 404 36 Hours****Growing and Maintaining a Home-based Business**

Designed to explore a variety of techniques to manage day-to-day business activities that will increase revenue and profitability to grow a home-based business. *(Apportionment)*

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## **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** 36 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 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 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 180** 36-72 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** 36-72 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)*

<p><b>ESLA 183</b>  <b>ESL Speaking Skills, Intermediate to Advanced</b>  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. <i>(Apportionment)</i></p>	<p><b>36-72 Hours</b></p>	<p><b>ESLA 229</b>  <b>ESL Integrated Skills, Beginning Literacy</b>  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. <i>(Apportionment)</i></p>	<p><b>216-252 Hours</b></p>
<p><b>ESLA 185</b>  <b>ESL Writing Skills, Beginning</b>  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. <i>(Apportionment)</i></p>	<p><b>36-72 Hours</b></p>	<p><b>ESLA 230</b>  <b>ESL Integrated Skills, Beginning Low</b>  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. <i>(Apportionment)</i></p>	<p><b>216-252 Hours</b></p>
<p><b>ESLA 186</b>  <b>ESL Writing Skills, Intermediate to Advanced</b>  This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. <i>(Apportionment)</i></p>	<p><b>36-72 Hours</b></p>	<p><b>ESLA 231</b>  <b>ESL Integrated Skills, Beginning High</b>  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. <i>(Apportionment)</i></p>	<p><b>216-252 Hours</b></p>
<p><b>ESLA 211</b>  <b>ESL Skill Building, Intermediate to Advanced</b>  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. <i>(Apportionment)</i></p>	<p><b>180 Hours</b></p>	<p><b>ESLA 232</b>  <b>ESL Integrated Skills, Intermediate Low</b>  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. <i>(Apportionment)</i></p>	<p><b>216-252 Hours</b></p>
<p><b>ESLA 222</b>  <b>ESL Grammar Review, Beginning</b>  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. <i>(Apportionment)</i></p>	<p><b>36-84 Hours</b></p>	<p><b>ESLA 233</b>  <b>ESL Integrated Skills, Intermediate High</b>  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. <i>(Apportionment)</i></p>	<p><b>216-252 Hours</b></p>
<p><b>ESLA 223</b>  <b>ESL Grammar Review, Intermediate - Advanced</b>  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. <i>(Apportionment)</i></p>	<p><b>36-84 Hours</b></p>	<p><b>ESLA 234</b>  <b>ESL Integrated Skills, Advanced</b>  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. <i>(Apportionment)</i></p>	<p><b>216-252 Hours</b></p>
<p><b>ESLA 225</b>  <b>ESL Vocabulary Review, Beginning</b>  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. <i>(Apportionment)</i></p>	<p><b>36-72 Hours</b></p>	<p><b>ESLA 250</b>  <b>American Idioms, Beginning</b>  This course aims at developing language skills through the use of common North American English idioms and expressions. Receptive skills (i.e., listening and reading) are emphasized through exposure to daily life experiences. <i>(Apportionment)</i></p>	<p><b>36-72 Hours</b></p>
<p><b>ESLA 226</b>  <b>ESL Vocabulary Review, Intermediate - Advanced</b>  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. <i>(Apportionment)</i></p>	<p><b>36-72 Hours</b></p>		

<b>ESLA 251</b> <b>American Idioms, Intermediate-Advanced</b> This course aims at developing language skills through the use of common North American English idioms and expressions. Productive skills (i.e., speaking and writing) are emphasized by sharing daily life experiences. <i>(Apportionment)</i>	<b>36-72 Hours</b>	<b>ESLA 808</b> <b>ESL Intermediate/Advanced Work Skills</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>
<b>ESLA 260</b> <b>ESL for Community Involvement, Beginning</b> This course covers beginning level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their emerging language abilities. It develops beginning level listening, speaking, reading, and writing skills to prepare students to function successfully in the community. <i>(Apportionment)</i>	<b>180-252 Hours</b>	<b>ESLA 812</b> <b>Spanish Literacy</b> 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. <i>(Apportionment)</i>	<b>30 Hours</b>
<b>ESLA 261</b> <b>ESL for Community Involvement, Intermediate to Advanced</b> This course covers intermediate-advanced level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their developing language abilities. It develops intermediate-advanced level listening, speaking, reading, and writing skills to prepare students to function fully in the community. <i>(Apportionment)</i>	<b>180-252 Hours</b>	<b>ESLA 815</b> <b>ESL and Computer Skills, Intermediate to Advanced</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>
<b>ESLA 700</b> <b>ESL Advanced High</b> 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. <i>(Apportionment)</i>	<b>120 Hours</b>	<b>ESLA 850</b> <b>Citizenship Preparation, Beginning</b> This beginner course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for their USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing simple sentences, developing fluency in speaking and listening, and producing accurate pronunciation. <i>(Apportionment)</i>	<b>72-90 Hours</b>
<b>ESLA 801</b> <b>ESL and Computer Skills, Beginning</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>	<b>ESLA 851</b> <b>Citizenship Preparation, Intermediate-Advanced</b> This intermediate/advanced course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for the USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing paragraphs with complex sentences while refining accuracy in speaking, listening, and pronunciation. <i>(Apportionment)</i>	<b>72-90 Hours</b>
<b>ESLA 803</b> <b>Citizenship Preparation</b> 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. <i>(Apportionment)</i>	<b>36-60 Hours</b>	<b>ESLA 990</b> <b>Oral Interpretation (Reading Out Loud)</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>
<b>ESLA 804</b> <b>ESL and the Arts</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>	<b>ESLA 995</b> <b>Vocational English as a Second Language, Electricity and Construction</b> 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. <i>(Apportionment)</i>	<b>36 Hours</b>
<b>ESLA 805</b> <b>Drama for Communication</b> 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. <i>(Apportionment)</i>	<b>36-90 Hours</b>		



<p><b>ESLA 1020</b>  <b>Vocational English as a Second Language, Early Childhood Education</b>  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). <i>(Apportionment)</i></p>	<p><b>36 Hours</b></p>	<p><b>ESLA 1054</b>  <b>ESL Workplace Advancement Skills, Advanced</b>  <b>Prerequisite(s):</b> <i>ESLA 400 ESL Intermediate Low.</i>  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. <i>(Apportionment)</i></p>	<p><b>60 Hours</b></p>
<p><b>ESLA 1025</b>  <b>Vocational English as a Second Language, Pharmacy Technician</b>  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. <i>(Apportionment)</i></p>	<p><b>36 Hours</b></p>	<p><b>ESLA 1056</b>  <b>ESL Workforce Readiness Skills, Advanced</b>  <b>Prerequisite(s):</b> <i>ESLA 400 ESL Intermediate Low.</i>  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 communication tasks, and use computers for word processing and internet searches. In addition, students will learn about American workplace values and expectations. <i>(Apportionment)</i></p>	<p><b>60 Hours</b></p>
<p><b>ESLA 1030</b>  <b>Vocational English as a Second Language, Administrative Assistant</b>  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. <i>(Apportionment)</i></p>	<p><b>36 Hours</b></p>	<p><b>ESLA 1060</b>  <b>ESL for Academic Success: Reading and Writing I</b>  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. <i>(Apportionment)</i></p>	<p><b>120 Hours</b></p>
<p><b>ESLA 1035</b>  <b>Public Speaking for ESL</b>  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. <i>(Apportionment)</i></p>	<p><b>30-48 Hours</b></p>	<p><b>ESLA 1062</b>  <b>ESL for Academic Success: Listening and Speaking I</b>  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. <i>(Apportionment)</i></p>	<p><b>120 Hours</b></p>
<p><b>ESLA 1040</b>  <b>Listening/Speaking for Academic Success</b>  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. <i>(Apportionment)</i></p>	<p><b>144 Hours</b></p>	<p><b>ESLA 1065</b>  <b>ESL for Academic Success: Reading and Writing II</b>  <b>Prerequisite(s):</b> <i>ESLA 500 ESL Intermediate High or ESLA 1060 ESL for Academic Success: Reading and Writing I.</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. <i>(Apportionment)</i></p>	<p><b>120 Hours</b></p>
<p><b>ESLA 1045</b>  <b>Reading/Writing for Academic Success</b>  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. <i>(Apportionment)</i></p>	<p><b>144 Hours</b></p>	<p><b>ESLA 1067</b>  <b>ESL for Academic Success: Listening and Speaking II</b>  <b>Prerequisite(s):</b> <i>ESLA 500 ESL Intermediate High or ESLA 1062 ESL for Academic Success: Listening and Speaking I.</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. <i>(Apportionment)</i></p>	<p><b>120 Hours</b></p>
<p><b>ESLA 1050</b>  <b>ESL Workplace Advancement Skills, Intermediate</b>  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 <i>(Apportionment)</i></p>	<p><b>60 Hours</b></p>		
<p><b>ESLA 1052</b>  <b>ESL Workforce Readiness Skills, Intermediate</b>  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. <i>(Apportionment)</i></p>	<p><b>60 Hours</b></p>		

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## ESL Ed Planning (ESLW)

<b>ESLW 100</b> <b>ESL Ed Planning - Anaheim</b> 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. ( <i>Orientation</i> )	<b>1 Hour</b>
<b>ESLW 110</b> <b>ESL Ed Planning - Cypress</b> 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. ( <i>Orientation</i> )	<b>1 Hour</b>
<b>ESLW 120</b> <b>ESL Ed Planning - Wilshire</b> 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. ( <i>Orientation</i> )	<b>1 Hour</b>

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## Financial (FINC)

<b>FINC 301</b> <b>Accounting - Beginning</b> 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. ( <i>Fee-Based</i> )	<b>36 Hours</b>	<b>FINC 345</b> <b>Payroll Accounting - Introduction</b> 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. ( <i>Fee-Based</i> )	<b>36 Hours</b>
<b>FINC 302</b> <b>Accounting - Intermediate</b> <i>Prerequisite(s): FINC 301 Accounting - Beginning or equivalent.</i> 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. ( <i>Fee-Based</i> )	<b>36 Hours</b>	<b>FINC 350</b> <b>Retirement Strategies: Taking Control in a Turbulent Market</b> 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 ( <i>Fee-Based</i> )	<b>3 Hours</b>
<b>FINC 322</b> <b>Investment Strategies To Protect Your Nest Egg</b> 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. ( <i>Fee-Based</i> )	<b>5 Hours</b>	<b>FINC 355</b> <b>Mutual Funds: Rebuilding Your Portfolio in a Turbulent Market</b> 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. ( <i>Fee-Based</i> )	<b>3 Hours</b>
<b>FINC 338</b> <b>Retirement Planning Today</b> 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. ( <i>Fee-Based</i> )	<b>5 Hours</b>	<b>FINC 360</b> <b>Annuities: Put a Safety Net Under Your Retirement</b> 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. ( <i>Fee-Based</i> )	<b>3-5 Hours</b>
<b>FINC 340</b> <b>21 Ways to Accumulate for Retirement</b> 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. ( <i>Fee-Based</i> )	<b>36 Hours</b>	<b>FINC 365</b> <b>Building Blocks of Investing</b> 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. ( <i>Fee-Based</i> )	<b>12 Hours</b>
		<b>FINC 370</b> <b>Rejuvenating Your Retirement</b> 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. ( <i>Fee-Based</i> )	<b>36 Hours</b>
		<b>FINC 375</b> <b>Basics of Personal Finance</b> 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. ( <i>Fee-Based</i> )	<b>3 Hours</b>
		<b>FINC 380</b> <b>Financial Planning for College</b> 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. ( <i>Fee-Based</i> )	<b>6 Hours</b>
		<b>FINC 385</b> <b>Social Security Secrets</b> 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. ( <i>Fee-Based</i> )	<b>2 Hours</b>

<b>FINC 387</b>	<b>5 Hours</b>	<b>FITN 355</b>	<b>18 Hours</b>
<b>Deciphering Social Security Benefits</b>		<b>Yoga for Health</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>FINC 390</b>	<b>1.5 Hours</b>	<b>FITN 360</b>	<b>4 Hours</b>
<b>Medicare 101</b>		<b>Swimming - Adults Beginning</b>	
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. <i>(Fee-Based)</i>		Want to learn to swim? These swim lessons for adults are provided in a small group setting. Water safety emphasized. <i>(Fee-Based)</i>	
<b>FINC 395</b>	<b>1.5 Hours</b>	<b>FITN 365</b>	<b>6-8 Hours</b>
<b>Retirement Income 101</b>		<b>Full Body Stretch</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>FINC 397</b>	<b>5 Hours</b>	<b>FITN 370</b>	<b>8-12 Hours</b>
<b>Passport to Retirement</b>		<b>ZUMBA® Fitness</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<hr/>		<b>FITN 373</b>	<b>8-12 Hours</b>
<b>Fitness (FITN)</b>		<b>ZUMBA® Sentao</b>	
<b>FITN 105</b>	<b>6-36 Hours</b>	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. <i>(Fee-Based)</i>	
<b>Kung Fu San Soo</b>		<b>FITN 374</b>	<b>8-12 Hours</b>
Beginning, Intermediate & Advanced		<b>ZUMBA® Toning</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>FITN 110</b>	<b>8 Hours</b>	<b>FITN 375</b>	<b>8-12 Hours</b>
<b>Self Defense for Women</b>		<b>ZUMBA Gold Fitness</b>	
Learn to defend yourself and react to various situations. Include a review of anatomy (vital points). <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>FITN 116</b>	<b>8 Hours</b>	<b>FITN 410</b>	<b>6-48 Hours</b>
<b>Women's Self Defense</b>		<b>Total Body Workout</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>FITN 209</b>	<b>6-36 Hours</b>	<b>FITN 415</b>	<b>8-36 Hours</b>
<b>Tennis - Intermediate/ Advanced (Coed)</b>		<b>High/Low Impact Aerobics</b>	
Students will practice skills learned in beginning tennis and further refine tennis skill. Bring racquet and one can of new tennis balls. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>FITN 210</b>	<b>6-36 Hours</b>	<b>FITN 425</b>	<b>8-36 Hours</b>
<b>Tennis - Beginning (Coed)</b>		<b>Cardio Kickboxing</b>	
Students will learn forehand, backhand, approach shot, serve and volley, plus some footwork. Bring racquet and one can of new tennis balls. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	

<b>FITN 430</b> <b>Aerobics/Cardio Kickboxing</b> 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. <i>(Fee-Based)</i>	<b>6-36 Hours</b>	<b>FITN 465</b> <b>Yoga for Relaxation</b> 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. <i>(Fee-Based)</i>	<b>18-36 Hours</b>
<b>FITN 440</b> <b>Kenpo Karate</b> Beginning Course includes basic self-defense techniques, kicking, striking, blocking and fighting stances. Theory of techniques, including principles of power and body alignment are used to enhance student's understanding. <i>(Fee-Based)</i>	<b>6-48 Hours</b>	<b>FITN 470</b> <b>Aqua Aerobics</b> 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. <i>(Fee-Based)</i>	<b>12-24 Hours</b>
<b>FITN 442</b> <b>Kenpo Karate</b> 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. <i>(Fee-Based)</i>	<b>6-48 Hours</b>	<b>FITN 472</b> <b>Lap Swimming</b> This class is designed for students who want to improve their endurance, strength and technique through lap swimming. Must demonstrate ability to swim. <i>(Fee-Based)</i>	<b>12-24 Hours</b>
<b>FITN 444</b> <b>Kenpo Karate</b> 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. <i>(Fee-Based)</i>	<b>6-48 Hours</b>	<b>FITN 475</b> <b>Pilates Mat Class</b> 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. <i>(Fee-Based)</i>	<b>12-24 Hours</b>
<b>FITN 446</b> <b>Kenpo Karate</b> 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. <i>(Fee-Based)</i>	<b>6-36 Hours</b>	<b>FITN 480</b> <b>Stretch, Relax, and Breathe</b> 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. <i>(Fee-Based)</i>	<b>18 Hours</b>
<b>FITN 450</b> <b>Judo, Jujitsu and Self-Defense</b> 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. <i>(Fee-Based)</i>	<b>6-48 Hours</b>	<b>FITN 485</b> <b>Self-Defense for Seniors</b> 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. <i>(Fee-Based)</i>	<b>12-24 Hours</b>
<b>FITN 455</b> <b>Judo, Jujitsu and Self-Defense</b> 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. <i>(Fee-Based)</i>	<b>6-72 Hours</b>	<b>FITN 490</b> <b>Wheelchair Basketball</b> 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. <i>(Fee-Based)</i>	<b>24-48 Hours</b>
<b>FITN 460</b> <b>Kung Fu San Soo</b> 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. <i>(Fee-Based)</i>	<b>9-40 Hours</b>	<b>FITN 500</b> <b>Tai Chi for Healthy Living</b> 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. <i>(Fee-Based)</i>	<b>15 Hours</b>
		<b>FITN 505</b> <b>Capoeira Fitness</b> 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. <i>(Fee-Based)</i>	<b>24 Hours</b>

**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)*

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## 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)*

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## Health (HLTH)

**HLTH 109 36 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 36 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 36 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 36 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)*



<b>HLTH 175</b>	<b>36 Hours</b>	<b>HLTH 225</b>	<b>6 Hours</b>
<b>Healthcare Navigation Advocate for Older Adults</b>		<b>Healthy Families: Smart &amp; Easy</b>	
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. <i>(Apportionment)</i>		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. <i>(Fee-Based)</i>	
<b>HLTH 180</b>	<b>90 Hours</b>	<b>HLTH 400</b>	<b>7 Hours</b>
<b>Brain Health for Older Adults</b>		<b>Preparation for Childbirth</b>	
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. <i>(Apportionment)</i>		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. <i>(Apportionment)</i>	
<b>HLTH 200</b>	<b>24 Hours</b>		
<b>Health and Wellness for Older Adults</b>			
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. <i>(Apportionment)</i>			
<b>HLTH 205</b>	<b>24 Hours</b>		
<b>Health and Wellness for Older Adults: Restricted Mobility</b>			
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. <i>(Apportionment)</i>			
<b>HLTH 210</b>	<b>40 Hours</b>		
<b>Healthcare Medical Interpreter</b>			
<b>Prerequisite(s):</b> 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. <i>(Fee-Based)</i>			
<b>HLTH 215</b>	<b>6 Hours</b>		
<b>Secrets of Weight Loss and Healthy Eating</b>			
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. <i>(Fee-Based)</i>			
<b>HLTH 220</b>	<b>8 Hours</b>		
<b>Feeling Young and Healthy at Any Age</b>			
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. <i>(Fee-Based)</i>			

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## Hospitality Management (HOSM)

<b>HOSM 101</b>	<b>28 Hours</b>
<b>Bartending Workshops</b>	
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. . <i>(Fee-Based)</i>	
<b>HOSM 165</b>	<b>20 Hours</b>
<b>Creative Event Planning</b>	
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. <i>(Fee-Based)</i>	

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## Individual High School DE (IHSD)

<b>IHSD 100</b>	<b>5 Hours</b>
<b>High School English A</b>	
This course is designed to develop high school level vocabulary, reading comprehension, and writing skills and earn High School Diploma Residency Credits. <i>(Apportionment)</i>	
<b>IHSD 101</b>	<b>5 Hours</b>
<b>High School English B</b>	
This course is designed to develop high school level vocabulary, reading comprehension, and writing skills and earn High School Diploma residency credits. <i>(Apportionment)</i>	
<b>IHSD 116</b>	<b>2.5 Hours</b>
<b>High School Math A</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. <i>(Apportionment)</i>	



**IHSD 117** **2.5 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** **2.5 Hours**  
**High School Math C**

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

**IHSD 119** **2.5 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)*

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## Individual High School Subjects (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 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)*

<p><b>IHSS 113</b> <b>High School Mass Media</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-5 Credits</b></p>	<p><b>IHSS 122</b> <b>High School Physical Science</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-5 Credits</b></p>
<p><b>IHSS 114</b> <b>High School Film Appreciation</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-5 Credits</b></p>	<p><b>IHSS 123</b> <b>High School Biology</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>
<p><b>IHSS 116</b> <b>High School General Math</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>	<p><b>IHSS 124</b> <b>High School Health</b> This class is designed to give students an understanding of various facets of physical, mental, and social well being. The student will gain knowledge 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. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>
<p><b>IHSS 118</b> <b>High School Algebra 1</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>	<p><b>IHSS 153</b> <b>High School General Science</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>
<p><b>IHSS 119</b> <b>High School Geometry</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>	<p><b>IHSS 163</b> <b>High School Composition</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>
<p><b>IHSS 121</b> <b>High School Earth Science</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-5 Credits</b></p>	<p><b>IHSS 170</b> <b>High School Grammar</b> 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. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>
		<p><b>IHSS 173</b> <b>High School Novels</b> 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 previously earned in the same subject will be evaluated and counted towards the completion of this course. (<i>Apportionment</i>)</p>	<p><b>1-10 Credits</b></p>

<p><b>IHSS 174</b> <b>High School Literature</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>	<p><b>IHSS 306</b> <b>High School Economics B</b> <b>Advisory:</b> CASAS reading score of 228 or higher. Economics B explores labor markets, aggregate economic behavior, globalization, and the impact of the global economy and these concepts on various groups, including racial, socioeconomic, and gender. <i>(Apportionment)</i></p>	<p><b>2.5 Credits</b></p>
<p><b>IHSS 181</b> <b>High School Short Stories</b> 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. <i>(Apportionment)</i></p>	<p><b>1-5 Credits</b></p>	<p><b>IHSS 310</b> <b>High School US Government A</b> <b>Advisory:</b> CASAS reading score of 228 or higher. U.S. Government Course A explores the fundamentals of American democracy, the branches of government, evaluates the comparative governments and the challenges of democracy, and the impact of non-state actors on the global community from multiple perspectives, including race, gender, and socio-economic status. <i>(Apportionment)</i></p>	<p><b>2.5 Credits</b></p>
<p><b>IHSS 183</b> <b>High School Vocabulary</b> 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. <i>(Apportionment)</i></p>	<p><b>1-10 Credits</b></p>	<p><b>IHSS 311</b> <b>High School US Government B</b> <b>Advisory:</b> CASAS reading score of 228 or higher. U.S. Government Course B explores the rights and responsibilities of citizens in a democracy, the fundamental principles of civil society, the electoral process, and the role of media in public life from multiple perspectives, including race, gender, and socio-economic status. <i>(Apportionment)</i></p>	<p><b>2.5 Credits</b></p>
<p><b>IHSS 190</b> <b>High School Literacy Skills I</b> 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. <i>(Apportionment)</i></p>	<p><b>1-5 Credits</b></p>	<p><b>IHSS 315</b> <b>High School US History A</b> <b>Advisory:</b> CASAS reading score of 228 or higher. US History A explores the founding of the original thirteen colonies, the creation of a new country, causes of the Civil War, and the Reconstruction era and the impact of each of these events on racial and socio-economic groups and gender roles from multiple perspectives. <i>(Apportionment)</i></p>	<p><b>2.5 Credits</b></p>
<p><b>IHSS 191</b> <b>High School Literacy Skills II</b> 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. <i>(Apportionment)</i></p>	<p><b>1-5 Credits</b></p>	<p><b>IHSS 316</b> <b>High School US History B</b> <b>Advisory:</b> CASAS reading score of 228 or higher. US History B explores post-Civil War, westward expansion, the Industrial Revolution through World War I and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. <i>(Apportionment)</i></p>	<p><b>2.5 Credits</b></p>
<p><b>IHSS 300</b> <b>Transitioning to College</b> 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. <i>(Apportionment)</i></p>	<p><b>1 Credit</b></p>	<p><b>IHSS 317</b> <b>High School US History C</b> <b>Advisory:</b> CASAS reading score of 228 or higher. US History C explores the Great Depression and the New Deal, World War II, the Cold War, and US post-war foreign policy and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. <i>(Apportionment)</i></p>	<p><b>2.5 Credits</b></p>
<p><b>IHSS 305</b> <b>High School Economics A</b> <b>Advisory:</b> CASAS reading score of 228 or higher. Economics A explores the fundamental economic concepts and reasoning, the American Market Economy, the government's influence on the market economy, taxes, deficits, and the Federal Reserve Bank and the impact of these concepts on various groups, including racial, socioeconomic, and gender. <i>(Apportionment)</i></p>	<p><b>2.5 Credits</b></p>	<p><b>IHSS 318</b> <b>High School US History D</b> <b>Advisory:</b> CASAS reading score of 228 or higher. US History D explores the Civil Rights Era, the end of the Cold War, Globalism, and contemporary America, and the impact these occurrences have on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events. <i>(Apportionment)</i></p>	<p><b>2.5 Credits</b></p>
		<p><b>IHSS 400</b> <b>Humanities - Electives</b></p>	
		<p><b>IHSS 600</b> <b>Electives</b></p>	

**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 same subject will be evaluated and counted towards the completion of this course. *(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 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)*

## 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****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 cover 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)*

**8 Hours**



**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****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)*

**8 Hours****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****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)*

**4.5-6 Hours****KIDS 352****Violin II**

Ages 4+

**Prerequisite(s):** Must have completed KIDS 351 Violin I.

Learn songs using beginner finger and melodic patterns. *(Fee-Based)*

**4.5-6 Hours****KIDS 355****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)*

**4.5-6 Hours****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 acoustic steel-string or acoustic 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****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)*

**15-20 Hours****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)*

<b>KIDS 555</b> <b>Gymnastics - Beginning I Summer Camp</b> 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! <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>KIDS 587A</b> <b>Cheerleading</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>
<b>KIDS 555A</b> <b>Gymnastics - Beginning I Camp</b> 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! <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>KIDS 601</b> <b>Basketball Clinic</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>
<b>KIDS 575</b> <b>Gymnastics - Beginning I</b> 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! <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>KIDS 601A</b> <b>Basketball Clinic</b> 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! <i>(Fee-Based)</i>	<b>6 Hours</b>
<b>KIDS 576</b> <b>Gymnastics - Beginning I</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>KIDS 601B</b> <b>Basketball Clinic</b> 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! <i>(Fee-Based)</i>	<b>6 Hours</b>
<b>KIDS 577</b> <b>Gymnastics - Beginning II</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>KIDS 607</b> <b>Pee Wee Baseball</b> Ages 6+ Students will learn the fundamentals of batting, throwing, catching and running bases in a noncompetitive environment. Bring baseball mitts to class. <i>(Fee-Based)</i>	<b>6 Hours</b>
<b>KIDS 580</b> <b>Moms, Pops &amp; Tots Tumbling</b> 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). <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>KIDS 607A</b> <b>Pee Wee Baseball</b> Ages 4-5 Students learn the fundamentals of batting, throwing, catching, and running bases in a non-competitive environment. Bring baseball mitts to class. <i>(Fee-Based)</i>	<b>6 Hours</b>
<b>KIDS 587</b> <b>Cheerleading</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>KIDS 609</b> <b>Jr Summer Sports Camp</b> 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. <i>(Fee-Based)</i>	
		<b>KIDS 609A</b> <b>Jr Summer Sports Camp</b> 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. <i>(Fee-Based)</i>	



<p><b>KIDS 610</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Pee Wee Soccer</b>  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. <i>(Fee-Based)</i></p>	<p><b>KIDS 627</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Tennis for Kids - Advanced Beginning</b>  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. <i>(Fee-Based)</i></p>
<p><b>KIDS 610A</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Pee Wee Soccer</b>  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. <i>(Fee-Based)</i></p>	<p><b>KIDS 654</b>  <b>Judo/Jujitsu for Kids</b>  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. <i>(Fee-Based)</i></p>
<p><b>KIDS 611</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Pee Wee Soccer</b>  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. <i>(Fee-Based)</i></p>	<p><b>KIDS 655</b> <span style="float: right;"><b>10 Hours</b></span>  <b>Kung Fu for Kids</b>  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. <i>(Fee-Based)</i></p>
<p><b>KIDS 614</b>  <b>Pee Wee Soccer Camp</b>  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! <i>(Fee-Based)</i></p>	<p><b>KIDS 669</b>  <b>Water Polo for Kids - Beginning</b>  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 <a href="http://fcwaterpolo.fullcoll.edu">http://fcwaterpolo.fullcoll.edu</a> <i>(Fee-Based)</i></p>
<p><b>KIDS 614A</b>  <b>Pee Wee Soccer Camp</b>  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! <i>(Fee-Based)</i></p>	<p><b>KIDS 705</b>  <b>Chemistry for Young Scientists</b>  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. <i>(Fee-Based)</i></p>
<p><b>KIDS 615</b>  <b>Soccer Summer Camp</b>  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. <i>(Fee-Based)</i></p>	<p><b>KIDS 714</b>  <b>Childcare &amp; Babysitting Safety Camp</b>  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. <i>(Fee-Based)</i></p>
<p><b>KIDS 626</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Tennis for Kids - Beginning</b>  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. <i>(Fee-Based)</i></p>	<p><b>KIDS 725</b>  <b>Discover Dinosaurs</b>  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. <i>(Fee-Based)</i></p>
<p><b>KIDS 626A</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Tennis for Kids - Beginning</b>  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. <i>(Fee-Based)</i></p>	

**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-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. 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)*

<b>KIDS 1475</b>	<b>15 Hours</b>	<b>KIDS 1555</b>	<b>16 Hours</b>
<b>Getting Ready for Third Grade</b>		<b>Junior Life Guards</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>KIDS 1510</b>	<b>3-24 Hours</b>	<b>KIDS 1560</b>	<b>8 Hours</b>
<b>Baking Basics!</b>		<b>Swimmer - Pre-Competitive</b>	
Ages 8-11		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. <i>(Fee-Based)</i>	
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. <i>(Fee-Based)</i>			
<b>KIDS 1512</b>	<b>3-24 Hours</b>	<b>KIDS 1565</b>	<b>4 Hours</b>
<b>Baking Basics!</b>		<b>Spring Board Diving - Beginning</b>	
Ages 12+		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. <i>(Fee-Based)</i>	
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. <i>(Fee-Based)</i>			
<b>KIDS 1515</b>	<b>6-10 Hours</b>	<b>KIDS 1572</b>	<b>9 Hours</b>
<b>Public Speaking for Children</b>		<b>Draw and Paint Animals</b>	
Ages 8-12		Ages 8+	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>KIDS 1540</b>	<b>4 Hours</b>	<b>KIDS 1600</b>	<b>6-9 Hours</b>
<b>Swimmer - Parent and Me</b>		<b>Basic Hand Sewing for Kids</b>	
6 months to Age 4		Grades 4-6	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>KIDS 1545</b>	<b>4 Hours</b>	<b>KIDS 1615</b>	
<b>Swimmer - Summer Swim</b>		<b>Band Instruments - Beginning</b>	
Ages 5-17		Grades 5-8	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>KIDS 1550</b>	<b>6 Hours</b>	<b>KIDS 1627</b>	<b>8 Hours</b>
<b>Water Polo - Beginning</b>		<b>Computer Game Design</b>	
Ages 7+		Grades 5-8	
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. <i>(Fee-Based)</i>		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." <i>(Fee-Based)</i>	



<b>KIDS 1657</b> <b>Exploring My World Through Science: Parent and Me</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>KIDS 1770</b> <b>Swimming - Introduction</b> 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 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: Beginner Swimming) <i>(Fee-Based)</i>	<b>4 Hours</b>
<b>KIDS 1670</b> <b>Art Experiences for Children</b> 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. <i>(Fee-Based)</i>	<b>6-8 Hours</b>	<b>KIDS 1772</b> <b>Swimmer - Beginner</b> 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) <i>(Fee-Based)</i>	<b>4 Hours</b>
<b>KIDS 1680</b> <b>Digital Art for Kids</b> 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. <i>(Fee-Based)</i>	<b>10 Hours</b>	<b>KIDS 1774</b> <b>Swimmer - Intermediate</b> 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. <i>(Fee-Based)</i>	<b>4 Hours</b>
<b>KIDS 1725</b> <b>Tutorial: Algebra 2 - Conic Sections</b> 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. <i>(Fee-Based)</i>	<b>5 Hours</b>	<b>KIDS 1776</b> <b>Swimmer - Advanced</b> 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) <i>(Fee-Based)</i>	<b>4 Hours</b>
<b>KIDS 1727</b> <b>Tutorial: Algebra 2 - Matrices and Determinants</b> Grades 8+ This course focuses on solving systems of equations with various methods. Topics include elimination/substitution method, matrix operations/properties, and finding determinants. <i>(Fee-Based)</i>	<b>5 Hours</b>	<b>KIDS 1778</b> <b>Swim - Open Lab/Lap Swim</b> 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. <i>(Fee-Based)</i>	<b>4 Hours</b>
<b>KIDS 1735</b> <b>Guitar for Kids - Intermediate</b> 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. <i>(Fee-Based)</i>	<b>6-8 Hours</b>	<b>KIDS 1799</b> <b>Animation Flix Camp</b> 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. <i>(Fee-Based)</i>	<b>15 Hours</b>
<b>KIDS 1755</b> <b>Guitar for Kids - Advanced</b> 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. <i>(Fee-Based)</i>	<b>6-8 Hours</b>		
<b>KIDS 1769</b> <b>Swimming - Introduction</b> 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) <i>(Fee-Based)</i>	<b>4 Hours</b>		

<p><b>KIDS 1835</b> <b>Tots Tumbling II</b> 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. <i>(Fee-Based)</i></p>	<p><b>8 Hours</b></p>	<p><b>KIDS 1970</b> <b>You and Me Cooking Class</b> 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. <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>
<p><b>KIDS 1850</b> <b>Adventures in Web Page Creations</b> 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! <i>(Fee-Based)</i></p>	<p><b>10 Hours</b></p>	<p><b>KIDS 1975</b> <b>Fun with Baking</b> 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! <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>
<p><b>KIDS 1877</b> <b>Gymnastics - Summer Camp</b> 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! <i>(Fee-Based)</i></p>	<p><b>15 Hours</b></p>	<p><b>KIDS 1977</b> <b>Fun with Baking</b> 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! <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>
<p><b>KIDS 1934</b> <b>Origami for Kids - Introduction</b> 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. <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>	<p><b>KIDS 2000</b> <b>My First Cooking Class</b> 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. <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>
<p><b>KIDS 1940</b> <b>On My Own Survival</b> 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"! <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>	<p><b>KIDS 2015</b> <b>Martial Arts/Parent &amp; Me - Introduction</b> 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. <i>(Fee-Based)</i></p>	<p><b>6-10 Hours</b></p>
<p><b>KIDS 1945</b> <b>Clutter Buster</b> 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! <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>	<p><b>KIDS 2027</b> <b>Tutorial: Algebra II - Functions, Exponents</b> 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. <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>
<p><b>KIDS 1947</b> <b>Clutter Buster</b> 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! <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>	<p><b>KIDS 2063</b> <b>Digital Camera Magic</b> 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. <i>(Fee-Based)</i></p>	<p><b>12 Hours</b></p>
<p><b>KIDS 1955</b> <b>Learn To Sew for Fun</b> 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. <i>(Fee-Based)</i></p>	<p><b>6 Hours</b></p>		

<b>KIDS 2075</b> <b>Discovering Science Through Art Experiences</b> 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. <i>(Fee-Based)</i>	<b>3 Hours</b>	<b>KIDS 2195</b> <b>Common Core: Reading Comprehension</b> 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. <i>(Fee-Based)</i>	<b>7.5 Hours</b>
<b>KIDS 2078</b> <b>Montessori - Introduction</b> 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. <i>(Fee-Based)</i>	<b>9 Hours</b>	<b>KIDS 2210</b> <b>Tutorial: Discrete Mathematics I-Logic and Sets</b> 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. <i>(Fee-Based)</i>	<b>5 Hours</b>
<b>KIDS 2085</b> <b>Discovering Science Through Art Camp</b> 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. <i>(Fee-Based)</i>	<b>15 Hours</b>	<b>KIDS 2227</b> <b>ZUMBA for Kids</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>
<b>KIDS 2095</b> <b>Essay Writing</b> 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! <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>KIDS 2230</b> <b>Common Core: Reading Comprehension Skills</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>
<b>KIDS 2130</b> <b>Be Bigger Than a Bully</b> 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. <i>(Fee-Based)</i>	<b>9 Hours</b>	<b>KIDS 2255</b> <b>Volleyball in the Sand for Teens</b> 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. <i>(Fee-Based)</i>	<b>12-24 Hours</b>
<b>KIDS 2175</b> <b>Tennis - QuickStart Junior Tennis, Beginners</b> 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. <i>(Fee-Based)</i>	<b>6-15 Hours</b>	<b>KIDS 2275</b> <b>Sign Language with Kids</b> 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. <i>(Fee-Based)</i>	<b>5-15 Hours</b>
<b>KIDS 2176</b> <b>Tennis - QuickStart Junior Tennis, Beginners</b> 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 <i>(Fee-Based)</i>	<b>6-15 Hours</b>	<b>KIDS 2290</b> <b>Painting with Acrylics for Kids</b> 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. <i>(Fee-Based)</i>	<b>5-8 Hours</b>
		<b>KIDS 2295</b> <b>Drawing and Painting Cartoons with Watercolors</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>

<p><b>KIDS 2320</b>  <b>Creating Creative Cupcakes - The 5 Essentials</b>  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! <i>(Fee-Based)</i></p>	<p><b>6 Hours</b></p>	<p><b>KIDS 2487</b>  <b>Magnetic Levitation Transportation - Camp</b>  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! <i>(Fee-Based)</i></p>	<p><b>15 Hours</b></p>
<p><b>KIDS 2330</b>  <b>Summer Dance Performing Arts Camp</b>  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. <i>(Fee-Based)</i></p>	<p><b>12-24 Hours</b></p>	<p><b>KIDS 2500</b>  <b>Electronics Workshop I</b>  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. <i>(Fee-Based)</i></p>	<p><b>12 Hours</b></p>
<p><b>KIDS 2400</b>  <b>Common Core: Preparation for Computer Keyboarding</b>  Grades 2 &amp; 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. <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>	<p><b>KIDS 2501</b>  <b>Electronics Workshop II</b>  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. <i>(Fee-Based)</i></p>	<p><b>12 Hours</b></p>
<p><b>KIDS 2401</b>  <b>Common Core: Preparation for Computer Keyboarding</b>  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. <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>	<p><b>KIDS 2600</b>  <b>Career Academy: Computer Networking</b>  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. <i>(Fee-Based)</i></p>	<p><b>16-20 Hours</b></p>
<p><b>KIDS 2403</b>  <b>Common Core: Online Reading and Writing Prep</b>  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. <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>	<p><b>KIDS 2605</b>  <b>Career Academy: Dental Assisting</b>  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. <i>(Fee-Based)</i></p>	<p><b>16-20 Hours</b></p>
<p><b>KIDS 2404</b>  <b>Common Core: Online Reading and Writing Prep</b>  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. <i>(Fee-Based)</i></p>	<p><b>5 Hours</b></p>	<p><b>KIDS 2610</b>  <b>Career Academy: Computer Forensics</b>  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. <i>(Fee-Based)</i></p>	<p><b>16-20 Hours</b></p>
<p><b>KIDS 2450</b>  <b>Violin II &amp; III</b>  <b>Prerequisite(s):</b> Completion of KIDS 351 Violin I.  <b>Advisory:</b> 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. <i>(Fee-Based)</i></p>	<p><b>6 Hours</b></p>	<p><b>KIDS 2612</b>  <b>Career Academy: Cyber Security/Cyber Patriot - Cisco</b>  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. <i>(Fee-Based)</i></p>	<p><b>16-20 Hours</b></p>



<p><b>KIDS 2615</b> <span style="float: right;"><b>16-20 Hours</b></span>  <b>Career Academy: Video Production I</b>            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 &amp; editing. Students will develop stories, film them, and edit them for screening. Cameras and computers will be provided for shooting and editing. <i>(Fee-Based)</i></p>	<p><b>KIDS 2628</b> <span style="float: right;"><b>16-20 Hours</b></span>  <b>Career Academy: Future Teachers - Explore a Career in Teaching</b>            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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2616</b> <span style="float: right;"><b>16-20 Hours</b></span>  <b>Career Academy: Video Production II</b>            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 &amp; editing. Students will develop stories, film them, and edit them for screening. Cameras and computers will be provided for shooting and editing. <i>(Fee-Based)</i></p>	<p><b>KIDS 2650</b> <span style="float: right;"><b>12 Hours</b></span>  <b>Math Test Preparation - PSAT/NMSQT</b>            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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2617</b> <span style="float: right;"><b>16-20 Hours</b></span>  <b>Career Academy: Video Game Programming</b>            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. <i>(Fee-Based)</i></p>	<p><b>KIDS 2700</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Common Core: Kindergarten - Math</b>            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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2618</b> <span style="float: right;"><b>16-20 Hours</b></span>  <b>Career Academy: 2D Digital Animation</b>            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. <i>(Fee-Based)</i></p>	<p><b>KIDS 2701</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Common Core: 1st Grade - Math</b>            Through games, hands-on activities and group work, 1st Grade students will be introduced to four critical learning areas: (1) developing understanding of addition &amp; 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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2620</b> <span style="float: right;"><b>16-20 Hours</b></span>  <b>Career Academy: Cyber Security/Cyber Patriot- Windows</b>            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. <i>(Fee-Based)</i></p>	<p><b>KIDS 2702</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Common Core: 2nd Grade - Math</b>            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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2621</b> <span style="float: right;"><b>16-20 Hours</b></span>  <b>Career Academy: Cyber Security/Cyber Patriot- Linux</b>            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. <i>(Fee-Based)</i></p>	<p><b>KIDS 2703</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Common Core: 3rd Grade - Math</b>            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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2625</b> <span style="float: right;"><b>16-20 Hours</b></span>  <b>Career Academy: Healthcare Careers &amp; Psychiatric Technology</b>            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. <i>(Fee-Based)</i></p>	<p><b>KIDS 2704</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Common Core: 4th Grade - Math</b>            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. <i>(Fee-Based)</i></p>



<p><b>KIDS 2705</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Common Core: 5th Grade - Math</b>            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. <i>(Fee-Based)</i></p>	<p><b>KIDS 2810</b> <span style="float: right;"><b>15 Hours</b></span>  <b>Minecraft Designers</b>            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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2706</b> <span style="float: right;"><b>6 Hours</b></span>  <b>Common Core: 6th Grade - Math</b>            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. <i>(Fee-Based)</i></p>	<p><b>KIDS 2812</b> <span style="float: right;"><b>15 Hours</b></span>  <b>Minecraft Modders</b>            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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2800</b> <span style="float: right;"><b>15 Hours</b></span>  <b>App Attack! Make Your First Game App</b>            Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app &amp; 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. <i>(Fee-Based)</i></p>	<p><b>KIDS 3000</b> <span style="float: right;"><b>16 Hours</b></span>  <b>Theatre Camp</b>            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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2805</b> <span style="float: right;"><b>15 Hours</b></span>  <b>Make Your First 3D Video Game!</b>            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. <i>(Fee-Based)</i></p>	<p><b>KIDS 3003</b> <span style="float: right;"><b>16 Hours</b></span>  <b>Theatre Camp</b>            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. <i>(Fee-Based)</i></p>
<p><b>KIDS 2807</b> <span style="float: right;"><b>15 Hours</b></span>  <b>Make Your First Video Game!</b>            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. <i>(Fee-Based)</i></p>	<p><b>KIDS 3055</b> <span style="float: right;"><b>5-6 Hours</b></span>  <b>Robotics 101</b>            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. <i>(Fee-Based)</i></p>
	<p><b>KIDS 3056</b> <span style="float: right;"><b>5-6 Hours</b></span>  <b>Robotics 101</b>            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. <i>(Fee-Based)</i></p>

<b>KIDS 3060</b> <b>Civil Engineering</b> 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. <i>(Fee-Based)</i>	<b>5-6 Hours</b>	<b>KIDS 3101</b> <b>STEAM Camp: Enchanted Engineer</b> 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! <i>(Fee-Based)</i>	<b>50 Hours</b>
<b>KIDS 3061</b> <b>Civil Engineering</b> 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. <i>(Fee-Based)</i>	<b>5-6 Hours</b>	<b>KIDS 3102</b> <b>STEAM Camp: Inventor's Workshop - Design Engineering</b> 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! <i>(Fee-Based)</i>	<b>50 Hours</b>
<b>KIDS 3065</b> <b>Aerospace Engineering</b> 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. <i>(Fee-Based)</i>	<b>5-6 Hours</b>	<b>KIDS 3103</b> <b>STEAM Camp: Outdoor Adventure's Environmental Engineering</b> 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. <i>(Fee-Based)</i>	<b>50 Hours</b>
<b>KIDS 3066</b> <b>Aerospace Engineering</b> 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. <i>(Fee-Based)</i>	<b>5-6 Hours</b>	<b>KIDS 3104</b> <b>STEAM Camp: Space is the Place! ♦ Aerospace Aerospace Engineering</b> 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. <i>(Fee-Based)</i>	<b>50 Hours</b>
<b>KIDS 3070</b> <b>LEGO Flix Camp</b> 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. <i>(Fee-Based)</i>	<b>5-6 Hours</b>	<b>KIDS 3105</b> <b>STEAM Camp: The Engineer's Kitchen - Molecular Gastronomy</b> 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! <i>(Fee-Based)</i>	<b>50 Hours</b>
<b>KIDS 3075</b> <b>Live-Action Flix Camp</b> 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. <i>(Fee-Based)</i>	<b>5-6 Hours</b>	<b>KIDS 3106</b> <b>STEAM Camp: Under the Sea: Marine Engineering</b> 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. <i>(Fee-Based)</i>	<b>50 Hours</b>
<b>KIDS 3100</b> <b>STEAM Camp: Crazy Concoctions' Chemical Engineering</b> 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! <i>(Fee-Based)</i>	<b>50 Hours</b>	<b>KIDS 3107</b> <b>STEAM Camp: Zootopia Design: Micro Engineering</b> 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.	<b>50 Hours</b>
		<b>KIDS 3108</b> <b>STEAM Camp: Art by Modern Masters</b> Let Jackson Pollock, Robert Rauschenberg, 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. <i>(Fee-Based)</i>	<b>50 Hours</b>

**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)*

<p><b>MEDA 121</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Electronic Health Records Lab</b>  <i>Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers.</i>  <i>Corequisite(s): MEDA 120 Medical Assistant Electronic Health Records.</i>            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. (<i>Apportionment</i>)</p>	<p><b>MEDA 200</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Medical Assistant Clinical Procedures Theory I</b>  <i>Prerequisite(s): MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.</i>  <i>Corequisite(s): MEDA 201 Medical Assistant Clinical Procedures Lab I.</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. (<i>Apportionment</i>)</p>
<p><b>MEDA 130</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Financial Concepts</b>  <i>Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology.</i>  <i>Corequisite(s): MEDA 131 Medical Assistant Financial Concepts Lab.</i>            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. (<i>Apportionment</i>)</p>	<p><b>MEDA 201</b> <span style="float: right;"><b>48 Hours</b></span>  <b>Medical Assistant Clinical Procedures Lab I</b>  <i>Prerequisite(s): MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.</i>  <i>Corequisite(s): MEDA 200 Medical Assistant Clinical Procedures Theory I.</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. (<i>Apportionment</i>)</p>
<p><b>MEDA 131</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Financial Concepts Lab</b>  <i>Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.</i>  <i>Corequisite(s): MEDA 130 Medical Assistant Financial Concepts.</i>            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. (<i>Apportionment</i>)</p>	<p><b>MEDA 210</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Medical Assistant Clinical Procedures Theory II</b>  <i>Prerequisite(s): MEDA 200 Medical Assistant Clinical Procedures Theory I.</i>  <i>Corequisite(s): MEDA 211 Medical Assistant Clinical Procedures Lab II.</i>            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. (<i>Apportionment</i>)</p>
<p><b>MEDA 140</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Billing, Introduction</b>  <i>Prerequisite(s): COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers.</i>  <i>Corequisite(s): MEDA 141 Medical Billing Lab, Introduction.</i>            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. (<i>Apportionment</i>)</p>	<p><b>MEDA 211</b> <span style="float: right;"><b>48 Hours</b></span>  <b>Medical Assistant Clinical Procedures Lab II</b>  <i>Prerequisite(s): MEDA 201 Medical Assistant Clinical Procedures Lab I.</i>  <i>Corequisite(s): MEDA 210 Medical Assistant Clinical Procedures Theory II.</i>            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. (<i>Apportionment</i>)</p>
<p><b>MEDA 141</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Billing Lab, Introduction</b>  <i>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.</i>  <i>Corequisite(s): MEDA 140 Medical Billing, Introduction.</i>            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. (<i>Apportionment</i>)</p>	<p><b>MEDA 300</b> <span style="float: right;"><b>108 Hours</b></span>  <b>Medical Assisting Simulation Lab and Certification Prep</b>            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. (<i>Apportionment</i>)</p>

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## 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 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 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 First 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 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 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 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)*

## 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)*



<b>MEOC 205</b>	<b>36 Hours</b>	<b>MS 106</b>	<b>36 Hours</b>
<b>Introduction to Electronic Health Records(EHR)</b>		<b>Microsoft Access - Introduction</b>	
<i>Prerequisite(s): MEOC 210 Computers for Health Care Workers, Introduction and COMP 685 Computer Keyboarding - Beginning or Keyboard competency of 30 wpm.</i>		<i>Advisory: COMP 100 Computers - Introduction, MS 104 Windows Operating Systems - Introduction or equivalent.</i>	
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)		Design databases using this popular software package. Includes creating tables, forms, reports and labels. Textbook Required. (Apportionment)	
<b>MEOC 210</b>	<b>48 Hours</b>	<b>MS 107</b>	<b>36 Hours</b>
<b>Introduction of Computers for Health Care Workers</b>		<b>Microsoft Access - Intermediate</b>	
<i>Prerequisite(s): COMP 685 Computer Keyboarding - Beginning or Typing 30 words per minute.</i>		<i>Advisory: MS 106 Microsoft Access - Introduction.</i>	
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. Textbook Required. (Apportionment)		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)	
<b>MEOC 225</b>	<b>96 Hours</b>	<b>MS 119</b>	<b>36 Hours</b>
<b>Medical Coding - Introduction</b>		<b>Microsoft PowerPoint - Introduction</b>	
<i>Prerequisite(s): MEOC 104 Medical Terminology.</i>		<i>Advisory: Knowledge of Windows.</i>	
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) integumentary system, (b) musculoskeletal system (c) respiratory system (d) cardiovascular system (e) hemic and lymphatic systems. Textbook Required. (Apportionment)		Learn how to create on-screen presentations using text, graphics, sound effects and movies. (Apportionment)	
<b>MEOC 227</b>	<b>96 Hours</b>	<b>MS 134</b>	<b>36 Hours</b>
<b>Medical Coding - Intermediate</b>		<b>Microsoft Word - Intermediate</b>	
<i>Prerequisite(s): MEOC 225 Medical Coding - Introduction.</i>		<i>Advisory: COMP 100 Computer - Introduction, MS 104 Window Operating Systems - Introduction, MS 144 Microsoft Word - Introduction or equivalent.</i>	
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)		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)	
<hr/>		<b>MS 143</b>	<b>36 Hours</b>
<b>Microsoft (MS)</b>		<b>Microsoft Publisher - Introduction</b>	
<b>MS 104</b>	<b>36 Hours</b>	<i>Advisory: Recommended proficiency in COMP 100 Computers - Introduction and MS 104 Windows Operating Systems - Introduction.</i>	
<b>Windows Operating Systems - Introduction</b>		Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as flyers, newsletters, and business cards. (Apportionment)	
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)		<b>MS 144</b>	<b>36 Hours</b>
<b>MS 105</b>	<b>36 Hours</b>	<b>Microsoft Word - Introduction</b>	
<b>Microsoft Excel - Introduction</b>		<i>Advisory: Introduction to Computers, Introduction to Windows or equivalent.</i>	
<i>Advisory: Knowledge of Windows.</i>		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)	
Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting. (Apportionment)		<b>MS 156</b>	<b>18 Hours</b>
<hr/>		<b>Computer Bytes</b>	
<b>MS 160</b>	<b>36 Hours</b>	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)	
<b>Microsoft Office - Overview</b>		<b>MS 160</b>	<b>36 Hours</b>
<i>Advisory: Knowledge of Windows and keyboarding.</i>		<b>Microsoft Office - Overview</b>	
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)		<i>Advisory: Knowledge of Windows and keyboarding.</i>	

**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*)

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## 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*)

<b>MUSC 360</b> <b>Guitar for Adults - Intermediate</b> 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. <i>(Fee-Based)</i>	<b>8 Hours</b>	<b>OTEC 110</b> <b>Business Math for Office Technology</b> Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. <i>(Apportionment)</i>	<b>24 Hours</b>
<b>MUSC 365</b> <b>Vocal for Adults - Beginning</b> 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. <i>(Fee-Based)</i>	<b>6 Hours</b>	<b>OTEC 111</b> <b>Customer Relation Management (CRM), Introduction</b> 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. <i>(Apportionment)</i>	<b>18 Hours</b>
<b>MUSC 370</b> <b>Guitar for Adults - Workshop</b> 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. <i>(Fee-Based)</i>	<b>10 Hours</b>	<b>OTEC 200</b> <b>Computer Concepts and Applications II A</b> <b>Advisory:</b> <i>OTEC 200 is designed for individuals wanting to learn/enhance specific skills.</i> If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications III is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II A introduces students to fundamental workforce skills on the Internet, digital ethics and awareness, cloud computing and Windows. <i>(Apportionment)</i>	<b>20 Hours</b>
<b>MUSC 375</b> <b>Masterworks Chorale</b> 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. <i>(Fee-Based)</i>	<b>36-48 Hours</b>	<b>OTEC 201</b> <b>Computer Concepts and Applications II B</b> <b>Advisory:</b> <i>OTEC 201 is designed for individuals wanting to learn/enhance specific skills.</i> If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II B introduces students to Microsoft Word. <i>(Apportionment)</i>	<b>20 Hours</b>
<b>MUSC 378</b> <b>Community Symphony</b> The Community Symphony is dedicated to the rehearsal and performance of atandard and contemporary symphonic literature. There will be concert performances. <i>(Fee-Based)</i>	<b>36-48 Hours</b>	<b>OTEC 202</b> <b>Computer Concepts and Applications II C</b> <b>Advisory:</b> <i>OTEC 202 is designed for individuals wanting to learn/enhance specific skills.</i> If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II C introduces students to fundamental workforce skills in Microsoft Excel. <i>(Apportionment)</i>	<b>20 Hours</b>
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<b>Office Technician (OTEC)</b>			
<b>OTEC 091</b> <b>Computer Basics</b> 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. <i>(Apportionment)</i>	<b>12 Hours</b>	<b>OTEC 205</b> <b>Computer Concepts and Applications III A</b> <b>Advisory:</b> <i>OTEC 205 is designed for individuals wanting to learn/enhance specific skills.</i> If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended. This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III A introduces students to fundamental workforce skills in Microsoft Access. The course will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. <i>(Apportionment)</i>	<b>18 Hours</b>
<b>OTEC 092</b> <b>Software Essentials</b> 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. <i>(Apportionment)</i>	<b>12 Hours</b>		
<b>OTEC 100</b> <b>Office Essentials</b> 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. <i>(Apportionment)</i>	<b>24 Hours</b>		
<b>OTEC 105</b> <b>Microsoft Outlook Fundamentals</b> 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. <i>(Apportionment)</i>	<b>12 Hours</b>		

<p><b>OTEC 206</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Computer Concepts and Applications III B</b>  <i>Advisory:</i> OTEC 206 is designed for individuals wanting to learn/enhance specific skills.            If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended. This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III B introduces students to fundamental workforce skills in Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (Apportionment)</p>	<p><b>OTEC 225</b> <span style="float: right;"><b>36 Hours</b></span>  <b>MS Office Integrated Projects</b>  <i>Prerequisite(s):</i> 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)</p>
<p><b>OTEC 210</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Computer Concepts and Applications I</b>            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)</p>	<p><b>OTEC 230</b> <span style="float: right;"><b>45-54 Hours</b></span>  <b>Electronic Records Management</b>  <i>Prerequisite(s):</i> OTEC 100 Office Essentials.            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)</p>
<p><b>OTEC 211</b> <span style="float: right;"><b>60 Hours</b></span>  <b>Computer Concepts and Applications II</b>  <i>Prerequisite(s):</i> 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)</p>	<p><b>OTEC 212</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Computer Concepts and Applications III</b>  <i>Prerequisite(s):</i> 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)</p>
<p><b>OTEC 215</b> <span style="float: right;"><b>96 Hours</b></span>  <b>Computer Concepts and Applications IBEST</b>            This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. (Apportionment)</p>	<p><b>OTEC 225</b> <span style="float: right;"><b>36 Hours</b></span>  <b>MS Office Integrated Projects</b>  <i>Prerequisite(s):</i> 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)</p>

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## Parenting (PARN)

<p><b>PARN 101</b> <span style="float: right;"><b>18-36 Hours</b></span>  <b>Joyful Parenting: Creative Art/Music (Ages 1.5-2.5)</b>            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)</p>
<p><b>PARN 102</b> <span style="float: right;"><b>18 Hours</b></span>  <b>Connected Parenting</b>            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)</p>
<p><b>PARN 104A</b> <span style="float: right;"><b>10 Hours</b></span>  <b>Kindergym - Toddler Fitness (Ages 1-4.5)</b>            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)</p>
<p><b>PARN 108</b> <span style="float: right;"><b>12 Hours</b></span>  <b>You, Your Child and Music</b>            Learn how to use simple musical games and activities to aid your infant/toddler in motor, cognitive and social development. (Apportionment)</p>
<p><b>PARN 147</b> <span style="float: right;"><b>9 Hours</b></span>  <b>Babies Love Music (Ages 4-14 months)</b>            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)</p>



<b>PARN 148</b>	<b>9 Hours</b>	<b>PARN 225</b>	<b>1 Hour</b>
<b>Kids Love Music (Ages 1-2)</b>		<b>Homework Tips Workshop (How to Really Help Your Child)</b>	
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. <i>(Fee-Based)</i>		Help improve your child's chances 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. <i>(Fee-Based)</i>	
<b>PARN 149</b>	<b>9 Hours</b>	<b>PARN 230</b>	<b>9 Hours</b>
<b>Kids Love Music (Ages 2-4)</b>		<b>Parenting Tips &amp; Tricks Interactive Workshop</b>	
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. <i>(Fee-Based)</i>		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! <i>(Fee-Based)</i>	
<b>PARN 150</b>	<b>9 Hours</b>	<b>PARN 235</b>	<b>2 Hours</b>
<b>Kids Love Music (Ages 1-4)</b>		<b>Raising Caring Kids</b>	
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. <i>(Fee-Based)</i>		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. <i>(Fee-Based)</i>	
<b>PARN 151</b>	<b>9 Hours</b>	<b>PARN 237</b>	<b>18 Hours</b>
<b>Kids Love Music (Ages 5-7)</b>		<b>Raising Thoughtful Children (Ages 1.5-2.5)</b>	
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. <i>(Fee-Based)</i>		Students participate with their child to support social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities for very young children. <i>(Apportionment)</i>	
<b>PARN 170</b>	<b>12-18 Hours</b>	<b>PARN 238</b>	<b>18 Hours</b>
<b>Parenting Adult/Children with Disabilities</b>		<b>Raising Thoughtful Children (Ages 2.5-5)</b>	
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. <i>(Apportionment)</i>		Students participate with their child to support social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities that emphasize building a growth mindset and thoughtfulness toward themselves and towards others. <i>(Apportionment)</i>	
<b>PARN 200</b>	<b>12-36 Hours</b>	<b>PARN 240</b>	<b>12-18 Hours</b>
<b>Joyful Parenting: Art, Music &amp; Movement (Ages 2.5-5)</b>		<b>Navigating Resources for Adults with Disabilities</b>	
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. <i>(Apportionment)</i>		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. <i>(Fee-Based)</i>	
<b>PARN 220</b>	<b>2 Hours</b>	<b>PARN 245</b>	<b>3 Hours</b>
<b>Helping Your Struggling Child</b>		<b>Runaway Teens in Orange County</b>	
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. <i>(Fee-Based)</i>		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, <i>(Fee-Based)</i>	
		<b>PARN 260</b>	<b>12-18 Hours</b>
		<b>Developmental Movement (Ages 1 - 2)</b>	
		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. <i>(Apportionment)</i>	



<p><b>PARN 261</b>  <b>Developmental Movement (Ages 2 - 3)</b>            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. <i>(Apportionment)</i></p>	<p><b>12-18 Hours</b></p>	<p><b>PARN 277</b>  <b>Love and Logic® Early Childhood: Parenting Made Fun! Lab</b>  <b>Corequisite(s):</b> PARN 267 <i>Love and Logic® Early Childhood: Parenting Made Fun!</i>            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. <i>(Apportionment)</i></p>	<p><b>10 Hours</b></p>
<p><b>PARN 262</b>  <b>Developmental Movement (Ages 3 - 4.5)</b>            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. <i>(Apportionment)</i></p>	<p><b>12-18 Hours</b></p>	<p><b>PARN 278</b>  <b>Love and Logic®: Supporting Youth with Special Need Lab</b>  <b>Corequisite(s):</b> PARN 268 <i>Love and Logic®: Supporting Youth with Special Need.</i>            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. <i>(Apportionment)</i></p>	<p><b>8 Hours</b></p>
<p><b>PARN 265</b>  <b>Parenting with Love and Logic®</b>            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. <i>(Apportionment)</i></p>	<p><b>18-36 Hours</b></p>	<p><b>PARN 279</b>  <b>Love and Logic®: Adults Supporting Youth with Challenging Pasts Lab</b>  <b>Corequisite(s):</b> PARN 269 <i>Love and Logic®: Adults Supporting Youth with Challenging Pasts.</i>            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. <i>(Apportionment)</i></p>	<p><b>12 Hours</b></p>
<p><b>PARN 267</b>  <b>Love &amp; Logic® Early Childhood; Parenting Made Fun!</b>            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. <i>(Apportionment)</i></p>	<p><b>15 Hours</b></p>	<p><b>PARN 295</b>  <b>Understanding Anti-Bias Framework</b>            The purpose of this course is to help parents and caregivers gain awareness and understanding around the four components of K-12 Anti-Bias Framework. This course will provide an understanding of what the terms bias, identity, diversity, justice, and action mean and explore the roles played by individuals in each of these areas. <i>(Apportionment)</i></p>	<p><b>15 Hours</b></p>
<p><b>PARN 268</b>  <b>Love and Logic®: Supporting Youth with Special Needs</b>            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. <i>(Apportionment)</i></p>	<p><b>15 Hours</b></p>	<p><b>PARN 296</b>  <b>Many Identities, One Diverse Nation</b>            The purpose of this course is to help parents and caregivers gain awareness and understanding around the ♦Identity♦ and ♦Diversity♦ components of k-12 anti-bias framework. Students will gain an understanding of the terms personal and social identity, intersectionality, visible and invisible identity, and explore how individual identities contribute to a national identity that is United States. <i>(Apportionment)</i></p>	<p><b>15 Hours</b></p>
<p><b>PARN 269</b>  <b>Love and Logic®: Adults Supporting Youth with Challenging Pasts</b>            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. <i>(Apportionment)</i></p>	<p><b>21 Hours</b></p>	<p><b>PARN 297</b>  <b>Raising Culturally Responsive Children</b>            The purpose of this course is to help parents and caregivers gain awareness and understanding around the "Justice" and "Action" components of k-12 anti-bias framework. Instruction will center on personal identities, labels, confirmation bias, belonging, human rights, discrimination, speaking up, speaking out, and making human rights universal. <i>(Apportionment)</i></p>	<p><b>24 Hours</b></p>
<p><b>PARN 275</b>  <b>Parenting the Love and Logic® Way Lab</b>  <b>Corequisite(s):</b> PARN 265 <i>Parenting the Love and Logic® Way.</i>            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. <i>(Apportionment)</i></p>	<p><b>12 Hours</b></p>	<p><b>PARN 300</b>  <b>Building Trauma Informed Communities: Adverse Childhood Experiences</b>            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. <i>(Apportionment)</i></p>	<p><b>24 Hours</b></p>

**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)*

**PARN 307 12 Hours****Building Trauma Informed Communities: Internet Safety and Awareness**

The purpose of this course is to help parents and caregivers gain awareness and understanding around the online world and how it works. The benefits and risks associated with the Internet will be explored along with the tools needed to help children stay safe while they engage in technology use. *(Apportionment)*

**PARN 308 12 Hours****Building Trauma Informed Communities: Understanding Addiction**

The purpose of this class is to provide understanding and awareness around addiction and how it impacts individuals and families. Definitions of addiction will be explored, as well as the connection between trauma and addiction, and the importance of connection and relationship as a preventative and protective measure. *(Apportionment)*

**PARN 350****Love and Logic Workshop 1**

This course is a 90-minute workshop provides an overview of what is offered in Parenting the Love & Logic Way and provides tools for foundational relationship building and disengaging in arguing. *(Apportionment)*

**PARN 352****Internet Safety Workshop**

The purpose of this workshop course is to help parents and caregivers gain awareness and understanding around the online world and provide an overview of what is offered in PARN 307. *(Apportionment)*

**PARN 354****Adverse Childhood Experiences Workshop**

This is a 90-minute workshop that provides an overview of what is offered in the Adverse Childhood Experiences parenting course and offers tools for understanding how childhood trauma affects people through life and brings awareness to preventative and healing measures. *(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)*

<p><b>PTEC 115</b>  <b>Pharmacology I</b>  (Formerly MEOC 121)  <i>Prerequisite(s): MEDO 105 Medical Terminology.</i>  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. (<i>Apportionment</i>)</p>	<p><b>36 Hours</b></p>	<p><b>PTEC 300</b>  <b>Pharmacy Technician Practical Career Training - Entry</b>  (Formerly MEDO 316)  <i>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.</i>  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. (<i>Apportionment</i>)</p>	<p><b>18 Hours</b></p>
<p><b>PTEC 120</b>  <b>Pharmacology II</b>  (Formerly MEOC 122)  <i>Prerequisite(s): MEDO 105 Medical Terminology.</i>  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. (<i>Apportionment</i>)</p>	<p><b>36 Hours</b></p>	<p><b>PTEC 301</b>  <b>Pharmacy Technician Advanced Level Lecture</b>  <i>Prerequisite(s): PTEC 300 Pharmacy Technician Practical Career Training - Entry or completion of an ASHP Entry Level Program Certificate.</i>  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. (<i>Apportionment</i>)</p>	<p><b>48 Hours</b></p>
<p><b>PTEC 125</b>  <b>Human Relations for Healthcare Workers</b>  (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. (<i>Apportionment</i>)</p>	<p><b>36 Hours</b></p>	<p><b>PTEC 302</b>  <b>Pharmacy Technician Advanced Level Lab</b>  <i>Prerequisite(s): PTEC 300 Pharmacy Technician Practical Career Training - Entry and PTEC 301 Pharmacy Technician Advanced Level Lecture or Completion of an American Society of Hospital Pharmacists (ASHP) recognized Pharmacy Technician Entry Level program.</i>  <i>Corequisite(s): Concurrently with PTEC 301 Pharmacy Technician Advanced Level Lecture or upon successful completion of PTEC 301 Pharmacy Technician Advanced Level Lecture.</i>  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 (<i>Apportionment</i>)</p>	<p><b>60 Hours</b></p>
<p><b>PTEC 200</b>  <b>Pharmacy Technician, Lab for the In-Patient</b>  (Formerly MEDO 221)  <i>Prerequisite(s): PTEC 105 Pharmacy Operations Lab and PTEC 110 Pharmaceutical Mathematics and PTEC 115 Pharmacology I and PTEC 120 Pharmacology II.</i>  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. (<i>Apportionment</i>)</p>	<p><b>48 Hours</b></p>	<p><b>PTEC 305</b>  <b>Pharmacy Technician Practical Career Training - Advanced</b>  (Formerly MEDO 317)  <i>Prerequisite(s): PTEC 301 Pharmacy Technician Advanced Level Lecture and PTEC 302 Pharmacy Technician Advanced Level Lab.</i>  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. (<i>Apportionment</i>)</p>	<p><b>18 Hours</b></p>
<p><b>PTEC 205</b>  <b>Pharmacy Technician, Lab for the Out-Patient</b>  (Formerly MEDO 220)  <i>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.</i>  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. (<i>Apportionment</i>)</p>	<p><b>48 Hours</b></p>	<p><b>PTEC 310</b>  <b>Pharmacy Technician Certification Exam Review</b>  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. (<i>Apportionment</i>)</p>	<p><b>20 Hours</b></p>

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## 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)*

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## Quality Assurance Medical Devices (QAMD)

**QAMD 400** 36 Hours

### Medical Device Quality Assurance Specialist, Introduction

(Formerly BMGR 645 Introduction to Medical Device Quality Assurance) This course introduces students to the medical device industry in preparation for an entry-level position as a quality assurance specialist. Learn 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

(Formerly BMGR 648 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

(Formerly BMGR 651 Document and Database Management for Medical Devices)

An overview of regulatory requirements for document control and database management for the medical device field. Covers the fundamentals of writing documents that meet regulatory compliance. Equips students for handling document management systems efficiently. *(Apportionment)*

**QAMD 415** 36 Hours

### Quality Assurance for Medical Devices

(Formerly BMGR 654 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

(Formerly BMGR 657 Technical Writing for Bio-Medical Industries)

This course will provide students with an overview and understanding of technical writing for the bio medical industry. The course will cover principle writing methodologies for quality assurance, engineering, manufacturing, and production of a medical device product. Topics will address documentation as related to FDA mandated requirements, ISO standards and for writing GMP procedures. *(Apportionment)*

**QAMD 425** 36 Hours

### Quality Auditing for Medical Devices

(Formerly BMGR 660 Quality Auditing for Medical Devices)

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

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## 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)*

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## 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)*

## WorkForce Preparation (WFPR)

**WFPR 100** **18-180 Hours**

**Career Skills and Resource Lab**

Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. *(Apportionment)*

**WFPR 101** **36 Hours**

**Virtual Career Skills and Resource Lab**

Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. *(Apportionment)*

**WFPR 105** **12 Hours**

**Build Your Career**

Ready to get to work? This course will help you launch your career through learning how to step out of your comfort zone, network, build communication skills, explore career options and land the jobs and internships you want. *(Apportionment)*



# ORGANIZATIONAL STRUCTURE

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## 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

- Jacqueline Rodarte, President
- Ed Lopez, JD, Vice President
- Evangelina Rosales, Secretary
- Ryan Bent, Member
- Stephen T. Blount, Member
- Jeffrey P. Brown, Member
- Barbara Dunsheath, Ed.D.

## Student Trustees

- Kisha Mehta, Cypress College
- Paloma Foster, Fullerton College

## Chancellor

Byron D. Clift Breland, Ed.D.

## President, North Orange Continuing Education

Valentina Purtell

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## 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

### Martha Gutierrez

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

Director, Basic Skills, High School Diploma and GED/HiSET Programs (HSPD, GED/HiSET)  
B.S. Political Science, UC Irvine  
M.S. Political Science, CSU Long Beach

### Dennis Davino

Director, Lifeskills Education Advancement Program (LEAP)  
B.A. Psychology, CSU Fullerton  
M.A. Counseling Psychology, Pacifica Graduate Institute  
Licensed Marriage and Family Therapist

### Karla Frizler

Director, English as a Second Language (ESL)  
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

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## 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

### 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

**Carlos Diaz, Ed.D.**

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**

Associate 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**

Professor, Career Technical Education - Business Education  
 B.A. Liberal Studies, CSU Stanislaus  
 M.A. Human Resources Management, National University

**Maricela Moran**

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

**Rosie Navarro**

Counselor, Disability Support Services  
 B.S. Human Services, CSU Fullerton  
 M.S. Clinical Psychology, Vanguard University

**Khanh Ninh**

Counselor, Counseling and Student Services  
 B.A. Political Science, UC Irvine  
 M.S. Social Welfare, UC Berkeley  
 M.P.H. Public Health, UC Berkeley

**Alice Niyondagara, D.L.T.**

Professor, English as a Second Language/Citizenship  
 B.A. English, University of Burundi  
 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

**Jennifer Oo**

Professor, Career Technical Education - Allied Health  
 B.S. Biological Sciences, CSU Fullerton  
 LVN: Vocational Nursing, Stanbridge University

**Michelle Patrick-Norng**

Counselor, Disability Support Services  
 B.A., English Education, CSU Long Beach  
 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**

Associate Professor, Disability Support Services  
 B.A. Psychology, National University  
 M.A. Special Education, specializing in Autism Spectrum Disorder,  
 National University

**Megan Reeves**

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

**Casey Sousa**

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

**Janet Williams**

Professor, Basic Skills/High School Diploma

B.S. Communications, University of Tennessee Martin

M.Ed. Cross-Cultural Teaching, National University

M.S. eLearning, CSU East Bay

**Kenneth Yu**

Associate 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

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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) (<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 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 Classes not in Session

July 6, 2022 Independence Day Holiday (Observed)  
 September 7, 2022 Labor Day Holiday  
 November 11, 2022 Veterans' Day Holiday  
 November 26 – 27, 2022 Thanksgiving Holidays  
 December 21, 2022 – January 15, 2023 Winter Recess  
 December 24, 2022 – January 1, 2023 Winter Holidays  
 January 18, 2023 Martin L. King Holiday  
 February 12, 2023 Lincoln's Birthday Holiday  
 February 15, 2023 President's Day Holiday  
 March 29 – April 2, 2023 Spring Recess  
 May 31, 2023 Memorial Day Holiday

## Academic Calendar: 2022 - 2023

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

August 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			

September 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	

October 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					

November 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			

December 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

January 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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 2023						
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	

# CENTER LOCATIONS

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1830 W. Romneya Drive  
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714.808.4645



**NOCE Cypress Center**  
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Cypress, CA 90630  
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**NOCE Wilshire Center**  
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