

CATALOG

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School of Continuing Education
North Orange County Community College District

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

Business (BUSN)

BUSN 482

Quilting: Building Skills for Art and Business

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

BUSN 490

Machine Shorthand Speed Building 1

This course promotes further development of speed and accuracy in taking dictation on the steno machine. Students will develop sufficient skills to take new material dictation at 160 words per minute (wpm) through 230 wpm for one minute at 98% accuracy. This class meets the state of California licensing requirements. *(Fee-Based)*

BUSN 492

Machine Shorthand Speed Building 2

Advisory: Completion of Machine Shorthand Speed Building 1. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 160 words per minute (wpm) through 200 wpm for five minutes with 98% accuracy. This class meets the State of California licensing requirements. *(Fee-Based)*

BUSN 494

Machine Shorthand Speed Building 3

Advisory: Completion of Machine Shorthand Speed Building 2. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 180 wpm to 200 wpm for ten minutes with 98 percent accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony. *(Fee-Based)*

BUSN 496

Machine Shorthand Speed Building 4

Advisory: Completion of Machine Shorthand Speed Building 1, 2, or 3. This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material from 160 words per minute (wpm) to 220 wpm sustained dictation with 98% accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony. *(Fee-Based)*

BUSN 645

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)*

Clothing (CC)

CC 415

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

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)*

Creative Arts (CRAE)

CRAE 340

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)*

Digital Arts (DIG)

DIG 103

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 225

Adobe Edge

Beginning

Advisory: Basic computer, Internet, and computer graphics skills or equivalent. This course introduces Edge, an Adobe design tool that uses 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 applications's timeline-based interface. This course also covers importing and keyframing web graphics and adding interactivity to projects. *(Fee-Based)*

Disabled Students Program and Services (DSPS)

DSPS 260

Introduction to Checking Accounts

A quick paced course designed to provide students with disabilities with basic banking skills including writing checks and depositing paychecks. *(Apportionment)*

DSPS 275

Paying Bills

A quick paced course designed to provide students with disabilities with basic money management skills including use of an ATM and bill paying. *(Apportionment)*

DSPS 285

Budgeting for Apartment Living

A quick paced course designed to provide money-management skills for employed students with developmental or learning disabilities living in their own apartment. *(Apportionment)*

DSPS 332

Living More Independently: Apartment Living

Students with disabilities will explore moving into their first apartment and responsibilities of maintaining a home. Topics will include identifying needed furnishings and supplies, basic house cleaning, and safe use and storage of cleaning products. Students will also be required to practice house cleaning tasks. *(Apportionment)*

DSPS 380

Survival Vocabulary and Basic Reading and Writing for Students with Disabilities

This course is the first in a series of three courses designed for adults with disabilities to learn survival vocabulary and basic reading and writing skills. *(Apportionment)*

DSPS 410

Introduction to Computers

Designed for individuals with disabilities, this course provides a basic introduction to computers. *(Apportionment)*

DSPS 412

Introduction to Basic Word Processing

Designed for individuals with disabilities, this course teaches the basic introduction to word processing. *(Apportionment)*

DSPS 460

Social Skills: Foundational Basics

This course is designed to give students with disabilities an overview of foundational basic social skills at home, school, work, and in the community, using a variety of basic skills. *(Apportionment)*

DSPS 480

Human Sexuality: Human Development, Puberty, and Conception

This course is designed to give students with disabilities an overview of basic human sexuality concepts of boundaries, human development, and puberty in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills. *(Apportionment)*

DSPS 482

Human Sexuality: Sexual Expression, Reproduction, and Birth Control

This course is designed to give students with disabilities an overview of the basic human sexuality concepts of sexual expression, reproduction, birth control, and sexual health, in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills. *(Apportionment)*

Early Childhood Education (ECE)

ECE 142

Supervision & Administration

(Offered Spring Term Only) Prerequisites: ECE 170 Introduction to Curriculum for ECE, and ECE 108 ECE Program Principles and Practice and ECE 140 Early Childhood Development, and ECE 136 Family Community Relationships, and ECE 100 Child Health and Safety . (or courses equivalent - see Program Manager). In depth study of the essentials of daily school supervision and operation as mandated by State regulations. *(Apportionment)*

Financial (FINC)

FINC 375

Basics of Personal Finance

This course is for students looking to take control over their personal finances. They will learn how to create a budget, use credit properly, pay off debts, and save money for the future. *(Fee-Based)*

FINC 380

Financial Planning for College

The ideal time for parents to start planning to pay for college is before a child starts kindergarten. Whether your child starts college in ten years or starts in two years or fewer, this class give the tools on how to navigate the road to create successful college finances. *(Fee-Based)*

Fitness (FITN)

FITN 465

Yoga for Relaxation

This course is designed for all levels of yoga students. The class will focus on flexibility, breathing and gentle stretching. This class encourages a non-competitive, restorative setting. Students should bring a sticky mat and a towel. Class will end with a quiet meditative period. *(Fee-Based)*

FITN 470

Aquatic Aerobics

Increase your cardiovascular endurance, muscle strength and endurance and flexibility while reducing the chance of injury using the resistance of water. This class is designed for students of various ages and fitness levels. *(Fee-Based)*

FITN 505

Capoeira Fitness

Capoeira is a unique martial art from Brazil. It is a blend of movement, music, and fitness. It is an energetic martial art that supports both physical and mental empowerment. *(Fee-Based)*

Kids' College (KIDS)

KIDS 3049

Bicycling Safety

Ages 10+

Want to build greater confidence riding a bicycle? This course will cover many cycling topics such as proper fit, safety, handling basics, equipment and etiquette. Demonstrations and hands-on practice will also be included. Students will learn the basics to keep riding safe and enjoyable. Adults may also register for this class. *(Fee-Based)*

Medical Occupations (MEDO)

MEDO 221

In-Patient Lab for the Pharmacy Technician

Prerequisite: MEDO 230 Pharmacy Operations Lab; MEOC 121 Pharmacology I; MEOC 122 Pharmacology II; MEOC 140 Pharmaceutical Mathematics; Keyboarding Proficiency score of 30 or above OR passing grade in COMP 685 Beginning Keyboarding. The practical lab class is designed to prepare the student for an externship at neighboring pharmacies. Upon completion of the lab classes, the student should be able to step into an in-patient pharmacy and begin working with minimal additional training. *(Apportionment)*

Medical Occupations Clerical (MEOC)

MEOC 104

Medical Terminology

Required course for Pharmacy Technician 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 130

Introduction to Pharmacy Technician

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. *(Apportionment)*