

Career Skills and Resource Lab

Free, flexible scheduling to complete and receive assistance with:

- Canvas and Online Learning
- Computer Skills Improvement
- Employability Skills
- Career Exploration
- Job Search Techniques
- Resume and Cover Letters
- Career/Employment Opportunities
- LinkedIn Learning and More...

Spring 2022

Monday-Thursday

10 a.m. - 6 p.m.

Anaheim Campus
Room 606, 6th Floor



Group assistance require an appointment. Please contact us at careerhelp@noce.edu for more information.

Laptops and CTE class textbooks will be available to students to use in the lab.

Students can print 10 free pages per day.

**RSVP for workshops at:
noce.edu/workshops**



NOCE
NORTH ORANGE
CONTINUING EDUCATION



Accredited by the
Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200,
Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.

January 2022 Virtual & In-person Career Skills and Resource Lab Workshops



21st Century Skills are career readiness and workplace success skills necessary to gain and maintain employment, as well as advance in a career. These skills include knowledge, work habits, and character traits that employers are looking for and find valuable in the workplace.

How do I develop 21st Century Skills?

Each month, NOCE will host a workshop focused on a 21st century career readiness and workplace success skills.

21st century workshop topic for the month of January

Adaptability

Workshops will be held virtually through Zoom and in-person in the Career Skills and Resource Lab located at: Anaheim Campus, Room 606 (6th floor). Students who register for virtual workshops will receive an e-mail with Zoom meeting details the evening before the workshop.

RSVP online at: noce.edu/workshops

Critical Thinking

Collaboration

Managing Information

Communication

Technology

Personal Growth and Well-Being

Date and Time	Workshop Title and Description
<input type="checkbox"/> Tuesday 1/18/2022 5 p.m. – 6 p.m.	Canvas (Virtual Workshop) Learn to navigate Canvas to be successful in your online courses.
<input type="checkbox"/> Wednesday 1/19/2022 12 p.m. – 1 p.m.	CTE Welcome Workshop (Virtual Workshop) Learn about available NOCE resources that will help you succeed in your courses.
<input type="checkbox"/> Wednesday 1/19/2022 5 p.m. – 6 p.m.	Zoom (Virtual Workshop) Learning how to use Zoom and important Zoom features.
<input type="checkbox"/> Thursday 1/20/2022 5 p.m. – 6 p.m.	Introduction to the Career Skills and Resource Lab (Virtual Workshop) Learn about services and resources to help you in your current classes and prepare you for the workplace.
<input type="checkbox"/> Tuesday 1/25/2022 5 p.m. – 6 p.m.	Canvas (Virtual Workshop) Learn to navigate Canvas to be successful in your online courses.
<input type="checkbox"/> Wednesday 1/26/2022 5 p.m. – 6 p.m.	Zoom (Virtual Workshop) Learn how to use Zoom and important Zoom features.
<input type="checkbox"/> Thursday 1/27/2022 5 p.m. – 6 p.m.	21st Century Skills: Adaptability (Virtual Workshop) Learn about the importance of adaptability skills in the workplace.

These workshops are designed to give students an opportunity to develop professional relationships, new ideas, improve skills, as well as provide current and relevant job market information to those looking for employment.

Zoom Conferencing

Zoom is a cloud-based video conferencing platform that can be used for video conferencing meetings, audio conferencing, webinars, meeting recordings, and live chat.

Take advantage of the Zoom to learn how to make it work for you.

Career Skills and Resource Lab

Spring Semester Center Hours:

Monday – Thursday

10 a.m. – 6 p.m.

Closed on Fridays, weekends, and holidays

Your Center For:

Canvas, Zoom, and MyGateway
Career Exploration
Resume and Cover Letter
Building/Review
LinkedIn and LinkedIn Learning
NOCECareerConnect, online job board
Portfolium (folio)
Interview Preparation
Job Searching
Online Job Application
Soft Skills Workshops



Contact the Career Skills and Resource Lab for more information or to schedule an appointment at:

E-mail: careerhelp@noce.edu

Phone: 714.808.4717



Accredited by the
Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200, Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.

February 2022 Virtual & In-person Career Skills and Resource Lab Workshops



21st Century Skills are career readiness and workplace success skills necessary to gain and maintain employment, as well as advance in a career. These skills include knowledge, work habits, and character traits that employers are looking for and find valuable in the workplace.

How do I develop 21st Century Skills?

Each month, NOCE will host a workshop focused on a 21st Century career readiness and workplace success skill.

21st century workshop topic for the month of February

Collaboration

Workshops will be held virtually through Zoom and in-person in the Career Skills and Resource Lab located at: Anaheim Campus, Room 606 (6th floor). Students who register for the virtual workshops will receive an email with Zoom meeting details the evening before the workshop.

RSVP online at: noce.edu/workshops

Critical Thinking

Collaboration

Managing Information

Communication

Technology

Personal Growth and Well-Being

Date and Time	Workshop Title and Description
<input type="checkbox"/> Tuesday 2/1/2022 5 p.m. – 6 p.m.	Canvas (In-Person Workshop) Learn to navigate Canvas to be successful in your online courses.
<input type="checkbox"/> Wednesday 2/2/2022 5 p.m. – 6 p.m.	Zoom (In-Person Workshop) Learn how to use Zoom and how to use important Zoom features.
<input type="checkbox"/> Thursday 2/3/2022 5 p.m. – 6 p.m.	Resume (Virtual Workshop) Learn how to use Career Coach as a tool for developing your resume.
<input type="checkbox"/> Wednesday 2/9/2022 5 p.m. – 6 p.m.	21st Century Skills: Collaboration (In-Person Workshop) Learn how to collaborate and to resolve conflicts in the workplace.
<input type="checkbox"/> Thursday 2/10/2022 5 p.m. – 6 p.m.	Career Launch Academy (In-Person Workshop) Learn about this personalized online coaching program that guides you step-by-step on how to network and help you land a job or internship.
<input type="checkbox"/> Tuesday 2/15/2022 5 p.m. – 6 p.m.	Cover Letter Basics (Virtual Workshop) Learn what a cover letter is and receive tips and tools for writing a professional cover letter.
<input type="checkbox"/> Thursday 2/17/2022 5 p.m. – 6 p.m.	Introduction NOCECareerConnect Online Job Board (In-Person Workshop) Learn how to use NOCECareerConnect online job board to look up jobs.
<input type="checkbox"/> Wednesday 2/23/2022 5 p.m. – 6 p.m.	Rock your Interview (Virtual Workshop) Learn what to expect, how to prepare, and what the interviewer expects from you in a job interview.
<input type="checkbox"/> Thursday 2/24/2022 5 p.m. – 6 p.m.	Personal Branding (In-Person Workshop) Learn the concept of branding and how to brand yourself using LinkedIn.



Monday 2/28/2022
5 p.m. – 6 p.m.

LinkedIn 101: The Benefits of Using LinkedIn (In-Person Workshop)

An overview of LinkedIn and the importance of why you should have a LinkedIn profile.

These workshops are designed to give students an opportunity to develop professional relationships, new ideas, improve skills, as well as provide current and relevant job market information to those looking for employment.

Why LinkedIn?

- It is the most widely used professional social media platform in the world
- Employers find you!
- Connect with experts in your field

Take advantage of the LinkedIn Boot Camp Series to learn how to make it work for you.

Career Skills and Resource Lab

Spring Semester Center Hours:

Monday – Thursday

10 a.m. – 6 p.m.

Closed on Fridays, weekends, and holidays

Your Center For:

Canvas, Zoom, and MyGateway

Career Exploration

Resume and Cover Letter Building/Review

LinkedIn and LinkedIn Learning

NOCECareerConnect, online job board

Portfolium (folio)

Interview Preparation

Job Searching

Online Job Application

Soft Skills Workshops



Contact the Career Skills and Resource Lab for more information at:

E-mail: careerhelp@noce.edu

Phone: 714.808.4717



Accredited by the
Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200, Burlingame, CA 94010
Website: www.acswasc.org

March 2022 Virtual & In-person Career Skills and Resource Lab Workshops



21st Century Skills are career readiness and workplace success skills necessary to gain and maintain employment, as well as advance in a career. These skills include knowledge, work habits, and character traits that employers are looking for and find valuable in the workplace.

How do I develop 21st Century Skills?

Each month, NOCE will host a workshop focused on a 21st Century career readiness and workplace success skill.

21st century workshop topic for the month of March

Digital Literacy

Workshops will be held virtually through Zoom and in-person in the Career Skills and Resource Lab located at: Anaheim Campus, Room 606 (6th floor). Students who register for the virtual workshops will receive an email with Zoom meeting details the evening before the workshop.

RSVP online at: noce.edu/workshops

Critical Thinking

Collaboration

Managing Information

Communication

Technology

Personal Growth and Well-Being

Date and Time	Workshop Title and Description
<input type="checkbox"/> Wednesday 3/2/2022 5 p.m. – 6 p.m.	Resume (In-Person Workshop) Learn how to use the VMock platform as a tool for developing and reviewing your resume.
<input type="checkbox"/> Monday 3/7/2022 5 p.m. – 6 p.m.	LinkedIn 102: Creating a LinkedIn Profile (In-Person Workshop) Learn how to add a profile picture, change your background picture and write an eye-catching profile headline on LinkedIn.
<input type="checkbox"/> Thursday 3/10/2022 5 p.m. – 6 p.m.	Cover Letter (In-Person Workshop) Learn how market yourself by learning how to write an effective cover letter.
<input type="checkbox"/> Monday 3/14/2022 5 p.m. – 6 p.m.	LinkedIn 103: Manage Account Settings (In-Person Workshop) Learn how to customize your account settings and customize your URL profile.
<input type="checkbox"/> Wednesday 3/16/2022 5 p.m. – 6 p.m.	Classroom Skills for Success (In-Person Workshop) Learn study tips for online and in-person class success and how to access the student portals MyGateway, and Canvas.
<input type="checkbox"/> Thursday 3/17/2022 5 p.m. – 6 p.m.	21st Century Skills: Digital Literacy (In-Person Workshop) Learn what is digital literacy and why you need digital skills in the workplace.
<input type="checkbox"/> Tuesday 3/29/2022 5 p.m. – 6 p.m.	Canvas (In-Person Workshop) Learn to navigate Canvas to be successful in your online courses.
<input type="checkbox"/> Wednesday 3/30/2022 5 p.m. – 6 p.m.	CTE Welcome Workshop (In-Person Workshop) Learn about available NOCE resources and student services that will help you succeed in your courses.
<input type="checkbox"/> Thursday 3/31/2022 5 p.m. – 6 p.m.	Turn Your Interests into a Career (In-Person Workshop) Take a short assessment to learn about careers that match your interests and explore careers within a pathway.

These workshops are designed to give students an opportunity to develop professional relationships, new ideas, improve skills, as well as provide current and relevant job market information to those looking for employment.

Why LinkedIn?

- It is the most widely used professional social media platform in the world
- Employers find you!
- Connect with experts in your field

Take advantage of the LinkedIn Boot Camp Series to learn how to make it work for you.



Career Skills and Resource Lab

Spring Semester Center Hours:

Monday – Thursday

10 a.m. – 6 p.m.

Closed on Fridays, weekends, and holidays

Your Center For:

Canvas, Zoom, and MyGateway

Career Exploration

Resume and Cover Letter

Building/Review

LinkedIn and LinkedIn Learning

NOCECareerConnect, online job board

Portfolium (folio)

Interview Preparation

Job Searching

Online Job Application

Soft Skills Workshops

Contact the Career Skills and Resource Lab for more information at:

E-mail: careerhelp@noce.edu

Phone: 714.808.4717



Accredited by the
Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200, Burlingame, CA 94010
Website: www.acswasc.org

"Digital Literacies is not just for students & educators. We all live and work in digital networks."

April 2022 Virtual & In-person Career Skills and Resource Lab Workshops



21st Century Skills are career readiness and workplace success skills necessary to gain and maintain employment, as well as advance in a career. These skills include knowledge, work habits, and character traits that employers are looking for and find valuable in the workplace.

How do I develop 21st Century Skills?

Each month, NOCE will host a workshop focused on a 21st Century career readiness and workplace success skill.

21st century workshop topic for the month of April

Analysis/Solution Mindset

Workshops will be held virtually through Zoom and in-person in the Career Skills and Resource Lab located at: Anaheim Campus, Room 606 (6th floor). Students who register for the virtual workshops will receive an email with Zoom meeting details the evening before the workshop.

RSVP online at: noce.edu/workshops

Critical Thinking

Collaboration

Managing Information

Communication

Technology

Personal Growth and Well-Being

Date and Time	Workshop Title and Description
<input type="checkbox"/> Monday 4/4/2022 5 p.m. – 6 p.m.	LinkedIn 104: Sharing your Story (In-Person Workshop) Learn tips to writing a dynamic summary that will get you noticed by recruiters.
<input type="checkbox"/> Tuesday 4/5/2022 5 p.m. – 6 p.m.	Canvas (In-Person) Learn to navigate Canvas to be successful in your online courses.
<input type="checkbox"/> Wednesday 4/6/2022 5 p.m. – 6 p.m.	Zoom (In-Person) Learning how to use Zoom and important Zoom features.
<input type="checkbox"/> Monday 4/11/2022 5 p.m. – 6 p.m.	LinkedIn 105: Adding Work Experience, Education, and Skills (In-Person Workshop) Learn to incorporate industry words to help add value to your work and education experience.
<input type="checkbox"/> Wednesday 4/13/2022 5 p.m. – 6 p.m.	Resume (Virtual Workshop) Learn how to customize a resume to a job description.
<input type="checkbox"/> Thursday 4/14/2022 5 p.m. – 6 p.m.	How to Fill Out a Job Application (In-Person Workshop) Learn how to successfully complete an online job application.
<input type="checkbox"/> Monday 4/18/2022 5 p.m. – 6 p.m.	LinkedIn 106: Building your LinkedIn Network (In-Person Workshop) Learn how to build an industry related network and how to stay connected through LinkedIn posts.
<input type="checkbox"/> Tuesday 4/19/2022 5 p.m. – 6 p.m.	Entry Level Cover Letter (In-Person Workshop) (Virtual Workshop) Learn how to write a cover letter if you do not have work experience.
<input type="checkbox"/> Thursday 4/21/2022 5 p.m. – 6 p.m.	21st Century Skills: Analysis Solution/Mindset (In-Person Workshop) Learn the importance of having a solution mindset at work.

☐	Wednesday 4/27/2022 5 p.m. – 6 p.m.	Interview for Success (Virtual Workshop) Learn how to answer common interview questions.
---	--	--

These workshops are designed to give students an opportunity to develop professional relationships, new ideas, improve skills, as well as provide current and relevant job market information to those looking for employment.

Why LinkedIn?

- It is the most widely used professional social media platform in the world
- Employers find you!
- Connect with experts in your field

Take advantage of the LinkedIn Boot Camp Series to learn how to make it work for you.

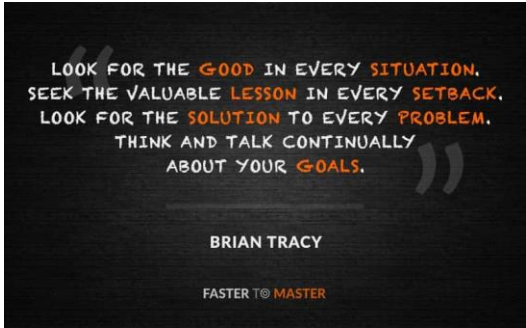
Career Skills and Resource Lab

Spring Semester Center Hours:
 Monday – Thursday
 10 a.m. – 6 p.m.
Closed on Fridays, weekends, and holidays

Your Center For:
 Canvas, Zoom, and MyGateway
 Career Exploration
 Resume and Cover Letter
 Building/Review
 LinkedIn and LinkedIn Learning
 NOCECareerConnect, online job board
 Portfolium (folio)
 Interview Preparation
 Job Searching
 Online Job Application
 Soft Skills Workshops



Contact the Career Skills and Resource Lab for more information at:
 E-mail: careerhelp@noce.edu
 Phone: 714.808.4717



Accredited by the
 Accrediting Commission for Schools,
 Western Association of Schools and Colleges
 533 Airport Blvd., Suite 200, Burlingame, CA 94010
 Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.nocccd.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.

May 2022 Virtual & In-Person Career Skills and Resource Lab Workshops



21st Century Skills are career readiness and workplace success skills necessary to gain and maintain employment, as well as advance in a career. These skills include knowledge, work habits, and character traits that employers are looking for and find valuable in the workplace.

How do I develop 21st Century Skills?

Each month, NOCE will host a workshop focused on a 21st Century career readiness and workplace success skill.

21st century workshop topic for the month of May

Entrepreneurial Mindset

Workshops will be held virtually through Zoom and in-person in the Career Skills and Resource Lab located at: Anaheim Campus, Room 606 (6th floor). Students who register for the virtual workshops will receive an email with Zoom meeting details the evening before the workshop.

RSVP online at: noce.edu/workshops

Critical Thinking

Collaboration

Managing Information

Communication

Technology

Personal Growth and Well-Being

Date and Time	Workshop Title and Description
<input type="checkbox"/> Tuesday 5/3/2022 5 p.m. – 6 p.m.	Dress for Success (In-Person Workshop) Obtain tips to make a strong impression and learn what to wear in a job interview.
<input type="checkbox"/> Thursday 5/5/2022 5 p.m. – 6 p.m.	Prepare for Your Interview (In-Person Workshop) Learn how to prepare for your job interview in terms of researching the employer, knowing what to expect in a job interview, and how to combat anxiety and more.
<input type="checkbox"/> Wednesday 5/11/2022 5 p.m. – 6 p.m.	21st Century Skills: Entrepreneurial Mindset (In-Person Workshop) Learn what entrepreneurial mindset is and the benefits of being an entrepreneur.
<input type="checkbox"/> Thursday 5/12/2022 5 p.m. – 6 p.m.	After NOCE: What You Need to Know to Transfer to College (In-Person Workshop) Learn how to be successful in your transition to a community college.

These workshops are designed to give students an opportunity to develop professional relationships, new ideas, improve skills, as well as provide current and relevant job market information to those looking for employment.



Accredited by the
Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200, Burlingame, CA
94010
Website: www.acswasc.org

Contact the Career Skills and Resource Lab for more information at:

E-mail: careerhelp@noce.edu

Phone: 714.808.4717