



WELCOME TO GARDEN GROVE ADULT EDUCATION

COURSE CATALOG

Lincoln Education Center (main campus)
11262 Garden Grove Blvd., Garden Grove, CA 92843
Phone: (714) 663-6291
www.ae.ggusd.us

Clinton Corner Campus (multi-level ESL only)
13581 Clinton Street, Garden Grove, CA 92843
Phone: (714) 663-6298
Garden Grove Adult Education Mission Statement

REGISTRATION BEGINS AUGUST 2, 2021

Register at: [GGAE Registration](#)

ae.ggusd.us

GGUSD Vision Statement:

We are committed to preparing all students to be successful and responsible citizens who contribute and thrive in a diverse society.

GGAE Mission Statement:

To provide its diverse community with life-long educational opportunities, including the academic, vocational and digital skills needed to fulfill personal, academic and career goals.

Accreditation

Garden Grove Adult Education is fully accredited through Western Association of Schools and Colleges (W.A.S.C.). W.A.S.C. Accreditation ensures that students receive a quality instructional program and that staff continually seek to improve educational services offered to ensure that we are meeting student needs. W.A.S.C. Accreditation includes a review of school operations, teaching practices, course offerings, and staffing among other areas. At the end of the accreditation process, an action plan is developed which guides the school for the next few years.

Director's Message

Welcome to Garden Grove Adult Education (GGAE)!

I have been involved in Garden Grove's Adult Education program since 2003, and I am proud to be a part of this dedicated team of teachers and support staff. GGEA programs include English as a Second Language (ESL), Career and Technical Education (CTE), Citizenship, High School Equivalency Certificate Preparation (HiSET, GED), High School Diploma, Adults with Disabilities, and more. Classes are offered during the day, afternoon, and evenings in order to help our adult students create a schedule that blends with their work and family obligations. This catalog includes additional resources, and our community liaisons are available to assist students who speak Spanish and Vietnamese.

Congratulations for choosing GGEA! We are here to help you achieve your academic, professional, and personal goals!



Follow us on Facebook: Garden Grove Adult Education @LinconEducationCenter



Follow us on Instagram: @lincolneducationcenter

#yourfutureisbright@GGAE

M'Liss Patterson, Director of Garden Grove Adult Education



The mission of Garden Grove Unified School District's Adult Education Program is to provide its diverse community with life-long educational opportunities, including the academic, vocational and digital skills needed to fulfill personal, academic and career goals.

STUDENT LEARNING OUTCOMES - GGAE Students L E A D

Lifelong Learners

- Students will demonstrate Lifelong Learning by:
 - *Setting and achieving career, educational and personal goals*
 - *Growing through self-direction, motivation, and discipline*

Effective Communicators

- Students will Communicate Effectively by:
 - *Demonstrating effective speaking, listening, reading and writing across disciplines*
 - *Exhibiting articulate, effective and persuasive communication to diverse audiences*

Analytical Thinkers

- Students will demonstrate the skills of Critical Thinking by:
 - *Analyzing and applying new information to real life situations*
 - *Acquiring and demonstrating active problem-solving skills*

Digital Navigators

- Students will demonstrate digital skills by:
 - *Navigating online systems to acquire and communicate Information*
 - *Using digital tools to broaden their perspectives, enrich their learning and work effectively as global collaborators*



Orientation: *In order to help adult learners be successful at GGAE, all students must attend an in-person orientation. At the orientation, students will learn about the school's policies and procedures, take the CASAS test, and meet with the counselor or staff member to discuss academic goals and needs of the student. **Please note**, as a WIOA Title II Funded Agency, Garden Grove Adult School requires students to participate in on-campus CASAS testing throughout the year. The CASAS test will help us understand how to place you in academic programs including ESL classes and High School programs.*

English as a Second Language Classes

Learn English for employment, for college, or to become a U.S. citizen. Gain technology skills and cultural knowledge, and make lifelong friends! Our English as a Second Language (ESL) Courses are non-credit, open enrollment courses. In all ESL courses, the use of technology (computers and the Internet) is taught as part of instruction.

Students will be placed into the appropriate English as a Second Language (ESL) classes based on their placement test results. Everyone must take a placement test prior to registration. All ESL classes are held both here on our campus and with Zoom following our flexible model of instruction with our supportive teachers. Additionally, all students who do not have a basic knowledge of computers will be given an orientation.

1. Beginning ESL Literacy

This course is designed for students with little or no ability in English and who need to start at the beginning. Students will build their understanding and develop basic English life skills vocabulary through listening, speaking, reading, writing and basic grammar activities. Students in beginning literacy classes will use computers to aid in learning.

Days and Times

Mornings: Mon-Thurs. 8:30am–11:00am

Afternoons: Mon-Thurs 12:30pm–3:00pm

Evenings: Mon-Thurs 6:00pm–8:30pm

2. Low Beginning ESL

This course is designed for students who are beginning to build skills in English. Students will practice communication skills in everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. Students will use computers and the Internet to learn English.

Days and Times

Mornings: Mon-Thurs. 8:30am–11:00am

Afternoons: Mon-Thurs 12:30pm–3:00pm

Evenings: Mon-Thurs 6:00pm–8:30pm

3. High Beginning ESL

This course is designed for students who have basic English language abilities. Students will practice communication skills in everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. Students will use computers and the Internet to learn English.

Days and Times

Mornings: Mon-Thurs. 8:30am–11:00am

Afternoons: Mon-Thurs 12:30pm–3:00pm

Evenings: Mon-Thurs 6:00pm–8:30pm

4. Low Intermediate ESL

This course is designed for students with intermediate English language abilities. Students will practice communication skills in everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. Students will use computers and the Internet to learn English.

Days and Times

Mornings: Mon-Thurs. 8:30am–11:00am

Afternoons: Mon-Thurs 12:30pm–3:00pm

Evenings: Mon-Thurs 6:00pm–8:30pm

5. High Intermediate ESL

This course is designed for students with high intermediate English language abilities. Students will practice communication skills in everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. Students will use computers and the Internet to learn English.

Days and Times

Mornings: Mon-Thurs. 8:30am–11:00am

Afternoons: Mon-Thurs 12:30pm–3:00pm

Evenings: Mon-Thurs 6:00pm–8:30pm

6. Advanced ESL for Careers

This course is designed for students who have some advanced English language abilities. Students will practice communication skills in everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. The focus of this course is on developing advanced English for careers/occupations. Students will use computers and the Internet to do research and complete their projects.

Days and Times

Mornings: Mon-Thurs. 8:30am–11:00am

Evenings: Mon-Thurs 6:00pm–8:30pm

7. **Advanced ESL for College**

This course is designed for students who have some advanced English language skills. Students will practice communication skills in everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. The focus of this course is on developing advanced English for college courses. Students will use computers and the Internet to do research and complete their projects.

Days and Times

Mon-Thurs. 8:30am–11:00am

8. **Pronunciation and Conversation for College/Careers**

Do you want to improve your pronunciation in English and become a better communicator for work or for college? Students in this course will learn pronunciation rules and speaking strategies to participate in conversations more easily. They will also record and analyze their own voices, improve their listening skills, and learn occupational and academic vocabulary. This course is best for students at intermediate and advanced levels of English.

Days and Times

Mon/Wed 12:30pm–3:00pm

9. **Citizenship: N-400**

In this citizenship course, students will build the skills in English needed to complete the U.S. Citizenship N-400 form and pass the speaking interview for the naturalization exam. They will use computers and the Internet as part of instruction. Students in this course may also enroll in Citizenship: Civics.

Days and Times

Fridays 8am-10:30am

10. **Citizenship: Civics**

In this citizenship course, students will build the skills in English needed to pass the civics portion of the naturalization exam. They will use computers and the Internet as part of instruction. Students in this course may also enroll in Citizenship: N-400.

Days and Times

Fridays 10:45am-1:15pm

11. **ESL Multi-Level Beginning Literacy/Low Beginning** (Clinton Corner)

This course is designed for students with different English abilities at low levels. Students will practice communication skills in everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. Students will use computers and the Internet to learn English. Classes are held at the Clinton Corner Family Campus (CCFC) located at 13581 Clinton Street, Garden Grove.

Days and Times

Mon-Thurs 8:15am–11:15am

12. ESL Multi-Level High Beginning and Above (Clinton Corner)

This course is designed for students with different English abilities at higher beginning levels and beyond. Students will practice communication skills in everyday situations and build a larger vocabulary through listening, speaking, reading, writing and grammar activities. Students will use computers and the Internet to learn English. Classes are held at the Clinton Corner Family Campus (CCFC) located at 13581 Clinton Street, Garden Grove.

Days and Times

Mon-Thurs 12pm–2:30pm

Digital Literacy and Computer Basics Classes**13. Computer Basics 1/2**

Do you need to learn how to use a computer? Do you need help to use the Internet? This introductory course will teach you the basics of using computers and the Internet. Students will build technology skills to use to find, evaluate, create and communicate information safely.

Days and Times

Mon/Wed 8:30am-11am

Wed/Thurs 6:00pm-8:30 pm

14. Computers Basics 3/4

If you already know the basics of computers and the Internet, this course will develop and advance your computer skills. Students will continue to build technology skills to use to find, evaluate, create and communicate information responsibly and safely. They will also create an online resume for job searching.

Days and Times

Tues/Thurs 8:30am-11am

(Not offered in the evening until the spring semester)

Why take adult education courses?

Adult education offers you a stronger path to **better employment**, the opportunity to earn a **higher wage**, increased involvement with your children's education, sharper **technical skills**, greater cultural understanding, and overall higher **personal satisfaction**. Garden Grove Adult School's highly experienced and supportive staff and instructors will help you to achieve your goals to get where you want to go.

Don't just follow, LEAD! GGAE students LEAD by becoming:

- *Lifelong learners*
- *Effective communicators*
- *Analytical thinkers*
- *Digital navigators*

Brighten your future with Garden Grove Adult Education.

Adult Basic Education (ABE), High School Diploma, and High School Equivalency Preparation (GED/HiSET)

1. Adult Basic Education (ABE)

Do you need to improve your math, reading and/or writing skills? Would you like to transition to career and college training or the High School Diploma program or GED/HiSET preparation courses? These classes provide teacher-directed instruction as well as an individualized study plan. Computer-based and online programs will be offered as appropriate to your academic levels, needs, and goals.

Knowledge of and ability in the English language is highly recommended for enrollment in these classes.

Please note, as a WIOA Title II Funded Agency, Garden Grove Adult School requires ABE students to participate in on-campus CASAS testing throughout the year.

Days and Times

Mornings: Mon-Thurs 8:30am–11:00am

Evenings: Mon-Thurs 6:00pm–8:30pm

2. Ethnic Studies

This social science course is a journey through time and space of the untold, or under-told, history of the ethnicities that form the foundation of our country. Ethnic Studies examines the roots of racism and its effects on individuals and society as a whole, while also confronting discriminatory practices. Students can receive elective credits for high school diploma.

Days and Times

Mon-Thurs 12:30pm-3pm

3. High School Diploma Program

Learn more and earn more! A person with a high school diploma can earn several thousand dollars more per year than a high school dropout. Having a high school diploma is a priority if you are applying for jobs or thinking about attending college. Our High School Diploma Program is self-paced and individualized. Students will need to complete 190 credits to earn a high school diploma. Students earn their diplomas by completing specific courses in subjects such as math, English, science and social sciences.

You must be 18 years old or older in order to enroll. Our program currently offers online courses on Edgenuity. Students must have transcripts from the last school they attended.

Interested? Make an appointment with our school counselor by calling (714) 663-6291 to have your transcripts reviewed in order to find out which courses you will need to take.

Please note, as a WIOA Title II Funded Agency, Garden Grove Adult School requires HSD students to participate in on-campus CASAS testing throughout the year.

Days and Times

Mornings: Mon-Thurs 8:30am–11:00am

Afternoons: Mon-Thurs 12:30pm–3:00pm

Evenings: Mon-Thurs 6:00pm–8:30pm

4. High School Equivalency Preparation (GED/HiSET)

Earn a high school equivalency certificate by passing the GED or HiSET! This exam preparation course is designed to prepare students to pass all sections of the GED (General Education Development) and HiSET exams. Upon passage of one of those exams, students will be granted a California High School Equivalency (HSE) Certificate. Students who are enrolled in the program will begin by taking an assessment to their academic strengths and weaknesses. Coursework is assigned based on those results. Students will have access to an online preparation program and multi-level materials to assist them with their individual needs. This course is open to everyone with English ability at the low intermediate level or higher.

Please note, as a WIOA Title II Funded Agency, Garden Grove Adult School requires GED/HiSET students to participate in on-campus CASAS testing throughout the year.

Days and Times

Mornings: Mon-Thurs 8:30am–11:00am

Evenings: Mon-Thurs 6:00pm–8:30pm

Adults with Disabilities Program

This supportive community-based program is designed to meet the needs of adults with disabilities who are 21 years of age or older. The program offers a friendly school environment where students grow socially, emotionally, and intellectually. Students develop academic, social, independent living, computer, and pre-employment skills. They also gain greater community mobility and participate in neighborhood activities such as dining out, shopping, and recycling.

Students may attend daily or follow a flexible, individualized schedule that suits their needs.

Please note, families interested in registering their family members should speak to their Regional Center case manager about registration in our program.

Days and Times

Mon-Thurs 9:00-1:30pm

Fridays 9:00-3:00pm

Career Technical Education (CTE) Classes

Are you ready to start a new career or gain skills to help you in your current employment? We offer courses in automotive, computers for office work, and Heating/Ventilation/Air Conditioning (H/VAC) with highly qualified and experienced instructors. Make an appointment to talk to our school counselor if you need guidance (714-663-6291).

1. Automotive Technology

Auto 102 – Introduction to Automotive

An introduction to the primary automotive systems used on modern vehicles. Theory, parts nomenclature, and description of system operation are emphasized. This course is intended for students seeking technical knowledge, with hands-on lab work, and future employment as an automotive service technician. Students will earn 3 units of college credit through Santa Ana College.

Days and Times

Students must pay Santa Ana College Health and Unit Fees for

Credit Classes

Mondays 4pm-8:05pm

Wednesdays 1pm-5:05pm

DSL-181: Preventative Maintenance Inspection

This course provides the student with basic knowledge and skills in medium and heavy duty truck maintenance. Safety, inspections, and hands-on practice are emphasized. This course helps students prepare for the T8 ASE exam. Students will earn 3 units of college credit through Santa Ana College.

Days and Times

Students must pay Santa Ana College Health and Unit Fees for

Credit Classes

Wednesdays 8-11:10am

2. HVAC (Heating/Ventilation/Air Conditioning) Technology

Start your new career in HVAC! The average wage for entry-level HVAC technicians in California is \$18.95 per hour with benefits. Top companies pay up to \$26 per hour.*

Our HVAC courses are designed to provide students with entry-level skills in the repair and servicing of heating, ventilating, and air-conditioning equipment used in residential, industrial and commercial buildings. Students enroll in four 9-week classes to complete the program requirements to earn a certificate. Students who pass an exam will also earn a highly desirable EPA compliance certificate.

Tuesday/Thursday 4:30-8:30 pm Tuition: \$750 per 9 week course. A total of four 9 week courses are needed to complete the certificate. Tuition included work book and end of course examinations.

*Calculated as of June 17, 2021. Source: Indeed.com.

3. General Office Clerk Certificate of Completion

These non-credit certificate classes are offered through Santa Ana College (SAC) School of Continuing Education.

General office clerks perform a variety of clerical tasks, including using the computer to prepare documents and interact with staff, clients, and the public. This series of courses offers students the foundation for learning important soft skills, basic office skills, and using the computer software necessary to work in a general office setting. Since general office clerks typically need a high school diploma or equivalent for employment, students are encouraged to earn a diploma or certificate to increase the probability of obtaining a position in this profession. High school elective credits may be given for completing VBUS 118, VBUS 260,

VBUS 262, and VBUS 400 if the student achieves the attendance and proficiency requirements to pass these classes.

Upon successful completion of this program, students will be able to use the computer software necessary to work in a general office setting.

Certificate Requirements:

Students must pass the following TWO courses:

- VBUS 260 Introduction to Word Processing Using MS Word
- VBUS 262 Introduction to Spreadsheets Using MS Excel

Complete and pass ONE of the following courses:

- VBUS 400 Employability Skills
- ESL 520 VESL: English for Work 2 (Not offered at this location)

Complete and pass ONE of the following courses:

- VBUS 118 Introduction to Windows
- VBUS 124 Introduction to Keyboarding I (Not offered at this location)

Total: 0 Credits

VBUS 118 Introduction to Windows

A complete introduction to Microsoft's new operating system and basic computer concepts needed to effectively use a computer. The beginning of the course focuses on everyday skills and tools for school and work. As students advance, file management and organization are reviewed. The use of Microsoft's web browser for effective searches, Internet safety, Outlook Online, Word Online, and OneDrive are included. Four high school elective credits may be awarded if a student completes and passes all the required assignments and final exam. Open Entry/Open Exit.

Days and Times

Mon/Wed 12:30-3pm

Optional: Students enrolled in VBUS 118 may also enroll in **Windows Support**. Computer support classes are designed to assist students in understanding the concepts and completing the assignments from their required certificate courses and are taught in person on our campus in room H-3.

Windows Support

Days and Times

Tues/Thurs 12:30pm-3pm

VBUS 260: Introduction to Word Processing Using MS Word

This course provides instruction in concepts and techniques of Microsoft Word. Students will learn procedures of creating, editing, and formatting office/business documents of varying complexities. They will create business letters and tables, use mail merge, illustrate documents with graphics, and more. Four high school elective credits may be awarded if a student completes and passes all the required assignments and final exam. A basic knowledge of computers is highly recommended. Open Entry/Open Exit.

Days and Times

Tues/Thurs 12:30pm-3pm

Optional: Students enrolled in VBUS 260 may also enroll in **MS Word Support**. Computer support classes are designed to assist students in understanding the concepts and completing the assignments from their required certificate courses and are taught in person on our campus in room H-3.

MS Word Support

Days and Times

Mon/Wed 12:30pm-3pm

VBUS 262: Introduction to Spreadsheets Using MS Excel

Recommended Preparation: VBUS 118 Introduction to Windows

This course provides students with instruction to spreadsheet concepts and software using Microsoft Office Excel. Students will learn how to create a worksheet, use formulas and functions, insert charts and tables, and more. Four high school elective credits may be awarded if a student completes all the required assignments and passes the final exam. Open Entry/Open Exit.

Days and Times

Mon/Wed 8:30am-11am

Optional: Students enrolled in VBUS 260 may also enroll in **MS Word Excel Support**. Computer support classes are designed to assist students in understanding the concepts and completing the assignments from their required certificate courses and are taught in person on our campus in room H-3.

MS Word Excel Support

Days and Times

Tues/Thurs 8:30-11am

VBUS 400 Employability Skills

This course prepares students to succeed in the rapidly changing workplace and global economy of the 21st century. Students will gain the necessary knowledge, social skills, and work habits helpful for meeting for the demands of today's work environment. In addition, students will gain workforce preparation skills in developing resumes and cover letters, interviewing, job searching, and networking. Three high school elective credits may be awarded if a student completes all the required assignments and final project. Open Entry/Open Exit.

Days and Times

Fridays 1-4pm

VBUS 590: How to Start a Small Business

Have you wanted to start your own small business but weren't sure how? These introductory series of classes focus on specific topics addressing the needs of people desiring to start a small business. Students may be awarded five high school elective credits if they complete all the required assignments with a minimum passing grade of 75%. This is an open entry/ open exit course. This course non-credit course is offered through Santa Ana College (SAC) School of Continuing Education. Classes are located on the Lincoln Education Center Campus.

VBUS 590 English: Fridays 8:30 – 11am

VBUS 590 Vietnamese: Saturdays 8:30 – 11am