

GGAE Catalog Course Descriptions

2023-2024 School Year



GARDEN GROVE ADULT EDUCATION SPRING 2024 COURSE CATALOG

Second Semester Classes Start Tuesday, January 9th

(Monday, January 8th is a non-student day)

REGISTRATION IS ONLINE

CLICK THE LINK BELOW TO REGISTER

Register NOW at: [GGAE Registration](https://ae.ggusd.us)

ae.ggusd.us

Lincoln Education Center (main campus)

11262 Garden Grove Blvd., Garden Grove, CA 92843

Phone: (714) 663-6291

www.ae.ggusd.us



Follow us on Facebook: Garden Grove Adult Education

@LinconEducationCenter



Follow us on Instagram: @lincolneducationcenter



GGUSD Vision Statement:

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

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 achieve your goals to get you on your path to success .

Brighten your future with Garden Grove Adult Education

#yourfutureisbrightatggae



GGAE Is Proud To Be WASC Accredited For 6 Years!

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



M'Liss Patterson, Director of Garden Grove Adult Education

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. GGAE 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 GGAE! We are here to help you achieve your academic, professional, and personal goals!

#yourfutureisbrightatggae

GARDEN GROVE ADULT EDUCATION MISSION STATEMENT

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*



GGAE Online Catalog Course Descriptions

2023 -2024 Year

Mandatory New Student 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 your goals and how we can support you on and your path to successfully achieving your goals.*

***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 and workforce training programs including ESL classes and High School programs as well as track progress of reading, math, and listening skills.*

IMPORTANT: *No children or minors are allowed on campus.*

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 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. In addition to classroom 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

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. In addition to classroom 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. In addition to classroom 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. In addition to classroom 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. In addition to classroom 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 College and 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

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.

This is a multi-level course for students from high beginning to low advanced skill levels.

Days and Times

Mon & Wed.: 12:30-3:00PM

9. Citizenship: N-400

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. This course is designed for students testing in High Intermediate and above CASAS levels.

Days and Times

Fridays 8am-10:30am

10. **Citizenship: Civics**

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. This course is designed for students testing in High Intermediate and above CASAS levels.

Days and Times

Fridays 10:45am-1:15pm

11. **Integrated Citizenship Class**

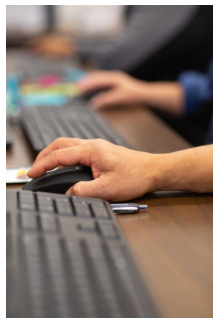
Students will build skills in English needed to complete the US Citizenship N-400 form and pass the civics portion of the naturalization exam. This course is designed for students in High Beginning and above ESL classes. This course is designed for students testing in High Intermediate and above CASAS levels.

DUE TO BUDGET CUTS, THIS CLASS WILL NOT BE OFFERED UNTIL 2024-2025

Days and Times

~~Mon-Thurs 12:30-3:00pm~~

Digital Literacy and Computer Basics Classes



12. **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. Computer Basics 3/4 builds on those skills and introduces students to Google Tools.

Days and Times

Mornings: Mon-Thurs 8:30am-11am

13. Computer Basics 3/4

This course builds on the skills learned in Computer Basics 1/2 . You will be introduced to more of the Google Suite and you will learn how to prepare for either the Microsoft Office courses or the Business Office Technology Certifications

Days and Times

Mornings: Mon-Thurs 8:30am-11am

15. Business Office Technology Certification

This course verifies individuals have acquired the technical computer skills necessary to be competitive in today's modern workplace. Those who earn the certification are more qualified and prepared to implement core technology and business skills.

- Office Technology Skills
- Database Applications
- Word Processing Applications
- Digital Presentation Applications
- Workplace Communication Strategies
- Spreadsheet Applications
- Workplace Communication Strategies
- Desktop Publishing Programs

Days and Times

Mon-Thurs 6:00pm-8:30pm

16. Southwest Airlines Customer Service Certification

(Must have completed the Business Office Technology Certificate Course before starting this class)

This course is designed for individuals interested in these related occupations:

- Human Resources Specialists
- Meeting, Convention & Event Planners
- Customer Service Representatives
- Receptionists & Information Clerks
- Executive Secretaries & Executive Administrative Assistants

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

Afternoons: 12:30-3:00pm

Evenings: Mon-Thurs 6:00pm–8:30pm

2. High School Diploma Program (HSD)

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. 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

Evenings: Mon-Thurs 6:00pm–8:30pm



3. 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 of 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

Afternoons: Mon-Thurs 12:30pm–3:00pm

Evenings: Mon-Thurs 6:00pm–8:30pm

Career Technical Education (CTE) Classes - Santa Ana College Courses offered on the LEC Campus

All classes are FREE and taught by Santa Ana College Teachers

**Register for these classes through a QR code or visit Santa
Ana College**

Class dates February 5th - May 24, 2024 unless noted otherwise

Automotive, Digital Literacy, HVAC, and CNA

Introduction to Automotive Vehicle Systems

These courses prepare students to transition to Santa Ana College's Automotive Technology Program or obtain entry-level employment in the automotive technology field. Students will learn about the primary automotive systems used in modern vehicles, such as electrical, ignition, fuel, braking, and other systems. Students will be equipped with the skills and theory necessary to perform maintenance on these systems.

These courses are a part of a certification pathway that include additional courses and requirements.

1. VAUTO 668 Introduction to Automotive (Non-credit/Career Education)

Sign up with a Santa Ana College QR Code or in person at Santa Ana College.

Days and Times

Section #40982: Tuesday/Thursday 6:00-8:30 pm

Section #40983: Monday, 8:30 am-1:00 pm

Classroom/Lab: M2

Digital Literacy Certification

1. Digital Literacy - Certification Course: Digital Literacy for Administrative Support Workers

Sign up with a Santa Ana College QR code or in person at Santa Ana College.

This is a non-credit, free, certificated course. There are four tiers, each tier is 36 hours.

The certificate can be earned in one year. This course is designed to prepare students to demonstrate the ability to serve as an administrative assistant once they complete the course. The focus on digital literacy, office management, office ethics, and employability skills will prepare students to work in any office environment.

Instructor is bilingual (English/Vietnamese)

Tier 1 & 2

**January 16- May 17,
Fridays 8:30am-11:00 am
LEC Campus H3**

Tier 3

**January 16- March 16,
Tues/Thurs
8:30am-11:00am
LEC Campus H3**

Tier 4 March 25-May 24

**Tues/Thurs
8:30 am -11:00 am
LEC Campus H3**

2. Employability Skills - This course is required for the Digital Literacy Certification

**Tuesday
12:30-4:30pm
H3**

Heating, Ventilation, and Air Conditioning Certification (HVAC)

***NOTE: THIS CLASS WILL START ON February 5th**

1. Introduction to Heating, Ventilation, and Air Conditioning: this course will provide the necessary knowledge to begin entry level work in the field. There will be three tiers of instruction and the complete certification takes approximately three semesters to complete.

Days and Times

Please check back for dates and times

LOOK FOR NEW MEDICAL PATHWAY CLASSES IN THE SPRING SEMESTER

NEW!!!!

STARTING IN SPRING SEMESTER
JANUARY 2024

Certified Nursing Assistant Certification (CNA)

A CNA is a certified nursing assistant. Certified nursing assistants work closely with registered nurses and licensed practical nurses to help patients with daily care tasks and basic medical needs. This is a great way to begin a new career and be introduced to the field of nursing.

MORE INFORMATION WILL BE AVAILABLE SOON! CLASSES WILL START IN THE SPRING SEMESTER.