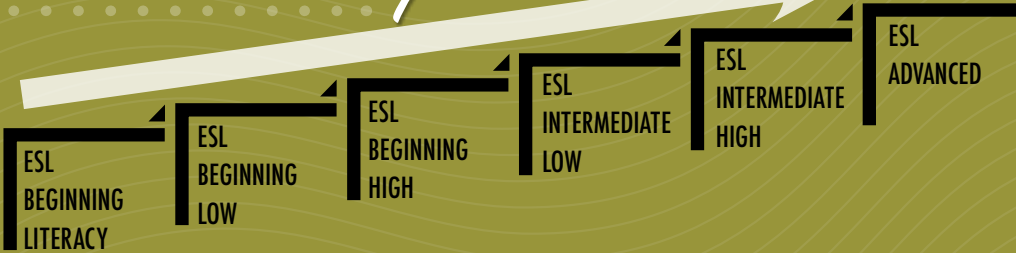


Educational Options



CAREER & TECHNICAL	VOCATIONAL ESL	TRANSITIONAL ESL
<ul style="list-style-type: none"> AUTO BODY/COLLISION REPAIR AUTO SPRAY PAINTING AUTOMOTIVE CAREERS AUTOCAD (2D) SMOG CHECK INSPECTOR TRAINING CUSTOM SEWING AND TAILORING ACCOUNTING WITH QUICKBOOKS GRAPHIC DESIGN WEB DESIGN SOLIDWORKS (3D) DESIGN HEATING/AIR CONDITIONING(HVAC) PERSONAL FITNESS TRAINER <p>FEE BASED COURSES</p>	<ul style="list-style-type: none"> VESL BUSINESS COMPUTER LITERACY MS OFFICE 	<ul style="list-style-type: none"> ACADEMIC ESL
	ESL ENRICHMENT <ul style="list-style-type: none"> CITIZENSHIP PRONUNCIATION 	ACADEMICS <ul style="list-style-type: none"> ACADEMIC ESL ABE READING ABE MATH GED/HIGH SCHOOL EQUIVALENCY PREP HIGH SCHOOL DIPLOMA

REVISED NOVEMBER 2016

Preparing Students to Be...

CAREER READY

LIFELONG LEARNERS
(COMMUNITY PARTICIPANTS)

COLLEGE READY

Schoolwide Learner Outcomes

"KEYS TO SUCCESS"

As Garden Grove Adult Education Students you will:

GAIN KNOWLEDGE IN PROBLEM SOLVING

- Decision Making
- Goal Setting
- Responsibility

BECOME EFFECTIVE COMMUNICATORS WHO

- Acquire and improve speaking, listening, reading and writing skills
- Work collaboratively
- Utilize technology

LEARN TO RESPECT YOURSELVES AND OTHERS

- By demonstrating, understanding and accepting cultural differences
- By acquiring greater self-esteem, confidence and determination to deal with life's challenges

MEET SCHOOLWIDE EXPECTATIONS BY BEING ACTIVE PARTICIPANTS IN THE COMMUNITY

- Pursuing lifelong learning
- Achieving personal, academic, and career goals



Fall Session School Calendar

FIRST DAY OF 1 ST SEMESTER	MONDAY, SEPTEMBER 10, 2018
VETERAN'S DAY (OBSERVED)	MONDAY, NOVEMBER 12, 2018
THANKSGIVING BREAK	MONDAY, NOVEMBER 19, 2018 – FRIDAY, NOVEMBER 23, 2018
NON-STUDENT DAY	MONDAY, NOVEMBER 26, 2018
WINTER BREAK	MONDAY, DECEMBER 24, 2018 – FRIDAY, JANUARY 4, 2019
MARTIN LUTHER KING DAY	MONDAY, JANUARY 21, 2019
NON-STUDENT DAY	MONDAY, JANUARY 28, 2019
LAST DAY OF 1 ST SEMESTER	FRIDAY, FEBRUARY 1, 2019

Welcome to GARDEN GROVE ADULT EDUCATION

Lincoln Education Center

11262 Garden Grove Blvd., Garden Grove, CA. 92843

714-663-6291

Hours: 8:00 a.m. – 7:45 p.m. (MTuWTh) & 8:00 a.m. – 3:45 p.m. (F)

Clinton Corner Family Campus

13581 Clinton St., Garden Grove, CA. 92843

714-663-6298

Hours: 7:30 a.m. – 4:00 p.m. (MTuWThF)

Administration

Robin Patterson, Director, Adult and Alternative Education

Guidance

Jesus Ugarte Magana, Counselor, Adult and Alternative Education

714-663-6539

District Administration

Gabriela Mafi, Ed.D., Superintendent

Kelly McAmis, Assistant Superintendent, Secondary Education

Board of Education

Bob Harden, President

Lan Quoc Nguyen, Vice President

Walter Muneton

Dina L. Nguyen

Teri Rocco

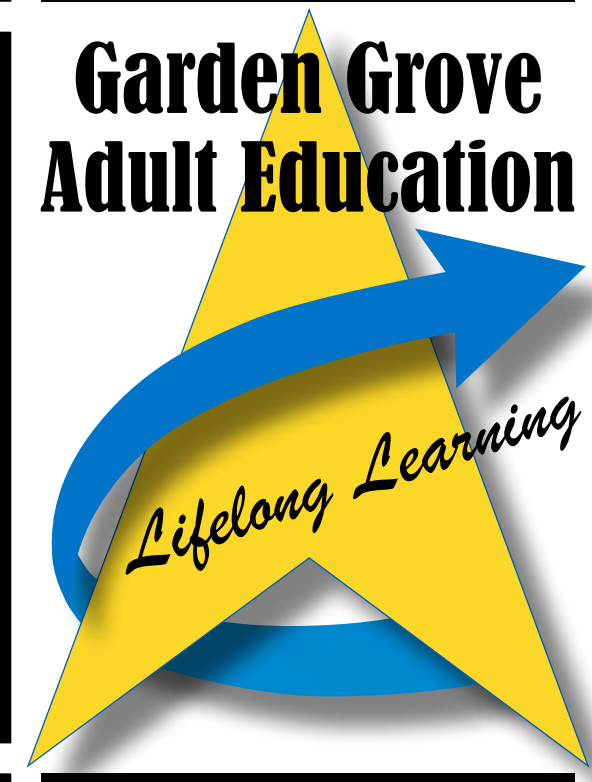
MISSION STATEMENT

The Mission of Garden Grove's Adult Education program is to provide its multicultural, multilingual community with lifelong educational opportunities needed to fulfill personal, academic, and career goals, and to facilitate active participation in an evolving diversified society.



**Garden Grove
Unified School District**

Garden Grove Adult Education



Fall 2018

**REGISTRATION BEGINS
MONDAY, AUGUST 13, 2018**

**FALL SESSION:
SEPTEMBER 10, 2018 – FEBRUARY 1, 2019**

AE.GGUSD.US

714-663-6291



COLLEGE
CAREER



WRITING
ESL
CITIZENSHIP

GRAMMAR
High School
Diploma



GED/HiSET
VESL
ABE

ESL
CAREER



Microsoft
Office
CPR

Lincoln Education Center Classes

ESL

ABE/BASIC WRITING AND GRAMMAR:

Improve writing skills and use of English grammar by practicing various types of writing such as: creative writing (journaling, short stories, poems), personal and business letters, resumes and job applications, memos, essay writing for school, and personal choice writing activities. Materials Fee

Morning: 11:45 a.m.-12:45 p.m. (Writing and Grammar) TuWTh no cost

ESL/PRONUNCIATION:

This course focuses on sentence stress, rhythm and intonation. Students use pronunciation rules to increase their ability to control pronunciation in a variety of situations and to make their speech more comprehensible and engaging.

Morning: 8:30-12:30 p.m. (Beginning High & Above) TuWTh no cost

ESL CITIZENSHIP – DISTANCE LEARNING:

Students must be Intermediate to Advanced-level ESL and have high-speed internet. Students meet with the teacher once a week, and are expected to spend approximately 9.5 hours weekly completing internet assignments and tests at home. Students will learn about U.S. government, history and civics, as well as practice interviews, reading, videos, writing, quizzes and tests. The teacher will be available by phone and/or online conferencing during additional office hours.

Afternoon: 12:00-3:00 p.m. (Intermediate Low & Above - Distance Learning) W no cost

***Online distance learning class. Students meet Wednesdays with teacher, 12:00-3:00 p.m.

ESL/ACADEMIC ESL:

Limited and non-English speaking students will learn to communicate effectively in the English language.

Students are placed in appropriate classes according to their English-speaking abilities, which are measured by a placement test scheduled before registration.

Morning:	8:30-12:30	(Beginning Literacy)	WThF	no cost
	8:30-12:30	(Beginning Low)	TuWTh	no cost
	8:30-11:30	(Academic ESL)	MTuWTh	no cost
	8:30-11:30	(All Levels)	MTuWTh/TuWThF	no cost
Afternoon:	2:00-4:00 p.m.	(Beginning Literacy)	MTuWThF	no cost
	12:00-3:00 p.m.	(Beginning Low)	MTuWTh	no cost
	11:45-2:45 p.m.	(Beginning High)	MTuWTh	no cost
	11:30-2:00 p.m.	(Intermediate Low)	MTuWTh	no cost
	2:00-4:00 p.m.	(Intermediate High)	MTuWThF	no cost
Evening:	6:00-8:30 p.m.	(All Levels)	MTuWTh	no cost

Clinton Corner Classes

ESL

Limited and non-English speaking students will learn to communicate effectively in the English language.

				<u>Materials Fee</u>
Morning:	8:15-11:15 a.m.	(Beginning Literacy/Low)	MTuWTh	no cost
	8:15-11:15 a.m.	(Int. Low & Above)	MTuWTh	no cost
	12:00-2:30 p.m.	(Pronunciation)	MTuWTh	no cost

Lincoln Education Center Classes

CAREER and TECHNICAL

Only the following, fee based classes are offered quarterly. Dates are noted below:

Session 1: September 10, 2018 - November 9, 2018 **Session 2:** November 13, 2018 - February 1, 2019

BEGINNING EXCEL: Offered Session 1 Materials Fee

Prerequisite: Working knowledge of Microsoft Word with basic computer skills.

Students will create and format spreadsheets, use borders and shading, create basic charts, manipulate columns and rows, print the formula view of a spreadsheet, create basic formulas and use common functions, use the IF functions and Conditional Formatting, use Auto-Fill/Fill Handle to copy formulas, work with Absolute and Relative cell references and work with Excel tables to simplify formatting and formula usage.

Evening: 6:00-8:30 p.m. Tu \$65

BEGINNING WORD: Offered Session 1

Students will learn to select and edit text, format text and paragraphs, insert page borders and footers, use spell and grammar check, indent, create columns, create bullet and numbers lists, find and replace text, and more.

Evening: 6:00-8:30 p.m. W \$65

COMPUTER LITERACY: Offered Session 1

This class is designed to teach computer basics, including internet and email.

Evening: 6:00-8:00 p.m. Th \$50

ADVANCED EXCEL: Offered Session 2

Prerequisite: Students enrolling in this class should be familiar with basic Word and Excel functions.

This class focuses on mastering formulas and functions, customizing charts and resolving chart problems, working with large spreadsheets, locking cells and protecting worksheets. Students will practice using IF, VLOOKUP and two dozen other functions, linking cells within sheets and between files, and importing and exporting data to and from Excel.

Evening: 6:00-8:30 p.m. Tu \$65

ADVANCED WORD: Offered Session 2

Prerequisite: Students enrolling in this class should be familiar with basic Word Functions.

The class will focus on tables and mail merge; creating forms; using and creating templates; styles, themes, quick parts and building blocks; tracking changes; saving as PDF's; customizing outlines; using hyperlinks; using pictures, shapes, text boxes, smart art graphics & borders and shading.

Evening: 6:00-8:30 p.m. W \$65

COMPUTER LITERACY: Offered Session 2

This class is designed to teach computer basics, including internet and email.

Evening: 6:00-8:00 p.m. Th \$50

CPR & FIRST AID

AMERICAN HEART ASSOC. CPR/AED (AUTOMATED EXTERNAL DEFIBRILLATOR)

Class is 8:00-1:00 p.m. and First Aid class is 1:30-5:00 p.m. Fee: \$65 for both classes
Dates: 9/22, 10/20, 11/17, 12/15, 1/19 or \$40 for CPR/AED and \$25 for First Aid.

Lincoln Education Center Classes

VESL/BUSINESS

ESL VOCATIONAL/WORKPLACE TRANSITION COURSES:

ESL students improve English language and workplace literacy skills through computer applications.

				<u>Materials Fee</u>
Morning:	8:00-10:30 a.m.	(Vocational ESL)	MTuWTh	no cost
	10:30-1:00 p.m.	(Vocational ESL)	MTuWTh	no cost
Afternoon:	1:15-3:45 p.m.	(Vocational ESL)	TuTh	no cost
	1:15-3:45 p.m.	(Vocational ESL)	MW	no cost

ADULT BASIC EDUCATION / HIGH SCHOOL EQUIVALENCY PREP

All students are initially placed into the ABE program, which is designed to develop reading, writing and/or math skills. With teacher recommendation, students can be placed in HSE Prep which promotes confidence and skill building necessary to prepare for the GED/HiSet test. *Both programs are taught in each session.

Morning:	8:30-10:30 a.m.	(ABE & GED/HiSET)	MTuWThF	no cost
	10:30-12:30 p.m.	(ABE & GED/HiSET)	MTuWThF	no cost
Evening:	5:30-8:00 p.m.	(ABE & GED/HiSET)	TuW	no cost

HIGH SCHOOL DIPLOMA

REQUIRED ATTENDANCE:

Students work in a classroom setting to complete the credits necessary to earn a high school diploma.

Morning: 9:00-12:00 p.m. (High School Diploma Program) MTuWTh no cost

INDEPENDENT STUDY:

Students earn credits for a high school diploma by studying and completing assignments at home.

Students attend school once a week. Students will pay a refundable book deposit fee of \$40. Fee is returned to student upon return of book.

Afternoon: 1:00-3:00 p.m. (High School Diploma Program) TuWTh no cost

GGUSD CONCURRENT HIGH SCHOOL STUDENTS:

Current high school students must have a referral from their GGUSD high school counselor.

Afternoon:	3:00-5:00 p.m.		TuWTh	no cost
Evening:	5:30-7:30 p.m.		TuWTh	no cost
	4:30-7:30 p.m.		M (only)	no cost

ADULTS WITH DISABILITIES

FUNCTIONAL ACADEMICS, LIFE, COMMUNITY ACCESS AND WORKPLACE SKILLS:

The curriculum deals with life skills, functional academics, and community access and workplace skills for mentally challenged adults. (NOTE: Families interested in registering their family members should speak to their Regional Center case manager about coordinating registration into our program.)

Morning:	10:00-2:00 p.m.		M	
	10:00-3:00 p.m.		TuWThF	

Non-Discrimination Statement: Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics. Uniform complaint procedures are on the ggusd.us website.