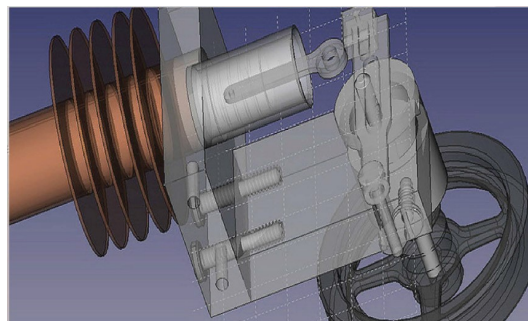


Career & Technical Education for Adults

Garden Grove Unified School District ♦ Lincoln Education Center

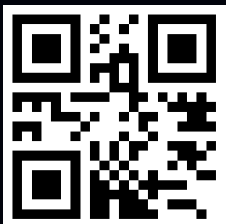
REGISTRATION BEGINS MONDAY, JANUARY 14, 2019



Enroll Today in Low-Cost Job Training!

- ♦ Auto Body/Collision Repair
- ♦ Accounting with QuickBooks
- ♦ Auto Spray Painting
- ♦ CAD & Autodesk Inventor
- ♦ Automotive Careers
- ♦ SolidWorks/3D Printing
- ♦ Heating/Air Conditioning
- ♦ Personal Fitness Trainer

Learn More *to* Earn More



Call for more information
(714) 663-6291

cte.ggusd.us



A Leader in Adult
Career and Technical Education
for Over 45 Years

Spring 2019 SCHEDULE

Quarter C: February 4, 2019 – April 12, 2019

Quarter D: April 15, 2019 – June 13, 2019

AUTO BODY/COLLISION REPAIR *Monday-Thursday 5:30- 8:30 p.m., 9 weeks* (Quarter C-OR-Quarter D): **\$450**
Students will learn to safely and correctly use appropriate tools and plastic body fillers, set-up and adjust a paint spray gun for painting, develop MIG welding techniques, use a plasma cutter, set-up and operate a power pull, remove and replace auto body components including bumpers, and identify hidden damage. With little or no previous experience, **this class typically requires three 9-week sessions to complete all course competencies.**

AUTOMOTIVE SPRAY PAINTING *Monday-Thursday 5:30- 8:30 p.m., 9 weeks* (Quarter C -OR-Quarter D): **\$450**
Prerequisite: Completion of Auto Body/Collision Repair Course
Students will learn to correctly use appropriate tools, prepare car surfaces for paint, and set-up and use a spray gun. The course covers automotive body paints and spot painting. With little or no previous experience, **this class typically requires three 9-week sessions to complete all course competencies.**

AUTOMOTIVE CAREERS *Monday-Thursday 5:30- 8:30 p.m., 9 weeks* (Quarter C -OR-Quarter D): **\$450**
Learn the skills necessary for entry-level employment in the automotive field. With classroom and hands-on instruction, students will prepare for ASE Certification Tests. With little or no previous experience, **this rotational class typically requires five 9-week sessions to complete all competencies** including Engine Principles, Diagnosis & Repair, Electrical & Electronics, Performance & Ignition, Fuel & Emissions, Transmissions, Brakes, and Maintenance.

HEATING/AIR CONDITIONING (HVAC) 2 *Tuesday & Thursday 4:30-8:30 p.m., 18 weeks (2/5/19-6/13/19)* **\$500**

This course series develops entry-level skills in the repair and servicing of heating, ventilation, refrigeration, and air-conditioning equipment in residential, industrial and commercial buildings. It includes the test for required EPA 608 licensing. The required book, *Modern Refrigeration and Air Conditioning, 20th Edition*, ISBN: 9781631263545, may be purchased at the registration desk for \$130 or obtained in advance at any retail or online bookseller.

Note: HVAC 2 only open to students who have completed a semester of HVAC 1.

Year-long sequence of courses: two semesters of study. Level 1 will be offered again in Fall 2019.

PERSONAL FITNESS TRAINER *Tuesdays and Thursdays 6:00-8:00 p.m., 18 weeks (2/5/19-6/13/19)* : **\$250**

Become a personal fitness training professional, working with clients to evaluate their fitness levels, identify goals, and help them improve muscular strength, endurance, flexibility, cardio-respiratory function, motor skills, nutrition, and body fat composition. Study anatomy and physiology and receive hands-on training in a variety of athletic equipment and coaching techniques. This course prepares students for the NASM CPT exam. The average annual salary for a fitness trainer in California is \$49,770. Free handbook and study guide included.

CPR/AED *One Saturday Session - 8:00a.m. to 1:00p.m.* **\$40**

American Heart Association Cardiopulmonary Resuscitation with Automated External Defibrillator training.

First Aid *One Saturday Session - 1:30P.M.—5:00p.m.* **\$25**

Learn to provide assistance to victims of sudden illness or injury and provide care until medical aid can be obtained.

SPRING DATES: February 23, March 23, April 27, May 18, June 8

Computer Literacy: Part A *Thursdays 6:00-8:00 p.m., 9 weeks (2/7/19-4/11/19):* **\$50**

Computer Literacy: Part B *Thursdays 6:00-8:00 p.m., 9 weeks (4/18/19-6/13/19):* **\$50**

Learn basic computer literacy in this direct instructor-led class that includes learning and applying basic computer concepts, developing keyboarding skills, Internet use, e-mailing, and the fundamental elements of Microsoft Office.

For information concerning other Adult Education classes, such as: High School Diploma, HiSet, Adult Basic Education and ESL, please call Lincoln Education Center at 714-663-6291.

Accounting with QuickBooks

Tuesdays and Thursdays 6:00-8:00 p.m., 18 weeks (2/5/19-6/13/19): \$250

QuickBooks is a widely used accounting software program used to manage sales and expenses and keep track of daily business transactions. You can use it to invoice customers, pay bills, generate reports for planning and tax filing, and more. This course covers the following competencies: QuickBooks Basics, Accounts Receivable, Accounts Payable, Bank Reconciliation and Reports and Graphs, Customizing QuickBooks, Inventory, Time and Billing, Payroll Setup, Payroll Processing, Company File Setup and Maintenance, Adjustments and Year-End Procedures, and a Final Project. Basic math and computer skills strongly recommended. Students must bring a flash drive (16GB+). The *QuickBooks Fundamentals Learning Guide*, ISBN: 9780991100231, offers excellent preparation for the Intuit QuickBooks User Certification Exam. Books are available in class for classroom use only.

2D AUTOCAD and 3D Autodesk Inventor

Thursdays 5:30-8:30 p.m., 18 weeks (2/7/19—6/13/19): \$200

Develop entry level mechanical and architectural CAD skills, produce 2D drawings in AutoCAD, create a portfolio of exercises to seek an entry level position. Create and use edit commands including layers and drawing settings. Autodesk Inventor is a professional grade 3D CAD software. Learn to create and edit simple sketches that turn into three-dimensional parametric part models. Creating part models is a necessary step in creating assembly models and detail drawings. In addition, learn the best practices and techniques commonly used in the industry including state-of-the-art 3D printing. This class typically requires two 18-week sessions to complete all of the course competencies. Basic computer skills and common drafting design practices are recommended but not required. Students must bring a 16GB+ flash drive.

SolidWorks 2018 and 3D Printing

Tuesdays 5:30-8:30 p.m., 18 weeks (2/5/19—6/11/19): \$200

SolidWorks is the world leader in 3D software for product development and design. Learn the essential tools and modeling techniques as well as the theory of parametric 3D modeling to start creating manufacturing-ready parts and assemblies, including detailed drawings and bills of materials. This course develops entry-level skills with little or no previous experience. This class typically requires two 18-week sessions to complete all of the course competencies. Basic computer skills and common drafting design practices are recommended but not required. Students must bring a 16GB+ flash drive.



Beginning Word

Tuesdays 6:00-8:30 p.m., 9 weeks (2/5/19-4/9/19): \$65

Learn to select and edit text, format text and paragraphs, insert page headers and footers, use spell check and grammar check, indent, create columns, insert bulleted and numbered lists, find and replace text, and more.

Advanced Word

Tuesdays 6:00-8:30 p.m., 9 weeks (4/16/19-6/11/19): \$65

Learn tables and mail merge functions, create forms, use and create templates, incorporate styles, themes. Quick parts and building blocks, track changes, save as PDFs, customize outlines, insert hyperlinks, and use pictures, shapes, text boxes, smart art graphics, borders, and shading.



Beginning Excel

Wednesdays 6:00-8:30 p.m., 9 weeks (2/6/19-4/10/19): \$65

Prerequisite: Working knowledge of Microsoft Word with basic computer skills. Learn the basic elements of a relational database using Access, and create one from scratch. Create and design tables, design and run queries, make user-friendly forms, design and run reports, create option buttons and drop down lists, perform calculations with existing data, establish relationships between tables and learn how to minimize data entry errors.

Advanced Excel

Wednesdays 6:00-8:30 p.m., 9 weeks (2/6/19-4/10/19): \$65

Prerequisite: Familiarity 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. 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.

Garden Grove Unified School District

10331 Stanford Avenue
Garden Grove, CA 92840

NONPROFIT
Auth # 285617

U.S. POSTAGE
PAID

PERMIT NO. 0062
GARDEN GROVE, CALIF.

Cart Sort

Residential Customer



Payment is due in full at the time of registration. Cash and money orders (made payable to GGUSD) are the only accepted forms of payment.

Students must appear in-person to register.

Course offerings are subject to change without notice.

Refunds are granted in the event a class is ever canceled.

cte.ggusd.us

Registration begins Monday, January 14, 2019

Spring Semester Holidays:

February 11 and 18

April 1-5

May 27

Office Hours:

Monday-Thursday, 8:00 a.m.-7:45 p.m.

Friday, 8:00 a.m.-3:45 p.m.

**Lincoln Education Center
11262 Garden Grove Blvd.
Garden Grove, CA 92843
(714) 663-6291**

Garden Grove Unified School District, in compliance with Federal Title IX regulations, maintains an operating policy of non-discrimination in all of its education programs and activities on the basis of actual or perceived sex, race, ancestry, national origin, ethnic group identification, color, religion, age, marital status, sexual orientation, gender, mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Uniform Complaint Procedures are available on the ggusd.us website.