

FREE CLASSES AND CAREER TRAINING FOR ADULTS

GOLDEN WEST COLLEGE NONCREDIT - ADULT EDUCATION PROGRAM



WINTER - SPRING of 2024 COURSE SCHEDULE CATALOG

In-person & Online Classes

Winter Term Date: January 2 to January 27, 2024

Spring Term Dates: January 29 to May 25, 2024

www.goldenwestcollege.edu/noncredit



**SCAN THIS
QR CODE
TO ENROLL!**

WELCOME

TABLE OF CONTENTS

Golden West College Campus Location	3
Important Holidays.	3
Registration - Becoming a GWC Student!	4
Spring New Student Orientations	5
English Language Learning	6-7
Citizenship Preparation Program.	7
High School Equivalency Program: General Educational Development (GED®)	8
Adult Dual Enrollment	8
Automotive Technology	9
Senior Healthcare Technician.	10
Security Guard	10
Computer Business Application	11



Academic Programs
Pages 6-8



Career Technical Education
Pages 9-11

MISSION

Golden West College provides an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

VISION

GWC welcomes you. Be inspired.
Be empowered. Be transformed.

VALUES

Our values are the ideals that guide us in our commitment to student learning and to the vitality of our community.

- Welcoming Campus Environment
- Access, Equity, and Inclusiveness
- Excellence in Teaching and Learning
- Innovation and Technology
- Leadership Guided by Collaboration
- Stewardship and Sustainability

ABOUT THIS CATALOG

Every effort has been made to assure the accuracy of the information in this schedule. Students are advised, however, that such information is subject to change without notice and the Board of Trustees of the Coast Community College District, the Chancellor of the Coast Community College District, and the President of Golden West College reserve the right to add, amend, or repeal rules, resolutions, or policies within the administration area of such officers. In addition, some courses are not offered every semester or every year.

If you need information in an alternate format, please contact the Disabled Students Programs and Services at (714) 895-8721 (voice) or (714) 895-8350 (TDD).

CAMPUS LOCATION

GOLDEN WEST COLLEGE

15744 Goldenwest Street, Huntington Beach, CA 92647
www.goldenwestcollege.edu/noncredit



IMPORTANT HOLIDAYS

- Martin Luther King Day – Monday, January 15, 2024
- Lincoln’s Day – Friday, February 16, 2024
- Washington’s Day – Monday, February 19, 2024
- Spring Recess – Monday, March 25 – Sunday, March 31, 2024



REGISTRATION

NEW TO GOLDEN WEST COLLEGE?

Apply to Golden West College: (For New Students Only)

1. **Create a CCCApply Account with this link:** Application for Admission to College (opencccapply.net)
 - Write down your CCCApply Username and Password
 - Receive account creation confirmation email from CCCApply

CCCID#	
Password:	
Confirmation#	

2. **Register for the correct semester**

- Start the application for GWC intersession/Spring 2024
- Submit the application! Please write down your CCCID and confirmation

3. **Check your GWC Welcome Email for Student ID and Username**

- Within a week, you will receive an email from GWC with your student ID number and your login information.
- Save this email for future reference!

MyGWC email address:	
1 st time log-in password:	
New password:	

Register for classes!

- Log in to MyGWC from Golden West College website
- Watch this video on how to register for your classes (<https://youtu.be/xLVtmtBeXR4>)
- Print your class schedule on your "Registration" tab under "Student Class Program."

PARKING PERMIT

Parking permits are required for students or visitors at Golden West College during the Spring 2024 semesters. Golden West College is a pay-to-park site, all vehicles utilizing parking lots are required to display a valid permit at all times. Permits may be purchased per semester online or by day from the dispensers located in each lot. Citations are issued for violations of the campus parking rules and regulations.

Purchase your parking permit if needed!

To purchase your student parking permit, please access the Coast Community College District Parking Portal by following this link: Coast Community College District Parking Portal (t2hosted.com). To complete the purchase, ensure you know your MyGWC login credentials. Additionally, you must enter your vehicle's license plate information during the permit purchase process.

YOUR STUDENT ID CARD IS A FREE OCTA BUS PASS!

- Once you are registered for classes you are eligible to receive the OCTA Bus Passes free.
- Get your free pass by downloading the OC Bus App to your mobile smartphone. Use your GWC email to register.

ORIENTATION INFO

SPRING SEMESTER NEW STUDENT ORIENTATIONS!

If you are interested in taking these noncredit classes at Golden West College, we will be holding orientations on **January 10 at 10: 00 AM** to help you enroll! Orientation will have campus tours, meeting your instructors, and step by step CCCApply instructions! RSVP by calling or texting (714) 684-1809 or scanning this QR code!

**SCAN
NOW TO
RESERVE
YOUR SPACE!**



Nếu bạn muốn tham gia các lớp học không tín chỉ tại trường Golden West College, chúng tôi có tổ chức Buổi hướng dẫn sinh viên mới vào ngày 10 tháng 1 lúc 10:00 sáng để ghi danh! Buổi hướng dẫn sẽ có chuyến tham quan khuôn viên trường, gặp gỡ với giáo viên và hướng dẫn cách điền đơn nhập học. Vui lòng phản hồi bằng cách gọi điện hay nhắn tin vào số (714) 684-1809 hoặc quét mã QR sau.

Si está interesado en tomar estas clases sin crédito en Golden West College, tendremos orientación el 10 de Enero a las 10:00 a. m. para ayudarlo a inscribirse. En la orientación haremos un recorrido por el colegio, conocerá a sus profesores y tendrá ayuda paso a paso para hacer la aplicación para el colegio! Confirme su asistencia llamando o enviando un mensaje de texto (714) 684-1809 o escanee este código QR.

NONCREDIT - ADULT EDUCATION PROGRAM INFORMATION

Noncredit classes are FREE. There is no unit charge for noncredit classes.

Students can earn special certificates by enrolling in Noncredit – Adult Education programs. Noncredit – Adult Education courses are tuition-free. However, students are expected to purchase textbooks and supplies. Students can enroll in multiple classes also can meet with a counselor to develop a Student Educational Plan.

Golden West College's noncredit courses are designed for students who wish to advance their educational and career goals. Noncredit courses are offered on-campus, off-campus, and online. They provide students with lifelong learning, college transfer, and career preparation opportunities. All noncredit courses are FREE, with no proof of residency needed. The classes are highly accessible and repeatable with no prerequisite courses. Most importantly, the courses serve as a critical "open access" entry point for students of diverse backgrounds and those seeking self-improvement, increased literacy, and job skills.

REGISTRATION Registration is based on a first-come basis and continues until the classes reach full capacity. Waitlists are started for full classes. The Noncredit – Adult Education Programs department reserves the right to cancel a class if student enrollment falls below the minimum limits.

ATTENDANCE Attending every class meeting is essential for all students! Student attendance directly impacts how the Noncredit - Adult Education Programs department receives state funding. Students who miss the first day of class may be dropped from the course. Students expected to attend class on time and stay for the entire session. Persistence and consistent attendance help students achieve their goals.

CANVAS INFORMATION - MYGWC PORTAL Canvas is a Learning Management System where your courses are hosted. Your instructors will post your course information in Canvas such as Announcements, Assignments, etc. To access your Canvas courses, log on to MyGWC Portal.

ENGLISH LANGUAGE

LEARNING CLASSES & CITIZENSHIP PREPARATION



ENGLISH LANGUAGE LEARNING (ELL)

Non-native English language learners will develop English skills essential for daily communication. Its focus on language, culture, and life skills will help students achieve personal, career, and academic goals. The English Language Learning program further develops the student's oral fluency, reading, and writing. It also prepares students for English as a Second Language (ESL) academic credit courses.

ENGLISH FOR COMMUNICATION COURSES:

CRN	DAYS	TIMES	START/END DATES
ELL G010N – English for Communication Level 1			
44366	Tue. & Thur.	6:00 PM – 8:05 PM	01/29/24 - 05/25/24
44367	Mon. & Wed.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
41980	Tue. & Thur.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
ELL G020N – English for Communication Level 2			
44370	Tue. & Thur.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
44371	Tue. & Thur.	6:00 PM – 8:05 PM	01/29/24 - 05/25/24
41983	Mon. & Wed.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
ELL G030N – English for Communication Level 3			
44378	Mon. & Wed.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
44642	Tue. & Thur.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
44379	Tue. & Thur.	6:00 PM – 8:05 PM	01/29/24 - 05/25/24

GRAMMAR FOR FLUENCY COURSES:

ELL G015N – Grammar for Fluency Level 1			
44368	Tue.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
41981	Mon.	6:00 PM – 8:05 PM	01/29/24 - 05/25/24
ELL G025N – Grammar for Fluency Level 2			
44372	Mon.	6:00 PM – 8:05 PM	01/29/24 - 05/25/24
44373	Tue.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
ELL G035N – Grammar for Fluency Level 3			
*44380	Mon.	6:00 PM – 8:05 PM	01/29/24 - 05/25/24
44381	Tue.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24

*Live Online classes

ENGLISH LANGUAGE

LEARNING CLASSES & CITIZENSHIP PREPARATION

CONVERSATION & PRONUNCIATION COURSES:

CRN	DAYS	TIMES	START/END DATES
ELL G016N – Conversation & Pronunciation 1			
44369	Thur.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
41982	Wed.	6:00 PM – 8:05 PM	01/29/24 - 05/25/24
ELL G026N – Conversation & Pronunciation 2			
44374	Thur.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24
44375	Wed.	6:00 PM – 8:05 PM	01/29/24 - 05/25/24
ELL G036N – Conversation & Pronunciation 3			
*44383	Wed.	6:00 PM – 8:05 PM	01/29/24 - 05/25/24
44384	Thur.	8:50 AM – 10:55 AM	01/29/24 - 05/25/24

*Live Online classes

INTRODUCTION TO ACADEMIC ENGLISH FOR MULTILINGUAL STUDENTS

ELL G040N – Intro Academic Writing			
44386	Mon. & Wed.	10:35 AM – 12:40 PM	01/29/24 - 05/25/24
44387	Tue. & Thur.	11:10 AM – 1:15 PM	01/29/24 - 05/25/24
ELL G041N – Intro Academic Listening & Speaking			
44388	Mon. & Wed.	8:50 AM – 10:20 AM	01/29/24 - 05/25/24
44646	Tue. & Thur.	1:30 PM – 3:00 PM	01/29/24 - 05/25/24



CITIZENSHIP PREPARATION PROGRAM

The citizenship preparation program is designed to prepare non-native speakers of English to complete the U.S. citizenship process. Preparation includes reinforcing critical points of the U.S. Citizenship and Immigration Services (USCIS) civics study questions by reviewing basic U.S. history, government, and constitution. Also, students will develop English communicative skills through the practice of interactions and interview techniques to understand and complete the final USCIS interview.

CRN	DAYS	TIMES	START/END DATES
ELL G027N – Reading & Writing for Citizenship			
44376	Mon. & Wed.	11:10 AM – 12:35 PM	01/29/24 - 05/25/24
ELL G028N – Listening & Speaking for Citizenship			
44377	Tue. & Thur.	11:10 AM – 12:35 PM	01/29/24 - 05/25/24

HIGH SCHOOL EQUIVALENCY PROGRAM

GENERAL EDUCATIONAL DEVELOPMENT (GED®)

YOU CAN PREPARE FOR GED CREDENTIALS WITH IN-PERSON AND VIRTUAL OPTIONS!

Golden West College is now offering fall registration for GED classes that begin January 29, 2024.

Students can enroll in **HyFlex** classes, which means students have the option to join in-person or live online preparation courses for the GED test subjects. The flexible class options are designed to help students attain high school equivalency credentials while maintaining work and personal commitments.

This GED test preparation program prepares students to succeed on the GED exams. Students will prepare for the GED exam in all four areas: Social Studies, Science, Language Arts, and Mathematics. The courses provide pre- and post-testing of each subject content and individualized prescriptive instruction in preparation for the test.

The GED® Test is used in California to award high school equivalency certificates. To schedule the GED® exams, students must register online by visiting www.GED.com or by calling the Pearson VUE call center at 1-877-EXAM-GED (392-6433).



GED PREPARATION CLASS SCHEDULE:

CRN	DAYS	TIMES	START/END DATES
GED G060N – GED Prep: Mathematical Reason			
44438	Tue. & Thur.	5:15 PM – 7:05 PM	01/29/24 - 05/25/24
*44439	Tue. & Thur.	5:15 PM – 7:05 PM	01/29/24 - 05/25/24
<i>*Live Online classes</i>			
GED G080N – GED Prep: Reasoning Language			
44442	Mon. & Wed.	5:15 PM – 7:05 PM	01/29/24 - 05/25/24
*44443	Mon. & Wed.	5:15 PM – 7:05 PM	01/29/24 - 05/25/24
<i>*Live Online classes</i>			

ATTENTION STUDENTS:

Each GED Preparation course has two course numbers and meets together at the same time. For each class meeting, you may choose to attend in-person on campus or live online via Zoom.

ADULT DUAL ENROLLMENT PROGRAM

Earn college credits for FREE while attending Adult School!

GWC offers accessible and convenient courses to support adult learners in achieving their educational and vocational goals. Whether you are pursuing your high school diploma, enrolled in a High School Equivalency Program at an adult school, or participating in Golden West College's GED program, you are eligible to participate in the Adult Education Dual Enrollment Program. Upon acceptance into the program, students can enroll in up to 11 units of college-credit classes without any cost! All tuition fees will be waived.

GETTING STARTED:

Step 1: Schedule an appointment to meet with a counselor.

Step 2: Submit your GWC College Application.

Step 3: Create a Student Educational Plan with a counselor.

Step 4: Register for classes from MyGWC Portal.

Step 5: Enjoy the benefits of attending credit classes for FREE!

Contact the AEP Counselor - Rosemary Rangel at 714-895-8293 or email her at rrangel20@ccc.edu

CAREER & TECHNICAL EDUCATION PROGRAM



AUTOMOTIVE SAFETY

This course covers general safety guidelines for the automotive industry. Students will learn about Personal Protection Equipment (PPE), how to safely use and maintain automotive tools, vehicle hoists, and other equipment used in the industry. In addition, students will take the S/P2 (Safety and Pollution Prevention) safety test which outlines proper procedures for hazardous waste handling and disposal.

CRN	DAYS	TIMES	START/END DATES
AUTO G002N – Automotive Safety			
44265	Mon. & Wed.	6:00 PM – 8:25 PM	01/29/24 - 02/16/24

AUTOMOTIVE LUBE TECHNICIAN

The Automotive Lube Technician course covers fundamental theories and skills required to enter the automotive workforce as an Automotive Lube Technician. Upon completion, students will learn basic automotive safety, become proficient in using published and online vehicle service information platforms, and perform vehicle service procedures outlined by periodic maintenance schedules.

CRN	DAYS	TIMES	START/END DATES
AUTO G003N – Automotive Lube Tech			
44266	Mon. & Wed.	6:00 PM – 9:50 PM	02/19/24 - 04/05/24

AUTOMOTIVE TIRE AND WHEEL SERVICE

The Automotive Lube Technician covers the basic theory and skills required to work as a tire technician. Students will learn guidelines for aftermarket wheel and tire replacement, as well as the safe use of equipment for repairing and replacing tires on most light trucks and passenger vehicles.

CRN	DAYS	TIMES	START/END DATES
AUTO G004N – Automotive Tire and Wheel			
44267	Mon. & Wed.	6:00 PM – 9:40 PM	04/08/24 - 05/17/24

CAREER & TECHNICAL EDUCATION PROGRAM



SENIOR HEALTHCARE TECHNICIAN

This noncredit Senior Healthcare Technician program focuses primarily on the elderly population's health and safety, which may include their daily bathing and grooming tasks. The SCT will perform routine vital signs (such as temperature, pulse, and respiration rates), be able to perform basic CPR, assist patients with assisted devices to prevent falls, assist with dressing changes, and support elderly individuals with their medications.

This certificate program will allow the graduate to gain employment in assisted living, residential and memory care facilities, etc.



GETTING STARTED:

Step 1: Attend an Information Session on **Monday, December 4, from 2:30 PM to 4 PM.**

Reserve your space for the Information Session by scanning the QR Code provided.

Step 2: Submit GWC College Application & Senior Healthcare Technician Application.

Step 3: Register for classes and remember to complete all three required courses during the same term!

Step 4: Enjoy the benefit of attending FREE classes!

CRN	DAYS	TIMES	START/END DATES
NURS G050N – Introduction to Gerontology			
*44575	Wed.	12:30 PM – 2:45 PM	01/29/24 - 03/23/24
*Live Online classes			
NURS G051N – Care of the Elderly Adult Corequisite: NURS G052N			
44576	Wed.	9:30 AM – 10:35 AM	04/01/24 - 05/25/24
NURS G052N – Care of Elderly Adult Practicum Corequisite: NURS G051N			
44577	Wed.	11:45 AM – 2:00 PM	04/01/24 - 05/25/24
NURS G051N & NURS G052N must be taken concurrently.			

SECURITY GUARDS CERTIFICATION

This noncredit program is designed for individuals who are seeking to become licensed security guards. Students are trained according to the requirements specified in section 7583.6(b) of the California Business and Professions Code. Students will learn arrest laws, roles and responsibilities of security guards, de-escalation tactics, civil and criminal liability issues, terrorism awareness, and information sharing responsibilities. Successful completion of this course allows students to register as security guards and take the Powers of Arrest test required for certification as a guard. **Students must be at least 18 years of age to enroll and must co-enroll in both classes to earn a certificate.**

CRN	DAYS	TIMES	START/END DATES
CJ G010N – Role of a Security Guard Corequisite: CJ G011N			
44551	Sat.	8:00 AM – 5:00 PM	02/03/24 - 02/03/24
44558	Mon.	8:00 AM – 5:00 PM	03/18/24 - 03/18/24
44562	Sat.	8:00 AM – 5:00 PM	03/30/24 - 03/30/24
44564	Mon.	8:00 AM – 5:00 PM	05/20/24 - 05/20/24
CJ G011N – Security Guard Supplemental Corequisite: CJ G010N			
44554	Sat.	8:00 AM – 5:00 PM	02/10/24 - 03/02/24
44559	Tue. Wed. Thurs. & Fri.	8:00 AM – 5:00 PM	03/19/24 - 03/22/24
44563	Sat.	8:00 AM – 5:00 PM	04/06/24 - 04/27/24
44565	Tue. Wed. Thurs. & Fri.	8:00 AM – 5:00 PM	05/21/24 - 05/24/24

CAREER & TECHNICAL EDUCATION PROGRAM



COMPUTER LITERACY - BUSINESS APPLICATION PROGRAM

INTERNET BASICS

This noncredit course introduces students to internet basics using a computer or a smartphone. Topics include history, internet terms, connections, search engines, searches, viruses and malware, online communication tools, and basic cloud services.

CRN	DAYS	TIMES	START/END DATES
CBA G014N – Internet Basics			
44520	Fri.	8:50 AM – 11:00 AM	01/29/24 - 03/23/24

INTRODUCTION TO MICROSOFT OFFICE SUITE

This noncredit course prepares students for academic and workplace success by providing basic skills in Microsoft Office. Topics include Microsoft Word, Excel, PowerPoint, and Outlook. Students will learn how to create documents, spreadsheets, and presentations as well as how to create and use email best practices. This course is designed for students who have little or no prior experience with Microsoft Office and email.

CRN	DAYS	TIMES	START/END DATES
CBA G012N – Intro to Microsoft Office Suite			
44499	Mon. & Wed.	6:00 PM – 7:35 PM	04/01/24 - 05/25/24

MICROSOFT WORD BASICS

This noncredit course will prepare students for how to create basic documents using Microsoft Word. Topics include creating, editing, formatting, applying page layout and paragraph features as well as inserting pictures, headers, footers, and page numbers.

CRN	DAYS	TIMES	START/END DATES
CBA G013N – Microsoft Word Basics			
44519	Mon. & Wed.	11:10 AM – 12:20 PM	04/01/24 - 05/25/24



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NONCREDIT -
ADULT EDUCATION PROGRAM**

15744 Goldenwest Street,
Huntington Beach, CA 92647
Room: Business 109
Phone: (714) 684-1809

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Residential Customer

**BE INSPIRED BE EMPOWERED
BE TRANSFORMED**



**WE ARE HERE FOR YOU!
CHÚNG TÔI NÓI TIẾNG VIỆT HABLAMOS ESPAÑOL**

BENEFITS OF TAKING GWC NONCREDIT CLASSES:

1. All noncredit classes are FREE at Golden West College – no financial aid needed!
2. Adult Dual Enrollment covers GED Prep and 11 units of credit classes – all for free!
3. Flexibility with "Hyflex" classes – choose in-person or online, even switch between them!
4. Gain workforce-ready skills in Senior Healthcare, Automotive Tech, Computer Digital Skills and Security Guard programs in under half a semester.
5. Learn English with our comprehensive program, aiding your transition to academic English for credit classes.



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