FREE
Computer Business Applications Classes!
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CLASSES START JANUARY 29, 2024

GOLDEN WEST COLLEGE
GWC
HUNTINGTON BEACH, CA

EARN A COMPUTER LITERACY CERTIFICATE!

Introduction to Microsoft Office Suite – CBA G012N
Topics include Microsoft Word, Excel, PowerPoint, and Outlook. Students will learn how to create documents, spreadsheets, and presentations, as well as email best practices.

| CRN 44499 | 6:00 pm – 7:35 pm | Mon, Wed | 4/1/24 – 5/25/24 |

Microsoft Word Basics – CBA G013N
Learn 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 44519 | 11:10 am – 12:20 pm | Mon, Wed | 4/1/24 – 5/25/24 |

Internet Basics – CBA G014N
Using a computer or a smartphone, topics include, internet terms, connections, search engines, viruses and malware, online cmmunication tools, and basic cloud services.

| CRN 44520 | 8:50 am – 11:00 am | Fri | 1/29/24 – 3/23/24 |

SCAN WITH YOUR PHONE
TO SIGN UP!

714-684-1809
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GOLDEN WEST COLLEGE

NONCREDIT ADULT EDUCATION OFFICE

GOLDEN WEST COLLEGE

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Visit us in the Business Building, Room 109

Office hours: Mon – Thu, 8:00 a.m. – 5:00 p.m.
Fri, 8:00 a.m. – 2:00 p.m.

or call for info: **(714) 684-1809**

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McFADDEN AVE.

405

Maintenance/Receiving 13

Baseball Field

Football Field

Track & Field

Soccer Field

Utility Field

Central Plant 35

EV

Tennis Courts

Volleyball Courts

Pool

Pool

Women's PE 11

Men's PE 10

Softball Field

Technology 19

Recreation Education/ Gymnasium 18

Training Rm 25

Harry & Jaynne Board Gymnasium 39

Pacific Life Foundation Branch School Age Center 39

Automotive Technology 14

14

Graphics 16

Fine Arts 8

Cosmetology

Fine Arts 8

Robert Mayer Child Development Preschool 39

Parking

California Native Garden

CONSTRUCTION ZONE

Student Union/ Cafeteria 92

Bookstore 91

Student Services Center 96

Forum II 17

Music 6

Amphitheater

Parking

J

I

CENTER AVE.

405

Theater 20

LRC Learning Resource Center / Library 38

LRC Annex

Language Arts 59

Quad

NONCREDIT ADULT ED OFFICE

5 Communications Bldg

H

MAIN ENTRANCE

Math and Science 37

Forum I 2

3 Business

Regional Criminal Justice Training Center

4

RCJTC 95

4

Administration

33

Swap Meet Office

Public Safety 93

Frank M. and Gertrude R. Doyle Nursing & Health Services 36

Bldg 26

GOLDEN WEST COLLEGE
15744 Goldenwest St
Huntington Beach, CA 92647

For Noncredit Office, enter
Parking Lot E
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Legend

A Parking Entrances
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E Elevator
R Restrooms
Emergency Telephones
Gender Neutral Restrooms (Some are inside offices)
Food Services/Vending
The Stand/The Rack
OCTA Handicapped Bus Stop
Bike Racks
S ATM
EV Electric Vehicle Charging