

FINE ARTS/CRAFTS CLASSES

Ceramics (8 meetings)

Fee \$75

You will be amazed at what you can make without using a wheel! Using the basic techniques of slab, pinch pot and coil, you can create an endless array of objects. Projects include coil pots, wall pockets, wind chimes and garden lanterns. **A \$40 materials fee is due at the first class for clay and glaze. All tools will be provided, but you may bring your own if you choose.**

Session 1: August 31 - October 19

Wednesday 6:30 pm-9:00 pm Hart HS / M6 Nielsen

Creative Watercolor (6 meetings)

Fee \$60

New and traditional techniques will be demonstrated (wet on wet, dry brush, etc.); abstract and representational. Class will paint from still life, postcards and other photographic images. **A complete list of required materials is available at www.goldenoakadultschool.com; estimated cost \$50-\$100.**

Session 1: September 7 - October 12 | Session 2: October 26 - December 7

Wednesday 6:00 pm-9:00 pm Golden Valley HS / 514 River

Pastels (6 meetings)

Fee \$60

Students will develop a strong sense of design in drawing through the use of oil and chalk pastels, pen and ink, charcoal and graphite. The class includes the study of form and line, shape, value, color and space. Class will work from still life displays and students personal choices of photographic images. Discussions of techniques, materials and demonstrations will be discussed in class. An outdoor field trip to draw in the park will be included if weather permits.



Session 1: September 29 - November 3

Thursday 6:00 pm-9:00 pm Golden Valley HS / 514 River

Intro to Screenwriting (6 meetings)

Fee \$55

Have you been called a great storyteller? Do you want to have the "Hollywood" experience? We will cover format, outlines, character, and story arcs in this exciting class. This six-week course will make your stories filmable and production ready! Bring your laptop, or have access to computer at home.

Session 1: September 12 - October 17 (No class October 3)

Monday 6:00 pm-8:00 pm GOAS Molitor

From Cell Phone to the Screen (6 meetings)

Fee \$55

Being a filmmaker is as easy as pressing record on your cell phone! Enjoy a six-week filmmaking tutorial that has economy and storytelling in your best interests! This course will cover both narrative and documentary forms of filmmaking!

Session 1: September 10 - October 22 (No class October 1)

Saturday 10:00 am-12:00 pm GOAS Molitor

ACADEMIC COURSES

Registration begins August 10, 2016; classes begin August 15, 2016.

Adult High School Diploma

Complete courses for your diploma at your own pace! Students must meet with an adult school counselor before enrolling in this program; must have official copies of your transcript and valid state issued identification at your intake appointment.

M - Th 10:00 am-1:00 pm GOAS Hawn
M - Th 5:00 pm-8:30 pm GOAS Davidson

High School Equivalency Exam Preparation (GED or HiSET)

The class will focus on meeting the requirements necessary to help you successfully prepare for the GED or HiSET High School Equivalency Examination.

M - Th 10:00 am-1:00 pm GOAS Hawn
M - Th 5:00 pm-8:30 pm GOAS Davidson

Basic Skills

For adults who want to improve their reading, writing and math skills.

T/Th 5:30 pm-7:00 pm GOAS
Saturday 10:00 am-11:30 am GOAS

ENGLISH AS A SECOND LANGUAGE INGLÉS COMO SEGUNDO IDIOMA

Registration begins August 17, 2016; classes begin August 22, 2016.

English as a Second Language (ESL) Inglés Como Segundo Idioma

The English as a Second Language (ESL) program is for limited or non-English speaking adults who are interested in learning or improving how to speak, read, and write in English. We currently offer the following levels: Pre-Lit, Beginning Low, and Beginning High. For more information please contact our office at 661-253-0583. Classes are available at multiple locations.



El Programa de Inglés Como Segundo Idioma (ESL) esta diseñado para adultos que desean mejorar o aprender cómo hablar, leer y escribir en inglés. Los niveles disponibles: Antes Principante, Principante Bajo, y Principante Alto. Para más información sobre este programa, por favor llame al 661-253-0583. Los clases están disponibles en varias ubicaciones.

Session 1: August 22 - November 17, 2016

M - Th 10:30 am-1:00 pm
M - Th 6:30 pm-9:00 pm

Saturday class: August 20 - November 5, 2016

Saturday 9:00 am-12:30 pm

Session 1: El 22 de agosto al 17 de noviembre, 2016

Lunes a jueves 10:30-1:00 por la dia
Lunes a jueves 6:30-9:00 por la noche

Sabado: El 20 de agosto al 5 de noviembre, 2016

Sabado 9:00-12:30 por la dia

GENERAL INFORMATION

Accreditation

Golden Oak Adult School is accredited by the Western Association of Schools and Colleges.



Schedule Changes

Golden Oak Adult School reserves the right to make changes in fees and assignments, and to cancel any course that does not have sufficient enrollment.

Fees and Refunds

Checks, money orders, credit cards and cash will be accepted. Returned checks will be charged a \$20 fee payable in cash. No refunds will be issued after the first class session (including no shows). There are no refunds for class materials and/or books purchased by students.

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GOLDEN OAK ADULT SCHOOL

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Give your life and career a jump start

- Academic Courses • Career Training Classes
- Fine Arts/Crafts Classes • Community Interest Classes
- English As A Second Language (ESL) • Citizenship



COMMUNITY INTEREST CLASSES

Accounting – Introductory (3 meetings)

Learn the basic principles of accounting including how to keep the books for a small business; how to understand the GL, Profit/Loss Statement, Balance Sheet, Cash Flow Statement, Debits/Credits, Journal Entries and account receivables and payables. This course is aimed at business owners and persons seeking entry level accounting positions. Please bring a small calculator. *Please choose 1 session.*

Session 1: September 13, 15, 22
Session 2: October 18, 20, 25
Session 3: December 1, 6, 8
Session 4: April 18, 20, 25
 T/Th/T 7:00 pm-8:45 pm GOAS Yacobian

Becoming a Green Gardener

(10 meetings)

Fee \$75

This class will teach the basics for both employment and personal interest in this area. Topics covered include plant identification, care and maintenance, soil preparation, basic pruning, pest control, irrigation, fertilization, and composting/mulching. Optional \$5 for informational booklet.

Session 1: September 7 - November 9
 Wednesday 6:30 pm-9:00 pm GOAS Windsor



Woodworking (Intermediate/Advanced) (14 meetings)

Fee \$200

A woodworking class for intermediate or advanced level woodworkers. Must have completed the beginning wood class or have instructor approval. Work on your own project appropriate for your skills and learn new skills. Learn how to turn spindles or bowls on the wood lathe. Participants will supply their own materials, but lumber can be purchased in the classroom.

Session 1: August 15 - December 5 (No class September 5, October 3 or October 31)
 Monday 6:30 pm-9:30 pm Saugus HS Room D1 Friedman

Spanish 1: Basic Conversation (5 meetings)

Fee \$65

Ready to learn some key phrases and vocabulary to help on your next adventure? Join in for some cultural learning as well! This class will focus on vocabulary and some "survival Spanish." Learn how to tell time, give directions, introduce yourself and others, travel vocabulary and more! Great for brushing up on skills you may not have practiced since high school!

Session 1: September 6 - October 11 (No class October 4)
 Tuesday 6:00 pm-8:00 pm Saugus HS Room M1308 Riedeman

Spanish 2: A Step Beyond Spanish 1 (5 meetings)

Fee \$65

In this class we will tackle common verbs, descriptions and a little more grammar than Spanish 1. Practice with your classmates and play some grammar games! This class should help you make yourself understood on your next trip to Spain, Mexico, Costa Rica, or Cuba! We will build on vocabulary skills and cultural awareness while laughing and keeping it fun!

Session 1: October 18 - November 15
 Tuesday 6:00 pm-8:00 pm Saugus HS Room M1308 Riedeman

Stock Market Boot Camp (4 or 3 meetings)

Fee \$30

During this course, you will learn key terminology used in financial discussions; understand levels, and types of investment risks; understand financial statements; create your own investment objectives and corresponding portfolio and you'll select three companies to apply your newly learned research methods!

Session 1: September 7 - 28
 Wednesday 6:30 pm-8:00 pm GOAS Breveman

Session 2: November 1 - 15
 Tuesday 6:30 pm-8:30 pm GOAS Breveman



Getting Acquainted with Your Computer (3 meetings)

Fee \$70

Are you a digital immigrant who wants to become comfortable and stress-free while using your computer? This class will give you an overview of the Windows operating system, Word, Excel and PowerPoint as well as discover what you can do on the Internet. *Please choose one session.*

Session 1: September 12 - 26
 Monday 1:30 pm-4:30 pm GOAS Computer Lab Taylour

Session 2: September 12 - 26
 Monday 6:00 pm-9:00 pm GOAS Computer Lab Taylour

Are You Afraid of the Cloud? (1 meeting)

Fee \$30

Learn about the Cloud: what is it, how it works, is it safe, and why you should use it, or are you using it right now? This is not a hands-on class.

Session 1: October 10
 Monday 6:00 pm-9:00 pm GOAS Computer Lab Taylour

Make Your Life Easier with Google Apps (3 meetings)

Fee \$70

Google is more than a search engine: Gmail, Maps, YouTube, Docs, Sheets, Forms, or Slides, Drive, Calendar and more. Discover how you can capitalize on the value of these FREE Google tools to streamline productivity at home, at work, or with your associates in volunteer organizations.

Session 1: November 14, 28, December 5
 Monday 1:30 pm-4:30 pm GOAS Computer Lab Taylour

Computer Self Defense - Security Essentials for You & Your Computer (1 meeting)

Fee \$30

Learn how to stay safe online by protecting yourself from hacks, attacks, and scams. Anti-virus programs, password managers, and more will be covered in this class. This is not a hands-on class.

Session 1: September 10
 Saturday 9:30 am-12:30 pm GOAS Computer Lab Taylour

Clean Your Computer Inside & Out (1 meeting)

Fee \$30

Make your Windows computer faster and more responsive by 'cleaning' your hard drive with Windows' built-in tools. Also learn how to clean the inside & outside of your PC. You may bring your laptop to this class.

Session 1: September 24
 Saturday 9:30 am-12:30 pm GOAS Computer Lab Taylour



PowerPoint Essentials (1 meeting)

Fee \$30

Learn important design concepts and how to create professional business, school and personal presentations. Knowledge of the Windows operating system and Word is helpful. You are welcome to bring your laptop with PowerPoint 2010, 2013 or 2016.

Session 1: October 8
 Saturday 9:30 am-12:30 pm GOAS Computer Lab Taylour

Social Media & You (1 meeting)

Fee \$30

Would you like to become involved in Social Media but don't know whether you should? You will learn about the pluses and minuses of using social media and how to create and use a Facebook and Twitter account. This is not a hands-on class.

Session 1: October 22
 Saturday 9:30 am-12:30 pm GOAS Computer Lab Taylour

CITIZENSHIP PREPARATION CLASS

Citizenship

FREE

Learn the reading, writing, listening and speaking skills needed to learn the needed U.S. History and government required to complete naturalization forms and pass the naturalization interview.

Session 1: September 8, 2016 - November 17, 2016
 Thursday 5:30 pm-8:30 pm GOAS



Lara/Erhart

VISIT US AT WWW.GOLDENOAKADULTSCHOOL.COM

CAREER TRAINING CLASSES

Medical Assistant (22 weeks)

Fee \$1,550

This comprehensive Medical Assisting Program will prepare the student for career opportunities in the Medical Assisting profession. Medical Assistants provide direct patient care and perform clerical duties in physician's offices, urgent care facilities and other ambulatory care settings. Course content includes administrative skills, EMR, clinical skills (including phlebotomy, injections, vital signs and minor surgical procedures), medical terminology, and externships. At the end of the course, students will be offered the opportunity to sit for the National Health Career Association examination for National Certification. Externships are 160 hours, Monday-Friday for an additional four weeks in January, 2017. Students must possess valid state issued identification, a high school diploma is desired, but not required.



Session 1: August 15, 2016 - December 15, 2016
 M-Th 8:45 am-3:00 pm GOAS Annex Longworth

Medical Assistant Certification Review Course* (10 weeks) FREE

This 40-hour course will prepare the Medical Assistant to sit for the certification exams that are approved by the California Medical Board. The course is brought to you in partnership with Golden Oak Adult School and the HWI South Central Coast Region, Deputy Sector Navigator - Health grant. **Funded in part by the Economic and Workforce Development Division of the California Community College Chancellors Office, Doing What Matters for Jobs and the Economy - Deputy Sector Navigator Health grants for the South Central Coast Region, grant #15-156-008 hosted by College of the Canyons District and the South Central Coast Regional Consortium CTE Enhancement Funds 14-187-002.*

Session 1: August 16, 2016 - October 20, 2016
 T/Th 4:00 pm-6:00 pm GOAS Annex Longworth

Pharmacy Technician (20 weeks)

Fee \$800

This 180-hour course prepares students for entry level employment working in various pharmacy settings and practices; assisting the pharmacist with mixing and packaging prescriptions, inventory control and purchasing, collecting payment, and coordinating billing. The course consists of both theory and clinical components, including: Medical Terminology, Pharmacy Law, Anatomy and Physiology, resume prep, and job interview techniques will also be addressed. Class will also include two Mondays a month (dates to be determined). Externships are 120 hours, to be scheduled in January, 2017. Students must possess valid state issued identification, a high school diploma is desired, but not required.



Session 1: August 15, 2016 - December 15, 2016
 T/Th 5:00 pm-9:30 pm GOAS Annex Reynolds

Project Management (CAPM® Prep) Certificate (17 weeks) Fee \$150

Increase your career profile by learning skills in project management. Learn the standards to develop, monitor and manage projects for better, faster, cost-effective, and more efficient methods of project delivery as you prepare for the nationally recognized Certified Associate in Project Management (CAPM®) exam. (Exam fee not included in cost of class.)

Session 1: August 15, 2016 - December 7, 2016
 M/W 3:30 pm-6:30 pm Golden Valley HS Room 604 O'Brien

Excel 2013 (Introduction) (6 meetings)

Fee \$80

Learn how Excel spreadsheets are used across business to analyze and display financial and other data relevant to running a business. Enter and format data, make calculations, create useful charts, and apply filters for ease of data interpretation. Knowledge of Windows environment required; text must be purchased prior to start of class "Learn Excel 2013 Essential Skills with the Smart Method: Courseware tutorial for self-instruction to beginner and intermediate level" – ISBN 978-1-909253-06-3.



Session 1: September 13, 2016 - October 25, 2016 (No class October 4)
Session 2: November 1, 2016 - December 13, 2016 (No class November 22)
 Tuesday 6:00 pm - 8:00 pm GOAS Computer Lab Smalley