

CAREER TRAINING CERTIFICATION COURSES

Register online at www.goldenoakadulthoodschool.com

Certified Medical Assistant (22 weeks)

Fee \$1,750

Medical assistants provide direct patient care and perform clerical duties in physician's offices, urgent care and other ambulatory settings. This course teaches administrative skills, EMR, clinical skills (phlebotomy, injections, vital signs, minor surgical procedures and more), medical terminology and externships. Upon completion of the course with satisfactory grades and attendance, students may sit for the National Healthcareer Association's clinical and administrative certification exam (A \$270 value at no additional cost). Externships are 160 hours during the last four weeks of the class. Students must possess valid state-issued identification and a recent TB test (within 12 months of the start date of externship). **Pre-requisite:** High school diploma or equivalency. (Completion of class does not guarantee employment.) No class 9/4, 10/2, 10/3, 11/20-11/23, 12/14/17-1/5/18, 1/15.

8/14/17-2/14/18 M-Th 8:45 am-3:00 pm
GOAS @ Centre Pointe / B Longworth



Pharmacy Technician (18 weeks)

Fee \$950

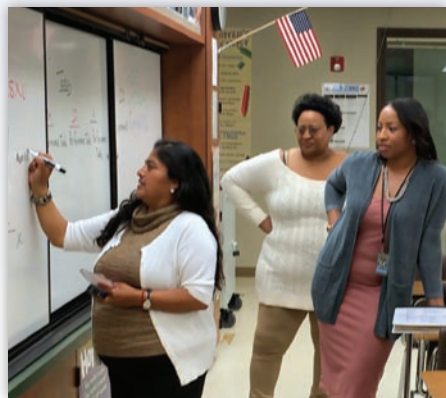
This course prepares students for entry level employment in various pharmacy settings and practices: assisting the pharmacist with mixing/packaging prescriptions, inventory control and purchasing, collecting payment and coordinating billing. Theoretical and clinical components included: Medical Terminology, Pharmacy Law, Anatomy/Physiology, resume prep, and job interview techniques. Externships are provided to eligible students. Upon completion of the course with satisfactory grades and attendance, students may sit for the National Healthcareer Association's CPhT certification exam (A \$115 value at no additional cost). Students must possess valid state issued identification. **Pre-requisite:** High school diploma or equivalency. Background and drug screening is required for externships and provided at no additional charge. (Completion of class does not guarantee employment.) No class 9/4, 10/2, 10/3, 11/20-11/23, 12/14/17-1/5/18.

8/14/17-1/12/18 M-Th 9:00 am-2:45 pm
GOAS @ Centre Pointe / B Reynolds

Project Management [Registered Educational Provider with the Project Management Institute (PMI)] (17 weeks)

Fee \$175

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.) The CAPM exam is a useful tool for obtaining employment and demonstrating the ability to manage projects effectively and efficiently in a wide range of occupations, including construction, aerospace, healthcare, information management, and more, using critical thinking skills during projects. Project Management is one of the fastest growing careers. Class fee includes one year Project Management Institute Membership. (Completion of class does not guarantee employment.) No class 9/4, 10/2, 10/3, 10/31, 11/20, 11/21, 11/22, 11/23.



Section I: 8/14-12/6 M/W 3:30 pm-6:30 pm
Golden Valley HS / 518 O'Brien
Section II: 8/15-12/7 T/Th 5:00 pm-8:00 pm
Golden Valley HS / 518 O'Brien

MISSION STATEMENT

The mission of Golden Oak Adult School is to meet the educational needs of the Community by empowering learners with academic, career, and technical skills, preparing them for post-secondary education, today's changing workforce, and civic and community involvement.

SCHOOLWIDE LEARNER OUTCOMES

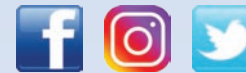
Golden Oak Adult School students demonstrate:

- Critical thinking and problem solving
- Goal setting skills
- Effective communication
- Global citizenship

LOCATIONS

Golden Oak Adult School Main Campus
23201 Dalbey Drive, Santa Clarita, CA 91355

Golden Oak Adult School @ Centre Pointe
21445 Centre Pointe Parkway, Santa Clarita, CA 91350



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WE DID IT, YOU CAN TOO! ENROLL TODAY!

GENERAL INFORMATION

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.

WSHUHSD Governing Board

Joe Messina, President
Steven M. Sturgeon, Clerk
Bob Jensen, Assistant Clerk
Cherise Moore, Ph.D., Member
Linda Storli, Member



Administration

Victoria Engbrecht, Superintendent
Mike Kuhlman, Assistant Superintendent, Educational Services
Mariane Doyle, Ph.D., Director, CTE & Adult Education
Jodie Hoffman, Principal

William S. Hart Union High School District
Golden Oak Adult School
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Climb the Ladder to a better YOU!

Do Something You Have Always Wanted To Do!

Finish your High School Diploma or Equivalency Certificate

Improve your English

Acquire Skills for that New Job or Promotion

Obtain Citizenship!

What We Offer

- Career Technical Education
 - Certified Medical Assistant
 - Pharmacy Technician (CPhT Certification)
 - Project Management (CAPM Certification)
- High School Diploma or Equivalency Certificate (HiSET)
 - English as a Second Language (ESL)
 - Citizenship Preparation



Golden Oak Adult School
Serving the Community of Santa Clarita and surrounding areas for 60 years!

Contact us Today
661-253-0583

www.goldenoakadulthoodschool.com
23201 Dalbey Dr. • Santa Clarita, CA 91355

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



FALL 2017

