CAREER TRAINING CERTIFICATION COURSES

Register online at www.goldenoakadultschool.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 stateissued 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 8:45 am-3:00 pm

GOAS @ Centre Pointe / B

Longworth



Pharmacy Technician (18 weeks)

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)

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

Section II: 8/15-12/7 T/Th

M/W

3:30 pm-6:30 pm Golden Valley HS / 518

5:00 pm-8:00 pm

Golden Vallev HS / 518

O'Brien

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





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

Adult School 23201 Dalbey Drive Santa Clarita, CA 91355 PHONE (661) 253-0583 FAX (661) 260-1371

ECRWSS ential Customer

Climb the Ladden to a better you!

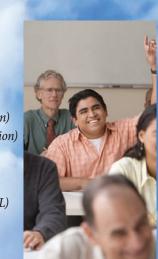
Do Something You Have Always Wanted To Do!

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

and surrounding areas for 60 years!

Contact us Today 661-253-0583

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

Golden Oak Adult School is accredited by the



COMMUNITY INTEREST CLASSES

Register online at www.goldenoakadultschool.com



Heartsaver CPR/First Aid

Fee \$70 (2 meetings)

This course teaches adult and child CPR and AED use, infant CPR, and how to relieve choking in adults, children, and infants. It is designed for anyone with little or no medical training who needs a course completion card for job, regulatory, or other requirements. The course can also be taken by anyone who wants to be prepared for an emergency in any setting. Students receive a course completion card certification that is valid for 2 years.

10/23-10/25

M/W

5:00 pm-7:30 pm

GOAS @ Centre Pointe Longworth

Spanish 1: Basic Conversation (5 meetings)

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 "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!

8/29-9/26 Tuesday 6:00 pm-8:00 pm Saugus HS / M1308 Riedeman

Spanish 2: A Step Beyond Conversation (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! No class 10/31.

10/10-11/14 6:00 pm-8:00 pm Saugus HS / M1308 Riedeman Tuesday

Stock Market Boot Camp

(3 meetings)

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!

9/13-9/27

Wednesday 6:30 pm-8:30 pm Breverman



Woodworking (Intermediate/Advanced) (13 meetings)

A woodworking class for intermediate or advanced level woodworkers. 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. No class 9/4, 10/2, 11/20.

8/14-11/27 Monday 6:30 pm-9:30 pm Saugus HS Room D1 Friedman



Partner with Your Middle School Student to Learn What's a Makerspace?

(4 meetings) Fee \$50 per team/session (+ materials) Parents/guardians and their middle school students are invited to collaborate on hands-on practical design and maker projects using raw materials and state-of-the-art design and manufacturing equipment including 3-D printers. Collaborative maker projects may include mailboxes,

bracelets, jewelry/necklaces, birdhouses, lamps, book holders and other domestic décor items. All levels welcome, no previous experience required. No class 10/3 and 10/31.

Session I: 9/12-10/10 Tuesday 5:30 pm-8:00 pm Arrovo Seco / 402 Becker Session II: 10/17-11/14 Tuesday 5:30 pm-8:00 pm Arroyo Seco / 402 Becker

Golden Oak Adult School is a member of Gateway SCV Consortium with **Canyons Extension: Continuing**



Education/Noncredit Program For further information please visit

Canyons Extension: Continuing Education/Noncredit Programs www.canyons.edu/ce or visit the Gateway SCV Consortium website at www.gatewayscv.org

FINE ARTS/CRAFTS CLASSES

Register online at www.goldenoakadultschool.com

Ceramics (8 meetings) Fee \$125

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.

6:30 pm-9:00 pm Hart HS / M6 8/30-10/18 Wednesday Nielsen



9/20-10/25

Creative Watercolor I

(6 meetings) Fee \$75

This course is an introduction to one of the most versatile and simple forms of painting. We will cover different techniques, styles, and subjects throughout this course. We will create still life, abstract, and postcard style paintings to display, share, and sell. A complete list of required materials is available at www. goldenoakadultschool.com; estimated cost \$50-\$100.

6:00 pm-9:00 pm Golden Vallev HS / 514 Molidor

Creative Watercolor II (6 meetings)

Wednesday

This course is for students who are familiar with color and basic techniques. Get to know your paintbrushes and explore effects you can achieve with different brushes and strokes, while challenging yourself to explore a variety of styles. A complete list of required materials is available at www. goldenoakadultschool.com; estimated cost \$50-\$100. No class 11/22.

11/1-12/13 Wednesday 6:00 pm-9:00 pm Golden Valley HS / 514 Molidor

Filmmaking (6 meetings)

Fee \$75

Let's make movies! This course will cover the fundamental skills needed to work on a professional film set exploring various technologies from film to camera phone, as well as develop creative skills in an upbeat and fun collaborative environment. We will make, watch, and write scenes together, as a team. No class 9/30.

9/23-11/4 9:00 am-11:00 am GOAS Molidor Saturday

ACADEMIC COURSES

Registration ongoing; classes begin August 14, 2017.

Register online for an orientation session at www.goldenoakadultschool.com

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

T/Th 5:00 pm-6:30 pm GOAS Saturday 10:00 am-11:30 am GOAS

Adult High School Diploma

Complete courses to earn your diploma at your own pace! Work with our instructors through computer based instruction and/or distance learning option. 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 **GOAS** 10:00 am-1:00 pm Hawn GOAS M - Th 5:00 pm-8:30 pm Davidson 9:00 am-12:00 pm GOAS Saturday TRD

High School Equivalency Exam Preparation (HiSET)

The class will focus on meeting the requirements necessary to help you successfully prepare for the 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
Saturday	9:00 am-12:00 pm	GOAS	TBD

Certificato de equivalencia al diploma de la escuela secundaria

¿Sabía usted que puede obtener un certificado de equivalencia al diploma de la escuela secundaria? Clases de preparación en español en las cinco materias (lectura, escritura, matemáticas, ciencia, estudios sociales), incluyendo pruebas de práctica.

> 4:30 pm-7:30 pm Mendez

ENGLISH AS A SECOND LANGUAGE (ESL) / INGLÉS COMO SEGUNDO IDIOMA

Registration August 7-10, 2017, 10:00 am-7:00 pm at Golden Oak Adult School; classes begin August 21, 2017.

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

FREE / gratis (\$30 for textbook)

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 available at multiple locations. El Programa de Inglés Como Segundo Idioma (ESL) está diseñado para adultos que desean mejorar o aprender cómo hablar, leer y escribir en inglés. Los niveles disponibles: 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.

Registration (Inscripción): Classes Meet (ampler con las clases): 8/21-11/16/17 Monday/Tuesday/Thursday 9:00 am-1:00 pm Monday-Thursday 6:30 pm-9:00 pm 8:00 am-12:00 pm Saturday

Learning Computers/Speaking English / Las computadoras de aprendizaje/Hablar Inglés (8 weeks / 8 semanas)

Practice English skills while learning about computers and word processing. Students will compose business letters on the computer as well as other interactive activities to improve reading, writing, listening, speaking, and grammar skills. Pre-requisite: None. No class 9/2, 9/4, 9/30, 10/2, 10/3. Practiquen sus habilidades de inglés mientras aprenden acerca de las computadoras y procesamiento de textos. Los estudiantes comprondán cartas comerciales en el ordenador, así como otras actividades interactivas para mejorar la lectura, escritura, comprensión auditiva, expresión oral y gramática. Pre-requisito: Ninguno. Sin clase 9/2, 9/4, 9/30, 10/2, 10/3.

M-Th Okafo/Gabriel 8/21-10/26 5:00 pm-6:00 pm 8/21-10/26 M-Th 5:30 pm-6:30 pm Sierra Vista Nunez 8/26-11/4 Saturday 8:30 am-11:30 am GOAS Okafo/Gabriel

CITIZENSHIP PREPARATION

Register online at www.goldenoakadultschool.com

Citizenship Preparation

FREE

Fee \$70

Fee \$70

Taylour

Fee \$80

Fee \$80

Learn the reading, writing, listening and speaking skills in addition to the U.S. History and government required to complete forms and pass the naturalization interview. 9/7-11/16

5:30 pm-8:30 pm Thursday GOAS / 2 **Ehrhart**

CAREER TRAINING CLASSES

Register online at www.goldenoakadultschool.com

Introduction to Computers (3 meetings)

This class will help you develop a basic understanding of the Windows 10 operating system, Word, Excel and PowerPoint while helping you discover what you can do on the Internet. No class 9/4. 8/21-9/11 6:00 pm-9:00 pm Placerita JHS Computer Lab Monday Taylour

Word Essentials (3 meetings)

Learn how to create professional looking documents, customize the Quick Access Toolbar, navigate through ribbons, menus and dialogue boxes, use editing tools and formatting techniques, create tables, text boxes, and more. Knowledge of the Windows Operating System is helpful. You are welcome to bring your laptop with Word 2010, 2013 or 2016. No class 10/2.

9/18-10/9 Monday 6:00 pm-9:00 pm Placerita JHS Computer Lab

Excel (6 meetings)

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 2016 Essential Skills with the Smart Method" - ISBN 978-1-909253-08-7.

6:00 pm-8:00 pm 8/22-9/26 Tuesday Sierra Vista JHS Computer Lab Smalley

Excel II (6 meetings)

Use Excel's advanced features to streamline your work. Learn to work with tables, ranges, forms, and other advanced functions. Create subtotals, macros, pivot tables and what-if scenarios. Intro to Excel course or equivalent required; text must be purchased prior to start of class. "Learn Excel 2016 Expert Skills with the Smart Method" - ISBN 978-1-909253-09-4. No class 10/31 and 11/21.

10/10-11/28 Tuesday 6:00 pm-8:00 pm Sierra Vista JHS Computer Lab Smalley