

CAREER TRAINING CLASSES

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 exams: 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). **Prerequisite:** High school diploma or equivalency. (Completion of class does not guarantee employment.) *No class 2/19, 4/2, 4/3, 4/4, 4/5, 5/28.*

2/5-7/11 M-Th 8:45 am-3:00 pm GOAS @ Centre Pointe / B Longworth



Certified Pharmacy Technician (18 weeks)

Fee \$950



This course prepares students for entry level employment in various pharmacy settings and practices, such as: assisting the pharmacist with mixing/packaging prescriptions, inventory control, and purchasing, collecting payment, and coordinating billing. Theoretical and clinical components include: 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 2/19, 4/2, 4/3, 4/4, 4/5.*

2/12-5/9 M-Th 9:00 am-2:45 pm GOAS @ Centre Pointe / A Reynolds

NEW! Certified Phlebotomy Technician (8 weeks)

Fee \$1,995

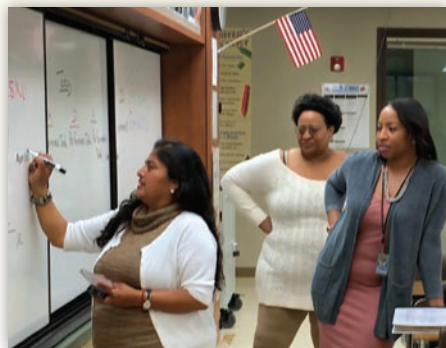
This program meets all California requirements for students to become a California Licensed Phlebotomist (CPT1). The program will introduce students to the field of phlebotomy and provide them with basic and advanced skills in both theory and clinical practice to prepare the students for the National Certification exam. This program is for anyone who does not have prior phlebotomy experience, and those who already have on-the-job phlebotomy experience who would like to be licensed as a CPT1. **Prerequisite:** High school diploma or equivalency. (Completion of class does not guarantee employment.) *No class 2/17, 3/31, 4/7, 5/26.*

1/20-3/17 Saturday 9:00 am-3:30 pm GOAS @ Centre Pointe / A Delestre
3/24-6/2 Saturday 9:00 am-3:30 pm GOAS @ Centre Pointe / A Delestre

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. (Completion of class does not guarantee employment.) *No class 4/3, 4/5.*



1/16-5/17 T/Th 5:00 pm-8:00 pm Golden Valley HS / Rm 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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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

Bob Jensen
Joe Messina
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Administration

Victoria Engbrecht, Superintendent
Mike Kuhlman, Assistant Superintendent, Educational Services
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Jodie Hoffman, Principal

William S. Hart Union High School District
Golden Oak Adult School
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Santa Clarita, CA 91355
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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 Clinical Medical Assistant (CCMA)
 - Certified Medical Administrative Assistant (CMAA)
 - Pharmacy Technician (CPhT Certification)
 - Project Management (CAPM Certification)
 - Certified Phlebotomy Technician (CPTI)
- 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 70 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.



SPRING 2018



WORKFORCE PREPARATION CLASSES

Register online at www.goldenoakadulthoodschool.com

American Heart Association Basic Life Support (BLS) CPR

The American Heart Association's BLS CPR course is for healthcare providers or anyone who wants to learn to promptly recognize several life-threatening emergencies, administer high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. In this instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and testing. Course content includes:

- High-quality CPR for adults, children, and infants
- The AHA Chain of Survival, specifically the BLS components
- Use of an AED
- Effective ventilations using a barrier device
- Importance of teams in multi-rescuer resuscitation and performance as an effective team member during multi-rescuer CPR
- Relief of foreign-body airway obstruction (choking) for adults, children, and infants

***To be eligible to receive a BLS CPR card, students must pass a written exam.**

3/17 Saturday 9:00 am-3:00 pm GOAS @ Centre Pointe Longworth

Excel I (6 meetings) Fee \$80

Learn how Excel spreadsheets are used across businesses to analyze and display financial and other relevant data. 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: Courseware tutorial for self-instruction to beginner and intermediate level" – ISBN 978-1909253087.

1/30-3/6 Tuesday 6:00 pm-8:00 pm Sierra Vista JHS / 802 Smalley

Excel II (6 meetings) Fee \$80

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 978-1909253094. *No class 4/3.*

3/13-4/24 Tuesday 6:00 pm-8:00 pm Sierra Vista JHS / 802 Smalley

Spanish for the Workplace I (5 meetings) Fee \$65

Would you like to learn basic Spanish skills you can use to communicate with Spanish speaking people in the workplace? This class is designed to help non-Spanish speaking people communicate with Spanish speakers on day-to-day basis.

1/30-2/27 Tuesday 6:00 pm-8:00 pm Saugus HS / M1308 Riedeman

Spanish for the Workplace II (5 meetings) Fee \$65

Take it to the next level! Tackle verbs, descriptions, and a little more grammar than in Spanish for the Workplace I. This class builds on vocabulary skills while laughing and keeping it fun! *No class 4/3.*

3/6-4/10 Tuesday 6:00 pm-8:00 pm Saugus HS / M1308 Riedeman

COMMUNITY INTEREST CLASSES

Register online at www.goldenoakadulthoodschool.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 creations. 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. *No class 4/4.*

2/21-4/18 Wednesday 6:30 pm-9:00 pm Hart HS / M6 Nielsen

Stock Market Boot Camp (3 meetings) Fee \$60

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 with which to apply your newly learned research methods!

2/21-3/7 Wednesday 6:30 pm-8:30 pm Placerita JHS / 601 Breverman

Woodworking (Intermediate/Advanced) (14 meetings) Fee \$200

A woodworking class for intermediate or advanced level woodworkers. Work on your own project appropriate to your skills, and learn new skills, including 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 2/19, 4/2.*

1/22-5/7 Monday 6:30 pm-9:30 pm Saugus HS / D1 Friedman

NEW! Get Down to Earth (4 meetings) Fee \$60

Get down to earth and finally learn how to compost with past Memorial Garden Tour host and Master Gardener, Marcia Holtz. This 4 week class is an introductory class in composting. The class will cover the who, what, where, how, when and why of composting. Students will take the skills learned from this class and change the way they think about living and reduce their carbon footprint on the planet! Come and join us for fun and be part of the solution, and let's get DOWN! Supplies: gardening clothes, gloves, and hand shears. *No class 2/24, 3/3, 3/10.*

2/10-3/24 Saturday 8:30 am-10:30 am Placerita JHS Holtz

ACADEMIC COURSES

Registration ongoing; classes begin January 8, 2018.

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

Basic Skills

For adults who want to improve their reading, writing, and math skills to prepare for the High School Diploma program.

1/8-5/31 T/Th 5:00 pm-6:30 pm GOAS / 1 Okafo
1/8-5/31 Saturday 9:00 am-12:00 pm GOAS / 3 Schardein/Mapp

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. Students meet with an adult school counselor before enrolling in this program. Applicants must have official copies of transcript and valid state issued identification at the orientation appointment.

1/8-5/31 M - Th 10:00 am-1:00 pm GOAS / 1 Hawn
1/8-5/31 M - Th 1:00 pm-5:00 pm SC Job Club Thomas
1/8-5/31 M - Th 5:00 pm-8:30 pm GOAS / 1 Davidson
1/8-5/31 Saturday 9:00 am-12:00 pm GOAS / 3 Schardein/Mapp

NEW! We are now a HiSET High School Equivalency Test Center!

Earn your High School Equivalency Certificate!!! Testing takes place monthly. Take that first step and register today!

HiSET Test Registration Schedule: 4:30 pm-7:30 pm at Golden Oak Adult School
February 28, March 28, May 2, and June 4

Testing Dates: March 5 and 6
April 9 and 10
May 7 and June 6

High School Equivalency Exam Preparation (HiSET)

This class will focus on building the skills necessary to help you successfully prepare for the HiSET High School Equivalency Examination.

1/8-5/31 M - Th 10:00 am-1:00 pm GOAS / 1 Hawn
1/8-5/31 M - Th 1:00 pm-5:00 pm SC Job Club Thomas
1/8-5/31 M - Th 5:00 pm-8:30 pm GOAS / 1 Davidson
1/8-5/31 Saturday 9:00 am-12:00 pm GOAS / 3 Schardein/Mapp

Certificado de equivalencia al diploma de la escuela secundaria (HiSET)

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.

Science 1/8-3/7 M / W 4:30 pm-7:30 pm GOAS / 2 Mendez

Social Studies 3/12-5/30 M / W 4:30 pm-7:30 pm GOAS / 2 Mendez

Golden Oak Adult School is a member of Gateway SCV Consortium with Canyons Extension: Continuing Education/Noncredit Program



Partnering to provide seamless pathways to education for careers.

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

ENGLISH AS A SECOND LANGUAGE CLASSES

Registration Dates and Locations:

Placerita JHS Room 802 25015 Newhall Avenue 5:00 pm-8:00 pm	Golden Oak Adult School 23201 Dalbey Drive 9:00 am-12:00 pm	Sierra Vista JHS Computer Lab 19425 Stillmore St. 5:00 pm-8:00 pm
January 17 February 5 March 5 March 19	January 9 January 11	January 9 January 11 February 19

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.

Class Meeting Dates:

Q1: January 22 - March 24, 2018
Q2: March 26 - May 24, 2018

Locations: Placerita Junior High School, Sierra Vista Junior High School, Canyon Country Community Center, Old Town Newhall Library, Northlake Elementary School, and Golden Oak Adult School.

Class Meeting Times: Monday/Tuesday/Thursday 9:00 am-1:00 pm
or Tuesday-Thursday 6:30 pm-9:00 pm
or Saturday 8:00 am-12:00 pm

See our website at www.goldenoakadulthoodschool.com for more information.

FOUNDATIONAL SKILLS FOR WORKFORCE PREPARATION CLASSES

ESL Registration Required. See above for registration dates.

NEW! Computers for the Workplace FREE

Practice English skills while learning the parts of computers, common computer applications, identify and find files, and use tools and settings. Students will also learn basic troubleshooting skills, how to search the internet for job and career paths, and interviewing skills. **Prerequisite:** Intermediate English skills as verified through ESL registration process.

1/27-5/19 Saturday 8:30 am-11:30 am GOAS / 1 Okafo/Silver

NEW! Exploring Education Careers FREE

The goal of this course is to provide participants with the basic foundational skills necessary to begin a career working in education. Learn about the American education system, steps to apply for classified positions, and the education and skills necessary to obtain a job working in one of the many career opportunities in education, from preschool to higher education. Interview and employability skills will also be covered. **Prerequisite:** Intermediate English skills as verified through ESL registration process.

1/23-5/24 M - Th 6:30 pm-9:00 pm Sierra Vista JHS / 1204 Ryan/Martinez

NEW! Exploring Healthcare Careers FREE

Practice English and basic skills while learning the medical terminology needed to pursue a career in health care. **Prerequisite:** Intermediate English skills as verified through ESL registration process.

1/22-5/24 M - Th 6:30 pm-9:00 pm Placerita JHS / 601 Martinez/Reynolds

NEW! Exploring Hospitality Careers FREE (\$8 for ServSafe Certification)

The goal of this course is to provide participants with the basic foundational skills necessary to embark on a career in the hospitality sector. Learn customer service skills specific to hotel and restaurant operations, as well as honing your interview and employability skills. Participants earn ServSafe Certification (\$8). **Prerequisite:** Intermediate English skills as verified through ESL registration process.

1/22-5/24 M - Th 12:00 pm-2:30 pm La Quinta Inn Nevius/Panczenko
25201 The Old Rd., Stevenson Ranch

CITIZENSHIP PREPARATION CLASS

Register online at www.goldenoakadulthoodschool.com

ESL for Citizenship Preparation FREE

Learn the reading, writing, listening, and speaking skills, as well as the U.S. history and government info required to complete naturalization forms and pass the naturalization interview. **Prerequisite:** Enrollment in ESL. *No class 4/2.*

1/8-4/16 Monday 5:30 pm-8:30 pm GOAS / 2 Ehrhart