

## FINE ARTS/CRAFTS CLASSES

Register online at [www.goldenoakadulthoodschool.com](http://www.goldenoakadulthoodschool.com)

### 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.**

3/22-5/17 Wednesday 6:30 pm-9:00 pm  
Hart HS / M6 Nielsen



### Screenwriting I (6 meetings)

Fee \$55

Have you ever been called a great storyteller? Are you interested in working in "the industry?" This course covers both the fundamentals and artistic forms of writing for the motion picture! **No class on February 20.**

1/23-3/6 Monday 6:00 pm-8:00 pm GOAS Molitor

### Filmmaking (6 meetings)

Fee \$65

Let's make movies! This course will not only cover the fundamental skills needed to work on a professional film set, it will develop creative skills in an upbeat and fun collaborative environment! We will make, watch, and write scenes together, as a team! **No class on February 18.**

1/28-3/11 Saturday 9:00 am-12:00 pm GOAS Molitor

### Creative Writing (6 meetings)

Fee \$55

An introductory look at two forms of writing: the poem, and the short story. This course will be an invigorating display of words, creativity, and emotions forever captured in verse. **No class on April 4.**

3/7-4/18 Tuesday 6:30 pm-8:30 pm GOAS Molitor

### Creative Watercolor (6 meetings)

Fee \$65

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.goldenoakadulthoodschool.com](http://www.goldenoakadulthoodschool.com); estimated cost \$50-\$100.**

2/22-3/29 Wednesday 6:00 pm-9:00 pm Golden Valley HS / 514 Molitor

### Pastels (6 meetings)

Fee \$65

From oil pastels, to chalk, to graphite, to pen and ink; artists will develop professional styles and techniques throughout this course. Life drawing, landscape, and abstraction will all be demonstrated and practiced throughout this course. **A complete list of required materials is available at [www.goldenoakadulthoodschool.com](http://www.goldenoakadulthoodschool.com); estimated cost \$50-\$100.**

4/12-5/17 Wednesday 6:00 pm-9:00 pm Golden Valley HS / 514 Molitor

### NEW! Parent University

(Take all 7 weeks or individually by topic)

Fee \$75

It is not easy to always know exactly how to help your child. These classes are designed for parents of middle and high school students to help you navigate the complex world of academic planning, career readiness, college selection and financial aid. Sign up for the topic(s) of your interest or take them all.

1/31-3/14 Tuesday 6:00 pm-9:00 pm  
GOAS Linell



- **Academic Requirement Diagnosis:** Keeping track of your child's coursework and GPA (2 weeks, 1/31-2/7, cost: \$45)
- **Career Selection:** Wise decisions based on desires, passions and knowledge. (2 weeks, 2/14-2/21, cost: \$45)
- **College Selection: Pros and Cons** (1 week, 2/28, cost: \$30)
- **Financial Aid and Literacy** (2 weeks, 3/7-3/14, cost: \$45)

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](http://www.canyons.edu/ce) or visit the Gateway SCV Consortium website at [www.gatewayscv.org](http://www.gatewayscv.org)

## ENGLISH AS A SECOND LANGUAGE INGLÉS COMO SEGUNDO IDIOMA

Registration begins January 9, 2017; classes begin January 11, 2017.

### 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 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 2 Registration: 1/9-11/10/17

Session 2: 1/11-3/30  
M - Th 9:00 am-12:00 pm  
M - Th 6:30 pm-9:00 pm

Saturday class: 1/21-3/25  
Saturday 8:00 am-12:00 pm

Sesione 2 Inscripción: 1/9-11/10/17

Sesione 2: 1/11-3/30  
Lunes a jueves 9:00-12:00 por la día  
Lunes a jueves 6:30-9:00 por la noche

Sabado: 1/21-3/25  
Sabado 8:00-12:00 por la día

Session 3 Registration: 4/10-4/11/17

Session 3: 4/12-6/30  
M - Th 9:00 am-12:00 pm  
M - Th 6:30 pm-9:00 pm

Saturday class: 4/22-6/24  
Saturday 8:00 am-12:00 pm

Sesione 3 Inscripción: 4/10-4/11/17

Sesione 3: 4/12-6/30  
Lunes a jueves 9:00-12:00 por la día  
Lunes a jueves 6:30-9:00 por la noche

Sabado: 4/22-6/24  
Sabado 8:00-12:00 por la día

## 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.

1/19-3/30 Thursday 5:30 pm-8:30 pm GOAS Lara/Ehrhart

## 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 Board of Education

Joe Messina, President  
Steven M. Sturgeon, Clerk  
Bob Jensen, Assistant Clerk  
Robert Hall, Member  
Linda Storli, Member



### Administration

Victoria Engbrecht, Superintendent  
Mike Kuhlman, Assistant Superintendent, Educational Services  
Dr. Mariane Doyle, Director, Career/Technical Education  
Dr. Cherise G. Moore, Interim Administrator

William S. Hart Union High School District  
**Golden Oak Adult School**  
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Valencia, CA 91355  
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[www.goldenoakadulthoodschool.com](http://www.goldenoakadulthoodschool.com)

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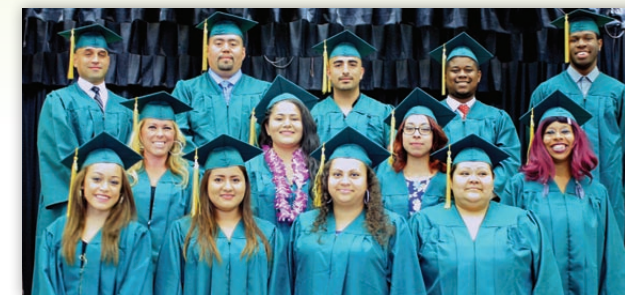
# GOLDEN OAK ADULT SCHOOL

(661) 253-0583 • [www.goldenoakadulthoodschool.com](http://www.goldenoakadulthoodschool.com)  
23201 Dalbey Drive, Valencia, CA 91355



*Give your life and career a jump start*

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



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



**SPRING  
2017**

## COMMUNITY INTEREST CLASSES

Register online at [www.goldenoakadulthoodschool.com](http://www.goldenoakadulthoodschool.com)

### Accounting – Introductory (3 meetings) Fee \$65

Learn the basic principles of accounting; entry level bookkeeping for a small business; understanding the GL, P/L statements, balance sheet, cash flow, debits/credits, journal entries, A/R and A/P. Please bring a small calculator. *Choose 1 session.*

Session 1: 1/24,26,31	T/Th/T	7:00 pm-8:45 pm	GOAS	Yacobian
Session 2: 4/18,20,25	T/Th/T	7:00 pm-8:45 pm	GOAS	Yacobian
Session 3: 5/23,25,30	T/Th/T	7:00 pm-8:45 pm	GOAS	Yacobian

### Getting Acquainted with Your Computer (3 meetings) Fee \$70

Want to be comfortable and stress-free when using your computer? Learn an overview of the Windows operating system, Word, Excel and PowerPoint and discover what you can do on the internet. *Please choose one session.*

Session 1: 1/23-2/6	Monday	6:00 pm-9:00 pm	GOAS Computer Lab	Taylor
Session 2: 4/17-5/1	Monday	6:00 pm-9:00 pm	GOAS Computer Lab	Taylor

### Word Essentials (3 meetings) Fee \$70

Learn how to create professional looking documents. Customize the Quick Access Toolbar and 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.

Session 1: 2/27-3/13	Monday	6:00 pm-9:00 pm	GOAS Computer Lab	Taylor
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### 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: 2/13	Monday	6:00 pm-9:00 pm	GOAS Computer Lab	Taylor
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### 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. *No class on April 3.*

Session 1: 3/20-4/10	Monday	1:30 pm-4:30 pm	GOAS Computer Lab	Taylor
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### 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. *Please choose 1 session.*

Session 1: 3/18	Saturday	9:30 am-12:30 pm	GOAS Computer Lab	Taylor
Session 2: 5/13	Saturday	9:30 am-12:30 pm	GOAS Computer Lab	Taylor

### 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. *Please choose 1 session.*

Session 1: 2/25	Saturday	9:30 am-12:30 pm	GOAS Computer Lab	Taylor
Session 2: 4/29	Saturday	9:30 am-12:30 pm	GOAS Computer Lab	Taylor

### 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. *Please choose 1 session.*

Session 1: 3/27	Monday	6:00 pm-9:00 pm	GOAS Computer Lab	Taylor
Session 2: 5/20	Saturday	9:30 am-12:30 pm	GOAS Computer Lab	Taylor

### 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! *No class on February 4.*

Session 1: 1/31-3/7	Tuesday	6:00 pm-8:00 pm	Saugus HS / M1308	Riedeman
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### 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! *No class on April 4.*

Session 1: 3/14-4/18	Tuesday	6:00 pm-8:00 pm	Saugus HS / M1308	Riedeman
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### NEW! Victorian High Tea Experience (3 meetings) Fee \$50

Have you ever wanted to indulge in the tradition of afternoon tea? In this fun class, make new friends as we learn more about this tradition and explore one of England's most beloved rituals by visiting three Los Angeles area tearooms. Registration fee does not include cost for high tea. Average cost will be between \$30-\$45.

Session 1: 2/4,3/4,4/15	Saturday	1:00 pm-4:00 pm	GOAS	Moore
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### Stock Market Boot Camp (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: 1/18-2/1	Wednesday	6:30 pm-8:30 pm	GOAS	Breverman
Session 2: 3/14-3/28	Tuesday	6:30 pm-8:30 pm	GOAS	Breverman

### Retirement Planning (1 meeting) Fee \$30

Join us as we discuss planning for retirement, the burden of retirement income along with longevity risk, inflation risk, and understanding annuities and their potential pitfalls. Students will learn how much and when to take withdrawals in order to not outlive your assets along with other retirement planning techniques.

Session 1: 2/7	Tuesday	6:30 pm-8:30 pm	GOAS	Breverman
Session 2: 5/2	Tuesday	6:30 pm-8:30 pm	GOAS	Breverman

### Preparing for Leadership (4 meetings) Fee \$60

The leadership training course is designed to help those who are either pursuing or recently hired into a leadership position. Through course study, role-playing and life application scenarios, students will learn different leadership styles. By the end of the course, students will be better prepared for leadership. *No class on February 18.*

Session 1: 2/4-3/4	Saturday	10:00 am-11:30 am	GOAS	Davis
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### BLS CPR (1 meeting) Fee \$50

The BLS Instructor-led course teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on High-Quality CPR and team dynamics.

Session 1: 2/10	Friday	9:00 am-2:00 pm	GOAS	Longworth
Session 2: 4/14	Friday	9:00 am-2:00 pm	GOAS	Longworth

### Heartsaver CPR (1 meeting) Fee \$70

This course 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. First aid is included. Students receive a course completion card that is valid for 2 years.

Session 1: 3/10	Friday	9:00 am-2:00 pm	GOAS	Longworth
Session 2: 5/12	Friday	9:00 am-2:00 pm	GOAS	Longworth

### NEW! ESL Computer Class (8 weeks) FREE

Session 1: 1/23-3/30	M-Th	5:00 pm-6:00 pm	GOAS	Okafo/Gabriel
Session 2: 1/23-3/30	M-Th	5:30 pm-6:30 pm	Sierra Vista	Nunez
Session 3: 1/28-3/25	Saturday	8:30 am-11:30 am	GOAS	Okafo/Gabriel

### Becoming a Green Gardener (5 meetings) Fee \$60

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: 2/15-3/15	Wednesday	6:30 pm-9:00 pm	GOAS	Windsor
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### Woodworking (Intermediate/Advanced) (14 meetings) Fee \$200

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.

Session 1: 1/16-5/1	Monday	6:30 pm-9:30 pm	Saugus HS Room D1	Friedman
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### NEW! So what's a Makerspace? (8 meetings) Fee \$75

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 CNC mills and 3-D printers. Collaborative maker projects will include mailboxes, bracelets, jewelry/necklaces, birdhouses, lamps, book holders and other domestic décor items. All levels welcome, no previous experience required.

Session 1: 2/7-3/28	Tuesday	5:00 pm-7:30 pm	Arroyo Seco / 402	Becker
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## CAREER TRAINING CLASSES

Register online at [www.goldenoakadulthoodschool.com](http://www.goldenoakadulthoodschool.com)

### Medical Assistant (22 weeks) Fee \$1,500

This comprehensive class will prepare students for career opportunities in the Medical Assisting field. Medical assistants provide direct patient care and perform clerical duties in physician's offices, urgent care and other ambulatory settings. Content includes 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 Health Career Association's clinical and administrative certification exam (at no additional cost). Externships are 160 hours during the last 4 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). A high school diploma is desired, but not required. *No class April 3 - 7.*

1/17-6/29	M-Th	8:45 am-3:00 pm	GOAS Annex / B	Longworth
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### Pharmacy Technician (20 weeks) Fee \$800

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. Students must possess valid state issued identification. A high school diploma is desired, but not required.

1/17-6/22	T/Th	5:00 pm-9:30 pm	GOAS Annex	Reynolds
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### Project Management (CAPM® Prep) Certificate (10 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.) (Completion of class does not guarantee employment.)

1/17-5/19	M/W	3:30 pm-6:30 pm	Golden Valley HS / 604	O'Brien
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### Excel I (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. *No class on February 14.*

1/24-3/7	Tuesday	6:00 pm - 8:00 pm	GOAS Computer Lab	Smalley
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### 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 2013 Expert Skills with the Smart Method": – ISBN 978-1909253070. *No class on April 4.*

3/14-4/25	Tuesday	6:00 pm - 8:00 pm	GOAS Computer Lab	Smalley
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## ACADEMIC COURSES

Registration ongoing; classes begin January 9, 2017.

### 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