

FREE ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language is offered at no cost to students at Golden Oak Adult School. Five levels of instruction are offered and range from beginning literacy to Advanced Integrated English addressing all language skill areas. In addition civics education with a focus on workforce preparation and training are included. Upon completion of the ESL program and qualifying entrance tests, pupils may advance to classes in High School Equivalency, Diploma, or Career Training Programs.

El inglés como segundo idioma se ofrece sin costo para los estudiantes de Golden Oak Adult School. Se ofrecen cinco niveles de instrucción y van desde alfabetización inicial hasta inglés integrado avanzado que aborda todas las áreas de habilidades lingüísticas. Además, se incluye educación cívica centrada en la preparación y capacitación de la fuerza laboral. Al completar el programa de ESL y las pruebas de ingreso que califican, los alumnos pueden avanzar a clases en Equivalencia de escuela secundaria, Diploma o Programas de capacitación profesional.

Class Meeting Dates: Q1: January 14 - March 21, 2020 Q2: March 23 - May 15, 2020

ESL Registration Dates:

Date	Location	Time
December 16	Golden Oak Adult School 23201 Dalbey Drive	6:00 pm
January 7	Golden Oak Adult School 23201 Dalbey Drive	9:00 am
January 7	Golden Oak Adult School 23201 Dalbey Drive	6:00 pm
January 8	Sierra Vista JHS 19425 Stillmore Street	6:00 pm
January 13	Golden Oak Adult School 23201 Dalbey Drive	6:00 pm
January 17	Golden Oak Adult School 23201 Dalbey Drive	9:00 am
March 16	Golden Oak Adult School 23201 Dalbey Drive	6:00 pm
March 20	Golden Oak Adult School 23201 Dalbey Drive	9:00 am

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

See our website at www.goldenoakadulthood.com for class details.

FREE ESL FOR CITIZENSHIP PREPARATION

ESL for Citizenship Preparation (Enroll through ESL Registration) FREE

Learn the reading, writing, listening, and speaking skills, as well as the U.S. history and government information required to complete naturalization forms and pass the naturalization interview. Priority to students co-enrolled in ESL.

U.S. History (8 weeks)	U.S. Government (6 weeks)
2/3-3/30 Monday 5:30 pm-8:30 pm GOAS / 3 Schardein	4/13-5/18 Monday 5:30 pm-8:30 pm GOAS / 3 Schardein

Civic Involvement Workshop FREE (Registration required.) (1 session)

Do you want to know more about local, state, and national elections? Do you want to be an informed voter but don't know where to start? Do you have questions about what the census is? This workshop is for you! Learn about our upcoming elections and why participating in the census is so important!

1/27/20 Monday 6:30 pm-8:30 pm GOAS / 3 Schardein

Do you need help with paid work experience, tuition, transportation, job placement?

America's Job Center of California™

Santa Clarita America's Job Center of California (AJCC) can help!
20730 Soledad Street, Santa Clarita, CA (661) 298-0152



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



NON-DISCRIMINATION POLICY

The William S. Hart Union High School District and Golden Oak Adult School prohibit unlawful discrimination against and/or harassment of any student, employee or job applicant on the basis of actual or perceived race, color, national origin, immigration status, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. Copies of the complete policies and complaint procedures are available in the Adult School office.

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 \$15 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.

William S. Hart Union High School District Governing Board

Bob Jensen
Joe Messina
Cherise Moore
Linda Storli
Steven M. Sturgeon



Administration

Victoria Engbrecht, Superintendent
Mike Kuhlman, Superintendent - Elect
Mariane Doyle, Ph.D., Director, CTE & Adult Education
Jodie Hoffman, Principal

William S. Hart Union High School District
Golden Oak Adult School
23201 Dalbey Drive
Santa Clarita, CA 91355
PHONE (661) 253-0583
www.goldenoakadulthood.com

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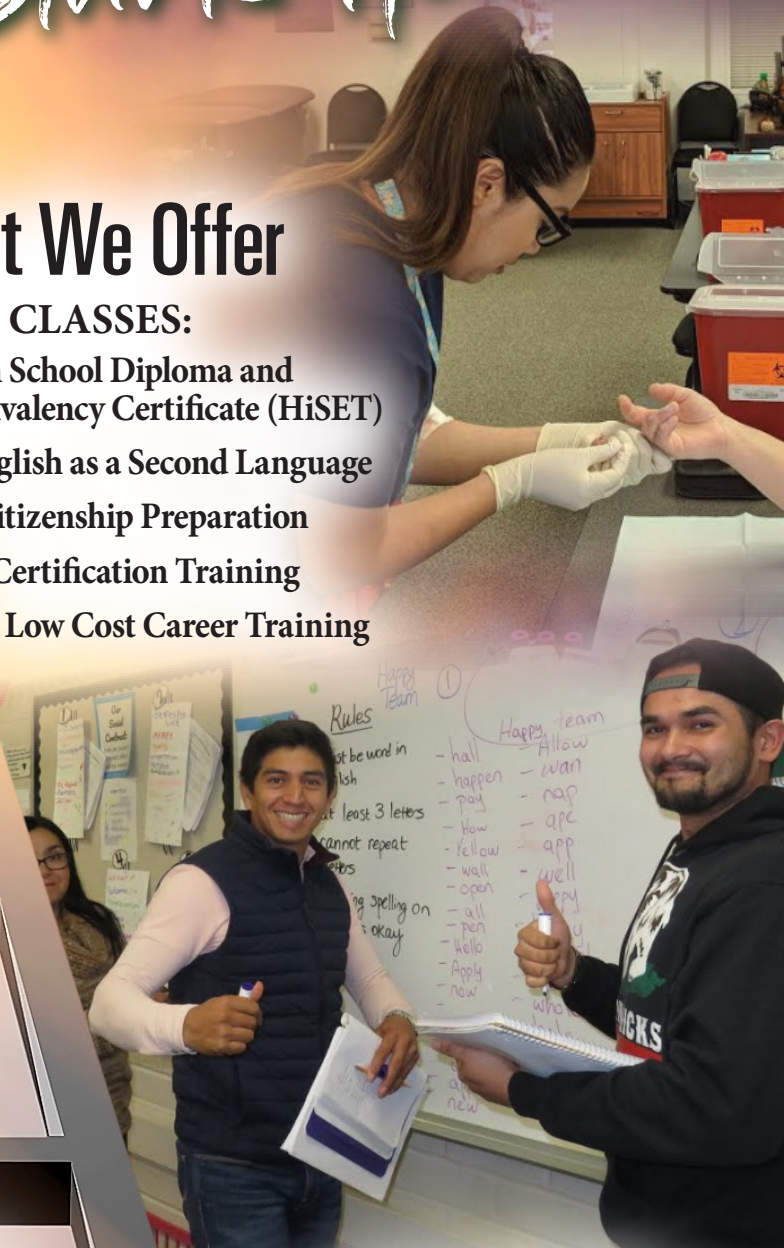
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Your Next Step Starts Here!

What We Offer

FREE CLASSES:

- High School Diploma and Equivalency Certificate (HiSET)
- English as a Second Language
- Citizenship Preparation
- Certification Training
- Low Cost Career Training

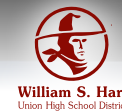


Golden Oak Adult School
Serving the Community of Santa Clarita and surrounding areas for 70 years!

Contact us Today
661-253-0583

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

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



SPRING 2020

FREE ACADEMIC COURSES

Registration ongoing; classes begin January 13, 2020. Register online for a registration/orientation session at www.goldenoakadulthoodschool.com

Adult High School Diploma

Complete courses to earn your diploma at your own pace! Work with our instructors independently using computer based instruction. Applicants must have official copies of transcript and valid state issued identification at the registration/orientation appointment (mandatory).

Instructors available.

Monday-Thursday	10:00 am-1:00 pm & 5:30 pm-8:30 pm	GOAS Main Campus
Saturday	8:30 am-11:30 am	GOAS Main Campus



High School Equivalency Certificate Preparation (HiSET)

Do you want to obtain a high school equivalency certificate? These classes will help you prepare for the HiSET exams (reading, writing, math, science, social studies).

Reading	1/14-2/13	T / Th	7:00 pm-8:30 pm	GOAS / 2	Ehrhart
Writing	2/18-3/19	T / Th	7:00 pm-8:30 pm	GOAS / 2	Ehrhart
Social Studies	3/24-5/7	T / Th	7:00 pm-8:30 pm	GOAS / 2	Ehrhart
Science	5/12-6/4	T / Th	7:00 pm-8:30 pm	GOAS / 2	Ehrhart
Mathematics	1/14-6/4	T / Th	5:30 pm-7:00 pm	GOAS / 3	Ehrhart

Certificado de equivalencia del 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. Inscripción prioritaria para los estudiantes que están inscritos conjuntamente o que han completado un programa de ESL.

Escritura/Lectura	1/14-2/20	Lu / Mi sábado	4:30 pm-7:30 pm 8:00 am-12:00 pm	GOAS / 2 GOAS / 4	Mendez Mendez
Estudios Sociales	2/25-3/20	Lu / Mi sábado	4:30 pm-7:30 pm 8:00 am-12:00 pm	GOAS / 2 GOAS / 4	Mendez Mendez
Ciencias Naturales	3/25-4/24	Lu / Mi sábado	4:30 pm-7:30 pm 8:00 am-12:00 pm	GOAS / 2 GOAS / 4	Mendez Mendez
Matemáticas	4/29-6/5	Lu / Mi sábado	4:30 pm-7:30 pm 8:00 am-12:00 pm	GOAS / 2 GOAS / 4	Mendez Mendez

We are a HiSET High School Equivalency Test Center!

Register for testing online at hiset.ets.org

Pre-Diploma/Pre-HiSET

Improve your reading and writing skills to prepare for the High School Diploma or HiSET program.

Writing	1/14-2/13	T / Th	5:30 pm-7:00 pm	GOAS / 2	Staff
Social Studies	2/18-3/19	T / Th	5:30 pm-7:00 pm	GOAS / 2	Staff
Science	3/24-5/7	T / Th	5:30 pm-7:00 pm	GOAS / 2	Staff
Reading	5/12-6/4	T / Th	5:30 pm-7:00 pm	GOAS / 2	Staff

Basic Skills Workshop

Open to all students in Advanced Integrated English and CTE Support and Pre-Diploma/Pre-HiSET for additional support. Students will be able to work on coursework and independent study assignments with instructor support.

1/17-5/15	Fridays	8:30 am-11:30 am	GOAS Training Center / A	Paolini
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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

CAREER TRAINING CLASSES (CTE)

Register online at www.goldenoakadulthoodschool.com

Certified Pharmacy Technician (18 weeks)

Fee \$1,450

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 a national CPhT certification exam (a \$115 value at no additional cost). Students must possess valid state issued identification.

Prerequisite: High school diploma or equivalency & 10th grade reading level. Background and drug screening is required for externships and provided at no additional charge. (Completion of class does not guarantee employment.) *No class 2/17, 4/6-4/10.*

2/3-5/14	M-Th	9:00 am-3:00 pm	GOAS Training Center / A	Reynolds
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Certified Phlebotomy Technician (8 weeks)

Fee \$2,195

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. There are 3 additional fees associated with the course: The National Certification Exam fee of \$115. Paid directly to the NHA (National Healthcare association) about 2 weeks before the last day of class. The California State CPT1 license fee of \$100. Paid directly to the State of California upon completion of the Externship. Scrub uniforms: top and bottom. It may be any color or pattern. (Walmart has scrubs for less than \$20 per set.) **Prerequisite:** High school diploma or equivalency & 10th grade reading level. (Completion of class does not guarantee employment.)

1/25-3/21	Saturday	9:00 am-3:30 pm	GOAS Training Center / A	Staff
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Advanced Integrated English and CTE Support

This course is for students currently enrolled in a CTE program or preparing for enrollment within the next year. Advanced Integrated English and CTE Support satisfies the Literacy and Workforce Preparation requirements for concurrent enrollment alongside a Workforce Training CTE course. Students preparing for a CTE course will develop the basic skills necessary for success.

1/13-6/3	M / W	3:00 pm-5:00 pm	GOAS Training Center / A	Paolini
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WORKSHOPS & BOOT CAMPS

Register online at www.goldenoakadulthoodschool.com

Test Taking Skills FREE (Registration required.) (1 session)

Do you bomb on tests even when you've prepared? Do you need help preparing? This workshop is for you! Learn tips and tricks to ace your next exam.

Session 1:				
2/12/20	Wednesday	10:00 am-1:00 pm	GOAS / 1	Hawn
Session 2:				
4/16/20	Thursday	5:30 pm-8:30 pm	GOAS / 2	Hawn

Financial Foundations Boot Camp FREE (Registration required.)

(4 meetings)

Learn from experts the rules of the "money game." Gain tips and tricks for budgeting & debt, and how to invest and save no matter what your income level. Whether you're just starting out, on the path, or getting ready to retire, know what you're doing, why you're doing it, and how to pave your path to financial independence. The Financial Foundations workshop is based on the concepts taught in the Hart District's Foundations of Personal Finance class. *Instrucción en inglés y español.*

2/3-2/24	Monday	6:30 pm-8:00 pm	GOAS / 4	Tweddell
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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! *No class 4/6.*

3/23-4/13	Monday	6:30 pm-8:30 pm	GOAS / 4	Brevarman
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WORKFORCE PREPARATION CLASSES

Register online at www.goldenoakadulthoodschool.com

Excel I (7 meetings)

Fee \$85

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; electronic text must be purchased prior to start of class. "CCI Excel 2016 Certification Guide ebook". tinyurl.com/GOASExcel20

1/29-3/11	Wednesday	6:30 pm-8:00 pm	Saugus HS / C301	Herbert
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Excel II (8 meetings)

Fee \$95

Boost your resume and prepare for the MOS Excel core certification! Learn to work with tables, ranges, forms, and other advanced functions. Create: subtotals, advanced filtering, pivot tables and what-if scenarios. Intro to Excel course or equivalent required; electronic text must be purchased prior to start of class. "CCI Excel 2016 Certification Guide ebook". tinyurl.com/GOASExcel20 *No class 4/8.*

3/18-5/13	Wednesday	6:30 pm-8:00 pm	Saugus HS / C301	Herbert
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Hotel & Restaurant Operations / ServSafe Food Handler (10 weeks)

FREE (\$8 for ServSafe Certification)

Become a ServSafe Certified Food Handler and learn the skills you need to begin a career in the hospitality industry. 20 hour internship the week of 4/21 for eligible students. **Prerequisite:** Intermediate English skills as verified through ESL registration process. *No class 4/7-9.*

2/4-4/16	T / Th	1:30 pm-3:30 pm	Holiday Inn, Valencia	Nevius
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Spanish for the Workplace I (5 meetings)

Fee \$65

Would you like to learn basic 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 a day-to-day basis.

1/28-2/25	Tuesday	6:00 pm-8:00 pm	Saugus HS / M1308	Riedeman
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Spanish for the Workplace II (5 meetings)

Fee \$65

Take it to the next level! Tackle verbs, descriptions, and grammar than in Spanish for the Workplace I. This class builds on vocabulary skills while keeping it fun!

3/3-3/31	Tuesday	6:00 pm-8:00 pm	Saugus HS / M1308	Riedeman
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QuickBooks 1 (10 meetings)

Fee \$100

Become a confident QuickBooks user by learning how businesses organize all their finances in one place. The key concepts of this course include how to create and manage a company, create invoices and track sales, pay bills and track purchases, banking, and correct errors, and customize reports. No accounting experience needed. Textbook required. See website for more information. Students are advised to bring a USB Flash drive. *No class 2/17.*

1/29-3/4	M / W	5:30 pm-8:30 pm		Magbanna
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QuickBooks 2 (11 meetings)

Fee \$100

The key concepts of this second course include dealing with physical inventory, working with balance sheet accounts and budgets, using QuickBooks for payroll, working with estimates and time tracking and customizing and integrating into QuickBooks. Students are advised to bring a USB Flash Drive. **Prerequisites:** QuickBooks 1. *No classes 3/30, 4/1, 4/6 & 4/8.*

3/9-4/27	M / W	5:30 pm-8:30 pm		Magbanna
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QuickBooks 3 (8 meetings)

Fee \$100

Become a confident QuickBooks user by learning all stages of the accounting cycle, reviews Generally Accepted Accounting Principles (GAAP), introduces the use of classes, and takes you through year-end reporting and closing the books in QuickBooks. **Prerequisites:** QuickBooks 2.

4/29-5/20	M / W	5:30 pm-8:30 pm		Magbanna
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COMMUNITY INTEREST CLASSES

Register online at www.goldenoakadulthoodschool.com

Ceramics I (8 meetings)

Fee \$165

Learn the forming techniques to create a variety of hand building projects. A 25 lb bag of clay is included in the registration fee. Each student is required to purchase their own under glazes or glazes from a ceramic site. More information on supplies will be given in the first class meeting.

1/22-3/11	Wednesday	6:30 pm-9:00 pm	Valencia HS / 104	Bubb
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Ceramics II (9 meetings)

Fee \$185

Continuation of Ceramics I. Students will learn the potter's wheel and advanced hand building techniques. A 25 lb. bag of clay is included in the registration fee. Each student is required to purchase their own under glazes or glazes from a ceramic site. *No class 4/8.*

3/25-5/27	Wednesday	6:30 pm-9:00 pm	Valencia HS / 104	Bubb
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