



William S. Hart
Union High School District

GOLDEN OAK ADULT SCHOOL

Center for Life Long Learning



California Adult Schools
LEARNING FOR LIFE

Spring 2012

"this spring, plant the seeds of learning and watch them grow at Golden Oak"



www.goldenoakadultschool.com



William S. Hart
Union High School District

Golden Oak Adult School

Staff

Principal - Ron Rudzinski
Administrative Assistant - Donna Nagler
Workforce Investment Act Coordinator -
Linda Pfaucht
Counselors - Nelva Best and Jo Ann Ward

General Office Hours

Monday – Thursday 12:00 to 3:00pm
and 4:00 to 8:00pm

*During holiday and vacation times hours may differ.
Specific **registration hours** and information are
available within.*

PHONE (661) 253-0583



FAX (661) 260-1371

www.goldenoakadulthoodschool.com



GOLDEN OAK ADULT SCHOOL

Center for Life Long Learning

Course	2012 - SPRING CALENDAR TABLE OF CONTENTS	Page
Registration Form		2
Community Education & Enrichment Classes		3
Arts & Crafts		3
Business Skills		3
Computer / Software		4
Home, Garden, & Personal Interest		6
Languages		6
Music		6
Vocational / Career Technical Education		7
English as a Second Language (ESL)		8
English as a Second Language "Bridge Classes"		9
High School Diploma & Equivalency		10
High School Diploma Program		10
Test Preparation Program		10
General Educational Development 		10
General Educational Development  Test		11
Counseling		11
Adults with Disabilities - Employment Preparation		11
General Information		11
Friends of Golden Oak		12
Campus Locations / Map		12

REGISTRATION FORM

COMMUNITY EDUCATION & ENRICHMENT CLASSES ONLY

Three ways to register:

- 1) On-line enrollment - www.goldenoakadulthoodschool.com
- 2) Enrollment by mail – 23201 Dalbey Drive, Valencia, CA 91355
(include a self addressed stamped envelope to receive a receipt)
- 3) Walk-in registration begins 3/5/12 – (4:30P – 7:30P)

*Complete birth date must be indicated before
registration can be processed.*

Name _____ D.O.B. _____

Address _____ City _____ Zip _____

Phone: Home _____ Cell _____ E-mail Address: _____

Course	Title	Fee	Dates	Location

Please use 1 registration form per person

Community Education & Enrichment Classes

Arts & Crafts

STAINED GLASS – 8 meetings

Students will learn how to score colors of stained glass. This course covers the basic techniques and methods using cement, mortar and glass. Students will complete a garden stepping stone project and also two stained glass cement coasters. This is a hands-on activity class where students construct beautiful works of art. All levels are welcome. Initial cost for tools and materials is approximately \$100.00. Materials and tools list will be given out the first night of instruction. Plan on lots of fun!

Course #	Day(s)	Time	Fee
960503	TU - starts 4/10	6:30P-9:30P	\$80

Location: Arroyo Seco - Room 402
Instructor: Jacobson

QUILTING - BASIC AND INTERMEDIATE

– 8 meetings

Students from basic to intermediate will become familiar with quilting terminology and various techniques. The Instructor has over 15 years' experience in this craft. Some basic sewing experience will be helpful for the student. The Instructor will provide a list of materials the first night, and possible locations to purchase (cost approx. \$25 - \$50).

Course #	Day(s)	Time	Fee
960703	TU - starts 4/10	6:30-9:00P	\$56
960702	WE - starts 4/11	6:30-9:00P	\$56

Location: West Ranch HS - Room 602
Instructor: Robideaux

INTERMEDIATE AND ADVANCED

WOODWORKING – 5 meetings

For returning students confident in their basic woodworking skills and able to work independently while under guidance. Projects are more complex such as tables, workbenches, bookcases and cabinets. Students must provide their own lumber. Student must have taken the Basic Woodworking course previously.

Course #	Day(s)	Time	Fee
961403	MO - starts 4/9	6:30P-9:30P	\$50

Location: Saugus HS - Room D10
Instructor: Friedman

Business Skills

HOW TO BECOME A MYSTERY SHOPPER

– 1 meeting

Why not get paid to shop and stretch your gift budget? If you like to shop, eat out, go to the movies, buy flowers or play golf then Mystery Shopping is for you. Shoppers receive assignments from companies that do business evaluations at a variety of businesses. This class will present an overview of how this works, what types of assessment forms are used, do's and don'ts of completing assignments, and how to get into the "shopper's network". You will have the added benefit of learning from a hands-on shopper who can give you firsthand information and referrals. You will leave the class fully prepared for your new and exciting journey. A \$20 required book fee is payable to the instructor (cash or check). You may also purchase this book at Barnes & Noble, Amazon or the instructor's website www.mysteryshopperstraining.com, or most other book stores or book websites. The title is HOW TO BECOME A MYSTERY SHOPPER, THE ONLY BOOK YOU'LL EVER NEED. ISBN 9780977736515.

Elaine Moran is an author, lecturer, mystery shopper and instructor. She has over 10 years' experience as a mystery shopper and educator.

Course #	Day(s)	Time	Fee
991002	SA – starts 4/14	10:00A-1:00P	\$20

Location: Golden Oak - Room 4
Instructor: Moran

INTRODUCTORY ACCOUNTING AND QUICK BOOKS – 7 meetings

Learn the basic principles of accounting and how to keep the books for a small business on QuickBooks. This 7 session course is broken into two segments: 5 sessions on the basics of accounting to better understand General Ledger, Profit & Loss Statement, Balance Sheet, Debits/Credits, Journal Entries, Accounts Receivable, Inventory, Accounts Payable, etc. The last 2 sessions will be "hands-on" training in QuickBooks, applying the basics of accounting learned in the first 5 sessions. This course is aimed at business owners and persons seeking accounting positions as a general bookkeeper, accounts receivable clerk or accounts payable clerk. Please bring a small calculator.

Course #	Day(s)	Time	Fee
910104	TU – starts 4/10	5:00P - 6:30P	\$53
910105	TU - starts 4/10	6:45P - 8:15P	\$53
910106	WE - starts 5/2	5:00P - 6:30P	\$53
910107	WE - starts 5/2	6:45P - 8:15P	\$53

Location: Golden Oak - Computer Lab
Instructor: Yacoobian

30 SECOND SUPERSTAR – 1 meeting

Are you a small business owner, entrepreneur, sales professional, or marketer? If so, your success is linked to effective communication skills and techniques. This course includes “How To” methods in developing attention grabbing speeches and powerful business networking introductions. To sell a product or an idea, you first need to get people to listen. Drawing on his years of experience in the field, our Instructor can show you how.

Course #	Day(s)	Time	Fee
910501	TU - starts 4/17	6:30P-8:00P	\$15

Location: Golden Oak - Room 3
Instructor: Dougherty

Computer / Software

INTRO TO COMPUTERS USING THE WINDOWS 7 OPERATING SYSTEM

– 4 meetings

Students will learn how to customize their working environment; create, organize and copy files/folders; set a restore point; use the Control Panel; search and replace; create shortcuts; manage files and folders; use snip and Windows Explorer, and much more. Knowledge of the keyboard and mouse is very helpful when learning new computer skills. (XP- and Vista-specific operating system handouts are available.)

This is a hands-on class. You are welcome to bring your laptop with the Windows 7 operating system.

Course #	Day(s)	Time	Fee
921003	MO – starts 4/16	6:00P-9:00P	\$55

Location: Golden Oak - Computer Lab
Instructor: Taylour

COMPUTER BASICS AND INTERNET 101 for SENIORS - 4 meetings

Learn to have fun with your computer. If you are new to computers or have been using a PC for a while but want to use it more effectively, this course is for you. We'll cover the parts of the computer and terminology, how to use the keyboard and mouse, how to navigate and personalize Windows 7, the taskbar, add gadgets, create shortcuts, and more. You will also learn to use E-mail, send messages with attachments, open attachments, and visit the Santa Clarita Valley via the web. (XP- and Vista-specific operating system handouts are available.)

This is a hands-on class. You are welcome to bring your laptop with the Windows 7 operating system.

Course #	Day(s)	Time	Fee
921103	MO – starts 4/16	1:30P-4:30P	\$55

Location: Golden Oak - Computer Lab
Instructor: Taylour

COMPUTER BASICS AND INTERNET 201 for SENIORS - 4 meetings

This class continues the exploration of the Windows 7 operating system features begun in Computer Basics 101 (handouts will be provided for the Vista and Windows XP operating systems). The class addresses customization of the Start Menu, the Control Panel, and use of Windows Explorer and My Computer. Students will also learn to take advantage of what the Internet has to offer. This class will feature sending free greeting cards, shopping on-line, visiting sites around the world, why Google is the most popular search engine, and more. Privacy and security issues are emphasized. You are welcome to bring your laptop with the Windows 7 operating system. *No school 5/28.*

Course #	Day(s)	Time	Fee
921203	MO – starts 5/14	1:30P-4:30P	\$55

Location: Golden Oak - Computer Lab
Instructor: Taylour

WORD 2010: MICROSOFT'S WORD PROCESSING PROGRAM – 4 meetings

Students will develop skills using the world's most popular word processor. Learn how to customize the Quick Access Toolbar and navigate through the screen, menus and dialogue boxes. Learn to use editing techniques such as copy, paste, move and delete. Understand printing and how to work with two documents at one time. Increase efficiency by using find, replace, spell-check and the thesaurus. Exercise formatting techniques by changing font size, font type, and adding color and bullets. Learn how to create columns, tables, headers and footers, text boxes, templates, borders and shading; use the right-click mouse, insert graphics, and more. Knowledge of the Windows Operating System is very helpful when learning new computer skills. (Word 2003 and 2007-specific handouts are available.) You are welcome to bring your laptop with Word 2010. *No school 5/28.*

Course #	Day(s)	Time	Fee
921903	MO – starts 5/14	6:00P-9:00P	\$55

Location: Golden Oak - Computer Lab
Instructor: Taylour

SECURITY – 1 meeting

Identity theft! Malware! Pop-ups! Phishing schemes! Rogue and scam anti-virus programs! Take control of your computer and stop hackers and crackers from accessing your personal information. Using paid and free programs, learn to protect your computer system, privacy and security before your luck runs out. **This is a hands-on class.** You are welcome to bring your laptop.

Course #	Day(s)	Time	Fee
922802	SA – starts 6/9	9:30A-12:30P	\$18

Location: Golden Oak - Computer Lab
Instructor: Taylour

HAVE FUN WITH YOUR DIGITAL PHOTOS – 1 meeting

Learn how to download your photos to your computer and enhance your pictures with simple, but effective editing techniques. Straighten, crop, remove redeye, adjust color, contrast, and lighting, retouch minor blemishes, and more. Share your pictures by e-mail, posting to the web, or even by making a video. We will use Microsoft's Live Photo Gallery and Live Movie Maker. The student should be familiar with the operation of the PC including mouse operations such as click and drag, and right and left button usage.

This is a hands-on class.

Course #	Day(s)	Time	Fee
920203	SA –starts 6/2	9:30A-12:30P	\$18

Location: Golden Oak - Computer Lab
Instructor: Taylour

DOWNLOADING PHOTOS + DIGITAL PHOTO TECHNIQUES – 1 meeting

In this class, step-by-step instructions will be given on how to download the pictures from your digital camera and save them to your hard drive. This will include creating sub-folders in your Pictures folder. Preserve the memories digital pictures provide by learning these easy techniques. Don't risk losing your photos or deleting them by accident. Tips for taking better pictures; printing and sharing photographs online and as e-mail attachments will also be covered. Bring your camera and SD card reader or USB cable. The student should be familiar with the operation of the PC including mouse operations such as click and drag, and right and left button usage.

This is a hands-on class.

Course #	Day(s)	Time	Fee
923203	SA –starts 5/12	9:30A-12:30P	\$18

Location: Golden Oak - Computer Lab
Instructor: Taylour

POWERPOINT 2010 – 1 meeting

PowerPoint presentations can be used in business meetings or for personal use such as family reunions, weddings or in school. Students will use PowerPoint 2010 to learn how to create a PPT presentation, format text, add and remove slides, use bullets and numbering, add text boxes, graphics and animation, use the slide show view and slide sorter, as well as print handouts (Handouts for PowerPoint 2003 and 2007 will be available). Knowledge of the Windows operating system and Word is beneficial. You are welcome to bring your laptop with PowerPoint 2010.

The student should be familiar with the operation of the PC including mouse operations such as click and drag, and right and left button usage.

Course #	Day(s)	Time	Fee
920403	SA – starts 6/16	9:30A-1:30P	\$22

Location: Golden Oak - Computer Lab
Instructor: Taylour

CLEAN AND SPEED UP YOUR SLUGGISH PC – 1 meeting

Happiness is a clean and organized hard drive! Students will be taught how to properly care for their PC desktop or laptop computer to ensure optimal performance through the routine maintenance necessary to keep their computer running smoothly, as well as the need and techniques for backing up and restoring important data. Several comprehensive utilities to accomplish these tasks will also be demonstrated. Students will also learn how to organize their hard drive after it has been cleaned and optimized. This is not a tech-savvy class; it's for anyone who wants to keep their PC running faster. You are welcome to bring your laptop.

This is a hands-on class.

Course #	Day(s)	Time	Fee
921403	SA – starts 5/19	9:30A-12:30P	\$18

Location: Golden Oak - Computer Lab
Instructor: Taylour

EXCEL (2010) I: MICROSOFT'S SPREADSHEET PROGRAM – 4 meetings

Prerequisite: Good working knowledge of Windows. Improve your productivity at work and make yourself more marketable by learning Excel, a powerful spreadsheet application that can be used for analyzing and managing data. No previous experience with Excel or spreadsheets is required. Excel I & II will use the same textbook - *Learn Excel 2010 Essential Skills with the Smart Method: Courseware Tutorial for Self-Instruction to Beginner and Intermediate Level* [Paperback]. **Students must bring the textbook to each class. Students must purchase the textbook from an on-line source on their own, before the first class.**

Course #	Day(s)	Time	Fee
921703	TH – starts 4/12	6:00P-9:00P	\$55
921704	SAT – starts 4/14	4:15P-7:15P	\$55

Location: Golden Oak - Computer Lab
Instructor: Young



EXCEL (2010) II: MICROSOFT'S SPREADSHEET PROGRAM – 4 meetings

Prerequisite: Excel I or good working knowledge of Excel basic. Take your skills to a new level and learn mastery of Excel. Topics covered: reviewing worksheet and workbook fundamentals, introduction to pivot tables, charts, power shortcuts, all about cells (merging, aligning, wrapping, coloring and more). Learn how to create formulas and much more. Excel I & II will use the same textbook - *Learn Excel 2010 Essential Skills with the Smart Method: Courseware Tutorial for Self-Instruction to Beginner and Intermediate Level* [Paperback]. **Students must bring the textbook to each class. Students must purchase the textbook from an on-line source on their own, before the first class. No Class 5/26**

Course #	Day(s)	Time	Fee
922503	TH – starts 5/10	6:00P-9:00P	\$55
922504	SAT - starts 5/12	4:15P-7:15P	\$55

Location: Golden Oak - Computer Lab
Instructor: Young

Home, Garden & Personal Interest

INTERIOR DESIGN – 4 meetings

Do you want a beautiful home? Are you confused by so many color choices on small sample cards? Would you like beautiful windows, floors and counter tops, but ask yourself, "How and where do I start"? Learn how to select and work with all colors, flooring, and counter tops for kitchens, bathrooms, etc., and create great window treatments. This class will also cover working with all types of fabrics, how and where to use them, furniture styles and lighting. Classes are taught by professional interior designer Kenneth Dean.

Course #	Day(s)	Time	Fee
991103	MO – 4/23	7:00P – 9:00P	\$40

Location: Valencia H.S. - Room 804
Instructor: Dean

LANDSCAPE DESIGN – 4 meetings

Design your own yard layout in class. Learn how to create your dream environment, whether it be a tropical garden, a rose garden, in your front yard, or in the back; your options are many. Students will learn about trees, shrubbery, plants and accent pieces and how to create outside rooms. You will draw the outline of your area in class, and will design these areas with patios, walkways, gazebos, fountains and the use of brick/stone/tile work and design, along with a sprinkler system. The class includes landscape Guest Speakers. **This is a class in design, not horticulture.**

Course #	Day(s)	Time	Fee
991202	WE – 4/25	7:00P – 9:00P	\$40

Location: Valencia H.S. - Room 804
Instructor: Dean

ORGANIC GARDENING FOR EVERYONE

– 1 meeting

Go green this spring and join John the Tree Doctor to learn organic gardening techniques that will allow you to grow fruits, flowers and vegetables without using harmful pesticides. You don't need to spend a lot of money on organic products when it's so easy to grow your own!

Course #	Day(s)	Time	Fee
990701	SA – starts 4/21	9:00A-Noon	\$18

Location: Golden Oak - Room 4
Instructor: Windsor

NATURAL PEST CONTROL – 1 meeting

Discover indoor and outdoor pest control without the use of harmful chemicals. Learn how to control ants, roaches, mice, gophers, squirrels and raccoons using safe household products. Also learn about the many very safe over-the-counter remedies that will help to control whatever is bugging you!

Course #	Day(s)	Time	Fee
990301	SA – 5/5	9:00A-12:00P	\$18

Location: Golden Oak - Room 4
Instructor: Windsor

Languages

BASIC CONVERSATIONAL SPANISH

– 6 meetings

This course is designed for the non-native speaker. Students will learn vocabulary related to family, school, community and introduction to the conjugation of verbs. This comprehensive and fun course will put the Spanish you learn into practice right away.

Course #	Day(s)	Time	Fee
970103	WE – starts 4/11	6:30P-8:30P	\$50

Location: Saugus H.S. – Building A - Room 104
Instructor: Esquivel

Music

BASIC GUITAR – 8 meetings

Do you own a guitar and want to learn how to play? This course will give you a strong foundation in the basics. Topics to be covered include open chords (major, minor and 7th), tuning, finger exercises, strumming, finger picking, barre chords, songs, scales, how to practice, reading tablature and chord charts. You will be playing familiar songs by the end of the course! Students must bring a guitar and a pick to class.

Course #	Day(s)	Time	Fee
931003	TU – starts 4/10	6:00P – 8:00P	\$65

Location: Sierra Vista JH - Band Room 401
Instructor: Copenhaver

AFTER SCHOOL GUITAR (Ages 12-14)

– 8 meetings

Learn to play guitar while having fun and discovering new music as well. This class is aimed at early teenage students (12-14 years old) interested in learning to play the guitar. Students will learn topics such as chords, scales, finger-exercises, tablature, and note-reading through a variety of musical selections. Each class session will focus on different topics and will feature examples of different musical genres and cultures. Students must bring a guitar and a pick to class.

Course #	Day(s)	Time	Fee
932003	TU – starts 4/10	5:00P – 6:00P	\$40

Location: Sierra Vista JH - Band Room 401
Instructor: Copenhaver



“G.O. JAZZ” is Back!

Under the direction of Mr. Bob Babko, Golden Oak is pleased to continue to sponsor our 17 piece Professional Level Jazz Band for your musical enjoyment. Join us for our “TGI JAZZ” concert on Friday, March 23, at 7:30 p.m. at the West Ranch High School Performing Arts Theater (far west end of Valencia Blvd). This second local performance will feature some new tunes, and increased show time. Enjoy a variety of quality sounds with something for everyone. For “Will Call” tickets or information, please call **661-259-0033 X444**, and clearly leave your name, message, and contact number. We will get back to you shortly. Tickets are also available at the door.

ALSO - watch our website, or monitor our voicemail for information about our spring show around May 2012.

Vocational / Career Technical Education

EMPLOYERS - Help us to help you. Better trained employees can strengthen their contribution to your organization and your bottom line, whether it's improved English or better software skills. Call us at 661-222-7128, and find out how.

NEW! - CALIFORNIA FOOD HANDLER CARD - CLASS & EXAM – 1 meeting

Restaurants and other culinary establishments are now requiring employees to be trained in safe and sanitary handling of food products. If online classes and testing is not your thing, join us in a classroom setting to conquer safe and sanitary food handling. **(NOTE: Completion of this class and/or earning of a card does not ensure or guarantee employment).**

Course #	Day(s)	Time	Fee
061001	SA – starts 4/14	8:00A-2:00P	\$27

Location: West Ranch HS - Room 530
Instructor: Frame

CULINARY BASICS - CERTIFICATE

– 6 meetings

Are you looking for a career in food service or just need to find your way around the kitchen? Then this class may be for you. Our Culinary Certificate class will help you navigate through everything from terminology to feeling safe, comfortable and confident in any kitchen. Learn from our experienced Chefs and have fun at the same time. Each class will have a culinary theme: Cooking for Two, a Night South of the Border, Pasta for Everyone, BBQ can be Fun, Sweets for the Sweet, and Everyone Loves a Buffet. Come and join in the experience.

(NOTE: Completion of this class and/or earning of the certificate does not ensure or guarantee employment).

Course #	Day(s)	Time	Fee
060702	SA - starts 4/14	9:00A-1:00P	\$140

Location: West Ranch HS - Kitchen
Instructor: Luevano

INTRODUCTION TO HORTICULTURE - CERTIFICATE – 8 meetings

If you enjoy the outdoors, working with your hands, nature and plant life, this may be the course for you. Learn basics that can potentially help you gain employment, or develop your personal skills in this area. This course provides a Golden Oak Certificate upon successful completion.

(NOTE: Completion of this class and/or earning of the certificate does not ensure or guarantee employment).

Course #	Day(s)	Time	Fee
060402	TU – starts 4/10	6:00P-8:30P	\$110

Location: Golden Oak - Room 2
Instructor: Windsor

BASIC CUSTODIAL MAINTENANCE – CERTIFICATE

Still under development, but progress is being made. Continue to monitor our website (www.goldenoakadultschool.com), or call us for information, or to be added to our “Interest List”(661-222-7128). This course focuses on basic skills and techniques involved in doing quality custodial work. Based on input from maintenance directors and staff at local school districts, and the City of Santa Clarita, training is applicable to public and private sector jobs. This course provides a Golden Oak Certificate upon successful completion.

(NOTE: Completion of this class and/or earning of the certificate does not ensure or guarantee employment).



NEW! - MASONRY BASICS - CERTIFICATE – 4 meetings

Masonry is a skilled trade and art. Good craftsmanship requires both instruction and practice - this course is designed to give you both. Whether you are considering a career in this field, or you are a homeowner looking to add some useful skills to your repertoire, this class is worth checking out. It will cover a condensed version of basic techniques in masonry skills including history and origin, tools and equipment, safety, basic fundamentals of mortar preparation and application, and the use of various masonry products. Class includes both classroom and outdoor hands-on instruction. Learn the basics of building a planter, firepit, BBQ enclosure, and low retaining wall.

Pre-requisites: Basic high school math and reading. Students should be able to lift 30 lbs. comfortably.

(NOTE: Completion of this class and/or earning of the certificate does not ensure or guarantee employment).

Pre-requisitos: matemáticas básica (secundaria) y la lectura.

Los estudiantes deben ser capaces de levantar 30 libras cómodamente.

(ADVERTENCIA: Completar esta clase y/o obtener el certificado NO le garantiza empleo).

Course #	Day(s)	Time	Fee
060302	SA – starts 4/14	8:30A-2:30P	\$80

Location: Golden Oak - Room 2

Instructor: Kaplan

New! From



Golden Oak Adult School in partnership with Boston Reed is offering the following courses:

- **Phlebotomy Technician.**
- **Billing and Coding Specialist**
- **Electronic Health Record Specialist**

Call or visit their website for information, schedules and registration! **800-201-1141, www.BostonReedCollege.com**

PHLEBOTOMY TECHNICIAN - CERTIFICATE

Start a New Career as a Phlebotomy Technician! Golden Oak Adult School in partnership with Boston Reed is offering a comprehensive Phlebotomy Technician Training Program. A Phlebotomy Technician will draw blood from patients in a hospital, clinical laboratory, doctor's office or clinic. Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. This program is designed to prepare graduates for a career as a Phlebotomy Technician.

Class Instruction: 48 hours. Externship: 40 hours. The classroom instruction will be offered locally at the Golden Oak campus.

Program Fee: \$2995 (prices subject to change) includes textbooks, program materials, externship placement and certificate of completion.

(NOTE:Completion of this class and/or earning of the certificate does not ensure or guarantee employment).

BILLING AND CODING SPECIALIST - CERTIFICATE

Start a New Career as a Billing and Coding Specialist! Golden Oak Adult School in partnership with Boston Reed is offering Billing and Coding Specialist training. As a Billing and Coding Specialist, you will accurately record and process data about patients, such as diagnosis and treatment records, insurance information, billing and recording receipt of payments. In this program you will learn how to code a patient's diagnosis and treatment using ICD-9 and ICD-10, CPT and HCPCS codes, and request payment from payers, including insurance companies or individuals, maximizing reimbursement for the provider. You will practice claims submission using Medisoft software and work in an electronic health record. A Billing and Coding Specialist may work in a hospital, doctor's office, and other healthcare settings.

Class Instruction: 115 hours over 14 weeks. This program is offered entirely online, with weekly assignments, online learning and an instructor-led virtual class twice weekly.

Program Fee: \$1600 (prices subject to change) includes textbook, online program access and certificate of completion. Register today. Classes starting monthly!

(NOTE:Completion of this class and/or earning of the certificate does not ensure or guarantee employment).

ELECTRONIC HEALTH RECORD SPECIALIST - CERTIFICATE

Start a New Career as an Electronic Health Records Specialist! Golden Oak Adult School in partnership with Boston Reed is offering a new and exciting career training as an Electronic Health Record Specialist. By 2014 electronic health records must be in use by Healthcare Providers. Employment of EHR professionals by physicians and healthcare provider offices, EHR vendors and government organizations is expected to grow 20 percent by 2018. To meet this demand and fulfill the federal requirements, professionals must be trained to assist healthcare providers to choose, implement, train and maintain EHR systems. You will learn the essential components of the EHR and health information exchange; system selection and implementation; project management and fundamentals of change, including human factors.

Class Instruction: 216 hours over 18 weeks. This program is offered entirely online, with weekly assignments and a weekly instructor-led virtual class.

Program Fee: \$3600 (prices subject to change) includes online program access and certificate of completion.

(NOTE:Completion of this class and/or earning of the certificate does not ensure or guarantee employment).

English as a Second Language Clases De Ingles

- **Para superarse**
 - **Para obtener mejor trabajo**
- Designed for adults who speak little or no English.**

ESL Registration/Inscripcion will be Mondays-Thursdays,
August 13 through August 23 from 4:30P-6:30P.

Bring \$40 to pay for Registration.

English as a Second Language “Bridge Classes”

CONVERSATIONAL ENGLISH AND AMERICAN CULTURAL AWARENESS

(for ENGLISH as a SECOND LANGUAGE learners)
– 4 meetings

Learn more about the little details that can help you feel more at ease both at work and socially in the United States. This instruction and the techniques shared can be helpful when you are asking for information, interviewing for/trying to get a job, while working on the job, and at social gatherings. Learn to be more comfortable in your daily oral communications in English.

INGLÉS CONVERSACIONAL Y CONCIENCIA CULTURAL ESTADOUNIDENSE (para ESTUDIANTES de INGLÉS como SEGUNDO IDIOMA)

Course #	Day(s)	Time	Fee
060203	FR – starts 4/13	6:00P-8:00P	\$25

Location: Golden Oak - Room 3
Instructor: Malave

INTERMEDIATE CONVERSATIONAL ENGLISH AND AMERICAN CULTURAL AWARENESS

(for ENGLISH as a SECOND LANGUAGE learners)
– 4 meetings

Description: Continue learning more about the details that can help you feel at ease both at work and socially in the United States. This instruction and the techniques shared can be helpful when you are asking for information, interviewing for/trying to get a job, while working on the job, and at social gatherings. Learn to be more comfortable in your daily oral communications in English.

Requirement: Students must have taken Conversational English and American Cultural Awareness for English as a Second Language learners.

Inglés Conversacional Intermedio y Conciencia Cultural Estadounidense (para ESTUDIANTES de INGLÉS como SEGUNDO IDIOMA)

Requisito: Haber tomado la clase Inglés Conversacional Intermedio y Conciencia Cultural Estadounidense para Estudiantes de Inglés como Segundo Idioma.

Course #	Day(s)	Time	Fee
060902	FR – starts 5/11	6:00P-8:00P	\$25

Location: Golden Oak - Room 3
Instructor: Malave

COMPUTER BASICS I – CERTIFICATE (for ENGLISH as a SECOND LANGUAGE learners) – 5 meetings

As a beginner - learn basics of Computers, Windows, Word, Internet and E-mail. The Instructor, Gerardo Nunez, has many hours as both an ESL and Computer Teacher. Don't get left behind on the Information Super Highway – come join us!
(NOTE: Completion of this class and/or earning of the certificate does not ensure or guarantee employment).

Principiantes-aprendan el uso básico de computación, Windows, Word, Internet y correo electrónico. El instructor, Gerardo Nuñez tiene mucha experiencia como profesor de inglés y de computación. ¡Aprenda a navegar en la autopista informática-acompáñenos!

(ADVERTENCIA: Completar esta clase y/o obtener el certificado NO le garantiza empleo).

Course #	Day(s)	Time	Fee
060103	SA – starts 4/14	2:00P-4:00P	\$27

Location: Golden Oak - Computer Lab
Instructor: Nunez

COMPUTER BASICS II – CERTIFICATE (for ENGLISH as a SECOND LANGUAGE learners) – 5 meetings

Continue to learn and develop skills using Word, Power Point and Excel from our popular Computer Basics I course.

Students will learn the basics of Microsoft Office's most popular applications: Word 2010, Power Point and the fundamentals of Excel 2010. Word 2010 topics include document formatting and editing using techniques such as copy and paste, changing font size and type, changing color, inserting files into your document, creating columns, tables, and the use of document headers and footers. Power Point topics will include creating a PPT presentation, formatting text, the use of graphics and animation, and how to use a slide sorter. Excel will cover the basics of building spreadsheets to analyze and manage data by creating formulas, tables, and charts. This is not a beginning class. Students should have some prior computer experience and basic knowledge of Microsoft Office.

Los estudiantes aprenderán los fundamentos de los usos más populares de Microsoft Office: Word 2010, Power Point y lo fundamental de Excel 2010. Los temas a cubrir de Word 2010 incluyen el formato de documento y corrección usando técnicas tales como copiar y empastar, el tamaño de fuente y el tipo, cambio de color, insertar objetos en su documento, creando columnas, tablas, y el uso de pies de hoja. Los temas de Power Point incluirán crear una presentación de PPT, un texto de configuración, el uso de gráficos y la animación, y cómo utilizar un compaginador de diapositiva. Excel cubrirá lo fundamental de las hojas de cálculo, para analizar y para manejar datos creando fórmulas, las tablas, y las gráficas. Esto no es una clase de principiantes. Los estudiantes deben tener cierta experiencia anterior de la computadora y conocimiento básico de usar ventanas.

Course #	Day(s)	Time	Fee
060802	SA – starts 5/19	2:00P-4:00P	\$27

Location: Golden Oak - Computer Lab
Instructor: Nunez

High School Diploma & Equivalency

High School Diploma Program

**For adults who have not completed a secondary education.
Call 253-0583 for a counseling appointment to register.**

NOW AVAILABLE - "Independent Study" Option for Diploma!

Under this option, students can more easily move along at their own pace. Students are required to attend at least one hour per week, and then may choose to complete basic assignments off-site, at times most convenient for them. All tests must be taken at Golden Oak under Instructor supervision. More specific information is available during the student's counseling appointment.

Days	Time	Fee
TU & TH All subjects	5:00P-8:00P	\$70/each

Location: GO 3
Instructors: Hawn/Ehrhart

SELF EVALUATION CHECK-LIST

Required Subjects	Units	Completed	Need
English	40	_____	_____
Math (Must include Algebra 10 credits)	20	_____	_____
Science	20	_____	_____
Modern Civilization	10	_____	_____
US History	10	_____	_____
Government	5	_____	_____
Economics	5	_____	_____
Fine Arts and/or Foreign Language	10/15	_____	_____
Practical Arts	5	_____	_____
Health/Drivers Education	5	_____	_____
Electives	70/65	_____	_____
Total Credits Required	200	_____	_____

CREDIT REGULATIONS

Students attending a course at Golden Oak should plan on completing the entire sequence of instruction in the course to receive credit. Students are expected to satisfactorily complete 60 hours of the required work to receive 5 credits. A minimum of 5 credits must be earned at Golden Oak to receive a diploma.

All graduates must pass the California High School Exit Exam (CAHSEE).

Test Preparation Program

California High School Exit Exam (CAHSEE)

CAHSEE test preparation classes are available and you must be enrolled and actively attending our class to take the May test. There are two sections to the CAHSEE. In order to pass both sections (English and Math), the following minimum scores are required: 350. New classes start in September. Call the Golden Oak Office at 253-0583 to make an appointment with the counselor in early August. An official transcript is required for this appointment.

Days	Time	Fee
MO & WE (Math)	5:00P-8:00P	\$70
TU & TH (English)	5:00P-8:00P	\$70

Location: GO 3
Instructor: Prier



General Educational Development



TEST PREPARATION AVAILABLE AGAIN FALL OF 2012.

These classes are designed to help students pass the General Educational Development test that is recognized by many employers, vocational schools, and colleges as the equivalent of a high school diploma. Emphasis in the classes will be placed on English and Math skills, although all five test areas are covered.

The test battery consists of five separate tests:

- 1) Math
- 2) Language Arts - Writing
- 3) Language Arts - Reading
- 4) Social Studies
- 5) Science

Days	Time	Fee
MO & WE	5:00P-8:00P	\$70

Location: GO 3
Instructor: Prier

NOTE: All Test Prep classes are open entry. You may enter anytime after you have met with a counselor, however if the student chooses to enter late in a semester, the fee is not prorated. To enroll, call 661-253-0583 for an appointment. For more information about test prep classes, please check our website: www.goldenoakadultschool.com



General Educational Development Test

Testing dates are:	REGISTER starting:
3/ 26 & 27/ 12	3/ 12/ 12 (4:30–7:30P)
4/ 23 & 24/ 12	4/ 09/ 12 (4:30–7:30P)
5/ 21 & 22/ 12	5/ 07/ 12 (4:30–7:30P)

Testing and registration are at Golden Oak Adult School.

FOR FUTURE REGISTRATION AND TEST INFORMATION, PLEASE CLICK THE GED BUTTON ON OUR WEBSITE'S MAIN PAGE. NEW TEST DATES AND REGISTRATION INFORMATION WILL BE UPDATED REGULARLY. TESTING AND REGISTRATION ARE HELD AT GOLDEN OAK ADULT SCHOOL.

You must be at least 18 years old and have a **valid California ID or United States passport {or have a valid government issued ID that includes your picture and birthdate}** to take the test. The test cost for the entire battery of five (5) tests is \$175. Any of the individual tests can be taken for \$35 each (per Golden Oak Policy Limitations). These fees are payable by exact cash or money order. **If you have a disability that requires accommodations, please let us know at time of registration.**

Counseling

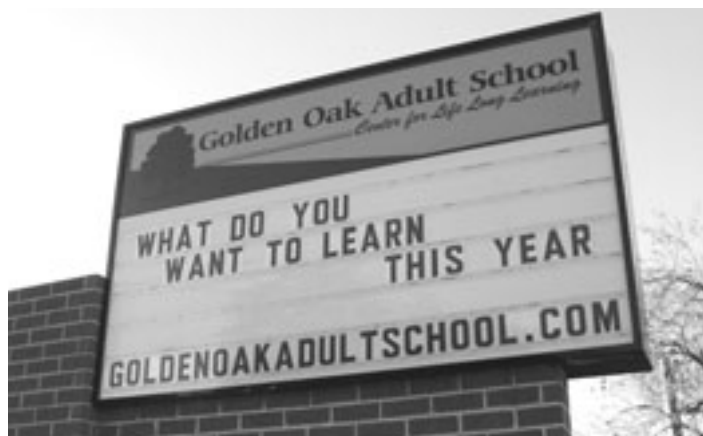
ACADEMIC COUNSELING SERVICES

are available for students in the High School Diploma and Test Prep Programs. Appointments can be arranged in the Golden Oak Office, or by calling 253-0583.

Adults With Disabilities – Employment Preparation

This program provides training for adults with developmental disabilities in job preparation, community access for employment, and work with placement assistance.

For more information call: **(661) 296-6700**
or visit: **www.pleasantviewindustries.org**.



General Information

WASC

Golden Oak Adult School is accredited by the Western Association of Schools and Colleges. Accreditation affirms quality of instruction and assures that course work taken at this school for credit will be accepted by other educational institutions.

ATTENDANCE

Attendance in all classes is the responsibility of the student. Students taking classes for credit towards an adult education diploma must attend classes regularly or they will be dropped from the course. Classes missed for any reason are counted as absences.

COUNSELING SERVICES

Experienced counselors are available to assist students. Students wishing to earn an adult education diploma or attend GED/CAHSEE test prep classes must have a counseling appointment to ensure placement in the proper classes.

MINIMUM CLASS SIZE

All Community Education & Enrichment Classes have a minimum and maximum class size. In the event that a course does not have the minimum enrollment, the class may be cancelled.

REFUNDS

We will refund your full tuition only in the event that your class is cancelled by the school due to low enrollment or other school-based reason. If a class is not cancelled by the school, and you drop the class for any reason, **there are no refunds.**

(Please see Boston Reed section for their phone number / website regarding refund policy for their classes).

RIGHTS AND RESPONSIBILITIES

The Hart School District will not tolerate intimidation or harassment of any student for any reason. (From Governing Board Policy 5000).

60+ DISCOUNT

All class tuition costs for Community Education & Enrichment Classes will be reduced 10% when you show proof of being at least 60 years of age. Materials, fees, books and other fees are not discounted. Discounts do not apply to Boston Reed classes. Students must request discount when registering.

SEXUAL HARASSMENT (EC 48980)

The governing board of the William S. Hart Union High School District prohibits unlawful sexual harassment of or by any student. Any student who engages in the sexual harassment of anyone in or from the District is subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The governing board expects students and staff to immediately report incidents of sexual harassment to the principal or other administrator.

UNIFORM COMPLAINT PROCEDURES

The District has uniform complaint procedures as required in the Code of Regulation, Title 5, Sections 4600-4671. Complaints should be made to the Director of Human Resources and Equity Services at (661) 259-0033.

TOBACCO FREE WORKPLACE – NO SMOKING

The William S. Hart Union High School District Policy prohibits smoking on all district campuses and in district vehicles. Students and employees are not allowed to smoke on or in school grounds, parking lots, or parked vehicles.

William S. Hart Union High School District
GOLDEN OAK ADULT SCHOOL
23201 Dalbey Dr.
Valencia, CA 91355
(661) 253-0583
Fax (661) 260-1371

Non-Profit Org.
U.S. Postage
PAID
Santa Clarita, CA
Permit #6

**ECR WSS
Residential Customer
Dated Material**



Accredited by the
Western Association of
Schools and Colleges

Board of Educators

Robert Jensen, Jr.
Gloria Mercado-Fortine
Joseph Messina
Paul Strickland
Steve Sturgeon

The mission of Golden Oak Adult School is to provide a nurturing environment that helps students achieve their potential while developing both a strong sense of community and appreciation of lifelong learning.

La misión de Golden Oak Adult School es proveer un ambiente favorable que ayuda a los estudiantes a lograr su potencial mientras desarrollan un fuerte sentido de comunidad y también apreciación por el aprendizaje perpetuo

*If you would like to help support our great programs and the 60 plus year history behind our school, there are a number of ways you can help and become a **Friend of Golden Oak**. Visit www.goldenoakadulthood.com*

Golden Oak Adult School – Campus Locations

Arroyo Seco Junior High
27171 N. Vista Delgado Dr.

Golden Oak Adult School
23201 Dalbey Dr.

Placerita Junior High
25015 N. Newhall Ave.

Saugus High School
21900 Centurion Way

Sierra Vista Junior High
19425 Stillmore Street

Valencia High School
27801 Dickason Dr.

West Ranch High School
26255 West Valencia Blvd.

