

# GALT ADULT SCHOOL

*Galt Joint Union  
High School District*



## **WE PROVIDE:**

- *Credentialed teachers who have years of teaching experience*
- *Individualized Educational Plans*
- *Quality instructional and support materials*
- *Convenient class locations*
- *Flexible Scheduling*

***“CHANGING OUR  
COMMUNITY  
THROUGH  
EDUCATION”***

## **COURSE CATALOG 2009-2010**

**Karin Liu**

*Director of Adult Education*

**Audrey Kilpatrick**

*Chief Business Official*

**Dr. Daisy Lee**

*Superintendent*

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# **GALT ADULT SCHOOL**

150 Camellia Way  
Galt, CA 95632  
209.745.5852 FAX 209.745.2963  
[www.ghsd.k12.ca.us](http://www.ghsd.k12.ca.us)



## **FALL TERM**

Sept 8, 2009 to December 10, 2009

## **SPRING TERM**

January 8, 2010 to May 27, 2010

## **OFFICE HOURS**

Monday through Thursday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 3:00 p.m.

*Para mas informacion en español llame por telefono  
al 209.745.5852 ex. 2063*

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# ADULT EDUCATION CALENDAR

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## School and Legal Holidays

Labor Day	09/07/09
Veteran's Day	11/11/09
Thanksgiving Break	11/23/09-11/27/09
Christmas Break	12/14/09-01/05/10
Martin Luther King Day	01/18/10
Lincoln's Birthday	02/08/10
President's Day	02/15/10
Spring Break	03/08/10-04/05/10
Memorial Day`	05/31/10



### **GENERAL INFORMATION:**

- **REGISTRATION:** Registration is open and classes will be filled on a first come, first serve basis.
- **FEES:** Tuition fees are not charged for Diploma/GED, ESL, or Adult Basic Education classes; however, a \$10.00 registration fee is charged. Tuition fees may be charged for Community Interest or Career and Technical Education classes. All fees are payable at the time of registration. **GALT ADULT SCHOOL HAS A NO REFUND POLICY. No refunds unless a class is cancelled.**
- **SENIOR CITIZENS:** Those adults aged 50 and over may enroll in Adult Education Classes.
- **ELIGIBILITY:** Classes are open to all adults, and certain high school seniors who meet requirements.
- **OPEN ENROLLMENT:** Continuous enrollment throughout the semester is permitted in some classes.
- **CLASS SIZE:** A class will be cancelled if less than the minimum number of students are enrolled.
- **CAHSEE:** Students earning a diploma after 06/30/05 will be required to take the California High School Exit Exam.

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# **GALT ADULT SCHOOL**

## **Statements:**

### **ADULT EDUCATION GOAL**

To establish quality instruction for adults in areas that will (1) enable adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; (2) assist adults who are parents to obtain the skills necessary to become full partners in the educational development of their children and (3) assist adults in the completion of a secondary school education.

### **NON-DISCRIMINATION STATEMENT**

The Galt Joint Union High School District is an equal opportunity employer and does not discriminate on the basis of age, sex, religion, color, national origin, physical handicap, marital status, or medical condition in education programs, employment, or activities which it operates.

### **COMPLAINT & GRIEVANCE PROCEDURES**

The Galt Joint Union High School District has a uniform complaint process as required in Code of Regulations Title 5, Section 4622. A copy of that policy is available in the Adult Education Office. Any person concerned about a violation of state or federal regulations governing an educational program listed in this brochure is to submit a **written complaint**, within six months of the alleged occurrence or when knowledge of the alleged occurrence was first obtained to:

**Galt Joint Union High School District  
12945 Marengo Road  
Galt, CA 95632**

### **GRADUATION REQUIREMENTS**

English	40 Credits
Math	20 Credits
Science	20 Credits
Social Studies	30 Credits
Art Appreciation	10 Credits
<u>Electives</u>	<u>45 Credits</u>
<b>TOTAL</b>	<b>165 CREDITS</b>

***CAHSEE must be passed for graduation.***

# **PROGRAMS:** High School Diploma

*You can earn your high school diploma through the Adult School by attending classes which fit into your schedule. Classes are taught through individualized, small group, and large group instruction. The High School Diploma Program is designed to meet graduation requirements established by the Galt Joint Union High School District and the State of California. This program provides a supportive learning environment as well as flexible scheduling.*

## **COURSE DESCRIPTIONS**

### **English 1-4 Elements of Literature**

Student focus concentrating on a literature based program with an English grammar component.

### **English Review (ABE)**

Designed to strengthen the student's basic grammar and writing skills.

### **World History I & II**

Provides for the study of ancient and medieval history with focus on such concepts as democracy, revolution, and industrialization.

### **U.S. History**

This course is designed as a survey of United States history from its beginning to the present day.

### **U.S. Government/Civics**

This course introduces the student to the people, institutions, and the processes which make up the government of the United States.

### **Economics**

Provides for the study of choices and decisions people make about how to use the world's resources as well as understanding key economic principles.

### **Art Appreciation**

In this course the student is introduced to the world of art from Ancient Art to Modern/Present Art.

### **Basic Math (ABE)**

Designed for students who need assistance on the basic skills.

### **Intermediate Math**

This course reinforces basic skills in math and introduces the student to wages, commission, money records, saving and borrowing, transportation, home expenses, and job preparation.

### **Advanced Math**

Course covers signed numbers and operations as well as statistics and probability.

### **Algebra**

This course provides students with the basic knowledge of the elements of Algebra.

### **Life Science**

Designed to teach the student about the organization of living things in the environment and the living world.

### **Earth Science**

Students will learn about the planet earth. A study of the oceans, weather, resources, and the solar system are also included.

### **Physical Science**

Students will learn the basic concepts of Physical Science and how these concepts affect the way things work in the world around us.

**ARE YOU READY TO MOVE BEYOND HIGH SCHOOL  
BUT DON'T HAVE ENOUGH CREDITS?  
GED TEST PREPARATION  
(General Education Development Test)**

*The GED Preparation Program provides an opportunity for adults, who have not completed high school, to obtain a certificate of equivalency by passing a series of five tests that comprise the General Education Development Test. In this GED study class you will get individual instruction in subject areas and learn how to pass the five sections for the General Education Development equivalency certificate. Individual programs, sample tests, and counseling will be provided. This is an on-going, continuous class.*

**Preparation Class has a \$10.00 Registration fee.**

**Hours: Tuesday-Thursday 5:30-8:30 p.m.**

**For more information, contact  
Maggie Cuevas at 209.745.5852**



### **SPANISH GED**

***Are you interested in studying for and taking the GED in Spanish? Galt Adult Education offers a Spanish GED preparation class.***

### **GED EN ESPAÑOL**

***¿Está usted interesado/a en estudiar y tomar los exámenes del GED en español? La Escuela de Educación para Adultos de Galt ofrece clases de preparación en Español.***

***Cuando: Martes-Jueves 5:30-8:30 p.m.***

***Para mayores informes llame a Maggie Cuevas 209.745.5852***



## ENGLISH AS A SECOND LANGUAGE

*The mission of English as a Second Language (ESL) is to equip students with the language and cultural proficiencies required for the eventual fulfillment of personal, vocational, academic, and citizenship goals so that they may participate fully in American society. The Galt Adult Education ESL program teaches English, speaking, reading, writing, and listening skills to adults with diverse ethnic backgrounds. Educational levels and experiences vary widely as well. Courses are designed to enable students to acquire the language skills needed to function in their daily lives and in the workplace. Students are pre-tested before enrollment to establish class placement and individual learning needs.*

### ESL CLASSES

Beginning, Intermediate and Advanced classes are offered for non-English proficient adults. Classes include writing, speaking, listening and reading. Classes are on-going and childcare is available at no charge. **Registration Fee: \$10.00**

### Location and Hours:

#### **GALT ADULT SCHOOL:**

Tues & Thurs 5:30-8:30 pm

Mon & Weds 5:30-8:30 pm

Tues & Thurs 8:30-11:30 a.m.

### CLASES DE INGLES

Se ofrecen clases de Ingles para adultos deficientes de Ingles, en nivel, principiante, intermedio y avanzado. Clases incluyen lectura, escritura y pronunciación. El ingreso es continuo.

**Cuidado de niños:** La Escuela de Adultos de Galt ofrece cuidado de niños gratis mientras sus padres asisten a ESL clases. **Los niños deberán de tener las vacunas apropiadas.** Ofrecemos clases y cuidado para sus niños de edades 3-10. Apoyo con la tarea, lectura, y matematicas.

# CITIZENSHIP

*Citizenship preparation classes are offered for those individuals who wish to become American citizens, and are preparing to take the official USCIS Citizenship Test/Interview. To enroll in this program, students should have intermediate English skills, have lived in the United States for at least five years or be married to a U.S. citizen and have three years of permanent residency.*

**WE OFFER THE N-400  
AS WELL AS OTHER USCIS FORMS**



## ESL CITIZENSHIP

Introduces the immigrant to the preparation for the United States INS Citizenship examination. Includes studies of U.S. geography, history and government, and practices reading, writing, and oral skills needed for the English language requirement.

*This is an on-going, continuous class.*

**\$10.00 Registration Fee.**

Hours: Fall Term– Monday Evenings 5:30-8:30 p.m.

Spring Term– Monday Evenings 5:30-8:30 p.m.

## CUIDADANIA

Introduce el inmigrante a la preparación del examen de ciudadanía de los Estados Unidos. Incluye estudio de la geografía, historia y gobierno de Estados Unidos, y practica la lectura, escritura, y habilidades orales necesarias para el requisito del lenguaje. Esta es una clase continua todo el año. No hay cuota.

CUANDO: (Otoño) Lunes 5:30-8:30 p.m.



**Galt Adult Education can assist you with completing your -400 Application.**

*To make an appointment*

**Call 745.5852**

**THIS SERVICE IS FREE!!!**

CALL OUR OFFICE TODAY



# OLDER ADULTS

*Galt Adult Education's Older Adult Program offers learning opportunities for adults in their senior years. Courses provide students with hands on learning experiences in a supportive, friendly environment.*

## **Understanding and Using Technology** FEE: \$49.00 Registration & Class

This course was developed for the older adult to be exposed to and utilize state of the art technology involving computers. The student will perform certain tutorials and lessons created to increase their computer competency and literacy. This course is intended for the novice or new computer user. The student will be able to use a collection of PC, Internet, and e-mail fundamentals.



1st Session TBD

2nd Session February 2, 2010

**This class will increase your hands-on basic understanding of computer hardware and software. Your new skills will help you utilize the computer as a “tool” in your daily life.**

**ARE YOU INTERESTED IN TAKING ADDITIONAL WORTH-WHILE AND EXCITING COURSES???**

### **THE FOLLOWING IS A SAMPLING OF COURSES WE WOULD LIKE TO OFFER\***

**COURSE TITLES:**

- Physical Education
- Music Appreciation
- Family History
- Gardening

**COURSE TITLES:**

- Literature
- Life Planning
- Bereavement
- Community Resources

\*Courses offered based upon minimum enrollment numbers

209.745.5852

Meet New People!!!

**Call Today**

## VOCATIONAL EDUCATION

*This program offers courses to adults who are looking to obtain employment skills or to enhance existing job skills.*

**Basic Computer Introduction:** This is a beginning to intermediate level course where students learn Microsoft work processing version 2007. Students will learn to use the ribbon toolbars and be able to apply the commands of the new word processing features. Instruction will include Office basics, working with files, Clip Art, indenting pictures and graphic tool. Formatting text, working with tables, printing documents, labels and mailing.

**Students will need prior computer knowledge or training.**

**Registration and Lab Fee: \$59.00**

**Fall Session: TBD**

**Spring Session: February 3– May 6th (2010)**

*Hours: Wednesday Evenings 6:00-9:00 p.m.*

**CLASS START CONTINGENT UPON MINIMUM ENROLLMENT**

**QUICKBOOKS:** This is a basic class where students will learn the use of QuickBooks for work and personal use. This class is primarily for the student with little or no knowledge of this accounting program.

**Students will need prior computer knowledge or training.**

**Registration and Lab Fee: \$59.00**

**Fall Session: CLASS NOT OFFERED**

**Spring Session: February 4th-May 7th (2010)**

*Hours: Thursday Evenings 6:00-9:00 p.m.*

**CLASS START CONTINGENT UPON MINIMUM ENROLLMENT**

### MEDICAL RECORDS TECHNICIAN MEDICAL ASSISTANT TRAINING:

This training career opportunity is a comprehensive 22 week course which includes 160 hours of externship training. For more information please contact Galt Adult School or visit our website to preview the Medical Assistant Course Brochure.

**AN EXCITING CAREER TRAINING  
OPPORTUNITY IS COMING SOON!!!  
BASIC EMERGENCY MEDICAL  
TECHNICIAN TRAINING  
CALL FOR ORIENTATION DATE (\$) AND  
MORE INFORMATION**

# ADULT WITH DISABILITIES

*This program offers classes to those adults who have been certified through the Elk Grove Adult Community Training Program. Students in this program reflect various ability levels and disabilities. Our aim is to provide consumers with an opportunity to improve their abilities in order to function appropriately and independently in the community and workplace.*

## WORKPLACE AND COMMUNITY COMMUNICATION SKILLS



the goal of this course is to prepare adult students for the development of critical communication skills needed to function within the community and workplace. Subjects include assessment of general appearance, and appropriate social communication skills in a community setting, including money management skills, and community resources.

Hours: Monday-Friday 9:00 a.m. until 2:30 p.m.

*For enrollment qualifications and information call 209.745.5852*

**BE SURE TO VISIT OUR WEBSITE  
FOR THE  
LATEST INFORMATION ON OUR  
UPCOMING CLASSES**

**[www.ghsd.k12.ca.us](http://www.ghsd.k12.ca.us)**

**Then click on *Galt Adult***

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