



THANK YOU!

-GO & Hart District Staff, for your dedication to our students
-Students, for trusting us to assist you, and for your hard work
-Business Supporters: A&E Newsletter, American Builders Supply, California Bakery & Café, Chris Taylor, Photographer, City of Santa Clarita & Santa Clarita Public Libraries, David R. Podsadecki, D.D.S. Inc., G & M Auto Repair, Guitar Center, Jose’s Barber Shop, Keyboard Galleria Music Center, KHTS, Lowe’s Music, Magazine of Santa Clarita, Nick Rail Music, O’Connor Photography, Santa Clarita Gazette & CC Magazine, Saugus Café, SCV Contemporary Car Club, SCVTV, The Signal, West Coast Music Academy, and other local businesses and entities that have allowed us to advertise.
-Members of: GO Community Advisory Bd., Culinary Advisory Com., Custodial Maintenance Advisory Com.. and Horticulture Advisory Com.

Ron Rudzinski, Principal
 Kelly McCue, Office Manager
General Office Hrs: M-TH (10a-1p; 4p-7:30p.)
 Holidays/Vacations may differ.
Contact/Info: 23201 Dalbey Dr., Valencia, CA 91355
www.goldenoakadulthoodschool.com
kmccue@hartdistrict.org/661-253-0583
Accredited by the Western Association of Schools and Colleges

Career & Workplace Preparation (Completion of class does not guarantee employment)

BUSINESS SKILLS & ENTREPRENEURSHIP

Accounting – Introductory [Charles Yacobian – Session 1: 2/9, 2/11, 2/16; Session 2: 4/19, 4/21, 4/26; Session 3: 5/24, 5/26, 5/31. 6:45 – 8:45pm. Golden Oak, Room 4. \$68]

Learn the basic principles of Accounting and how to keep the books for a small business; to better understand the GL, Profit/Loss Statement, Balance Sheet, Cash Flow Statement, Debits/Credits, Journal Entries, A/R and A/P, Inventory, etc. This course is aimed at business owners and persons seeking entry level accounting positions. Please bring a small calculator; handouts will be provided in class.

Starting Your Own Business [Charles Yacobian – Session 1: 2/17; Session 2: 5/4. 6:45 – 8:45pm. Golden Oak, Room 3. \$28]

Would you like to be your own boss? Start considering ideas that provide services or products for others. Learn the basic nuts & bolts choosing the type of business entity (sole proprietorship, partnership, corporation or LLC) and reporting for tax purposes, necessary licenses & permits, business plan preparation, SBA loan information, etc. The instructor has many years of experience as a CPA – he has started and run successful companies and has shared his experience with many students over the years.

Become a Mystery Shopper & Earn Extra Income [Elaine Moran – 3/9. 6 – 9pm. Golden Oak, Room 3. \$25]

Why not get paid to shop and stretch your budget? Shoppers receive assignments from companies that do business evaluations; this class presents an overview of how this works, and how to be a part of the “shopper’s network”. You will need “How to Become a Mystery Shopper, Your Complete Guide to Secret Shopping” by Elaine Moran (ISBN 9780977736522). Please purchase prior to class, or in class for \$20.

CAREER PREPARATION-SHORT TERM COURSES (Completion of class does not guarantee employment)

Custodial Maintenance Basics 101 – Certificate [Peter Gaytan – 4/11, 4/13, 4/18, 4/20, 4/25, 4/27. 5 – 7pm. Placerita JHS, MPR (Tanner Hall). \$59]

This class will teach you the down and dirty details of keeping various facilities professionally clean. With input from our local school districts and the City of Santa Clarita’s maintenance departments, we have launched this useful training program. A student enrolling in this class can expect instruction in the importance of performing quality work in this field. Topics will include: work ethics, the importance of communication, safety and hazards (including blood-borne pathogens/body fluids exposure and proper disinfection procedures, Material Safety Data Sheets – MSDS, proper lifting techniques and other potential injury issues, first aid and emergencies), building cleaning and proper disinfection practices, proper chemical mixing and dilution ratios, and basic knowledge of classroom, bathroom and office cleaning. Our goal is to teach the student quality custodial maintenance practices. This course provides a Golden Oak Certificate upon successful completion.

Green Gardener Program – Certificate [John Windsor – 3/2, 3/9, 3/16, 3/23, 3/30, 4/13, 4/20, 4/27, 5/4, 5/11. 6:30 – 9:00pm. Golden Oak, Room 4. \$74]

This class will teach the basics for both employment and personal interest in this area. Topics covered will include plant identification, care and maintenance, soil preparation, basic pruning, pest control, irrigation, fertilization, and composting/mulching. Optional \$5 for informational booklet.

Notary Public – State Exam Prep [Brenda Pena – Session 1: 3/12; Session 2: 5/7. 8 – 4pm (State Exam 4-6pm). Golden Oak, Room 2. \$79]

California needs professional Notaries! This class will provide new or previously commissioned Notaries with the education and skills needed to pass the state proctored examination. Students will be able to detect fraud, become a more valuable employee, or start a successful new career. The State proctored examination will be given immediately after class. Please bring a 2x2 color passport picture which is required for the Notary Public exam. The exam itself can be purchased in class. Please bring valid government issued identification and two #2 pencils. The following fees are required in addition to the class fee and are payable to the instructor: Materials \$45 (cash or check), and \$40 check – NO CASH - payable to the Secretary of State (for the proctored exam). You must attend the class to be eligible to take the exam. (Completion of this course does not guarantee a passing score on the State exam, and/or employment.)

Loan Signing Specialist [Brenda Pena – 5/14. 8am - 2pm. Golden Oak, Room 2. \$79]

This class is designed for Notaries who want to become Loan Signing Specialists. Students will learn how to contact borrower(s) and set appointments; the proper handling of all real estate forms, how to return the loan package to title and escrow; the required materials and tools; the duties and responsibilities of the Notary, and how to market your services to the real estate community. Participants that pass the exam will receive a certificate. Prerequisite: Must have or be in the process of obtaining a California State Notary Public License. In addition to the above registration fee, Materials are \$45, and the Exam (Optional) is \$30. These can be paid to the Instructor via cash, check (made out to Master's Notary Academy), or credit.

Project Management (CAPM® Prep) [Certificate – Summer O'Brien – Course A or B: Dates – TBD. Times – TBD. Golden Valley HS, Room 604. \$149]

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.)

CAREER SUPPORT SKILLS

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.

Computer/Technology:

Clean and Optimize Your Sluggish PC [Judy Taylour – 3/26. 9:30am - 12:30pm. Golden Oak, Computer Lab, Room 1. \$26]

Happiness is a clean and organized hard drive! You will learn how to care for your computer's hard drive to ensure optimal performance through routine maintenance, techniques for backing up and restoring data, and organizing your hard drive in this non-tech savvy class. You are welcome to bring your laptop.

Computers and Windows (Intro) [Judy Taylour – 2/22, 2/29, 3/7, 3/14. 6 - 9pm. Golden Oak, Computer Lab, Room 1. \$71]

In this hands-on class, learn to use your computer and how to customize your working environment, explore the control panel and Windows Explorer, and create files and folders and more. Knowledge of the keyboard and mouse is helpful. (Windows 8 handouts available.) You are welcome to bring your Windows 7 laptop.

Computer Basics & Internet 101 for Seniors [Judy Taylour – 2/22, 2/29, 3/7, 3/14. 1:30 – 4:30 p.m. Golden Oak, Computer Lab, Room 1. \$67]

Learn to use your computer more effectively. No "techo-speak" here! Learn how to open and close programs; use the task bar, icons, and more. Learn to send e-mail and surf the internet. We'll "surf" the SCV during class. Windows 10 handouts available.

Computer Basics & Internet 201 for Seniors [Judy Taylour – 4/11, 4/18, 4/25, 5/2. 1:30 – 4:30pm. Golden Oak, Computer Lab, Room 1. \$67]

Learn how to organize the data in your computer, shop online and get the most from search engines and discover why Google is the most used browser. Continue your Windows exploration (handouts available for Windows 10) via customization of your desktop and start menu; learn about the control panel and use of file explorer.

Excel 2013 (Intro) [Tom Smalley – Session 1: 2/23, 3/1, 3/8, 3/15, 3/22, 3/29; Session 2: 4/12, 4/19, 4/26, 5/3, 5/10, 5/24. 6 – 8 pm. Golden Oak, Computer Lab, Room 1. \$76]

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”.

Microsoft PowerPoint [Judy T aylour – 5/16, 5/23. 6 – 9pm. Golden Oak, Computer Lab, Room 1. \$43]

Learn important design concepts and how to create professional business, school and personal presentations. PowerPoint allows you to design high-quality presentations and handouts with powerful, easy-to-use tools. Learn to: create a master; add slides; use bullets, numbering, text boxes, graphics and animation; use the slide show view, slide sorter and more. Knowledge of the Windows operating system and Word is helpful. You are welcome to bring your laptop with PowerPoint 2010, 2013 or 2016.

Windows 10 [Judy T aylour – 2/27. 9:30am. – 12:30pm. Golden Oak, Computer Lab, Room 1. \$26]

It’s a free upgrade for Windows 7 and 8.1! Bring your laptop and we’ll explore Microsoft’s newest operating system. Start menu or apps – whichever view works for you. Learn to customize Windows 10 to work for you. We’ll also explore Edge, Microsoft’s latest browser.

Microsoft Word Essentials [Judy T aylour – 4/11, 4/18, 4/25, 5/2. 6:00 – 9:00pm. Golden Oak, Computer Lab, Room 1. \$71]

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.

LANGUAGES:

Basic Conversational Spanish – Level I [Lucia Esquivel – Session 1: 2/2, 2/9, 2/16, 2/23, 3/1, 3/8; Session 2: 3/15, 3/22, 3/29, 4/12, 4/19, 4/26. 6:00 – 8:00pm. Saugus HS, Room A104. \$64]

iBienvenido! (Welcome!) This course is designed for the non-native speaker. Students will learn vocabulary related to family, school, community and an introduction to the conjugation of verbs. This comprehensive and fun course will put the Spanish you learn into practice right away! iNos vamos! (See you there!)

Basic Conversational Spanish – Level II [Lucia Esquivel – 5/3, 5/10, 5/17, 5/24, 5/31, 6/7. 6:00 – 8:00pm. Saugus HS, Room A104. \$64]

Designed to continue from Spanish I, this class is for the nonnative speaker with a basic understanding of the Spanish language. Instruction will continue further in depth of vocabulary and conjugation of verbs.

Spanish for Educators – Level I [Anna Bettencourt – 2/16, 2/23, 3/1, 3/8, 3/15. 5:00 – 6:30pm. Golden Oak/TLC, Room 2. \$53]

This course in basic Spanish is specifically focused for those who work in schools. It is geared to address vocabulary (words, phrases, etc.) commonly encountered during the regular course of the school day from both students and parents. Cultural awareness will also be addressed.

Academic Preparation

ENGLISH AS A SECOND LANGUAGE/CLASES DE INGLES - ESL (PRE-LITERACY LEVEL)

Designed for adults who speak little or no English/Diseñado para los adultos que hablan poco o nada de Inglés. Contact us/ Contáctenos: 661-253-0583 or kmccue@hartdistrict.org

ENGLISH AS A SECOND LANGUAGE – ESL BRIDGE CLASSES:

Computer Basics 1 – Certificate “ESL Bridge Class” [Gerardo Nunez – 2/6, 2/13, 2/20, 3/5, 3/12, 3/19. 10:00 – 12:00pm. Golden Oak, Computer Lab, Room 1. \$37]

As a beginner, learn the basics of computers; Windows, Word and touch on PowerPoint and Excel. Learn to use toolbars and navigate through menus and dialogue boxes, use editing tools and create tables, text boxes and more. Como un principiante, aprender los conceptos básicos de los ordenadores Windows, Word y toque en PowerPoint y Excel. Aprender a ue las barras de herramientas y navegar a través de los menú y cuadros de diálogo, utilice herramientas de edición y crear tablas, cuadros de texto y mucho más.

Conversational English and American Cultural Awareness (Basic – Intermediate) “ESL Bridge Class” [Yara Wright – Session 1: 2/19, 2/26, 3/4; Session 2: 4/15, 4/22, 4/29. 6:00 – 8:00pm. Golden Oak, Computer Lab, Room 1. \$24]

Be more comfortable speaking English at work and in the community. Learn values that shape the way of life in the United States, and acquire valuable information to better understand American traditions and customs. In “English” we will discuss

similarities and differences between the US and your home country. Have fun sharing experiences and opinions in this conversation class as you navigate daily aspects of life in the USA. Sientase mas comfortable hablando ingles en el trabajo y en la comunidad. Aprenda valores que formaran su vida en los Estados Unidos y adquiera informacion importante para mejor entender las tradiciones y costumbres americanas. Hablaremos en ingles las diferencias y similitudes entre los Estados Unidos y su pais de origen.

ABE/ESL Basic Skills “ESL Bridge Class” [Mike Swelnis – M & W 1/11 – 4/20. 4:30 – 6:00pm. Golden Oak, Room 3. No Charge]

Designed for high level English speakers whose native language is not English, this class will work with students to help them advance their basic skills in reading, writing and mathematics. Open Enrollment. This is not an ESL class.

ADULT BASIC EDUCATION – ABE (Pre/non high school diploma academics) [Mike Swelnis – M & W 1/11 – 4/20. 4:30 – 6:00pm. Golden Oak, Room 3. No Charge]

If you are struggling with some of your basics and want to improve your skills for self-growth or to work toward more formal education, such as earning your high school diploma, we can help! Based on a brief intake session and some pre-assessment, we will help you enroll at the level you need. NOTE: these classes are open entry, but you must register in person. For more information, go to our website (www.goldenoakadultschool.com), email our Registrar, kmccue@hartdistrict.org or call us at 661-253-0583.

ADULT SECONDARY EDUCATION – ASE (High School Diploma) [Jamie Hawn & Mike Ehrhart – Morning & Evening classes available. Golden Oak. No Charge] NOTE: Classes are open entry; you must register in person.

For adults who have not earned their High School Diploma. Independent Study option available. Call 661-253-0583, email our Registrar, kmccue@hartdistrict.org or go to our website (www.goldenoakadultschool.com) for details.

COMMUNITY EDUCATION & ENRICHMENT

Ceramics (Hand Building – No Wheel-All Levels) [Pam Nielsen – 3/16, 3/23, 3/30, 4/13, 4/20, 4/27, 5/4, 5/11. 6:30-9:00pm. Location-TBD. \$74]

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.

Creative Watercolor [Reine River – Session 1: 2/17, 2/24, 3/2, 3/9, 3/16, 3/23; Session 2: 4/13, 4/20, 4/27, 5/4, 5/11, 5/18. 6 – 9 pm. Golden Valley High School, Room 514. \$58]

New and traditional techniques will be demonstrated (wet on wet, dry brush, etc.); abstract and representational. Class will paint from still life, postcards and other photographic images. A complete list of required materials is available at www.goldenoakadultschool.com; estimated cost \$50 - \$100.

Quilting – Basic/Intermediate (Spoiler Alert!!)

At time of printing, all information was not available regarding this course. This class “may” be held in spring. Watch our website (www.goldenoakadultschool.com), or call us at **661-253-0583** for updates.

ROSES, ROSES, ROSES [John Windsor – 2/6. 9:00am. – 12:00pm. Golden Oak, Room 2. \$28].

This class will provide valuable information on rose care for both the novice and expert. Topics will include feeding, pruning, watering and general care especially during the winter months. Also discussed will be the different types of roses and varieties that are more resistant to insect and disease problems. Optional \$5 materials fee is payable to the instructor.

Woodworking – Intermediate/Advanced [Leonard Friedman – Session 1: 2/1, 2/8, 2/22, 2/29, 3/7, 3/14, 3/21, 3/28; Session 2: 4/11, 4/18, 4/25, 5/2, 5/9, 5/16, 5/23, 6/6. 6:30 – 9:30 pm. Saugus H.S., Room D10. \$87]

A woodworking class for intermediate or advanced level woodworkers. Must have completed the beginning wood class or have instructor approval. 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 is stocked in the classroom and can be purchased.

GO Jazz Big Band: YES! – Our 20 piece Pro-level Big Band is back bringing you the same outstanding talent and more popular tunes. This is the same group that played to a “Standing Room Only” crowd last November when more than 500 guests enjoyed their performance commemorating Frank Sinatra’s 100th birthday. At the printing of this notification, the “theme” for this next concert is still being chosen, but it is sure to be a crowd pleaser. Mark your calendars for Saturday, March 19th, 7 p.m. and join the guys and gals in the band at the beautiful West Ranch High School Performing Arts Theater. For updates and more information about the show and how to get tickets, you can watch the band’s website at GoJazzBigBand.com, or call our hotline at **661-259-0033 X444**. We look forward to seeing you there! 