Pharmacy Technician student practices preparing medications that are administered directly into a patient's bloodstream.

Register and Start a New Career Now!

CATALOG OF CLASSES
SPRING - SUMMER 2014

WWW.HBAS.EDU • (714) 842-HBAS (4227)
Huntington Beach Union High School District

Parents and Students please flip the catalog over for the High School Academic Preparation Program and 1st-9th Grade Performing Arts Programs!
Uncertain future for HBAS. The world of Adult Education in California has seen better times. Since the implementation of “flexibility” in the 2008-09 school year, Adult Schools across California have experienced significant cuts and in many cases, closure. In the case of HBAS, it was one of the first schools in California to experience significant cuts to its budget, over 50%. As time went on, many more schools would suffer the same fate or worse. As a state, we were going through the “great recession” and the HBUHSD was forced to make difficult decisions in order to preserve vital services to our school-age children. Although difficult, HBAS accepted its cuts and adjusted. And it adjusted well thanks to the support of our community who showed they valued the classes offered by HBAS.

So what does the future hold for HBAS? I wish I could say we are past the hard times. I wish I could say that the increased funding going towards education would result in more funding for Adult Schools, but that’s just not the case. What I can say is that we are safe from further cuts for this year and next year. Current law requires expenditures on Adult Education equal to those of the 2012-13 school year. But this mandate ends for the 2015-16 school year. What we have from our legislature and governor is an “intent” to provide dedicated funding in the 2015-16 school year which begins July 1st, 2015. The amount of funding and which services will be funded is still unclear. Rest assured that HBAS will continue to move forward and face whatever challenges lie ahead, just as we have in the past. With your support and the commitment of our staff we will continue to bring you relevant and affordable educational opportunities for many years to come.

Sincerely,

Steve Curiel, Principal
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRAIN FOR A CAREER</strong></td>
<td>4 - 25</td>
</tr>
<tr>
<td>Prepare for a new career!</td>
<td></td>
</tr>
<tr>
<td>Medical Billing and Coding, Medical Assistant, Pharmacy Technician</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant, General Office Clerk</td>
<td></td>
</tr>
<tr>
<td>Small Business Marketing, Notary Public Seminar</td>
<td></td>
</tr>
<tr>
<td>Computer Classes - Vocational</td>
<td></td>
</tr>
<tr>
<td><strong>HEALTH &amp; SAFETY EDUCATION</strong></td>
<td>9</td>
</tr>
<tr>
<td>CPR &amp; First Aid Classes, American Red Cross Certified</td>
<td></td>
</tr>
<tr>
<td><strong>STUDENT SERVICES / INFORMATION</strong></td>
<td>11</td>
</tr>
<tr>
<td>Vocational Guidance and Counseling Services / Business Soft Skills</td>
<td></td>
</tr>
<tr>
<td><strong>PROFESSIONAL ENRICHMENT</strong></td>
<td>14</td>
</tr>
<tr>
<td>Typing Test</td>
<td></td>
</tr>
<tr>
<td><strong>COMPUTER CLASSES FOR FUN AND HOME</strong></td>
<td>25 - 26</td>
</tr>
<tr>
<td>Technology for Leisure</td>
<td></td>
</tr>
<tr>
<td><strong>PARENT SMART PRESCHOOL</strong></td>
<td>27 - 29</td>
</tr>
<tr>
<td>Parent Smart Toddler Classes</td>
<td></td>
</tr>
<tr>
<td>Parent Smart Preschool</td>
<td></td>
</tr>
<tr>
<td><strong>HIGH SCHOOL DIPLOMA</strong></td>
<td>30</td>
</tr>
<tr>
<td>Get a Diploma! Achieve your goals!</td>
<td></td>
</tr>
<tr>
<td><strong>GED TEST PREPARATION</strong></td>
<td>31</td>
</tr>
<tr>
<td><strong>LEARN ENGLISH</strong></td>
<td>32 - 34</td>
</tr>
<tr>
<td>English as a Second Language / Distance Learning</td>
<td></td>
</tr>
<tr>
<td><strong>PERSONAL ENRICHMENT &amp; COMMUNITY CLASSES</strong></td>
<td>35 - 37</td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
</tr>
<tr>
<td>World &amp; History</td>
<td></td>
</tr>
<tr>
<td>Culinary Arts, Music and Art Classes</td>
<td></td>
</tr>
<tr>
<td><strong>MENTAL HEALTH AND FITNESS</strong></td>
<td>38 - 39</td>
</tr>
<tr>
<td>Brain Fitness - “Sight” and “Sound” / Mental Health, Empowerment, and Fitness</td>
<td></td>
</tr>
<tr>
<td><strong>HEALTH AND FITNESS</strong></td>
<td>40 - 43</td>
</tr>
<tr>
<td>Active Health &amp; Fitness Classes for Adults of all Ages</td>
<td></td>
</tr>
<tr>
<td><strong>GENERAL INFORMATION</strong></td>
<td>44 - 45</td>
</tr>
<tr>
<td><strong>CLASS LOCATIONS</strong></td>
<td>46</td>
</tr>
<tr>
<td><strong>REGISTRATION INFORMATION &amp; FORM</strong></td>
<td>47</td>
</tr>
</tbody>
</table>
CAREER TRAINING PROGRAMS

New Medical Billing and Coding Program with Optional Externship (Health Information Technicians)

According to the U.S. Bureau of Labor Statistics, California employs the largest number of professional medical billers and coders in the nation with an average salary of $42,070.

Medical billing and coding workers are the health care professionals in charge of processing patient data such as treatment records and related insurance information. Medical insurance billers and coders are tasked with coding a patient's diagnosis along with a request for payments from the patient's insurance company. The Medical Biller & Coder program prepares students for a medical career in a non-patient setting. Upon completion of this program, the student can sit for a national coding exam to become a certified coder.

Medical billers and coders are employed by coding companies, billing companies, collection agencies, clearing houses, physician's offices, hospitals, clinics, consulting firms, insurance companies including HMOs, PPOs, IPAs, foundations for health care, mental health care facilities. This program will cover the following course topics: Medical Billing, Medical Coding, Electronic Coding & Health Record, Terminology, and Anatomy and Physiology. High school diploma or GED required. All students must pass an English and Math proficiency test. Must complete all classes within a 2-year time frame to receive program certification.

Quick Occupational Facts for the OC:
Average Wage: $20.23/hr
Job Openings 2010-2020: 1,810
Source: labormarketinfo.edd.ca.gov

NEW!

STUDENTS CAN START IN ANY CLASS.

FREE ORIENTATION for students considering enrolling, choose 1 date to attend:
Thursday, March 20, 2014
1:30 pm - 4:30 pm HBAS, B104 0680608
Thursday, April 10, 2014
1:30 pm - 4:30 pm HBAS, A103 0680605
Thursday, May 15, 2014
1:30 pm - 4:30 pm HBAS, B104 0680606
Thursday, June 12, 2014
1:30 pm - 4:30 pm HBAS, A103 0680607

Class Fee Includes Book.

Early Bird Fees available if enrolled or postmarked at least 7 days prior to start date of class.
PROGRAM REQUIREMENTS: *Student may enter this program at the beginning of any unit. Books will be distributed first night of class! Prices subject to change.

Medical Coding (6 weeks) Early Bird $699, Regular $719 (includes 4 books)
0680302 M-Th 5:00 pm - 10:00 pm 3/31/14 - 5/15/14 HBAS A103

Terminology for Billing and Coding (4 weeks) Early Bird $319, Regular $339 (includes book)
0680402 M-Th 5:00 pm - 10:00 pm 5/19/14 - 6/12/14 HBAS A103

Anatomy and Physiology (5 weeks) Early Bird $439, Regular $459 (includes book)
0680502 M-Th 5:00 pm - 10:00 pm 6/16/14 - 7/17/14 HBAS A103

Beginning Excel (See page 17) Early Bird $99, Regular $109 (includes book)

Beginning Word (See page 16) Early Bird $99, Regular $109 (includes book)

Keyboarding Certification (45 wpm minimum) (See page 14) HBAS students only $10

Business Soft Skills Recommended (See page 11)

ELECTIVES:

National Credentialing Exam Preparation Class for Coding Specialist (Includes Exam)
Fee: Early Bird $309, Regular $329
0680803 M-Th 10:00 am - 2:30 pm 7/21/14 - 7/24/14 HBAS A103
Test Date Friday 9:00 am - 1:00 pm 7/25/14 HBAS A103

The Professional Association and Healthcare Coding Specialists (PAHCS) has agreed to partner with Huntington Beach Adult School to offer our students the National Credentialing Exam of Certified Medical Coding Specialist (CBMCS). Students will be granted the opportunity to become a student member while pursuing the coursework for the exam. Upon the successful completion and passing the exam, students will become regular members of PAHCS. Students who received their certification from a school other than HBAS must provide official proof of their certification prior to enrolling for this class.

HIPPA/DSM V Early Bird $329, Regular $349 (includes 2 books)
0680901 M-F 10:00 am - 2:30 pm 7/28/14 - 8/8/14 HBAS A103

Students will learn various Titles of HIPAA and how they apply in the medical setting as well as privacy issues, transaction and code sets, security rules, unique identifiers, fraud prevention, etc. Also, students will learn how clinicians apply information from the Diagnostic and Statistical Manual and form a modern understanding of psychiatric diagnosis, treatment and illness as well as diagnostic principals, structures of the manual and how it is used with various mental disorders.

COMING THIS FALL:

EXTERNSHIP 160 hours-at the completion of all HBAS coursework
Prerequisite: Successfully complete all required coursework and teacher recommendation.

INSTRUCTOR

Annette Butler CBMCS, CHCI  Annette Butler is a certified coder and a certified coding instructor with PAHCS. She is the author of the bestselling textbook, Outcomes in Coding Practice, published by Delmar/Cengage Learning and has written curriculum for the University of California Riverside, Mira Costa College and River Springs Charter School. During her 18 years of teaching, she has developed and implemented eight certification programs as well as an Associate's Degree Program in the field of Medical Informatics. Her business experience includes consulting, compliance, auditing, contract negotiation, billing, coding and periodically testifies as an expert witness in court. In 2003, she was recognized as a Distinguished Teacher by the San Diego County Office of Education. Annette holds a Full Time Clear California Teaching Credential in Vocational Education and is the former President of Phi Delta Kappa (North County San Diego).
Medical Assistant Certification with new Externship

Medical Assistants greet patients in medical offices or other medical settings where they help doctors with examinations and treatments. They run routine lab tests such as urinalysis and take vital signs and run EKGs. They may give injections or perform ‘finger sticks’ to draw small amounts of blood if they are properly trained. Assistants may instruct patients about medication and self-treatment.

**High school diploma or GED required. All students must pass an English and Math proficiency test. Must complete all classes within a 2-year time frame to receive program certification.**

**FREE MANDATORY INFORMATIONAL ORIENTATION** for students considering enrolling, choose 1 date to attend:

- **Thursday, March 27, 2014**
- **Friday, April 4, 2014**
- **Friday, May 2, 2014**
- **Thursday, May 15, 2014**
- **Friday, June 6, 2014**
- **Friday, July 11, 2014**

**Program Requirements:**

**Required Coursework:** Full 5 week computer courses required, includes lineup materials.

*Prices subject to change.*

- **Windows File Management** (See page 20)
  - Early Bird $69, Regular $79
- **Internet Basics** (See page 21)
  - Early Bird $69, Regular $79
- **Microsoft Word I** (See page 16)
  - Early Bird $99, Regular $109
- **Microsoft Excel I** (See page 17)
  - Early Bird $99, Regular $109
- **Microsoft Outlook** (See page 24) (1 day Saturday course)
  - Early Bird $39, Regular $49
- **Business Soft Skills** (See page 11)
  - Early Bird $79, Regular $89
- **Keyboarding Certificate** (45 wpm minimum) (See page 14)
  - HBAS students only $10 or Lab class $29.

**Terminology for Medical Assistants** *(This is a prerequisite for all other classes.)*

**Early Bird** $219, **Regular** $239 per module *(Includes book.)*

- **0679104 T** 6:00 pm - 10:00 pm
  - Module B: 4/8/14 - 6/10/14
- **0679105 M - Th** 8:00 am - 12:00 pm
  - Module A: 6/16/14 - 7/3/14
- **0679106 M - Th** 8:00 am - 12:00 pm
  - Module B: 7/7/14 - 7/24/14

**Quick Occupational Facts for the OC:**

- **Average Wage:** $15.71/hr
- **Job Openings 2010-2018:** 9,370

*Source: labormarketinfo.edd.ca.gov*
Administrative Medical Office Assistant
Each Class Early Bird $389, Regular $409 per module (Books included.)
0679204 M/W 8:00 am - 1:00 pm Module B: 4/7/14 - 6/11/14

Clinical Medical Office Assistant
Each Class Early Bird $389, Regular $409 per module (Books included.)
plus $35 CPR/First Aid Card in Clinical A
Prerequisite: Administrative Medical Office A & B + Medical Terminology A & B
0679304 T/Th 8:00 am - 1:00 pm Module B: 4/8/14 - 6/12/14

Medical Assistant - EXTERNSHIP Fee $219 (Includes book.)
plus $20 Malpractice Insurance
Prerequisite: Successfully complete all required coursework and teacher recommendation.
Must be available to work Monday - Friday.
0680103 M - Th 1:00 pm - 5:00 pm 6/16/14 - 7/24/14

CMA Exam Prep (CCMA Study Group) Each Class Early Bird $169, Regular $189
0679501 Tuesday 6:00 pm - 10:00 pm 6/17/14 - 7/22/14

ADDITIONAL MEDICAL-RELATED CLASSES:
Adult CPR/First Aid Fee: Early Bird $79, Regular $89
091101 Sat 8:30 am - 1:30 pm 3/15/14 C116
091102 Sat 8:30 am - 1:30 pm 5/10/14 C116

Adult & Pediatric First Aid/CPR/AED Fee: Early Bird $89, Regular $99
090103 Sat 8:00 am - 2:30 pm 4/5/14 C116
090104 Sat 8:00 am - 2:30 pm 7/12/14 C116

INSTRUCTOR
Randa Baird is a highly qualified Vocational Education Credentialed instructor in Medical Office Occupations and Office Occupations and has an additional degree in Post-Secondary Education. She has been teaching Medical Assisting and Medical Insurance Billing for 28 years, 25 of those years at Huntington Beach Adult School. Randa has taught at Coastline ROP, Orange Coast Community College, Cal Poly Pomona and Huntington Beach Adult School. She earned the California Council for Adult Education award for Excellence in 2012. Randa has been very active in all aspects of Medical Assisting in California including past president of the California Association of Medical Assisting Instructors and past President of the California Association of Health Career Educators. She was on the panel of instructors that set the Regulations for Medical Assistants in 2005. Randa is also a certified Red Cross Instructor and a Certified Medical Assistant in both Administrative and Clinical areas. Randa currently is the Coordinator of the Medical Assisting Department at HBAS.
Pharmacy Technician

Fee: Early Bird $1,799 per session, Regular $1,999 per session (includes books, lab coat, and materials).

96% of our students pass the National Board Exam.

Pharmacy Technicians work under the direct supervision and control of a licensed pharmacist. They perform repetitive, basic routine tasks related to the processing of a prescription in a pharmacy. Pharmacy Technicians may: count tablets; measure, mix, pour and record amounts and dosages of medications; label bottles; and package pharmaceuticals. Pharmacy Technicians typically work in retail or hospital settings that are clean, organized, well-lit and well-ventilated. They spend most of their work day on their feet and may work 8 hours or more per day. The job of Pharmacy Technician will appeal to those who enjoy working with people and performing duties that are organized, clearly defined, and require accuracy and attention to detail. **Students must have a high school diploma or GED and a clear background check (English version required if document is in a foreign language). All students must also pass an English and Math proficiency test.**

ATTEND 1 FREE MANDATORY INFORMATIONAL ORIENTATION for students considering enrolling, choose 1 date to attend:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 4, 2014</td>
<td>9:00 am - 1:00 pm</td>
<td>HBAS, B102</td>
<td>0678619</td>
</tr>
<tr>
<td>Friday, May 2, 2014</td>
<td>9:00 am - 1:00 pm</td>
<td>HBAS, B102</td>
<td>0678620</td>
</tr>
<tr>
<td>Friday, June 6, 2014</td>
<td>9:00 am - 1:00 pm</td>
<td>HBAS, B102</td>
<td>0678621</td>
</tr>
<tr>
<td>Friday, July 11, 2014</td>
<td>9:00 am - 1:00 pm</td>
<td>HBAS, B102</td>
<td>0678622</td>
</tr>
<tr>
<td>Friday, August 1, 2014</td>
<td>9:00 am - 1:00 pm</td>
<td>HBAS, B102</td>
<td>0678623</td>
</tr>
</tbody>
</table>

ORIENTATION SCHEDULE:

Information Session: 9:00 am - 9:30 am
Computer Classes Discussion: 9:30 am - 9:45 am
Questions & Answers: 9:45 am - 10:00 am
English Entrance Exam: 10:00 am - 11:00 am
Math Entrance Exam: 11:00 am - 12:00 pm
Test Results: 12:00 pm - 1:00 pm

REQUIRED COURSEWORK:
(Students have the option to test out of computer classes.)

- **Microsoft Word I** (full 5 week course)
  (See page 16) Early Bird $99, Regular $109
- **Microsoft Excel I** (full 5 week course)
  (See page 17) Early Bird $99, Regular $109
- **Keyboarding Certificate** (45 wpm minimum)
  (See page 14)
  HBAS students only $10 or Lab class $29.
- **Business Soft Skills** recommended.
  (See page 11) Early Bird $79, Regular $89

Class Fee Includes Book.
PROGRAM REQUIREMENTS: Choose to attend mornings or evenings.

MORNING SCHEDULE: COURSE LENGTH: 12 weeks, 250 hours total
0678503 M - Th (some Fridays) 8:30 am - 1:30 pm HBAS, B104 4/7/14 - 7/3/14

AFTERNOON SCHEDULE: COURSE LENGTH: 10 weeks, 250 hours total
0678531 M - F 2:30 pm - 7:30 pm HBAS, B104 6/2/14 - 8/8/14

GRADUATION DATE: Friday, July 18, 2014 from 9 am to 11 am

✓ 12 weeks day program or 16 weeks evening program
✓ All materials and uniform provided

INSTRUCTOR

Pamela Canlas, RPhT, CPhT
Pamela Canlas has over a decade of practical experience as a lead pharmacy technician specializing in chemotherapy/HIV agents and outpatient settings while at Kaiser Permanente, USC Medical Center, Harbor UCLA, and King Drew Medical Center. She then decided to merge her expertise with her love of teaching to join HBAS’ Pharmacy Technician program and spearheaded the launch of their first classes. Her effectiveness and devotion as a pharmacy technician instructor has been evident in the popularity and growth of the program.

Ms. Canlas is a Registered Pharmacy Technician with the California Board of Pharmacy and received her national certification from the Pharmacy Technician Certification Board. She is a graduate of the University of California, Irvine, where she earned her Bachelor’s Degree in Psychology. She went on to receive her teaching credential through UCLA’s extension program. Ms. Canlas is a firm believer that innovative and compassionate healthcare is a key factor in promoting the quality of life for patients. She and her family have been lifelong residents of Southern California, and they are involved in numerous community service efforts.

HEALTH & SAFETY EDUCATION

Obtaining First Aid and CPR/AED certification is important!

American Red Cross First Aid, CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator) training meets the needs of workplace responders, school staffs, professional responders and healthcare providers, as well as the general public and concerned parents.

Classes in American Red Cross Standard First Aid with CPR/AED are offered as “Adult” or “Adult and Pediatric” which includes Adult and Child plus CPR - Infant course. Both classes incorporate the current ECC standards. Participants will learn to recognize and respond appropriately to cardiac, breathing, and first aid emergencies and learn the skills needed to give immediate care to a suddenly injured or ill person until more advanced medical personnel arrive and take over.

No refunds will be given for these classes due to the restricted class size, unless a class is cancelled by HBAS. Students must read at 8th grade level. Purchase of the ARC book is optional ($15). Class is held in our new HB Adult School Main Campus, Room C116.

Instructor: Randa Baird

Adult & Pediatric First Aid/ CPR /AED

Fee: Early Bird $89, Regular $99

Students who successfully complete this course will receive certificates for Standard First Aid with CPR/AED - Adult & Child which are valid for two years. Note: A ½ hour Lunch Break is included.

090103 Sat 4/5/14 8:00 am - 2:30 pm
090104 Sat 7/12/14 8:00 am - 2:30 pm

Adult First Aid/ CPR /AED

Fee: Early Bird $79, Regular $89

Students who successfully complete this course will receive certificates for Standard First Aid with CPR/AED - Adult which are valid for two years. Note: No lunch break is included.

091101 Sat 3/15/14 8:30 am - 1:30 pm
091102 Sat 5/10/14 8:30 am - 1:30 pm
**Administrative Assistant**

Enter the world of office administration by performing and coordinating an office’s administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients. Administrative assistants (formerly referred to as secretaries) perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, web sites, and e-mail. Administrative Assistants with experience and/or specialized training can advance to Executive Assistants and legal and medical secretaries. Such advancements can result in significantly higher pay. **Must complete all classes within a 2-year time frame to receive program certification.**

**Required Coursework** (some course requirements completed in seminars or online):
- Data Entry/10 Key (lab)
- Microsoft Access
- Keyboarding (lab) (60 wpm)
- Microsoft Excel I & II
- Business Soft Skills
- Microsoft Outlook
- The ABC’s of Accounting
- Microsoft PowerPoint
- Accounting I & II
- Microsoft Word I & II
- QuickBooks Pro I & II
- Windows File Management

(Class dates and times listed on pages 14-25.)

**Office Clerk/Data Entry Clerk**

Rather than performing a single specialized task, office clerks / data entry clerks have responsibilities that often change daily with the needs of the specific job and the employer. Some clerks spend their days filing or keyboarding. Others enter data at a computer terminal. They also operate photocopiers, fax machines, and other office equipment; prepare mailings; proofread documents; and answer telephones and deliver messages. The specific duties assigned to a clerk vary significantly, depending on the type of office in which he or she works. An office clerk in a doctor’s office, for example, would not perform the same tasks that a clerk in a large financial institution or in the office of an auto parts wholesaler would. The HBAS Career Training Center prepares Office Clerks / Data Entry Clerks to be prepared for just about any environment they might find themselves in. **Must complete all classes within a 2-year time frame to receive program certification.**

**Required Coursework** (some course requirements completed in seminars or online):
- Data Entry/10 Key
- Keyboarding (lab) (40 wpm)
- Internet Basics
- Microsoft Word I
- Microsoft Access
- Computer Basics I & II
- Microsoft Excel I
- Business Soft Skills
- Windows File Management

(Class dates and times listed on pages 14-25.)

- Classes only 5 weeks long, two days a week
- Offered days and evenings
- Free parking
Business Soft Skills

Fee: Early Bird $79, Regular $89

Required for Career Training Students including Medical Assistant, Pharmacy Tech, Administrative Assistant, Office Clerk, and Billing and Coding.

Coursework includes online instruction. By taking this class, you’ll learn to:
- Update your resume and cover letter
- Perfect your interviewing techniques
- Identify your skills and abilities
- Review best customer service and business communication skills
- And more…

Prerequisite: Ability to type 25 wpm, basic computer skills, access to a computer with Internet.

Instructor: Cynthia Bonnycastle
0680003 T / Th 3:00 pm - 5:00 pm 3/4/14 - 4/3/14 HBAS A103
0680004 T / Th 3:00 pm - 5:00 pm 5/6/14 - 6/5/14 HBAS A103

CAREER TRAINING SUPPORT

Complete training programs are offered through HBAS. Students interested in completing one of the training programs must complete the required coursework within a two year period in order to receive a vocational certificate. A vocational certificate signifies a mastery of a broad set of skills related to a particular career. By earning a vocational certificate, students also demonstrate an ability to complete complex tasks, overcome challenges, and prioritize competing responsibilities. For more information, please contact our counselor, Cynthia Bonnycastle.

Individual Computer Classes - HBAS also offers students the opportunity to take computer classes individually. Brush up on your office skills or take a class for fun. Take the right courses and earn a Certificate!

How to register:
- Online at www.hbas.edu for classes with the mouse icon.
- By mail - 17231 Gothard Street, Huntington Beach 92647
- In person at our Main Campus - 17231 Gothard St., Huntington Beach

For more information please call (714) 842-HBAS (4227).

Need help choosing a career? Our guidance counselor is here to help!

Counselor: Cynthia Bonnycastle cbonnycastle@hbas.edu (714) 842-4227 ext. 4470

Services & Workshops:
- Resumé Assistance
- Educational, Career, Personal Counseling
- Coaching for Successful Job Performance
- Job and College Application Assistance
- Career and Job Information Resources
- Interests, Values, Personality Assessments
- Career Exploration
- Career Interest Assessment Testing
- Goal Setting
- Effective Communication
- Resumé and Job Interview Skills Training

Appointments: Call (714) 842-4227, ext. 4470 for an appointment. Walk-ins welcome.
Free Orientation & Web Assessment  FREE
What do you want the Internet to do for you? Is your business being found online? Are you in control of what is being said about you online? What is the most important strategy for your business success? Let’s do a web presence analysis to determine your strengths and weaknesses and preview how our classes are designed to help.

0684003  F  5/2/14  12:00 pm - 2:00 pm  HBAS C123  Whitmer

ONLINE MARKETING SERIES  HANDS-ON WORKSHOPS COMPUTER LAB

Session 5: Optimizing Your Website  2 Hour Course • Course Fee: $49
Optimization for search discovery can be accomplished through onsite SEO and offsite SEO. Onsite SEO is all of the content, tags, and links that are built into your site. Offsite SEO is everywhere else on the internet where your business site can be linked, listed, reviewed, ranked, blogged, tagged, tweeted, pinned, indexed and found.

0685701  F  3/21/14  12:00 pm - 2:00 pm  HBAS C123  Whitmer

Session 6: Marketing Your Website  3 Hour Course • Course Fee: $79
This workshop will cover the 4 main web strategies - SEM (Pay-per-click, Adwords), Display (Banner ads) & Retargeting, Social Media - give you tools for setting them up on your own, managing them effectively and setting realistic expectations.

0685801  F  4/4/14  10:00 am - 1:00 pm  HBAS C123  Whitmer

Intro to eCommerce  Fee: $79
Building blocks of an effective eCommerce strategy. Everything you need to get started from platform to payment to policy.

0682801  F  4/11/14  9:00 am - 12:00 pm  HBAS C123  Qahlwyn

Getting Started with WordPress  Fee: $89
NEW!
This course shows how to get the most out of the self-hosted version of WordPress and create feature-rich blogs and websites. It will cover all the technical items you need to know to get up and running including: how to get a web host, set up a domain, and how to get WordPress set up on your newly hosted site. We will cover how to use the tools in Word Press from adding images, video, page layout and formatting, contact us form, to installing plugins, customizing your theme, and attracting readers with permalinks, social sharing, taking on line payments and more.

0683901  F  4/25/14  10:00 am - 1:00 pm  HBAS C123  Qahlwyn

SATURDAY MARKETING WORKSHOPS  Fee: $139 per workshop
This 6 hours session covers essential information business owners need to know about online marketing and website development. The following are topics will be covered: Website design and layout, Marketing analysis and calendar, Lead conversion and Sales strategies.

0683051  Sat  6/14/14  9:00 am - 3:00 pm  HBAS C123  Whitmer
0683071  Sat  7/12/14  9:00 am - 3:00 pm  HBAS C123  Whitmer

MAY ONLINE MARKETING MINISERIES FOR SERVICE BUSINESSES
Online marketing is the #1 way to get new customers to purchase your services. The Yellow Pages of yesteryear is now Google. If you need prospects to pick up the phone and call you and positive customer reviews in order to increase demand, this class will show you everything from how to set up your website for optimal lead conversion to tailoring your marketing strategy to deliver more new customers.

Fee: $89. Covers what a Service Business Website should include and design direction aimed at driving a phone call, email or form fill.

0683151  F  5/9/14  9:00 am - 1:00 pm  HBAS C123  Whitmer/Qahlwyn

Fee: $89. Create your own Custom Marketing Strategy, and study “Best Practices” for achieving online success-and most importantly, getting your phone to ring!

0683152  F  5/16/14  9:00 am - 1:00 pm  HBAS C123  Whitmer
JUNE ONLINE MARKETING MINISERIES FOR SALES BUSINESSES

Today’s purchasing decisions are influenced by many different online sources. They key to getting the sale is to be where your consumer is searching, surfing & socializing online, to engage them along the way, and to project a positive brand image.

Fee: $79. Explore themes that work best and the everything you will need to create a functional and profitable website.
0683261 F 6/13/14 9:00 am - 1:00 pm HBAS C123 Whitmer/Qahlwyn

Fee: $79. This course will follow the buying journey of the digital consumer and educate you on where you need to be along the way. We will look at how to translate likes, pins, tweets, posts and followers into sales of your products.
0683262 F 6/20/14 9:00 am - 1:00 pm HBAS C123 Whitmer

Facebook for Business Fee: $89
The large and active Facebook audience makes it a great place to marketing your business. This 3 hour course will cover the essentials of setting up your Facebook business presence and building out your page in a way that identifies your brand and helps increase your over all visibility. We will cover how to create meaningful posts and status updates, adding custom tabs, and website integration. We will also learn how to beyond the basics and widen your fan base, create ads and promoted posts, and how to extend Facebook with mobile and third-party services.
0683801 F 6/27/14 10:00 am - 1:00 pm HBAS C123 Qahlwyn

Marketing "Quick Fire" Forum Fee: $29 per workshop
This forum is designed for you, the students, to come together to ask online marketing questions and learn from real life examples. We will cover subjects such as Google+ and how it benefits marketers, lead capture and conversion, brand reputation, social media etiquette, website development and design, as well as tips, trends and topics that are popular wit the class. Bring your questions and we will cover those, too.
0683351 F 5/16/14 3:00 pm - 4:30 pm HBAS C123 Whitmer
0683361 F 6/20/14 3:00 pm - 4:30 pm HBAS C123 Whitmer
0683371 F 7/11/14 3:00 pm - 4:30 pm HBAS C123 Whitmer

INSTRUCTOR
Jennifer Whitmer, Internet Marketing Consultant Jennifer works in the private marketing industry to help local business owners to grow their business. She is Google certified in sales, optimization and campaign creation of Website Design, Paid Search Advertising (Adwords), Reporting & Metrics. Her expertise covers the entire online marketing spectrum. Jennifer has been an advertising manager for companies such as Rolling Stone Magazine, George Magazine, Stuff, Movieline and worked with clients and ad agencies across the country on such brands as: Apple, Sony, Microsoft, Visa, Porsche, Honda, General Motors, Nike, Adidas, Levi’s, Gap and Bebe.

*Guest Lecturer & Technical Advisor: Aelorae Qahlwyn, Web Designer

Register online at www.HBAS.edu
Notary Public Seminar
California needs additional professional notaries. Become a more valuable employee or own your own business. The course is designed to provide students the knowledge to become a California notary public and prepare you for the state's examination. State proctors will administer the Notary Examination at the end of the class. A 2” x 2” passport sized photo is required for the notary public application form.

Course Fee: Early Bird $79, Regular $89
Book and study materials: $45 paid in class
State Proctor Exam: $40 personal check or money order payable to Secretary of State (Cash is not accepted)
Citizenship or residency required.

Dates: April 5, 2014 0680705
        July 19, 2014 0680706
Instructor: Perez, email dperez@hbas.edu
Location: HBAS, B102
Instruction: Saturday 8:00 am - 3:00 pm
State Exam: Saturday 4:00 pm - 5:30 pm

"I am happy to tell you - I passed the exam! I got 97. Thank you for all your examples in class. I think real life application of the rules really helped me understand them better. Thank you." Teresa Cabrera

"I PASSED!!! Whooohooo!!! You are awesome!! Thank you so very much for being such a fun instructor." Brooklyn R. Miller

WE CAN HELP YOU IMPROVE YOUR TYPING SPEED!

If your speed and or accuracy isn’t quite up to snuff, enroll in our self-paced lab and practice your typing skills. In no time at all, you’ll be typing 40+ and even 60+ words per minute.

Self-Paced Lab Fee: $59; $29 if enrolled in 5-week class.

<table>
<thead>
<tr>
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<th>Days</th>
<th>Start Date - End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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Did you know? HBAS offers typing speed tests for employment applications. Typing tests are held:

Monday & Wednesday 3:30 pm - 5:30 pm
Tuesday & Thursday 12:30 pm - 2:30 pm
Summer Hours: 6/20 - 7/25/14
Fridays only 8:30 am - 11:30 am

Typing Test Fee: $20 for 3 typing tests, certificate is printed for best score. CASH ONLY.
Prerequisites are essential to our classes. Meeting the prerequisite skills from previous classes will enhance your learning experience and allow the class to run smoothly and with fewer interruptions. If you are unsure about whether you have all the skills to take an intermediate or advanced class, then please take a look at the prerequisites for each course or schedule a meeting with our counselor who can help you choose the right class.

Computer Basics 1
Fee: Early Bird $69, Regular $79
Never used a computer? Used a computer for years but never learned the basics? Learn basic computer terminology, the basic parts of a computer, how to use the mouse by clicking, double-clicking, dragging and dropping and right-clicking. Use the keyboard to accomplish simple tasks and learn keyboard shortcuts. Students will be exposed to Word Processing and learn techniques for performing basic editing functions in a document, creating, naming, saving and opening/closing files, editing and selecting text and more. This is a PRE-CLASS to Computer Basics 2. Must have teacher approval to skip this class.
Instructor: Prantalos
0672107  M / W  3:00 pm - 6:00 pm
6/16 - 7/16/14 HBAS C122

Computer Basics 2
Fee: Early Bird $69, Regular $79
Create a variety of documents using Microsoft Word. Learn how to insert clip art, add borders, write letters, learn shortcut keys using the keyboard, create labels and envelopes with clip art and more. Students will also learn how to use a flash/jump drive. Prerequisites: Completion of Computer Basics 1 or teacher approval. Basic typing skills are necessary. *Students are required to bring in a flash/jump/USB drive to save files.
Instructor: Prantalos
0672206  M / W  3:00 pm - 6:00 pm
3/24 - 4/30/14 HBAS C122

Computer Essentials for the Workplace
Fee: Early Bird $69, Regular $79
This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. We’ll focus on practical applications most common to the workplace (Outlook, File Management, Word, Excel and PowerPoint). When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization. This class will introduce you to the various Microsoft Office 2007 - 2013 Applications.
Prerequisites: Basic computer skills and basic typing skills (25WPM).
Instructor: TBD
0617004  T / Th  6:00 pm - 9:00 pm
3/25 - 5/1/14 HBAS C123

Class Fee Includes Book.

Early Bird Fees available if enrolled or postmarked at least 7 days prior to start date of class.

INSTRUCTOR

Tracy Foreman is a highly qualified Vocational Education credentialed instructor in Computer Applications, Office Occupations and Business Management. She has a Master’s Degree in Education Administration, a Bachelor’s Degree in Business Management and has been teaching at Huntington Beach Adult School for 12 years. Tracy is recognized as an online instructor, completing the Leading Edge Certification course. She also earned the California Council for Adult Education award for Excellence in Teaching in 2008. In addition to teaching, Tracy is the current Coordinator of the Career Technical Education department. Her business experience includes over 10 years in private sector as an Associate Account Manager and Sales Administrator at Lucent Technologies, Accounting Department Administrator for University of Phoenix, and Secretary and Facilities Assistant at Wyle Electronics.
Prerequisites are essential to our classes. Meeting the prerequisite skills from previous classes will enhance your learning experience and allow the class to run smoothly and with fewer interruptions. If you are unsure about whether you have all the skills to take an intermediate or advanced class, then please take a look at the prerequisites for each course or schedule a meeting with our counselor who can help you choose the right class.

Access - Beginning
Fee: Early Bird $99, Regular $109
Access is a database management program that allows you to order, manage, & search large amounts of information. In this class, you will learn how to create a basic database & modify an existing one. You will add, edit, & delete tables & fields, filter & sort records, create forms & reports, & complete many other essential Access tasks. Minimum skill requirements: Before enrolling in this course, participants should possess basic computer skills including mouse operation, creating folders, creating files and saving files into folders; and some experience with browsing the internet. We offer a basic computer course if you require acquisition of these skills. 


Instructor: Stone
0673003 M / W 6:00 pm - 9:00 pm
3/24 - 4/30/14 HBAS C123

Word - Beginning
Fee: Early Bird $99, Regular $109
Class provides thorough introductory training of Word. This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Word. Topics introduced include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing this course students can successfully face the challenges presented in Word: Intermediate. Prerequisites: Previous Windows File Management class preferred and basic typing skills (25 WPM). Book included in class fee. Students are advised to bring a USB Flash drive. Class taught using methods suitable for Office 2007, 2010, & 2013.

Instructor: TBD
0675606 T / Th 6:00 pm - 9:00 pm
5/6 - 6/5/14 HBAS C123

Instructor: TBD
0675607 T / Th 3:00 pm - 6:00 pm
3/25 - 5/1/14 HBAS C123

Instructor: Foreman
0675608 MTWTh 8:30 am - 11:30 am
6/16 - 6/27/14 HBAS C122

Instructor: Foreman
0675609 MTWTh 12:00 pm - 3:00 pm
7/14 - 7/24/14 HBAS C122

CLASS FEES INCLUDE BOOKS.

ONLINE CLASSES!

Word 2010 - Beginning Online Fee: $129 (Includes Book)
Word Beginning provides introductory training of Word 2010. This course covers beginning to intermediate Word skills for the computer user who wants to become well versed in word. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms and more. Students can complete assignments at their own pace and turn in all assignments online. On site, in class, final exam score of 80% or better required for certificate of course completion.

Instructor: Foreman
Dates: 3/24/14 - 5/1/14 0682196
5/5/14 - 6/5/14 0682197
6/17/14 - 7/18/14 0682199

Word 2010 - Intermediate Online Fee: $129 (Includes Book)
Class provides thorough intermediate training of Word. This course covers more complex skills than those presented our Beginning course. Topics introduced include newsletter columns, WordArt and Clip art, document themes, styles, picture editing, Mail Merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more.

Instructor: Foreman
Dates: 3/24/14 - 5/1/14 0682396
5/5/14 - 6/5/14 0682397
6/17/14 - 7/18/14 0682398

Students need to have Word 2007 or higher on their computer to complete this course.
Word - Intermediate
Fee: Early Bird $99, Regular $109
Class provides thorough intermediate training of Word. This course covers more complex skills than those presented in our Beginning course. Topics introduced include newsletter columns, WordArt and clip art, document themes, styles, picture editing, Mail Merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. **Prerequisites:** Completion of Word Beginning. Book included in class fee. Students are advised to bring a USB Flash drive. Class taught using methods suitable for Office 2007, 2010, & 2013.

**Instructor:** TBD
0675703 T / Th 8:30 am - 11:30 am HBAS C123

Excel - Beginning
Fee: Early Bird $99, Regular $109
Learn the basics of Excel worksheets including understanding the Excel environment, entering and editing text and number values, entering and editing formulas and functions, applying formatting to selected cells, inserting and deleting columns, rows and cells, printing a worksheet, and creating charts and graphs. **Minimum skill requirements:** Before enrolling in this course, participants should possess basic computer skills including mouse operation, creating folders, creating files and saving files into folders; and some experience with browsing the Internet. We offer a basic computer course if you require acquisition of these skills. Book included in class fee. Students are advised to bring a USB Flash drive. Class taught using methods suitable for Office 2007, 2010, & 2013.

**Instructor:** TBD
0673705 M / W 6:00 pm - 9:00 pm 3/24 - 4/30/14 HBAS C122

**Instructor:** TBD
0673706 M / W 6:00 pm - 9:00 pm 5/5 - 6/4/14 HBAS C123

**Instructor:** Foreman
0673707 MTWTh 12:00 pm - 3:00 pm 5/16 - 6/26/14 HBAS C122

**Instructor:** Foreman
0673708 MTWTh 8:30 am - 11:30 am 7/14 - 7/24/14 HBAS C122

**ONLINE CLASSES!**

**Excel 2010 - Beginning Online** Fee: $129 (Includes Book)
This online course teaches the fundamentals of using Excel 2010. It covers introductory skills. Topics covered include the Ribbon interface, inserting and deleting columns, rows and cells, entering and editing data, creating and modifying formulas, formatting worksheets, copying and moving worksheets, using charts and graphs and more. Students can complete assignments at their own pace and turn in all assignments online. On site, in class, final exam score of 80% or better required for certificate of course completion.

**Instructor:** Foreman

Dates: 3/24/14 - 5/1/14 0682096
5/5/14 - 6/5/14 0682097
6/17/14 - 7/18/14 0682099

**Excel 2010 - Intermediate Online** Fee: $129 (Includes Book)
Once the basics of Excel are learned, it’s time to move on to more challenging uses. Learn how to move data within and between workbooks, manage worksheets, link formulas, format using styles, insert images, graphics and WordArt, use Excel templates, create PivotTables and PivotCharts, use slicers, record macros and more.

**Instructor:** Foreman

Dates: 3/24/14 - 5/1/14 0682296
5/5/14 - 6/5/14 0682297
6/17/14 - 7/18/14 0682298

Students need to have Excel 2007 or higher on their computer to complete this course.

Register online at www.HBAS.edu

Early Bird Fees available if enrolled or postmarked at least 7 days prior to start date of class.
Prerequisites are essential to our classes. Meeting the prerequisite skills from previous classes will enhance your learning experience and allow the class to run smoothly and with fewer interruptions. If you are unsure about whether you have all the skills to take an intermediate or advanced class, then please take a look at the prerequisites for each course or schedule a meeting with our counselor who can help you choose the right class.

Excel - Intermediate
Fee: Early Bird $99, Regular $109
Class provides thorough intermediate training of Excel. This course covers more complex skills than those presented our Beginning course. Topics introduced include working with large worksheets and workbooks; tables; outlines; inserting clip art and logos, pictures and SmartArt; templates; digital signatures; and more. Prerequisites: Completion of Excel Beginning. Book included in class fee. Students are advised to bring a USB Flash drive. Class taught using methods suitable for Office 2007, 2010, & 2013.
Instructor: TBD
0673803 T / Th 12:00 pm - 3:00 pm
3/25 - 5/1/14 HBAS C122

PowerPoint Comprehensive
Fee: Early Bird $129, Regular $139
Class provides thorough training of PowerPoint. Topics introduced include the Ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery, editing presentations, creating handouts and hyperlinks, multimedia and sound, tables, themes and slide masters, and more. Prerequisite: Students should have basic computer skills including mouse operations, creating folders and files and saving files to a flash drive. 2 books included in class fee. Students are advised to bring a USB Flash drive.
Instructor: TBD
0676503 T / Th 6:00 pm - 9:00 pm
3/25 - 5/1/14 HBAS C122

The ABC's of Accounting
Fee: Early Bird $109, Regular $119
This course is a great foundation for students expecting to take our QuickBooks and Accounting courses and requires no prior accounting knowledge. It is a perfect accompaniment for a computerized accounting course, and an excellent option for small business owners and others who simply need better understanding of accounting basics. We will cover a brief history of accounting and its origins, learn the accounting equation: Assets = Liabilities + Owner’s Equity, includes an integrative case study with Dan Diver as he starts his business; his accounting needs grow with each lesson, covers T-accounts and general journal, and their uses in accounting, provides business transaction analysis steps, works through the entire accounting cycle using various small business case studies, and ends with a mini practice case study wherein students do the accounting for an entire month and prepare the financial statements. Book included in class fee.
Instructor: House
0676603 T / Th 6:00 pm - 9:00 pm
3/25 - 5/1/14 HBAS C122

Accounting - Level 1
Fee: Early Bird $139, Regular $149
This Automated course covers Fundamentals of Accounting for a sale proprietorship including double-entry accounting and the accounting cycle. Topics include Journalizing Transactions, Posting to General Ledger, Cash Control System, Worksheet and Adjusting Entries for a Services Business, Financial Statements, and Recording Closing Entries and Preparing Post-Closing Trial Balances. Our Automated Fundamentals of Accounting provides students with our step-by-step real-world applications, enhanced online learning solutions, including Online Working Papers and Automated Accounting Online computerized accounting software. Book and software license included in class fee. Prerequisite: Understanding of Assets and Liability OR completion of ABC’s of Accounting. (Must complete both Accounting 1 & 2 classes for certification of course completion.)
Instructor: House
0676603 T / Th 6:00 pm - 9:00 pm
5/6 - 6/5/14 HBAS C122

Register online at www.HBAS.edu
Accounting - Level 2: Advanced Concepts
Fee: Early Bird $139, Regular $149
This Intermediate Automated course covers Fundamentals of Accounting for a Merchandising Business organized as a Corporation. Topics include Accounting for Purchases and Cash Payments, Accounting for Sales and Cash Receipts, Using General Journal, Accounting for Payroll and Payroll Taxes, Accounting for Uncollectible Accounts Receivable, Adjusting Entries and Trial Balance, Financial Statements and Closing Entries for a Corporation. Our Automated Fundamentals of Accounting provides students with our step-by-step real-world applications, enhanced online learning solutions, including Online Working Papers and Automated Accounting Online computerized accounting software. **Book and software license included in class fee. Prequisite:** Accounting (Level 1). (Must complete both Accounting 1 & 2 classes for certification of course completion.)
**Instructor:** House 0676703 T / Th 6:00 pm - 9:00 pm 6/17/14 - 7/17/14 HBAS C122

QuickBooks: QuickBooks is a small business management software that is designed to manage payroll, inventory, sales and other needs of a small business. The software's features include marketing tools, merchant services, product and supplies, training solutions. Each solution is developed according to different industries and their needs. These software solutions are used to monitor expenses, create invoices and reports, track change orders and job status, and manage inventory, customers, vendors and employees. In addition to these industry-specific packages and their corresponding capabilities, Intuit offers add-ons to QuickBooks version as well as third-party tools that integrate with QuickBooks in order to enhance current functions.

QuickBooks 2012 - Level 1
Fee: Early Bird $99, Regular $109
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. **Minimum skill requirements:** Before enrolling in this course, participants should possess basic computer skills including mouse operation, creating folders, creating files and saving files into folders; and some experience with browsing the Internet. We offer basic computer course if you require acquisition of these skills. **Book included in class fee. Students are advised to bring a USB Flash drive.**
**Instructor:** House 0676203 T / Th 3:00 pm - 6:00 pm 5/6 - 6/5/14 HBAS C122

QuickBooks 2012 - Level 2
Fee: Early Bird $99, Regular $109
Continue your QuickBooks training with this class which will cover Physical Inventory, selling Inventory Items, using QuickBooks for Payroll, working with Balance Sheet Accounts, creating Estimates, using Classes, Job Costing, and Time Tracking, Demystifying “Behind the Scenes”, and customizing QuickBooks. **Prerequisites:** QuickBooks 1. **Book included in class fee. Students are advised to bring a USB Flash drive.**
**Instructor:** House 0670501 5 Saturdays 8:30 am - 3:00 pm* 4/26 - 5/31/14 HBAS C122 No class 5/24/14

QuickBooks: QuickBooks is a small business management software that is designed to manage payroll, inventory, sales and other needs of a small business. The software's feature include marketing tools, merchant services, product and supplies, training solutions. Each solution is developed according to different industries and their needs. These software solutions are used to monitor expenses, create invoices and reports, track change orders and job status, and manage inventory, customers, vendors and employees. In addition to these industry specific packages and their corresponding capabilities, Intuit offers add-ons to QuickBooks version as well as third-party tools that integrate with QuickBooks in order to enhance current functions.

Class Fee Includes Book.

Early Bird Fees available if enrolled or postmarked at least 7 days prior to start date of class.
Prerequisites are essential to our classes. Meeting the prerequisite skills from previous classes will enhance your learning experience and allow the class to run smoothly and with fewer interruptions. If you are unsure about whether you have all the skills to take an intermediate or advanced class, then please take a look at the prerequisites for each course or schedule a meeting with our counselor who can help you choose the right class.

Windows 7 & File Management
Fee: Early Bird $69, Regular $79
This hands-on class takes a unique approach to teaching the skills necessary to navigate and use the Windows 7 operating system efficiently and confidently. Learn to use the Shake, Snap, Peek & Aero functions. Locate and search for files, folders and programs. Learn the essentials to back up your computer files and set restore points. Learn to organize your files by creating folders, rename those photos, and move files into the correct locations. After learning file management, learn the basics of Windows Media Player and Windows Movie. Prerequisites: This class is designed for individuals who have some basic computer knowledge and wish to prepare for more experience using their computer.

Instructor: TBD
0675903 M / W 8:30 am - 11:30 am
3/24 - 4/30/14 HBAS C123

Instructor: TBD
0675904 T / Th 12:00 pm - 3:00 pm
5/6 - 6/5/14 HBAS C122

Instructor: Foreman
0675905 MTWTh 12:00 pm - 3:00 pm
6/30 - 7/17/14 HBAS C122

Windows 8 & 8.1 and File Management
Fee: Early Bird $69, Regular $79
If you are a current Windows XP or Windows 7 user and would like to transition to Windows 8, this class is for you. In this class, you will explore the new features available in Windows 8. Learn the Windows 8 Start Screen, home and tiles, learn the new desktop interface, learn about the charms bar and side bar, learn to back up your computer files, create and organize your files, photos and folders, burn music CD’s and create videos from your Pictures folder. This is a hands on course and requires basic computer skills. Prerequisites: This class is designed for individuals who have some basic computer knowledge and wish to prepare for more experience using their computer.

Instructor: C. Jones
0635003 M / W 8:30 am - 11:30 am
6/16 - 7/16/14 HBAS C123

Photoshop Elements 12 - Advanced
Fee: Early Bird $69, Regular $79
We will be working extensively with layers in Photoshop Elements. We will learn how to colorize a black and white photo, how to use layers to enhance and sharpen photos, how to use clipping groups and how to create animations that can be shared by email. Learn more advanced features including adjustment layers, filters and effects, make and use your own brushes and patterns and make creative photo collages. Prerequisites: Adobe Photoshop Elements Beginning and Intermediate within 1 year.

Instructor: TBD
0668201 T / Th 3:00 pm - 6:00 pm
3/25 - 5/1/14 HBAS C122

Photoshop Elements 11 - Organizer
Fee: Early Bird $69, Regular $79
Learn to use the Organizer portion of Photoshop elements to organize your photos by people, events, locations, and keywords. We will create a home DVD movie using your organizer photos and music of your choice. We will also create a custom DVD jacket and label and learn how to print and share your photos by email using the Organizer. Prerequisites: Completion of Photoshop Elements Beginning, Intermediate & Advanced and Windows File Management within 1 year.

Instructor: TBD
0686401 T / Th 3:00 pm - 6:00 pm
5/6 - 6/5/14 HBAS C123

Early Bird Fees available if enrolled or postmarked at least 7 days prior to start date of class.
Fix Your Own Computer  
**Fee: Early Bird $69, Regular $79**  
Solve those annoying computer problems yourself! Topics include: Viruses and virus protection, Spyware and Adware, why your computer runs slow, printers, file backups, how to install a home network, wireless networking, preventative maintenance, what's inside your computer and an open forum for your questions. **Prerequisites:** Basic typing skills and File Management are necessary to succeed in class.  
**Instructor:** Stone  
0681001 M / W 6:00 pm - 9:00 pm  
5/5 - 6/4/14 HBAS C122

Internet, Google Drive, Google Docs, Gmail  
**Fee: Early Bird $69, Regular $79**  
The Internet can be quite overwhelming, but here is your chance to stay afloat! You will begin with learning a bit about Internet Service Providers (ISP), web addresses, using Favorites and search engines. Internet Explorer will be used to visit a variety of search engines for research on unlimited topics including information for travel, shopping, news, maps, finding people, health information and other topics that may interest you. Learn how to create folders to organize your Favorites. Learn to back up your Favorites. Then, learn to send, receive, and reply to email messages. You will learn to create an address book, create, organize and manage email folders, send attachments including pictures, copy and paste text and use the spell check using Gmail. Student will open a FREE Gmail email account. **Prerequisites:** Mouse, keyboard, and Windows File Management experience.  
**Instructor:** C. Jones  
0681501 M / W 12:00 pm - 3:00 pm  
6/16 - 7/16/14 HBAS C123

QuickBooks: QuickBooks is a small business management software that is designed to manage payroll, inventory, sales and other needs of a small business. The software's feature include marketing tools, merchant services, product and supplies, training solutions. Each solution is developed according to different industries and their needs. These software solutions are used to monitor expenses, create invoices and reports, track change orders and job status, and manage inventory, customers, vendors and employees. In addition to these industry specific packages and their corresponding capabilities, Intuit offers add-ons to QuickBooks version as well as third-party tools that integrate with QuickBooks in order to enhance current functions.  
**QuickBooks 2012 Level 1**  
**Fee: Early Bird $149, Regular $159**  
(includes textbook)  
*Please see class description on page 19.*  
**Instructor:** House  
0670501 5 Saturdays 8:30 am - 3:00 pm  
4/26 - 5/31/14 HBAS C122  
No class 5/24/14

**QuickBooks 2012 Level 2**  
**Fee: Early Bird $149, Regular $159**  
(includes textbook)  
*Please see class description on page 19.*  
**Instructor:** House  
0670601 5 Saturdays 8:30 am - 3:00 pm  
6/7 - 7/12/14 HBAS C122  
No class 7/5/14  
*Lunch from 11:30 am - 12:00 pm.*

Self Paced Lab  
**Fee:** $59 or $29 if enrolled concurrently in a 5 week class  
**Lab Style Learning Classes** - This class allows you to work at your own pace. There is an instructor available to assist you if you need to ask questions or need help. Each student is guaranteed the use of a computer. Classes available include Word, Excel, Access, PowerPoint and Typing.  
**Instructor:** Aoyagi  
0670211 M / W 3/24 - 4/30/14  
3:00 pm - 6:00 pm HBAS C123  
0670212 T / Th 3/25 - 5/1/14  
12:00 pm - 3:00 pm HBAS C123  
0670213 M / W 5/5 - 6/4/14  
3:00 pm - 6:00 pm HBAS C123  
0670214 T / Th 5/6 - 6/5/14  
12:00 pm - 3:00 pm HBAS C123

Register online at www.HBAS.edu
FRIDAY COMPUTER CLASSES

Organize Your Computer Files & Folders  Fee: Early Bird $19, Regular $29
Confused about the computers’ filing system? Can’t find your files, folders or digital photos? Learn how to work with Windows filing system, create new folders, copy and move files into folders and organize your photos and documents. Skills taught are universal whether you have Windows XP, Vista, Windows 7.

Instructor: C. Jones
0671168  Friday  8:30 am - 11:30 am
3/28/14  HBAS C122
0671172  Friday  8:30 am - 11:30 am
5/2/14   HBAS C122

How to Buy & Sell on EBay and Craigslist  Fee: Early Bird $19, Regular $29
Learn how to create an account so you can buy and sell on EBay. The instructor will buy an item on EBay and explain all of the numbers and descriptions. Then we will walk through the process of putting an item up for sale on EBay. This is lecture only; please do not bring an item to sell. We will also discuss buying and selling items on Craigslist.

Instructor: Foreman
0671173  Friday  8:30 am - 11:30 am
5/9/14   HBAS C122

Windows Movie Maker  Fee: Early Bird $19, Regular $29
Learn how to create movies with your digital photos and/or videos to share with family and friends using the FREE program, Windows Movie Maker. Embellish your movies with multimedia elements including titles, credits and background music!

Instructor: C. Jones
0671169  Friday  8:30 am - 11:30 am
4/4/14   HBAS C122

Shutterfly Instant PhotoBook  Fee: Early Bird $19, Regular $29
Learn how to upload your photos to Shutterfly’s website to create a beautiful Instant Photobook for friends and family using their software. You will need to have or open a Shutterfly account to use this website.

Instructor: Aoyagi
0671174  Friday  8:30 am - 11:30 am
5/16/14  HBAS C122

DropBox  Fee: Early Bird $19, Regular $29
Dropbox is a home for all of your photos, docs, videos, and files. Anything you add will automatically show up on all your computers, phones and even the Dropbox website — you can access your stuff from anywhere. Its super easy to share with others. Even if you accidentally spill a latte on your laptop, have no fear! Relax knowing that your stuff is safe in Dropbox and will never be lost.

Instructor: C. Jones
0671170  Friday  8:30 am - 11:30 am
4/11/14  HBAS C122

Gmail  Fee: Early Bird $19, Regular $29
Create a FREE Gmail account. Learn to send, receive and reply to email messages. You will learn to create an address book, create, organize and send email messages, send attachments including photos and documents, and more.

Instructor: C. Jones
0671175  Friday  8:30 am - 11:30 am
5/23/14  HBAS C122

Intro to Facebook  Fee: Early Bird $19, Regular $29
This hands-on class will help you learn how to connect with your friends using Facebook, the most popular social networking tool. Learn how to create an account, set up your profile, change your privacy settings, find your friends, share your photos, and keep up with your family and friends.

Instructor: C. Jones
0671171  Friday  8:30 am - 11:30 am
4/25/14  HBAS C122

Music and MP3’s  Fee: Early Bird $19, Regular $29
Learn to download music from the Internet, create playlists and burn cd’s from your favorite artists. Please bring a few CD’s with music on them and 2 blank CD-Rs to record to in class.

Instructor: C. Jones
0671176  Friday  8:30 am - 11:30 am
5/30/14  HBAS C122
Picasa  Fee: Early Bird $19, Regular $29
Learn to organize, edit and share your digital photos using Google’s FREE Picasa program. Learn how to import and export your photos, relocate photos, improve color and lighting, crop, and fix red eyes and other editing functions.
Instructor: C. Jones
0671177  Friday  8:30 am - 11:30 am
6/6/14  HBAS C122

PowerPoint  Fee: Early Bird $39, Regular $49
PowerPoint is a powerful presentation graphics program that allows you to create multimedia presentations for various functions. PowerPoint allows you to project your presentation in many ways. You will learn to create presentation slide shows with text and clip art, animations, design backgrounds and slide transitions, sounds and music and more. Learn to rehearse the timing so your presentation can play by itself.
Instructor: C. Jones
0649872  Saturday  8:30 am - 3:00 pm*
3/22/14  HBAS C123

How to use the Microsoft Sky Drive  Fee: Early Bird $39, Regular $49
Microsoft SkyDrive is an online backup and data storage software that backs up all your important files to the cloud. Using SkyDrive, you can securely store your files and get them where you want when you want them. SkyDrive can be installed various devices including your smartphone, MAC or PC. Additionally, you can access SkyDrive from the internet anywhere in the world via the SkyDrive website, so you can have access to your files even if you don’t have any of your devices. Anything you save in your Microsoft SkyDrive account will automatically be backed up to the cloud, meaning that it will be available to you wherever you have installed Microsoft SkyDrive or have access to the internet.
Instructor: C. Jones
0650201  Saturday  8:30 am - 3:00 pm*
3/29/14  HBAS C123

Full Day Saturday Computer Classes

Have only one day to spare for training? Looking for specific computer skills? These courses are designed for those looking to get as much training packed into a single day as possible. Courses are meant for those who are familiar with computers, not complete beginners (i.e. basics students).

*Lunch from 11:30 am - 12:00 pm.
Windows Live Movie Maker  
**Fee: Early Bird $39, Regular $49**  
Turn your videos and photos into movies with Movie Maker, a free download in Windows Essentials. Quickly add photos and video from your PC or camera into Movie Maker. Then fine tune the movie just the way you want. Move things around, slow down or speed up the transitions, enhance your movie with a theme, add audio, transitions, and effects to make it look polished and professional. Once your movie is complete, share it online with Facebook, YouTube, or other social networking and video share sites. Burn a DVD that plays in your own living room!  
**Instructor:** C. Jones  
0649972 Saturday 8:30 am - 3:00 pm* 
4/5/14 HBAS C123

Excel 2013 - Level 1 -  
**Spreadsheets and Formulas**  
**Fee: Early Bird $39, Regular $49**  
A guided tour of the Excel 2013 environment. The magic of Excel is its formulas and ability to crunch numbers. This class will focus on basic spreadsheets and formulas. You will learn how to reference cells in formulas; learn to use AutoSum, Average, Max & Min. Lots of little tips and tricks.  
**Instructor:** C. Jones  
0649473 Saturday 8:30 am - 3:00 pm* 
5/10/14 HBAS C123

Windows 8 Essentials and  
**File Management**  
**Fee: Early Bird $39, Regular $49**  
If you are a current Windows XP or Windows 7 used and would like to transition to Windows 8, this class is for you. In this class, you will explore the new features available in Windows 8. Learn the Windows 8 Start Screen, home and tiles, learn the new desktop interface, learn about the charms bar and side bar, learn to make folders and organize your files!  
**Instructor:** C. Jones  
0649074 Saturday 8:30 am - 3:00 pm* 
4/26/14 HBAS C123

Excel 2013 - Level 2 -  
**Formatting, Graphs and Charts**  
**Fee: Early Bird $39, Regular $49**  
Learn to create and format worksheets swiftly, easily and accurately and use AutoFill, AutoCorrect and AutoComplete to enter worksheet data and correct mistakes. Learn to dress up your bland worksheets with charts and graphs to instantly transform your information and data into easy-to-understand, colorful graphics. Use Excel’s charting feature to create various types of charts. Charting is an important skill to have when using worksheets because comparisons, trends, and other relationships are conveyed more effectively with charts. You will create line charts, column charts, and pie charts. Learn to edit, add titles, borders, change colors and themes and add data labels to your charts and graphs.  
**Instructor:** C. Jones  
0649573 Saturday 8:30 am - 3:00 pm* 
5/17/14 HBAS C123

*Lunch from 11:30 am - 12:00 pm.*

Outlook  
**Fee: Early Bird $39, Regular $49**  
Learn how to send and receive email attachments such as photos, spreadsheets and documents using Outlook 2013. Learn to create appointments and events using the Calendar feature. Add new contacts and create groups. Use the task list and to do list. Lots of time saving applications that will import into your SmartPhone.  
**Instructor:** C. Jones  
0649374 Saturday 8:30 am - 3:00 pm* 
5/3/14 HBAS C123
Excel 2013 - Level 3 - Sorting and Freezing  
**Fee:** Early Bird $39, Regular $49  
Learn several techniques for working with large worksheets. Learn to sort worksheet data in alphabetic or numeric order, use the various views, print multiple worksheets, set title rows and column headings to print on all pages, use watermarks, headers and footers, freeze and split worksheet windows to compare data from separate areas and more. Set print options, including headers and footers, margins, adjust line breaks and scaling.  
**Instructor:** C. Jones  
0649673 Saturday 8:30 am - 3:00 pm*  
5/31/14 HBAS C123  

Excel 2013 - Level 4 - Pivot Tables, Pivot Charts and Macros  
**Fee:** Early Bird $39, Regular $49  
PivotTables let you summarize worksheet data dynamically to view them in various ways. You will learn to arrange your data with drag and drop commands and have Excel automatically create summary formulas in rows and columns. Use PivotCharts to achieve the same power and flexibility for charting data. Use slicers to peel away a section of your PivotTable. In addition, you will learn to record and assign macros to shortcut keys, assign buttons to the toolbar and create custom buttons in a worksheet.  
**Instructor:** C. Jones  
0649773 Saturday 8:30 am - 3:00 pm*  
6/7/14 HBAS C123  

Digital Media Arts: Filters 2  
**Fee:** Early Bird $69, Regular $79  
This course picks up where the first Digital Media Arts Filters 1 class left off. We will be working on more tricks and tips to make the composites one of a kind. The course is designed to help the student use the computer as an art and design tool. In this class we will explore in depth filters and the power of fonts. **Prerequisite:** Completion & Understanding of Digital Media Arts 1, 2, 3, 5.  
**Instructor:** Aoyagi  
0687701 T / Th 8:30 am - 11:30 am  
3/25 - 5/1/14 HBAS C122  

Digital Media Arts: Basics 2  
**Fee:** Early Bird $69, Regular $79  
Take this course to emphasize color computer graphic skills through practical experience. **Prerequisite:** Completion & Understanding of Beginning, Intermediate & Advanced Photo Elements, Digital Media Arts 1 and Windows File Management.  
**Instructor:** Aoyagi  
0687202 M / W 8:30 am - 11:30 am  
5/5 - 6/4/14 HBAS C122  

Digital Media Arts: Basics 1  
**Fee:** Early Bird $69, Regular $79  
After completing the Photo Elements courses, take the tools you've learned to the next level and apply them to digital media arts and digital scrapbooking. This is an introduction to using the computer as an art and design tool. Emphasizes the fundamental tools learned in Photoshop Elements as it pertains to creating one of a kind layouts for personal or professional publication. This is your 1st step into the world of Digital Media Arts and is a required course to the vast array of classes offered in this medium. **Prerequisites:** Completion & Understanding of Photoshop Elements Beginning, Intermediate & Advanced and Windows File Management.  
**Instructor:** Aoyagi  
0687102 M / W 8:30 am - 11:30 am  
3/24 - 4/30/14 HBAS C122  

Digital Media Arts: Digital Scrapbooking  
**Fee:** Early Bird $69, Regular $79  
This course picks up where the first Digital Media Arts Digital Scrapbooking 1 class left off. We will be working on more tricks and tips to make the composites one of a kind. The course is designed to help the student use the computer as an art and design tool. In this class we will explore in depth filters and the power of fonts. **Prerequisite:** Completion & Understanding of Digital Media Arts 1, 2, 3, 5.  
**Instructor:** Aoyagi  
0687701 T / Th 8:30 am - 11:30 am  
3/25 - 5/1/14 HBAS C122  

Early Bird Fees available if enrolled or postmarked at least 7 days prior to start date of class.
Digital Media Arts: Filters 3  
**Fee: Early Bird** $69, **Regular** $79  
Grunge is the main emphasis of this class. You will learn how to use filters, overlays, blending modes and other tricks to “Grunge” up photos to create one of a kind pieces of art.  
**Prerequisite:** Completion of Filters 1 & 2.  
**Instructor:** Aoyagi  
0687802  
T / Th  
8:30 am - 11:30 am  
5/6 - 6/5/14  
HBAS C122

Digital Media Arts: Composites  
**Fee: Early Bird** $69, **Regular** $79  
Learn to make better composites using techniques acquired in the blenders class. A composite is the building of different elements to make a comprehensive image. You will work with filters, blending modes, adjustment layers and photo blending to create breathtaking one of a kind pieces of art worthy of framing.  
**Prerequisite:** Completion of Digital Media Arts Filters 3 and Blenders.  
**Instructor:** Aoyagi  
0688202  
M / W  
12:00 pm - 3:00 pm  
5/5 - 6/4/14  
HBAS C122

Digital Media Arts: Paint Like the Masters  
**Fee: Early Bird** $69, **Regular** $79  
Photoshop Elements 10 allows you to paint pre-made effects and patterns directly on to your images. This can enhance your images, and bring them to life in ways other than what you are used to from an ordinary camera. If you've ever wanted to be able to paint like the Masters, get ready to turn your images into oil painting, Impressionist, and even a pencil sketch. Each pattern or effect has its own set of controls, so you can adjust the quality, intenseness, or just give it a little oomph.  
**Prerequisites:** Photo Elements Beginning, Intermediate & Advanced, DMA 1, 2, 3, 4 & 7 and a good understanding of file management.  
**Instructor:** Aoyagi  
0689802  
M / W  
12:00 pm - 3:00 pm  
3/24 - 4/30/14  
HBAS C122

**INSTRUCTOR**  
**Nami Aoyagi**  
After graduating from UC Irvine with a Bachelors in Social Science, Nami Aoyagi worked in the clothing industry. She worked in human resources, accounts payable/receivable, and as a purchasing/production manager for 20 years. In 2005, Nami took Photoshop Elements at HBAS. She was hooked; she continued to take more PSE courses and then took every course HBAS had to offer before going back to school to earn her Vocational Education credential in Computer Applications, Computer Assisted Manufacturing and Business Management which enabled her to become an instructor at the school she so deeply enjoyed. If you ask her, she will tell you how important it is to be a lifelong learner and how HBAS helped her and now she gives back by helping other students document and enhance their life story through the use of the computer. Nami also earned the California Council for Adult Education Award for Excellence in Teaching in 2011. She specializes in teaching Digital Media Arts and Digital Scrapbooking courses.
Are you looking for an outstanding Preschool or Pre-K with a 27-year reputation for excellence?
Do you want to be involved “hands-on” in your child’s first classroom?
Do you want credentialed teachers teaching the California Preschool Standards to your child?
Would you like an adult-child ratio of 1-8 or less?
New playground for kids to enjoy.

Information: Call HBAS: (714) 842-HBAS (4227) or email info@hbas.edu
We are happy to answer any program questions. Please leave your phone number.
Register online (full-year payment) or Register in person (deposit and payments) at the Main Campus.

Sites: HBAS Main Campus - Parent Education Department (Gothard) 17231 Gothard Street, Huntington Beach, CA 92647
Parent Smart Center (Marina Campus) 15859 Springdale Street, Huntington Beach, CA 92649

Pre-Registration and Preview Day:
Tuesday, April 1 at 12:30 - 2 pm at the Parent Smart Campus
On going registration: Starting April 2 at the Main Campus.

Parent Smart Preschool

Teaching Staff: Suzanne Chen, Cassi Perruccio (Preschool - Pre-K, 3 - 5 years)
Lisa Marcinko (Toddler, 12 - 36 months)

The Huntington Beach Adult School’s Parent Smart Preschool offers you and your child a high quality education within the Huntington Beach Union High School District and its Adult Education system that invites parents to become learning members of their child’s first classroom.

The Parent Smart Preschool provides children a nurturing and enriching preschool experience designed for maximum “school readiness.” Parents are provided a strong background in effective parenting, child development, and the learning process. Unlike in most preschools, all instructors are fully credentialed (PreK-8 & Adult) and experienced teachers.

Our parents are required to be involved in the classroom by attending with their child one of the mornings each week, acting as an assistant teacher and practicing the skills they are learning as Parent Education students. At Orientation your teacher will offer a higher pay option for less parental involvement.

Parent Smart parents are required to attend the Orientation (no children please), two special family nights, and 1 parenting seminar. This requirement ensures that parents gain information on current “best practices” in effective parenting from our teacher specialists and also have opportunities to interact with other parents regarding the challenges and successes they are experiencing.

Finally, parents are also required to complete two take-home learning units on the Parenting topic of their choice.

Multiple children cannot be accommodated without multiple adult participation, homework, and fees.
Parent Smart Preschool & Pre-K Classes

Teachers: Suzanne Chen, Cassi Perruccio

Parent Smart classes are perfect for parents committed to their child's education. We strongly believe that parents are a child's first teacher. At Parent Smart parents actively participate in their child's classroom. Parents learn, both in the classroom and during parenting seminars, child development theories and practice effective parenting skills. Children participate in readiness skills as they learn to love school!

Dates: September 8, 2014 - June 12, 2015

We observe all public school holidays.

Preschool (3 years by 9/1/14) Tuesday & Thursday 9:00 am - 12:30 pm
Pre-K (4 years by 9/1/14) Monday, Wednesday & Friday 9:00 am - 12:30 pm

Pre-Registration and Preview Day:
Tuesday, April 1, 2014 at 12:30 - 2:00 pm at the Parent Smart Campus
$150 non-refundable deposit to reserve spot for fall.

Ongoing Registration can be done at HBAS Main Campus (17231 Gothard Street) after April 1.

Parent Ed Pre-K and Preschool Prices*:

You have three payment options:
- 1 payment for the full year tuition (least expensive)
- 2 payments: September and January
- 4 payments: September, November, January and March

<table>
<thead>
<tr>
<th>FULL YEAR TUITION (1 PAYMENT)</th>
<th>HALF YEAR TUITION (2 PAYMENTS)</th>
<th>QUARTERLY PAYMENTS (4 PAYMENTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF  Fee: $1600  Save $200</td>
<td>MWF  Fee: $850</td>
<td>MWF  Fee: $450</td>
</tr>
<tr>
<td>TTh  Fee: $1240</td>
<td>TTh  Fee: $670</td>
<td>TTh  Fee: $360</td>
</tr>
</tbody>
</table>

*Based on weekly parent participation, add $100 per quarter to reduce parent participation to every other week.

MANDATORY ORIENTATION FOR ALL STUDENTS (NO CHILDREN):
for MWF classes on Wednesday 9/3/14 and for TTh classes on Thursday 9/4/14 at 6:30 pm on the Parent Smart Campus at Marina High School

Provide a copy of the child’s birth certificate, and immunization records. Also the parent helping in the class must have proof of negative TB test.
Parent Smart Toddler Classes

14 Week Fall session begins September 8, 2014.  
Teacher: Lisa Marcinko

Parent & Me Toddler Classes are offered for parents who enjoy one-to-one learning with their toddlers. Classroom activities are designed to enhance "hands-on" fun exploration and learning. Parents receive support regarding parenting issues specific to young children during morning classes and parenting seminars. "Miss Lisa" is a fully credentialed (Early Childhood - Adult) educator. She provides a nurturing, stimulating learning environment for toddlers and their parents!

Parent Smart Toddler Classes - Fees Per Session

<table>
<thead>
<tr>
<th>Age Groups</th>
<th>Class Days</th>
<th>Class Time</th>
<th>Class Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>*1 year olds</td>
<td>071400 Th &amp; M &amp; F Field Trips</td>
<td>9:15 am to 11:45 am</td>
<td>$89</td>
</tr>
<tr>
<td>*2 year olds</td>
<td>071500 T and M &amp; F Field Trips</td>
<td>9:15 am to 11:45 am</td>
<td>$89</td>
</tr>
<tr>
<td>*3 year olds</td>
<td>071600 W and M &amp; F Field Trips</td>
<td>9:15 am to 12:15 pm</td>
<td>$109</td>
</tr>
<tr>
<td>**Preschoolers</td>
<td>071300 Monday through Friday</td>
<td>9:00 am to 12:30 pm</td>
<td>$239</td>
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<td>(need to be age 4 by September 1, 2014)</td>
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<tr>
<td>**Pre-K</td>
<td>071310 Monday through Friday</td>
<td>9:00 am to 1:30 pm</td>
<td>$299</td>
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<td>(need to be age 5 by September 1, 2014)</td>
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</tbody>
</table>

*Parent must attend with child  **Minimal parent participation in their child’s class

Parent Smart Toddler Schedule

Pre-Registration and Preview Day:  
Tuesday, April 1, 2014 at 12:30 - 1:30 pm at the Parent Smart Campus  
$100 non-refundable deposit to reserve spot for Fall.  
Parents attend one evening seminar on relevant Parenting topic per Fall semester.  
Ongoing Registration can be done in-person at HBAS Main Campus (17231 Gothard Street) and online beginning April 2, 2014.  
Parents must bring proof of parent TB test administered after 1/1/11 before class starts, plus a copy of the child’s immunizations and birth certificate.

MANDATORY ORIENTATION FOR ALL STUDENTS (NO CHILDREN): Thursday 9/4/14 from 6 pm to 9 pm in Room 503 at our Parent Smart Campus at Marina High School  
All parents who are new to the program are required to attend. No children, please. Parents who miss the Orientation will be required to pay a $25 Private Orientation Fee.
New students enrolling in the High School Diploma class must attend orientation prior to enrollment. 
Student must be 18 years old or older or attended High School for 4 years to attend. Please call (714) 842-4227 for the next orientation date or register online for orientation at www.hbas.edu.

Returning students should call (714) 842-4227 to schedule an appointment to enroll.

Diploma classes are offered in a traditional lab setting and independent study.
For Independent Study, there is a $40 (cash only) book deposit for Independent Study which is refunded when all books and materials are returned in good condition.

<table>
<thead>
<tr>
<th>High School Diploma Requirements (180 credits)</th>
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<tbody>
<tr>
<td>English</td>
</tr>
<tr>
<td>US History</td>
</tr>
<tr>
<td>World History</td>
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<tr>
<td>US Government</td>
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<tr>
<td>Economics</td>
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<tr>
<td>Life Science</td>
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<tr>
<td>Physical Science</td>
</tr>
<tr>
<td>Health</td>
</tr>
<tr>
<td>Math <em>(Must include one year of Algebra)</em></td>
</tr>
<tr>
<td>Arts/World Language/CTE</td>
</tr>
<tr>
<td>Electives</td>
</tr>
</tbody>
</table>

*Plus passing score on the California High School Exit Exam (CAHSEE) and participation in CASAS testing intermittently until completion of graduation requirements.

**Did you know?** Seniors currently enrolled in any high school in the HBUHSD may take Adult Education lab classes in addition to classes at their home school.

Huntington Beach Union High School District students can register for Huntington Beach Adult School concurrent credit recovery program with their home school’s Guidance Office Staff. All high school students must have a conference and concurrent contract signed by their home school’s guidance representative, a parent and student.
GED Preparation

New students enrolling in the GED Preparation class must attend orientation prior to enrollment. Please register online or call (714) 842-4227 for the next orientation date.

Returning students should call (714) 842-4227 for registration information.

GED courses are designed to prepare students to pass all sections of the test (Science, Social Studies, Math and Language Arts). It is highly recommended that students take the GED preparation class before investing money in the test. Students begin by taking a diagnostic assessment that identifies their academic strengths and weaknesses and coursework is assigned based on those results.

GED Preparation classes are offered in the Learning Center.

PLEASE NOTE: All GED students are required to participate in CASAS testing intermittently throughout their preparation for GED.

Must be 18 years of age or attended High School for 4 years to enroll in GED.

For information on taking the GED test go to GED.com

GED Update: Beginning January 1st, 2014 there are two major changes happening to GED. First, the GED exam questions have been updated to align with the Common Core standards which California has adopted as its state standards. Secondly, the official GED examination is managed by Pearson VUE, a national computer based testing company. This means the GED examination will be given entirely via computer in a secured testing room.

What is HBAS doing about this? HBAS has upgraded its curriculum and instructional materials to align with Common Core state standards. HBAS has also provided professional development for its staff to ensure that they are ready to support the learning required to master GED content. Unfortunately, at this time we have chosen not to be an official GED testing center due to the current lack of facilities that are required in order to provide a testing environment that meets Pearson VUE testing standards. Students will be referred to the GED.com website. We hope to create a new testing center in the near future.
ENGLISH AS A SECOND LANGUAGE

ESL Administrative Office: is located at 17231 Gothard Street, Huntington Beach (Main Campus). For information, please call (714) 848-9269.

$50 registration fee per semester is payable upon enrollment (cash only, correct change please). There is no mail-in registration for ESL classes.

How to register:
1. Go to the site you would like to attend (see below)
2. Complete a registration form and take a short placement test
3. You will be placed in the appropriate class that same day

Cómo inscribirse:
1. Vaya a la escuela a la que quiera asistir (vea la lista de escuelas abajo)
2. Llene un formulario de inscripción y tome un examen corto para niveles
3. Se le asignará a la clase apropiada ese mismo día

Thể lệ ghi danh:
1. Điền tên đến trường quý vị muốn học. (xin xem dưới đây)
2. Điền Mẫu Ghi Danh và làm một bài trắc nghiệm ngắn.
3. Quý vị sẽ được xếp lớp vào cùng ngày.

ESL CLASS LOCATIONS AND SCHEDULE
SPRING SESSION - FEBRUARY 3 TO JUNE 13, 2014

Westminster Campus - 14325 Goldenwest Street, Westminster

ONGOING REGISTRATION.

ESL Level 1  0310619 M - Th  8:30 am - 11:30 am  Wong  Room A1
ESL Level 1  0310719 M - Th  8:30 am - 11:30 am  Pritzos Room A2
ESL Level 2  0320419 M - Th  8:30 am - 11:30 am  Mozell Room A3
ESL Level 3  0330219 M - Th  8:30 am - 11:30 am  VanLeeuwen Room A4
ESL Level 4  0340219 M - Th  8:30 am - 11:30 am  Ngo Room A5
ESL Level 1  0310819 M - Th  6:00 pm - 9:00 pm  Wong Room A1
ESL Level 1  0310919 M - Th  6:00 pm - 9:00 pm  Roberts Room A2
ESL Level 2  0320519 M - Th  6:00 pm - 9:00 pm  Mozell Room A3
ESL Level 3  0330319 M - Th  6:00 pm - 9:00 pm  Vu Room A6
ESL Level 4  0340319 M - Th  6:00 pm - 9:00 pm  Ngo Room A5

Conversation Classes  Fee: $20 per session
ESL Multi-level Conversation  0361219 Friday  8:30 am - 11:30 am  Souders Room A2

ESL Multi-level Conversation  0363219 Friday  8:30 am - 11:30 am  Souders Room A2

Computer Classes (VESL)  Fee: $20 per session
Spring 2014 - Session 2: April 8 - June 12, 2014.
VESL Intermediate Computer / Word & Excel  039219 T / Th  11:45 am - 2:45 pm  Wood Comp. Lab/A6
Cecil B. DeMille - 15400 Van Buren Street, Midway City

ONGOING REGISTRATION.  
ESL Multi-level  036750  M - Th  8:30 am - 11:00 am  Duong  MPR

Finley Elementary School - 13521 Edwards Street, Westminster

ONGOING REGISTRATION. Childcare available.  
VESL Childcare  0392769  M - Th  8:00 am - 11:00 am  Roberts  Room 21

Our Lady of Guadalupe Manor - 17103 Magnolia Street, Fountain Valley

ONGOING REGISTRATION.  
ESL Multi-level  0366217  W / F  9:00 am - 12:00 pm  Gerde  Rec. Room

Holy Spirit Catholic Church - 17270 Ward Street, Fountain Valley

ONGOING REGISTRATION.  
ESL Level 1  0310151  M - Th  9:00 am - 12:00 pm  Vu  Parish Ctr. 6  
ESL Level 2  0320151  M - Th  9:00 am - 12:00 pm  Grigsby  Parish Ctr. 5

Ocean View Campus (Main Campus) - 17231 Gothard St., Huntington Beach

ONGOING REGISTRATION.  
ESL Level 3  0330210  M - Th  8:15 am - 11:15 am  Hammoud  B101  
ESL Level 4  0340110  M - Th  8:15 am - 11:15 am  Sauer  B102  
ESL Level 3  0330310  M - Th  6:00 pm - 9:00 pm  Grigsby  B101

Oak View Preschool & Education Resource Center - 17131 Emerald Lane, Huntington Beach (CBET - AM Classes Only)

ONGOING REGISTRATION.  
ESL Level 1  0310232  M - Th  8:15 am - 11:15 am  Souders  Room 6  
ESL Level 2  0320432  M - Th  8:15 am - 11:15 am  Stecker  Room 7  
ESL Level 1  0310332  M / T  6:00 pm - 9:00 pm  Souders  Room 7  
ESL Level 2  0320532  M - Th  6:00 pm - 9:00 pm  Pritzos  Room 6

Ray Schmitt Elementary School - 7200 Trask Avenue, Westminster

ONGOING REGISTRATION.  
ESL Multi-level  036752  M - Th  8:15 am - 11:15 am  Athougies Bungalow 39

Warner Middle School - 14171 Newland Street, Westminster

ONGOING REGISTRATION. Registration on Mondays and Tuesdays in room 28 (except holidays).  
ESL Level 1  0310227  M - Th  5:45 pm - 8:45 pm  Tayyar  Room 20  
ESL Level 1  0310327  M - Th  5:45 pm - 8:45 pm  Hunter  Room 21  
ESL Level 2  0320127  M - Th  5:45 pm - 8:45 pm  Klein  Room 18

Westminster Senior Center  
8200 Westminster Blvd., Westminster

ONGOING REGISTRATION.  
ESL Multi-level - Ages 50+  0308164  T/Th  8:30 am - 11:30 am  Chung  Room B5

(714) 848-9269
## ESL Class Locations and Schedule

### Summer Session - June 16 to July 24, 2014

**Westminster Campus - 14325 Goldenwest Street, Westminster**  
*Classes begin on Monday, June 16, 2014. (Ongoing registrations available after this date.)*

<table>
<thead>
<tr>
<th>Level</th>
<th>M-Th Time</th>
<th>Room</th>
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<tbody>
<tr>
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<tr>
<td>ESL Level 3</td>
<td>8:30 am - 11:30 am</td>
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</tr>
<tr>
<td>ESL Level 1</td>
<td>6:00 pm - 9:00 pm</td>
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<tr>
<td>ESL Level 2</td>
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</tr>
<tr>
<td>ESL Level 3</td>
<td>6:00 pm - 9:00 pm</td>
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**Ocean View Campus (Main Campus) - 17231 Gothard St., Huntington Beach**  
*Classes begin on Monday, June 16, 2014. (Ongoing registrations available after this date.)*

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<thead>
<tr>
<th>Level</th>
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<tbody>
<tr>
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<tr>
<td>ESL Multi-level</td>
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**Oak View Preschool & Education Resource Center - 17131 Emerald Lane, Huntington Beach (CBET - AM Classes Only)**  
*Class begins on Monday, June 16, 2014. (Ongoing registrations available after this date.)*

<table>
<thead>
<tr>
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<th>M-Th Time</th>
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<tbody>
<tr>
<td>ESL Level 1</td>
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</table>

**Warner Middle School - 14171 Newland Street, Westminster**  
*Classes begin on Monday, June 16, 2014. (Ongoing registrations available after this date.)*  
*Registration on Mondays and Tuesdays in room 28 (except holidays).*

<table>
<thead>
<tr>
<th>Level</th>
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<tr>
<td>ESL Level 2</td>
<td>5:45 pm - 8:45 pm</td>
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**Westminster Senior Center - 8200 Westminster Blvd., Westminster**  
*Class begins on Tuesday, June 17, 2014. (Ongoing registrations available after this date.)*

<table>
<thead>
<tr>
<th>Multi-level - Ages 50+</th>
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<th>Room</th>
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<tr>
<td></td>
<td>8:30 am - 11:30 am</td>
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</table>
**COMMUNICATION SKILLS**

Lose the Fear of Public Speaking! A Speech Communication Workshop for You...  
**Fee: Early Bird** $49, **Regular** $59

Strong communication skills are essential for a successful professional career, but also for fulfillment in most of life’s endeavors. This course will concentrate on two domains of communication: interpersonal exchanges (social “small” talk) and more formal public speaking (“big” talk). Gain self awareness (and grace) and become less preoccupied with self consciousness (or awkwardness). Participants’ anxiety about one-on-one and small group encounters will diminish, and ability to inform, inspire, and persuade individuals and audiences will increase. Students will be introduced to a variety of experiences designed to develop their skills in oral communication. Relevant theory and loads of enjoyable practice will be included, and participants will come to understand why "human beings are made for talking."

**Instructor Dr. Ben Miles** is a faculty member at the Art Institute of California, Orange County, where he teaches Effective Speaking, Theater, and Journalism. Ben is also a theater critic for The Beachcomber Newspaper (Long Beach) and at Showmag.com (online).

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>085803</td>
<td>4 S</td>
<td>10:00 am - 1:00 pm</td>
<td>5/3/14</td>
<td>5/24/14</td>
<td>HBAS A103</td>
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<tr>
<td>085804</td>
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<td>10:00 am - 1:00 pm</td>
<td>6/7/14</td>
<td>6/28/14</td>
<td>HBAS A103</td>
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Writing Your Life Story  
**Fee: Early Bird** $59, **Regular** $69

You are unique in the entire universe and no one has lived a life like you have. Writing the story of your life can be one of the most life affirming gifts you can give yourself and those you love. Join like minded people to learn skills and techniques that will enable you to actually put your life into words rather than just think about it. Give yourself, your children, and your friends a beautiful gift – the story of your life so far. Prior writing skills are not necessary. Enrollment is limited to 15.

**Instructor:** S. Fleming

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<th>Time</th>
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<td>FVSC</td>
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<tr>
<td>085414</td>
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<td>10:30 am - 12:30 pm</td>
<td>6/18/14</td>
<td>8/6/14</td>
<td>FVSC</td>
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</table>

**WORLD & HISTORY**

American History: The Tumultuous 60's  
**Fee: Early Bird** $39, **Regular** $49

This course explores American history during the “Tumultuous 60’s”. It begins with an examination of the United States as we enter into the Korean War and continues into Vietnam. Through movies (both documentary and film industry favorites), music, slide shows, photographs, and period pieces, students will review the political, cultural, social, and economic changes during this decade. Students will look behind the guitars at Woodstock and the lunch counter sit-ins, and into the prosperity and problems of this decade. Events and personalities will be examined as well as stories of intrigue and human interest. Students will incorporate their own personal experiences into class discussions and decide what legacy this decade has left for America today.

**Instructor:** Scott Walton

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<tr>
<td>088115</td>
<td>5 Th</td>
<td>3:30 - 5:30 pm</td>
<td>4/24/14</td>
<td>5/22/14</td>
<td>MHS 413</td>
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</table>
CULINARY ARTS

Become a Foodie
Fee: Early Bird $79, Regular $89
If food is your passion, become a foodie!
Learn basic culinary skills and how to prepare entertaining foods for your friends and family. Learn skills to create awesome food and memories right in your own kitchen. Enjoy a culinary learning experience in a 7 kitchen foods lab. Topics covered are food preparation to include appetizers, crepes, homemade pasta, breads, cakes and desserts, culinary knife skills, hospitality and sanitation. Meet people with the same enthusiasm for food in a delicious environment!
Material fee: $50 collected 1st night of class.
Instructor: Rebecca Richter
203003 W 3:00 - 6:00 pm
6/11 - 7/30/14 EHS Foods Lab Room 247

Sweet Inspirations
Fee: Early Bird $109, Regular $119
The sweet chemistry of baking and pastry is an art form that tastes as wonderful as it looks! Learn the skills and techniques to create seasonal pies, creative cakes, playful meringues, fresh breads and desserts that will become a new tradition with family and friends. In a 7 kitchen lab, meet new friends who enjoy the same passion for sweet inspirations!
Material fee: $50 collected 1st night of class.
Instructor: Rebecca Richter
203021 T 6:00 - 9:00 pm
3/25 - 6/3/14 EHS Foods Lab Room 247

THE ARTS

Ceramics:
Hand-Building and Throwing
Fee: Early Bird $89, Regular $99
Create ceramic objects using a variety of hand building techniques, glazing and firing processes. Try your hand at shaping forms with an introduction to wheel throwing. A $15 materials fee will be due to the teacher for basic materials. Anything beyond this may add additional fees. Please bring a lock for an assigned locker.
Instructor: Matt Harward
085135 T 5:30 - 8:30 pm
4/22 - 7/8/14 HBHS I-6
085136 Th 5:30 - 8:30 pm
4/24 - 7/10/14 HBHS I-6
085164 M/W 5:30 - 8:30 pm
7/14 - 8/20/14 HBHS I-6
085174 T/Th 5:30 - 8:30 pm
7/15 - 8/21/14 HBHS I-6

MUSIC

The Singing Society - Vocal
Music, Choral Training, and Fun!
Fee: Early Bird $39, Regular $49
Enjoy participation in a new chorus taught by master teacher, Allan Katz. Learn choral techniques, breathing, timing, and performance skills. Help lay the groundwork for this new chorus which will perform at various events, singing the old standards, Broadway classics, as well as some newer styles. Participate in solos, duets, and group performances as this company gains renown.
Instructor: Allan Katz
085653 8 W 2:30 - 4:30 pm
4/30 - 6/18/14 FVSC
085654 8 W 2:30 - 4:30 pm
6/25 - 8/13/14 FVSC

History of American Musical Theater
Fee: Early Bird $59, Regular $69
Trace the origins and development of "Old Broadway." Compare the lives, works and productions of the early composers and performers. Review how historical and social events shaped our musical theater. Refresh your memory regarding scores, titles lyrics and performers through audio-visual samples, listening and even singing some of the favorites of the past.
Instructor: Allan Katz
086101 Th 1:00 - 3:00 pm
5/1 - 6/19/14 HLC-MP

Early Bird Fees available if enrolled or postmarked at least 7 days prior to start date of class.
Painting Exploration - Oil, Acrylic, Watercolor
Fee: Early Bird $149, Regular $159
A class designed to explore the fundamental techniques and concepts of painting. Beginning level students will learn basic study in painting techniques using either oils or acrylics. Intermediate to Advanced level students will continue to learn how to explore painting on a higher level and how to develop artwork that is creative, personal, and cohesive. Students will be able to choose their projects and work at their own pace. Students will be required to purchase supplies from a recommended list provided by the instructor.
Instructor: Jennie Roy-Atwood
0851103 W 3:00 - 6:00 pm
3/26 - 6/4/14 EHS 240
0851104 W 3:00 - 6:00 pm
6/11 - 7/30/14 EHS 240

Acting Technique: Seven Pillars of Transformation
Fee: Early Bird $169, Regular $179
"Acting is Living Truthfully Under Imaginary Circumstances." – Sanford Meisner
The Seven Pillars of Acting Technique are meant to guide the actor to character transformation. Over four weeks, actors in this class learn how to transform into character with AUTHENTICITY. By learning the process called The Seven Pillars of Acting Technique, students gain in expressivity, emotional connection, and listening all while having a blast in a safe but challenging environment.
Instructor: Sonya Cooke, an actress, educator, and director from NYC. She has performed in numerous venues; some highlights have been Louie by Louie C.K. and Time Sensitive at the Guthrie in Minneapolis. Sonya teaches a wide array of subjects, but her main emphasis is acting technique, in particular The Seven Pillars of Acting Technique which she has created and structured for students. Sonya is the owner and head teacher of The Actor’s Studio of Orange County in Santa Ana, California. She has been training and privately coaching actors of all ages and backgrounds, as well as designing, leading, and instructing workshops, across the country. Check out www.thecooketechnique.com.
221604 W 6:00 - 9:00 pm
5/7 - 6/11/14 HBAS B102

Build an Electric Guitar
Fee: Early Bird $199, Regular $209
In this course, you will build your own electric guitar based on the famous Fender Stratocaster. You will learn and employ the woodworking skills required to fabricate the body, and then be lead in the installation of the neck, electrical components, and hardware. The result will be your own functional instrument to enjoy for years. The cost of the components (excluding the wood for the body) is $150. Wood for the body will vary depending on which tone wood you select, and will add an additional $30 to $50 to your cost. No prior woodworking experience is required, and safety will be stressed throughout.
Instructor: Rick Jordan
064503 W 6:00 - 9:00 pm
4/2-6/25/14 VVHS 23

The Art of Film - The Great Films of Actor, Director, Emmy-winning producer Tom Hanks
Fee: Early Bird $59, Regular $69 (Spouse is free, but must pre-register)
Our spring film series will focus on the works of Tom Hanks. Tom Hanks made his name with a touching performance in "Big" (1988), opening the doors to eventual back-to-back Oscar glory with "Philadelphia" (1993) and "Forrest Gump" (1994). He became one of Hollywood’s most bankable stars with the romantic comedy "Sleepless in Seattle" (1993) and Ron Howard’s harrowing drama "Apollo 13" (1995). He has also won numerous awards, including an Oscar nomination, for his work on "Saving Private Ryan" (1998). The actors' love of space exploration and World War II resulted in the production of a number of acclaimed cable miniseries such as "From Earth to the Moon" (HBO, 1998) and "Band of Brothers" (HBO, 2001). His latest film, Captain Phillips, may also be included in this series.
Instructor: Lynn Aase
085203 W 6:00 - 9:00 pm
4/2-6/25/14 HBAS C116
A global team of more than 50 scientists at leading universities created the “Brain Fitness” program for Posit Science. Huntington Beach Adult School is now the first school in Orange County to offer this ground breaking program to older adults, 45+, in the community!

Sign up for our new “Brain Fitness” classes, and work out daily on the software exercises specially designed to be responsive to your response level. This new program requires absolutely no experience on computers. The “graduates” from our first 13 sessions report dramatic results—proven increases in memory, response time, emotional well-being, communication skills, and thinking skills.

You will feel the difference immediately as you...

- Lose 10 years in your “brain age!”
- Improve your memory for names, directions, facts, lists and ideas
- Sharpen your listening and thinking skills, and
- Gain alertness, confidence, and vitality that you thought were lost
- Hear more, retain more, and quicken your response time to process what you hear!

Enjoy the motivation of your fellow seniors in the class as well as our Instructors Suzanne Messina and Sharon Fleming who are specially trained to coach you through the class.

No Computer Experience Necessary in Brain Fitness Classes!

The optimum schedule of classes, according to PositScience Corporation, is to take our 5-week sessions, 2 or 3 days a week, providing you the best “exercise” and results for your brain gain. All classes are held at the Fountain Valley Senior and Community Center in our Adult School Lab. Students need to complete two 5-week sessions to master all the lessons and receive the full benefits provided in the software and instructional program.

Brain Fitness - “Sound” and “Sight” Classes

Enroll now as class sizes are limited! Remember you must commit to regular attendance in this demanding program in order to attain “brain fitness” gains. No one says it will be easy, but it will be the best thing in your life you did for yourself. Don’t delay! Research indicates that after one year, you should return to review the program again. We will be here for you!

Start first with the 40 “Sound” exercises, and improve your auditory processing and memory. Move on into Insight when you are ready – the “Sight” software takes “Brain Fitness” to the next level for improving your visual memory & processing speed!
Brain Fitness - “Sight” and “Sound” Classes
Fee: Early Bird $89, Regular $99
Take Sound or Sight Three Days a Week, Tuesday - Thursdays

087545  T/W/Th  1:00 - 3:00 pm  3/25 - 5/1/14  FVSC Computer Lab
087546  T/W/Th  1:00 - 3:00 pm  5/6 - 6/5/14  FVSC Computer Lab
087547  T/W/Th  1:00 - 3:00 pm  6/10 - 7/10/14  FVSC Computer Lab

Brain Fitness - “Sight” or “Sound” for Active Seniors
Who are Busy During the Day!

Students may take either “Brain Fitness” programs - “Sound” for visual processing or “Sight,” the follow-up. Class sessions are 10 weeks. Students need to complete two sessions of 10 weeks to master all the PositScience lessons in either course.
Fee: Early Bird $89, Regular $99
Instructor: S. Fleming
087563  T/Th  6:30 - 8:00 pm  3/25 - 6/5/14  FVSC Computer Lab

Mental Gymnastics: Have Fun While Strengthening & Sharpening Your Brain!
Fee: Early Bird $59, Regular $69
Take Mental Gymnastics for a fun way to wake up your brain - and/or as a compliment to your Brain Fitness program. Learn how you can become sharper and quicker as you get older by exercising your mental abilities, memory and critical thinking power. Join this mind-bending and fun group and work-out on brain teasers, sudokus and other visual puzzles and mind boggling riddles each session. Learn the latest research on brain health and how to maintain your mental sharpness on your own in the future. Keep “senior moments” from becoming senior months!
Instructor: S. Fleming
087533  8 T  10:30 am - 12:30 pm  4/29 - 6/17/14  FVSC-AR

MENTAL HEALTH, EMPOWERMENT, AND FITNESS

Need more energy?
Get fit!
STAY HEALTHY!
See the Health and Fitness classes on pages 40-43.
**Health & Fitness Classes for All Ages**

**Yoga Classes**
These new Yoga classes are appropriate for all levels of adults - beginners are welcome! Yoga will help to create a vigorous and well-functioning body and an alert mind. It is both energizing and restful, cleansing and calming, and brings to the body agility and vitality. Students will work on different postures and various areas of the body in every class to help develop strength, flexibility, and balance throughout the entire body. Students must bring their own yoga mat. Props (straps and blocks) will be available from the instructor. **Classes are held in our new multi-purpose classroom the Palms Room at our newly constructed HB Adult School Main Campus on Gothard, in Huntington Beach (just south of Warner).**

**Yoga Instructor Jerry Cruise** has been teaching yoga for nearly 20 years and has trained with internationally known instructors including: Patricia Walden, Erich Schiffmann, Richard Freeman, & Rodney Yee. For more information please email Instructor Jerry at jerrycruiseyoga@gmail.com.

**Morning Yoga for All Levels**

**Fee:** Early Bird $109, Regular $119  
14 weeks, 2-days a week, less than $3.50 per hour!  
096031 MW 4/21-7/23/14 9:00 - 10:15 am  
096032 MW 4/21-7/23/14 10:30 - 11:45 am

**Morning Yoga for All Levels**

Same wonderful program but one day per week!  
**Fee:** Early Bird $49, Regular $59  
14 weeks, 1-day a week, less than $3.50 per hour!  
096031-1 M or W 4/21-7/23/14 9:00 - 10:15 am  
096032-1 M or W 4/21-7/23/14 10:30 - 11:45 am

**Summer Yoga Session**

**Morning Yoga for All Levels**

**Fee:** Early Bird $39, Regular $49  
3 weeks, 2-days a week.  
096041 MW 7/28-8/13/14 9:00 - 10:15 am  
096042 MW 7/28-8/13/14 10:30 - 11:45 am

**Morning Yoga for All Levels**

Same wonderful program but one day per week!  
**Fee:** Early Bird $19, Regular $29  
3 weeks, 1-day a week.  
096041-1 M or W 7/28-8/13/14 9:00 - 10:15 am  
096042-1 M or W 7/28-8/13/14 10:30 - 11:45 am

**Evening Yoga for All Levels**

**Fee:** Early Bird $109, Regular $119  
14 weeks, 2-days a week, less than $3.50 per hour!  
096034 MW 4/21-7/23/14 5:00 - 6:15 pm

**Afternoon/Evening Yoga for All Levels**

**Fee:** Early Bird $49, Regular $59  
14 weeks, 1-day a week, less than $3.50 per hour!  
096033 M 4/21-7/23/14 3:45 - 5:00 pm  
096034-1 M or W 4/21-7/23/14 5:00 - 6:15 pm

**Firm, Tone and Sculpt**

**Fee:** Early Bird $99, Regular $119  
Please see a detailed description on page 41. The class is 90 minutes. All levels of fitness are welcome. Bring a yoga mat. The class is created and taught by Carol Ann Trifiletti who has been teaching exercise to all fitness levels for 30 years.  
**Instructor Carol Ann Trifiletti**

201413 T 6:00 - 7:30 pm  
4/22 - 7/22/14 HBAS C116

Please see a detailed description on page 41.
Students who enroll in physical fitness classes should consult their doctor prior to beginning an exercise program and must speak basic English.

EXERCISE & FITNESS CLASS DESCRIPTIONS

**Firm, Tone and Sculpt** - Do you want to firm, tone and burn fat? Do it all in this 90 minute class taught by Carol Ann Trifiletti with three decades of teaching and training experience. The class includes core work and strengthening exercises. The class will also incorporate some Pilates mat work and a cardio segment. The last 25-30 minutes of each session consists of yoga and stretching exercises and poses. Feel relaxed and invigorated when each session is finished. Be prepared to see long term results. Please bring a yoga mat and a towel.

**Dance Aerobics – Levels 1, 2** - Learn complex steps and patterns to a variety of music and tempos. Learn up to 100 combinations and increase your physical fitness and brain power. Each level requires increased aerobic fitness and memorization of patterns.

**Low Impact Aerobics – Level 1** - Simple movements set to music while either sitting or standing to benefit your cardiovascular fitness. Also, various exercises performed to improve posture and alignment, strengthen and tone muscles, and increase flexibility and coordination. This class is beneficial to counter the effects of arthritis or inactivity.

**Salsa Dance** - Come learn to salsa! If you have never salsa danced, this would be a great opportunity for you to learn. We will work on basic steps along with some patterns and progress into partnering. Come join us, make new friends and be social.

**Zumba Gold** - Zumba Gold is a dance-fitness class that is fun and friendly. It targets older adults and modifies the moves and pacing to suit their needs in developing a fit and healthy lifestyle. The class maintains all the favorite elements: zesty Latin music, salsa, cumbia, etc., as well as the exhilarating, easy-to-follow moves.

**Zumba Gold Toning** - Zumba Gold Toning combines body-sculpting exercises and simple dance moves to Latin based music. You will learn to use maraca-like Toning Sticks or one-pound weights to enhance rhythms and tone the arms, abs and thighs. The perfect way to sculpt while having fun!

**Water Aerobics for Fitness** - Water aerobics offers a variety of water exercises for fitness, strength, and endurance without harsh impact on the body. Use a variety of pool “props” in the shallow side of the pool to assist in performing exercises that focus on various areas of the body. Choose one day a week (Tuesday or Thursday) or attend both days for maximum benefit. Class held at HBHS pool (1905 Main Street, HB 92648). *Times may vary due to High School competitions.*

**Lap Swimming for Fitness** - Swim laps in the the evening at your own speed and build up your strength and endurance. Exercise your total body using a variety of strokes with professional staff to advise you. Take inches off your waistline and add vitality to your everyday health. Chart your progress and see the results. Class held at HBHS pool (1905 Main Street, HB 92648). *Times may vary due to High School competitions.*
EXERCISE & FITNESS SPRING SESSION SCHEDULE
Spring Session Dates 4/21/2014 - 7/24/2014

### FOUNTAIN VALLEY SENIOR CENTER LOCATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Early Bird</th>
<th>Regular Fee</th>
<th>Day(s)</th>
<th>Time</th>
<th>Title</th>
<th>Location</th>
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<tbody>
<tr>
<td>087413</td>
<td>$69</td>
<td>$79</td>
<td>T</td>
<td>2:30 - 4:00 pm</td>
<td>Dance Aerobics 1</td>
<td>FVSC-C</td>
<td>C. Cragun</td>
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<tr>
<td>087423</td>
<td>$69</td>
<td>$79</td>
<td>T</td>
<td>1:00 - 2:30 pm</td>
<td>Dance Aerobics 2</td>
<td>FVSC-C</td>
<td>C. Cragun</td>
</tr>
<tr>
<td>084613</td>
<td>$39</td>
<td>$49</td>
<td>M</td>
<td>12:45 - 1:45 pm</td>
<td>Zumba Gold</td>
<td>FVSC-C</td>
<td>N. Jaeger</td>
</tr>
<tr>
<td>084623</td>
<td>$49</td>
<td>$59</td>
<td>Th</td>
<td>11:30 am - 12:30 pm</td>
<td>Zumba Gold</td>
<td>FVSC-C</td>
<td>N. Jaeger</td>
</tr>
<tr>
<td>084213</td>
<td>$99</td>
<td>$109</td>
<td>TTh</td>
<td>10:15 - 11:15 am</td>
<td>Low Impact Aerobics 1</td>
<td>FVSC-C</td>
<td>N. Jaeger</td>
</tr>
<tr>
<td>084633</td>
<td>$49</td>
<td>$59</td>
<td>T</td>
<td>11:30 am - 12:30 pm</td>
<td>Zumba Gold</td>
<td>FVSC-C</td>
<td>N. Jaeger</td>
</tr>
<tr>
<td>0846103</td>
<td>$59</td>
<td>$69</td>
<td>Th</td>
<td>9:00 - 10:00 am</td>
<td>NEW! Zumba Gold Toning</td>
<td>FVSC-C</td>
<td>N. Jaeger</td>
</tr>
<tr>
<td>0874313</td>
<td>$39</td>
<td>$49</td>
<td>M</td>
<td>8:45 - 9:45 am</td>
<td>NEW! Salsa Dance</td>
<td>FVSC-C</td>
<td>J. Rangel</td>
</tr>
<tr>
<td>0874323</td>
<td>$39</td>
<td>$49</td>
<td>M</td>
<td>3:45 - 4:45 pm</td>
<td>NEW! Salsa Dance</td>
<td>FVSC-C</td>
<td>J. Rangel</td>
</tr>
</tbody>
</table>

### HUNTINGTON BEACH VARIOUS LOCATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Early Bird</th>
<th>Regular Fee</th>
<th>Day(s)</th>
<th>Time</th>
<th>Title</th>
<th>Location</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>084223</td>
<td>$79</td>
<td>$89</td>
<td>MW</td>
<td>10:30 - 11:45 am</td>
<td>Low Impact Aerobics 1</td>
<td>RSC-B</td>
<td>R. Burton</td>
</tr>
<tr>
<td>084643</td>
<td>$49</td>
<td>$59</td>
<td>W</td>
<td>1:30 - 2:30 pm</td>
<td>Zumba Gold</td>
<td>HBAS-Palms</td>
<td>N. Jaeger</td>
</tr>
</tbody>
</table>

### LAP SWIM AND WATER AEROBICS SPRING SCHEDULES

#### Lap Swim for Fitness
6:30 - 7:30 pm  
HBHS Pool

<table>
<thead>
<tr>
<th>Code</th>
<th>Early Bird</th>
<th>Regular Fee</th>
<th>Day(s)</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>087703</td>
<td>$129</td>
<td>$139</td>
<td>TTh</td>
<td>4/22-7/24/14</td>
</tr>
</tbody>
</table>

#### Water Aerobics for Fitness
6:30 - 7:30 pm  
HBHS Pool

<table>
<thead>
<tr>
<th>Code</th>
<th>Early Bird</th>
<th>Regular Fee</th>
<th>Day(s)</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>087903</td>
<td>$79</td>
<td>$89</td>
<td>T or Th</td>
<td>4/22-7/24/14</td>
</tr>
<tr>
<td>087803</td>
<td>$129</td>
<td>$139</td>
<td>TTh</td>
<td>4/22-7/24/14</td>
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</table>

We observe all public school holidays & HBUHSD recess periods.
EXERCISE & FITNESS SUMMER SESSION SCHEDULE
Winter Session Dates 7/28/2014 - 8/15/2014

FOUNTAIN VALLEY SENIOR CENTER LOCATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Early Bird</th>
<th>Regular Fee</th>
<th>Day(s)</th>
<th>Time</th>
<th>Title</th>
<th>Location</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>087414</td>
<td>$29</td>
<td>$39</td>
<td>T</td>
<td>2:30 - 4:00 pm</td>
<td>Dance Aerobics 1/2</td>
<td>FVSC-C</td>
<td>C. Cragun</td>
</tr>
<tr>
<td>087424</td>
<td>$29</td>
<td>$39</td>
<td>T</td>
<td>1:00 - 2:30 pm</td>
<td>Dance Aerobics 2</td>
<td>FVSC-C</td>
<td>C. Cragun</td>
</tr>
<tr>
<td>084614</td>
<td>$19</td>
<td>$29</td>
<td>M</td>
<td>12:45 - 1:45 pm</td>
<td>Zumba Gold</td>
<td>FVSC-C</td>
<td>N. Jaeger</td>
</tr>
<tr>
<td>084624</td>
<td>$19</td>
<td>$29</td>
<td>Th</td>
<td>11:30 am - 12:30 pm</td>
<td>Zumba Gold</td>
<td>FVSC-C</td>
<td>N. Jaeger</td>
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<tr>
<td>084214</td>
<td>$39</td>
<td>$49</td>
<td>TTh</td>
<td>10:15 - 11:15 am</td>
<td>Low Impact Aerobics 1</td>
<td>FVSC-C</td>
<td>N. Jaeger</td>
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<tr>
<td>084634</td>
<td>$19</td>
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<tr>
<td>0846104</td>
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<td>$29</td>
<td>Th</td>
<td>9:00 - 10:00 am</td>
<td>NEW! Zumba Gold Toning</td>
<td>FVSC-C</td>
<td>N. Jaeger</td>
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</table>

HUNTINGTON BEACH VARIOUS LOCATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Early Bird</th>
<th>Regular Fee</th>
<th>Day(s)</th>
<th>Time</th>
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<th>Location</th>
<th>Teacher</th>
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</thead>
<tbody>
<tr>
<td>084644</td>
<td>$19</td>
<td>$29</td>
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<td>Zumba Gold</td>
<td>HBAS-Palms</td>
<td>N. Jaeger</td>
</tr>
</tbody>
</table>

LAP SWIM AND WATER AEROBICS SUMMER SCHEDULES

**Lap Swim for Fitness**
6:30 - 7:30 pm  HBHS Pool

<table>
<thead>
<tr>
<th>Code</th>
<th>Early Bird</th>
<th>Regular Fee</th>
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<th>Dates</th>
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<td>$59</td>
<td>TTh</td>
<td>7/29-8/21/14</td>
</tr>
</tbody>
</table>

*We observe all public school holidays & HBUHSD recess periods.*

**Water Aerobics for Fitness**
6:30 - 7:30 pm  HBHS Pool

<table>
<thead>
<tr>
<th>Code</th>
<th>Early Bird</th>
<th>Regular Fee</th>
<th>Day(s)</th>
<th>Dates</th>
</tr>
</thead>
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<td>$39</td>
<td>$49</td>
<td>T or Th</td>
<td>7/29-8/21/14</td>
</tr>
<tr>
<td>087804</td>
<td>$59</td>
<td>$69</td>
<td>TTh</td>
<td>7/29-8/21/14</td>
</tr>
</tbody>
</table>
MISSION STATEMENT

The Huntington Beach Adult School promotes lifelong learning by providing a relevant educational program that meets individual needs and enables students to become productive workers, involved citizens and effective family and community members.

STUDENT LEARNING OUTCOMES (SLO’S)

Huntington Beach Adult School students will be:

Effective Communicators who:
✓ Use appropriate spoken and written language to communicate ideas in both formal and informal situations
✓ Read for information and understanding
✓ Listen objectively and respond respectfully to others
✓ Utilize technology to convey and access ideas and information
✓ Express themselves through a variety of mediums

Critical and Creative Thinkers who:
✓ Identify problems
✓ Apply problem-solving strategies to a variety of situations
✓ Locate and organize information
✓ Analyze and apply information
✓ Monitor and evaluate progress and adjust plans or goals accordingly
✓ Create and/or support intellectual, practical and artistic works

Self-directed Learners who:
✓ Develop goals responsive to their changing world and or workplace
✓ Access and utilize information effectively
✓ Pursue training and course of study that relates to their goals
✓ Work independently to complete tasks

Productive Individuals who:
✓ Follow directions
✓ Use available resources effectively to achieve their goals
✓ Contribute time, knowledge or talent to help others

HBAS is accredited by the Western Association of Schools and Colleges.

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

School Board
Bonnie Castrey
Dr. Duane Dishno
Susan Henry
Kathy Iverson
Dr. Michael Simons

Superintendent
Dr. Greg Plutko

HERE TO HELP

Steve Curiel, Principal
(714) 842-4227, x4401
Susan Torres, Assistant Principal
(714) 842-4227, x4403
Shirley Vaughn, Assistant Principal
(714) 842-4227, x4404
Tomoko Gane, HB Adult School Secretary
(714) 842-4227, x4402
Cynthia Bonncastle, School Counselor
(714) 842-4227, x4470
Tammy Asaki, Guidance Specialist
(714) 842-4227, x4422
Susan Jahns, Guidance Specialist
(714) 842-4227, x4423

Want to stay current on events and classes at HBAS? Sign up for our email newsletter at www.hbas.edu.

Did you know?

Are you a returning student?
If you have enrolled in class before you only need to complete name, birthday, address and phone number unless other info has changed.
Main Office Hours  
Monday-Thursday from 8 am to 8 pm.  
Friday from 8 am to 3:30 pm.  
ESL and Parent Education hours may vary – see each department for details.

Admission - Courses are open to any person 18 years of age or over who can profit from instruction. There is open, ongoing enrollment in most classes. High school students may arrange to take adult education courses through their high school.

Fees - A $20 non-refundable registration fee is charged in most classes as well as material or lab fees where needed.

Refund Policy - No refunds will be made to students who withdraw unless a written request with the receipt attached is received by the Adult School no later than three working days before the class begins (unless an earlier date is specified in the class description for a class requiring guaranteed enrollment to be held). A $20 processing fee will be charged except for classes cancelled by the Adult School. Please allow 4-6 weeks for refunds to be processed.

Returned Check Fee - The Adult School charges a fee of $25 for checks returned to us for insufficient funds.

Attendance - A specific number of students is required to start a state-supported class, and it may be closed if attendance falls below limits; therefore, students have an obligation to each other to attend regularly.

Enrollment Confirmation - All online registrations receive automatic confirmations. The Adult School does not usually send confirmations of enrollment in a class. If you would like confirmation to be sent to you, please include a self-addressed, stamped envelope with the registration form or include your email address and a request for confirmation. You may also call the department one week prior to the start of the class.

Dress Code - Appropriate clothing is required. Hats, gang affiliated attire and revealing clothing are prohibited. Clothing advertising alcohol or drugs is not permitted. Shoes must be worn at all times in the classroom and on campus.

Spring Break ..................................... Monday - Friday, April 14 - 18, 2014  
Memorial Day .................................... Monday, May 26, 2014  
Independence Day ............................... Friday, July 4, 2014  

Zero Tolerance - The Huntington Beach Union High School District has a “zero tolerance” policy towards weapons or violent acts on our campuses. Possession of any firearm, knife, explosive or other dangerous object is not allowed, nor are disabling devices such as mace and pepper spray.

No smoking including electronic cigarettes. Students may not smoke on campus or parking lot. This includes no smoking in vehicles.

No skateboarding on campus.

Publicity and Photo Release - As a student in the Huntington Beach Adult School, you may be photographed or filmed for campus or district (Huntington Beach Union High School) displays and for other publicity and public relation purposes. Signature on the registration form indicates your agreement for these purposes. If you feel otherwise, please submit a letter to the Adult School Administration.

Parking by HBAS Permit only - Please park in marked spaces only, and do not park in Staff Parking (yellow). Park in green spaces no more than 30 minutes. Do not back in a space. Anyone not following these parking rules may be ticketed.

Non-Discrimination Notice - The Huntington Beach Union High School District and the Huntington Beach Adult School do not discriminate on the basis of age, ethnic group identification, religion, sex, gender, color, race, ancestry, national origin, sexual orientation, physical disability or mental disability in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin). Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to disability) and the Age Discrimination Act of 1975 (pertaining to age). Copies of the complete policies and complaining procedure are available in the Adult School office.
MAIN LOCATIONS

<table>
<thead>
<tr>
<th>Institution</th>
<th>Address</th>
<th>City and Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBAS</td>
<td>HB Adult School <strong>Main Campus</strong></td>
<td>17231 Gothard St., Huntington Beach 92647</td>
</tr>
<tr>
<td>HBAS</td>
<td>HB Adult School Westminster Campus (ESL classes only)</td>
<td>14325 Goldenwest St., Westminster 92683</td>
</tr>
<tr>
<td>HBAS</td>
<td>HB Adult School Career Training Center</td>
<td>17231 Gothard St., Huntington Beach 92647</td>
</tr>
<tr>
<td>HBAS</td>
<td>HB Adult School Parent Smart Preschool and Toddler Programs</td>
<td>15859 Springdale St., Huntington Beach, 92649</td>
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CLASS LOCATIONS

<table>
<thead>
<tr>
<th>Institution</th>
<th>Address</th>
<th>City and Zip Code</th>
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</thead>
<tbody>
<tr>
<td>DES</td>
<td>DeMille Elementary School</td>
<td>15400 Van Buren St., Midway City</td>
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<tr>
<td>EHS</td>
<td>Edison High School</td>
<td>21400 Magnolia, Huntington Beach 92646</td>
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<tr>
<td>FES</td>
<td>Finley Elementary School</td>
<td>13521 Edwards St., Westminster 92683</td>
</tr>
<tr>
<td>FVSCC</td>
<td>Fountain Valley Senior &amp; Community Center</td>
<td>17967 Bushard, Fountain Valley 92708</td>
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<tr>
<td>FVHS</td>
<td>Fountain Valley High School</td>
<td>17816 Bushard, Fountain Valley 92708</td>
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<tr>
<td>HSC</td>
<td>Holy Spirit Church</td>
<td>17270 Ward, Fountain Valley 92708</td>
</tr>
<tr>
<td>HBAS</td>
<td>HB Adult School (Main Campus)</td>
<td>17231 Gothard St., Huntington Beach 92647</td>
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<tr>
<td>HBAS</td>
<td>HB Adult School (Westminster Campus)</td>
<td>14325 Goldenwest St., Westminster 92683</td>
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<td>HBHS</td>
<td>Huntington Beach High School</td>
<td>1905 Main St., Huntington Beach 92648</td>
</tr>
<tr>
<td>HLC</td>
<td>Huntington Landmark Community</td>
<td>20880 Oakridge Ln., Huntington B. 92646</td>
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<tr>
<td>MHS</td>
<td>Marina High School</td>
<td>15871 Springdale St., Huntington Beach 92649</td>
</tr>
<tr>
<td>OLG</td>
<td>Our Lady of Guadalupe</td>
<td>17103 Magnolia Street, Fountain Valley 92708</td>
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<tr>
<td>OVPEC</td>
<td>Oak View Preschool &amp; Educ. Res. Center</td>
<td>17131 Emerald Ln., Huntington B. 92647</td>
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<td>OVHS</td>
<td>Ocean View High School</td>
<td>17071 Gothard, Huntington Beach 92647</td>
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<td>PSP</td>
<td>Parent Smart Preschool &amp; Toddler Programs (Marina HS Campus)</td>
<td>15859 Springdale St., Huntington Beach 92649</td>
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<td>RSES</td>
<td>Ray Schmitt Elementary School</td>
<td>7200 Trask Ave., Westminster 92683</td>
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<tr>
<td>RSC</td>
<td>Rodgers Seniors’ Center</td>
<td>1706 Orange Ave., Huntington Beach 92648</td>
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<tr>
<td>TBD/TBA</td>
<td>(location to be determined or announced)</td>
<td>9600 Dolphin, Fountain Valley 92708</td>
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<tr>
<td>VaVHS</td>
<td>Valley Vista High School</td>
<td>14325 Goldenwest St., Westminster 92683</td>
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<tr>
<td>WWMS</td>
<td>Willis Warner Middle School</td>
<td>14171 Newland St., Westminster 92683</td>
</tr>
</tbody>
</table>

Connect with us!
Like us on Facebook
Follow us on Twitter

You and your friends can subscribe to our monthly e-updates for free at hbas.edu.

EARLY BIRDS GET IN!
We recommend registering early to get into the class you want. A class may be cancelled if the minimum enrollment requirements are not met in time. We invite you to be an early bird!

WHY PEOPLE CHOOSE US?
✓ Relevant and timely classes.
✓ Experienced and friendly instructors.
✓ Easy, quick registration.
✓ Classes located throughout the community.
✓ Accredited by the Western Association of Schools and Colleges.
Huntington Beach Adult School - Registration Form

HB Adult School - Main Campus, 17231 Gothard St., Huntington Beach, CA 92647 - Attn: Registration
Fax registration forms to: (714) 847-8316 - DO NOT USE FOR ESL REGISTRATION.

PLEASE NOTE: The State Department of Education requests demographic data for all adults who enroll in Adult Education classes. This information may assist our school in qualifying for State and Federal grants. Information is confidential and only reported collectively.

Please PRINT and fill in COMPLETELY
Please note that we will assign you a student ID number and use your birthdate to identify you in our student database.

☐ New student    ☐ Returning student (need only complete the information indicated with asterisks)

Personal Information

*Last Name: _____________________________   *First Name: _________________________   *MI _____
*Birth Date: _____________________________   Gender:  ☐ male    ☐ female
Street Address: ____________________________
City/State/Zip: ______________________________
*Preferred Phone (home/work/cell) (___)_________   *Email Address: _____________________________
(circle one)
Other Phone (home/work/cell) (___)___________   Ethnicity: __________________________________
(circle one)

Native Language (language spoken in home)

Work Status:  ☐ Employed   ☐ Unemployed   ☐ Not employed and not seeking work

Highest year of school completed:  ☐ HS Diploma (if no diploma, what was highest grade completed?) ________
☐ Masters/Ph.D  ☐ 4 yr. college degree  ☐ AA or AS degree  ☐ GED  ☐ Technical Certificate  ☐ other ________

Do you receive public assistance or are in any of these categories? (Check all that apply.):
☐ AFDC  ☐ CalWORKs  ☐ TANF  ☐ JTPA  ☐ WIA  ☐ Disabled  ☐ Single Parent  ☐ Rehabilitation
☐ Other public assistance __________________________  ☐ Displaced homemaker  ☐ other _________________

Marital Status:  ☐ Single   ☐ Couple Number of dependent children: _____________

Income - Please indicate your current monthly family income: __________________

*Class Information

Early Bird Registration fees are available for specific classes indicated and if postmarked or received by at least seven days prior to the first day of class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Class Hours</th>
<th>Start Date</th>
<th>Early Bird Fee</th>
<th>Regular Fee</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

By my signature below, I verify that this information is true and complete to the best of my knowledge. I give my permission for the HB Adult School to publish photos in which I may appear for marketing purposes.

_________________________________________          ___________________
*Student Signature    *Date

*Payment Information

☐ Cash   ☐ Check or Money Order #________ (payable to HBAS).
☐ Master Card   ☐ Visa Note: A fee of $25 will be charged for checks returned to us for insufficient funds.

Refunds will be issued when requested 3 working days prior to start date in writing (or unless policy is specified otherwise) and a $20 processing fee will be charged (unless class is canceled by HBAS).
Confirmsations of receipt or enrollment can be emailed upon request by phone or email (info@hbas.edu).

Charge Card Information:
We cannot process your enrollment without an expiration date and 3-digit security code.

<table>
<thead>
<tr>
<th>Expiration Date</th>
<th>Mo</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Last three digits of security code on back side of credit card: ________

Cardholder Name: (print)    Signature

Office Use only:
Date Entered ___________________________    Entered by (initials) ___________________________