

HUNTINGTON BEACH ADULT SCHOOL CATALOG OF CLASSES FALL 2019

17231 Gothard Street, Huntington Beach CA 92647 | WWW.HBAS.EDU

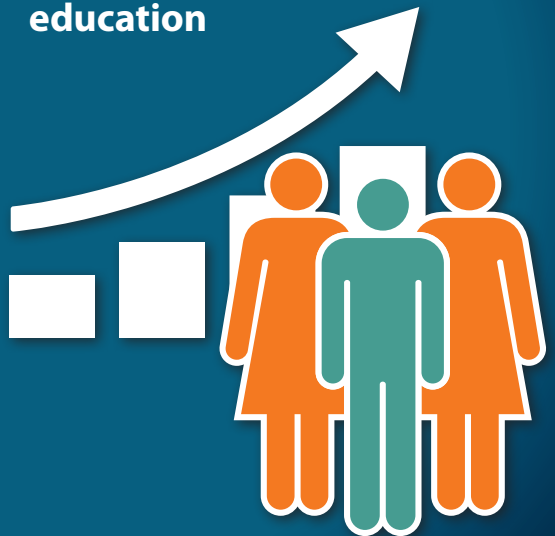
Students are succeeding at HBAS



1400+
students improved
their literacy skills
significantly

1100+

students who got a job or
entered post-secondary
education



Financial Assistance
Available. Apply Now!

College Credit Available
See page 5

Aprenda Inglés - página 37-38
Học Anh Ngữ - trang 37-38



HUNTINGTON
BEACH
ADULT
SCHOOL



CALIFORNIA
ADULT EDUCATION
PROGRAM

Fully Accredited by



STUDENT SUCCESS SPOTLIGHT

Jeremiah Canlas completed his pharmacy technician program in 2017. Shortly after obtaining his license, he was offered employment at the CVS retail pharmacy. In pursuit of career growth, he recently accepted a lucrative position at the Lakewood Regional Hospital specializing in IV sterile



Jeremiah Canlas

compounding. His experience working with patient care and therapeutic services, inspired him to study kinesiology at Long Beach City College. His long term career goal is to become a sports psychiatrist specializing in mental health disorders for athletes and the gaming community.

OUR DEDICATED AND FRIENDLY STAFF IS HERE TO HELP YOU!



Willie, Network Technician



Rick, Media Services

WELCOME TO HBAS

HBAS REGULAR OFFICE HOURS

BESST

8:30 am - 1:00 pm Monday/Wednesday | 8:30 am - 8:00 pm Tuesday/Thursday
Closed on Fridays

Gothard

8:00 am - 8:00 pm Monday-Thursday | 8:00 am - 3:00 pm Friday

WHS

8:00 am - 8:00 pm Monday-Thursday | 8:00 am - 3:00 pm Friday

Westminster Mall

8:30 am - 8:00 pm Monday-Thursday | 8:30 am - 12:00 pm Friday

Please see hbas.edu for orientation schedule and the most current summer operational hours.

The Huntington Beach Adult School is a proud partner of the Educate & Elevate California Campaign.

For more information on our successes and how adult education benefits communities all across California, go to www.EducateandElevateCA.org



TABLE OF CONTENTS

Steps to Success	7
Student Support Services	8-9
Career Training	
CTE Information Schedule.....	10-11
Accounting Clerk	12-14
Business Information Worker.....	15
Medical Billing and Coding.....	16-17
Pharmacy Technician	18-19
Medical Assistant	20-21
CPR.....	21
Administrative Assistant	22
Office Clerk/Data Entry.....	23
Notary Public	24
Career Readiness	24
Math Refresher	25
Reading Refresher	25
Keyboarding / Typing/10 Key Certification	25
Computer Classes.....	25-27
Hybrid Computer Classes	28-31
CISCO Academy.....	32-34
High School Diploma/GED	35-36
English as a Second Language	37-38
Community Education Classes	39-47
General Information	
School Policies.....	48-50
Holiday Schedule	49
Campus/Class Locations.....	51



HUNTINGTON
BEACH
ADULT
SCHOOL

HUNTINGTON BEACH ADULT SCHOOL MISSION STATEMENT

Huntington Beach Adult School promotes lifelong learning by providing 21st century educational programs, and preparing students for success in postsecondary education, the workforce, and the community.

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!



OUR DEDICATED AND FRIENDLY STAFF IS HERE TO HELP YOU!

L to R:
Brian, Utility Worker and
Manny, Utility Worker



Steve Curiel, Principal

One of the strategies that HBAS has focused on over the past five years is that of supporting students all the way through to completion and into their new career or onto college. As of the date I am writing this message, we have had 807 students get a job after enrolling and taking classes with us and 353 enroll in college courses. These numbers represent a significant increase from the years before and we credit it to a change in culture at HBAS from one that focused on making sure students complete their classes to one that focuses on students successfully transitioning to post-secondary, assuming all the while that the latter requires the former. In addition, we recognize the path to success is not a straight and smooth one but filled with bumps and barriers for many of our students. In response, we have increased our efforts in the area of support services to make sure we can help students when they do face challenges. Although we aren't "there" yet, I want to recognize the significant improvement and thank my staff for their hard work and dedication to helping improve the lives of our students.

Sincerely, Steve Curiel, Principal, Huntington Beach Adult School

HBAS is Partnering with Coast Community College District!

Complete one or more of the courses listed below and be awarded college credit when you choose to further your education at Coastline Community College or Orange Coast Community College or Golden West College.

Coastline Community College:

- Career Readiness
- Keyboarding
- Microsoft Word Beginning
- Microsoft Excel Beginning
- Microsoft Word Intermediate
- Microsoft Excel Intermediate
- Microsoft PowerPoint Beginning
- Accounting 1
- QuickBooks 1-2 -3
- IT Essentials
- CCNA 1-2-3-4
- CCNA Security
- Introduction to Cybersecurity
- Cybersecurity Essentials



- ### Orange Coast Community College:
- Keyboarding

What do students say about the Career Tech programs offered at HBAS?

"HBAS is a great choice for career training."

"I really enjoy coming to class every day."

"I would definitely recommend this class to my friends and family."

"I am about to finish the Pharmacy Tech training course and I could not be more excited for the career ahead of me."

"Changed my life for the positive."

"I highly recommend HBAS to all who want to become a Pharmacy Technician or Medical Assistant."

"It is a fun learning experience."

"Nice environment. I strongly recommend the Medical Assistant program at HBAS."

How do students describe the Career Training instructors at HBAS?

"Teachers and Staff are amazing. I enjoyed every minutes."

"Strict enough to get you to study harder to prepare the best for your future job."

"My teachers are so great."

"Cares about education."

"Friendly and enthusiastic."

"Encouraging and inspiring."

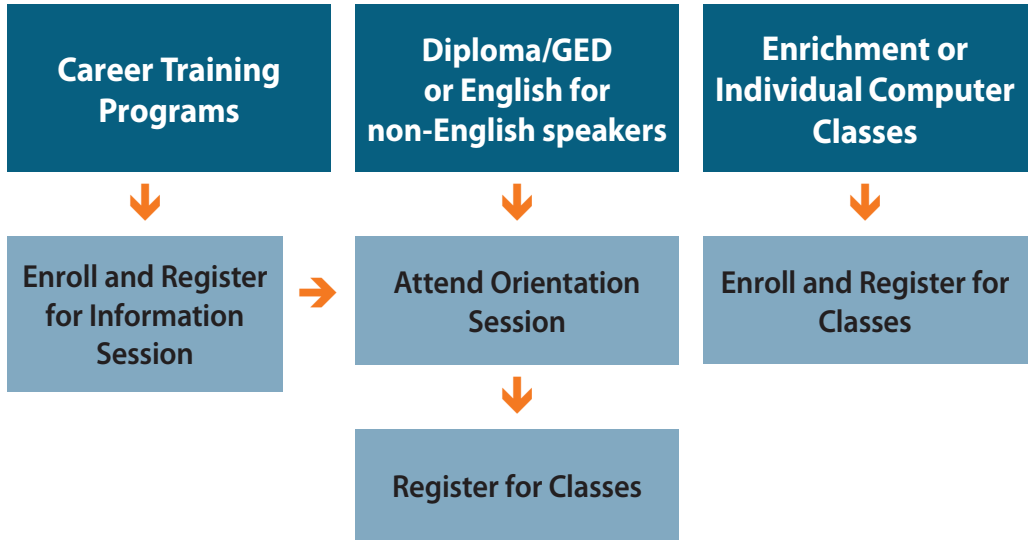
"Willing to spend extra time with students to make sure they understand each lecture."

"I am grateful for my teachers."

"Motivating"



NEW STUDENT ENROLLMENT PROCESS



Information Session

For those interested in a career-training program: Enroll online or in-person for the required Information Session, which outlines the courses and attendance requirements of each program. **Allow 1 hour for this step.**

Orientation Session

This session is a 3 step process required by new students. (1) Enroll your demographic information as required by State Education, (2) Participate in an Orientation, (3) Complete two Assessments.

Students will be given important information as to what services are provided and what skills will be important in order to meet their end goal. In addition, students will take a basic skills assessment to determine your class level and if academic support is needed.

Allow 3 hours for this step.

Register for Class

Once a student completes the Orientation Session students can register for their academic or career education classes.

Information Sessions and Orientation times and locations can be found on the school calendar at hbas.edu

SUPPORTING OUR STUDENTS

Why see a Counselor?

- Counseling offers a chance to explore areas of life that can bring more personal satisfaction and confidence.
- Helps students sort through personal difficulties and recognize the parts of their lives that are going well.
- Helps students identify strengths they already have to motivate and encourage progress.
- Strengths can be nurtured to become the tools for change, and to add clarity to life and ultimately benefit the student and others.

Contact: cwinford@hbas.edu
714.592.1005 x 4470
anguyen@hbas.edu
714.894.1018 x 4919

Why see a Job Developer?

- Job search strategies for Career Pathway students
- One on one employment assistance
- Assist in development of vocational goals
- Assist clients with the development of job searching skills
- Identify employment opportunities – JOB LEADS
- Resume critique

Contact: aflores@hbas.edu
714.842.4227 x 4422

Why see a College and Career Specialist?

- Choosing a college and/or major
- Financial aid and scholarship help
- Career assessment & planning
- Registering for school
- Help choosing a training program

Contact: vbeachley@hbas.edu
714.592.1005 x 4472



Our Counselors:

Courtney Winford, the counselor serving ASE and CTE students primarily, holds a Bachelor of Science Degree in Psychology, a Master of Science Degree (and a credential) in Counseling, and an Education Specialist Credential.

Ashley Nguyen, our counselor who serves ESL students primarily, holds a Bachelor of Arts degree in Psychology and Social Behavior and a Master of Arts Degree (and a credential) in Educational Counseling.

Both counselors happily make themselves available to students who are struggling to meet their educational goals, due to both academic and nonacademic reasons. No issue is too small or large for these two counselors who are great listeners and passionate about helping students succeed.



Our Job Developer:

Arlene Flores, has eight years of experience working in the private sector as a Job Developer and Director of Career Services where she earned accolades for helping Students/Graduates prepare for success in their new careers by offering workshops, resume review and job search strategies. She also developed strong relationships with hiring managers, setting up interviews, interview prep., and job placements. She comes with over 20 years of experience in the Healthcare field as well as a strong background in sales and marketing.

Our College and Career Specialist:

Valerie Beachley, has taught CTE classes at HBAS and is now helping students fulfill their dreams in pursuing their education, whether that be here at HBAS or one of the local community colleges. Valerie can help you step by step through the process of locating a school that offers the major you are looking for, completing the college application, filling out the FAFSA for financial aid and getting you on track for your future. She is a strong believer in lifelong learning and holds a Bachelor of Science degree in Adult Education from CSULB.



SUPPORTING OUR STUDENTS



Our Guidance Specialists:

Tammy Asaki has been a guidance specialist for Huntington Beach Adult School for over 20 years. She offers academic guidance for our High School Diploma students including transcript evaluation, registration, choosing a course of study, developing an educational plan, scheduling and course changes. She also maintains student records and can provide transcripts, letters, and verifications, as needed, for diploma students. Tammy has a

Bachelor of Arts degree in Psychology from CSUF and her main goal is to help adult students graduate from high school and continue their education.

Vanesa Rodriguez is a guidance specialist who has a Bachelor's degree in Communications from Cal State Fullerton and has a passion for working in the field of education. Before graduating from Cal State Fullerton, she attended Fullerton College and tutored at the college's writing center. Later on she served as the community liaison for the Ocean View School District. Now she works with our high school education students at the BESST Center in Costa Mesa. She is a strong believer in the importance of higher education and enjoys encouraging our students to pursue knowledge and develop skills.



FIND YOUR BEST CAREER! Financial Assistance Available!



Medical Assistant
Pages 20-21



Medical Billing and Coding Pages 16-17



Pharmacy Technician
Pages 18-19



Administrative Assistant Page 22



Accounting Clerk
Pages 12-14



Office Clerk/Data Entry Clerk Page 23

CAREER TRAINING

Are you ready to start a new career?

HBAS offers seven Certificate Programs: Accounting Clerk, Business Information Worker, Medical Assistant, Medical Billing/Coding, Pharmacy Technician, Administrative Assistant, and Data Entry Clerk. If you are interested in one or more of our programs, enroll online and register to attend a FREE Information Session. The schedule for the Information Sessions can be found below. **Please note: All students must be 18 years of age or older, possess a high school diploma or GED, must attend a required Information Session prior to being accepted into a certificate program, and pass an English and math exam (free remediation classes are available if needed).**

You can complete training for a new career in 3 simple steps.

Please note: these steps must be completed in the order listed below:

STEP 1 Enroll and register online to attend a FREE, **REQUIRED Information Session**. At the Information Session you will learn about the programs prerequisites, registration fees, externship opportunities, job prospects, and more. The schedule for the Information Session for each certificate program is listed below. **Allow 1 hour for this step.**

Information Session Schedule: 8:30 am – 9:30 am at HBAS Gothard site

Dates	Medical Billing/Coding (Rm C123)	Medical Assistant (Rm C123)	Pharmacy Technician (Rm C123)	Administrative Assistant/Data Entry (Rm C123)	Accounting (Rm C123)	Business Information Worker (Rm C123)
08/30/19	0680621	0679021	0678621	0620021	0676421	0610021
09/13/19	0680601	0679001	0678601	0620001	0676401	0610001
09/27/19	0680602	0679002	0678602	0620002	0676402	0610002
10/11/19	0680603	0679003	0678603	0620003	0676403	0610003
10/25/19	0680604	0679004	0678604	0620004	0676404	0610004
11/8/19	0680605	0679005	0678605	0620005	0676405	0610005
11/22/19	0680606	0679006	0678606	0620006	0676406	0610006
12/6/19	0680607	0679007	0678607	0620007	0676407	0610007
12/20/19	0680608	0679008	0678608	0620008	0676408	0610008
01/10/20	0680609	0679009	0678609	0620009	0676409	0610009
01/24/20	0680610	0679010	0678610	0620010	0676410	0610010
02/7/20	0680611	0679011	0678611	0620011	0676411	0610011
02/21/20	0680612	0679012	0678612	0620012	0676412	0610012
03/6/20	0680613	0679013	0678613	0620013	0676413	0610013
03/20/20	0680614	0679014	0678614	0620014	0676414	0610014
04/3/20	0680615	0679015	0678615	0620015	0676415	0610015
04/24/20	0680616	0679016	0678616	0620016	0676416	0610016
05/8/20	0680617	0679017	0678617	0620017	0676417	0610017
05/22/20	0680618	0679018	0678618	0620018	0676418	0610018
06/05/20	0680619	0679019	0678619	0620019	0676419	0610019

*The location of some of the Information Sessions may change. Check website for location information.

STEP 2 Attend a **CTE Orientation Session** immediately following the Information Session. **Allow 3 hours to complete this step. The CTE Orientation schedule dates are the same as above.** In this step you will complete a required English & Math exam (9:30 am - 12:30 pm).

There will be no late admittance and there is limited space available so please arrive before the start time.

* A student who fails one or both entrance exams will be directed to enroll in free remediation classes to prepare them to re-take and pass the exams.

STEP 3 Register for the Career Readiness Class. You may also choose to register for one additional required class at this time.

Certificate Program Information Continued:

- If you fail one or both entrance exams you will be required to enroll in free remediation classes before enrolling in a certificate program. You must pass both sections of the entrance exam **prior to enrolling in the 2nd required class of the program.**
- If you have already taken a Medical Terminology, Microsoft Word and Microsoft Excel course and can provide a certificate of course completion or an official transcript from a **WASC Accredited** school within the last two years, you may speak to an instructor about challenging the course. If the instructor verifies you qualify you may challenge the exam **ONLY ONCE**. The exam must be taken on or before the start date of the class. The Challenge Exam Fee of \$20 will apply. The passing standard is 80% or higher. If you do not meet the passing standard, you are required to enroll in and complete the whole course in the usual manner. Should you not pass the exam at 80% accuracy the Challenge Exam Fee will not be applied toward the cost of you enrolling in the course. You may not use any reference materials when challenging the exam and you will not be provided any study materials prior to the exam.
- If you successfully complete your program's required course work with a passing grade of 80% or higher and you pass the National/State certifying exam (Pharmacy Tech, Medical Assistant & Medical Billing/Coding), you will qualify to enroll in an externship program.
- If you finish your course work in the summer, fall, or winter, you will only be eligible to participate in the Pinning Ceremony immediately following the completion of your last class.



Can't decide on a course selection or a career choice? Get the help you need from our counselor. See page 8.

2019 CERTIFICATE PINNING CEREMONY



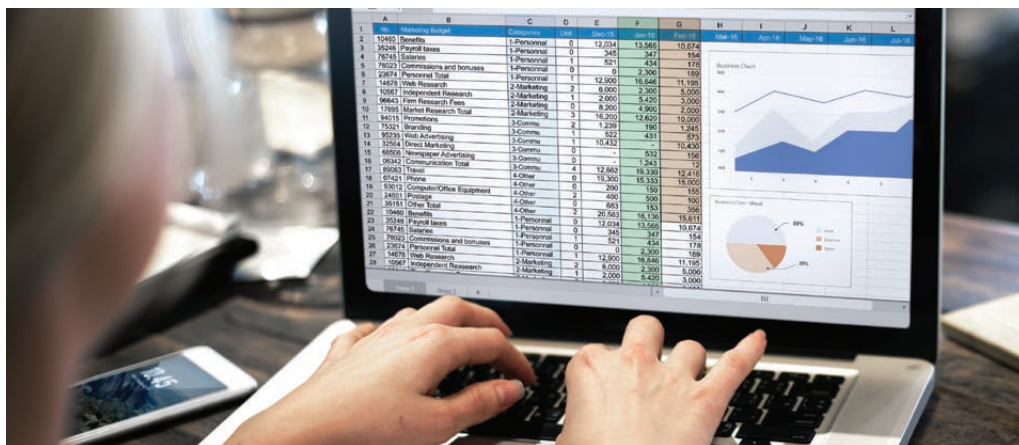
Next Year's Pinning Ceremony - June 11, 2020

Location: Westminster Mall

CAREER TRAINING

Accounting Clerk Certificate Program

FINANCIAL ASSISTANCE AVAILABLE!



Accounting Class

This certificate program prepares you to compute, classify, and record numerical data to keep financial records complete. You will also be able to perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Students must pass an English and math proficiency test in order to be accepted into the program. A high school diploma or GED is required. To receive a program certification, students must complete all course work within a 2-year period.

Required FREE Information Session for students considering enrollment!

See page 10 for information session schedule and details.

No class on school holidays. We observe all public school holidays. Please see page 49 for the 2019-2020 Holiday Schedule.

Required Coursework

Keyboarding (40 wpm minimum) / 10 Key Certification (140 kpm) (See pages 25, 26) • **Early Bird \$49, Regular \$59, or Typing Certificate / 10 Key Certificate \$20**

Career Readiness Skills • (See page 24) **Early Bird \$159, Regular \$189**

Internet, Email, Google Docs, Gmail, Outlook • (See page 26) **Early Bird \$99, Regular \$129**

Windows 10 Essentials & File Management • (See page 26) **Early Bird \$99, Regular \$129**

Beginning Word • (See pages 27, 29) **Early Bird \$99, Regular \$129**

Beginning Excel • (See pages 27, 30) **Early Bird \$99, Regular \$129**

Intermediate Excel Online • (See page 30) **Early Bird \$99, Regular \$129**

QUICK OCCUPATIONAL FACTS: Bookkeeping, Accounting, Accounting Clerk

Average Wage: \$17.50/hour

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!



INSTRUCTOR: ESTHER NGUYEN

Esther Nguyen holds a Bachelors degree in Accounting from Cal State Fullerton and an MBA from Webster University. She has high school, ROP, Community College, and Adult School teaching experience. She has accounting experience in such diverse areas as medical testing, payroll, manufacturing as well as schools. She currently owns her own business specializing in tax and accounting services and is QuickBooks Certified.

Accounting • Level 1

This is a beginning course in practical accounting for small business (service). Hands-on manual training includes the accounting cycle, debit/credit rules, journalizing and posting business transactions, accounts payable, accounts receivable, preparing financial statements, performing closing entries, reconciling bank statements, and processing payroll.

Early Bird \$269, Regular \$299
(workbook included)

Instructor: Esther Nguyen

0676501	9/4/19-10/30/19	M/W
4:00pm–6:30pm	HBAS-G	Rm B104
0676502	12/2/19-2/12/20	M/W
6:30pm–9:00pm	HBAS-G	Rm B104

Accounting • Level 2

This is an advanced course in practical accounting for Corporation (Merchandising). Hands-on manual training includes accounting cycle for merchandising corporation, accounting for publicly held corporations, cash funds, plant assets and depreciation, uncollectible accounts receivable, inventories, notes payable and receivable. **Earn college credit at CCC.**

Early Bird \$269, Regular \$299
(workbook included)

Instructor: Esther Nguyen

0676601	11/4/19-1/22/20	M/W
4:00pm–6:30pm	HBAS-G	Rm B104
0676602	2/19/20-4/22/20	M/W
6:30pm–9:00pm	HBAS-G	Rm B104

QuickBooks

Using Online Software

This teacher directed class meets in person on Saturday's and will use the online version of Intuit's QuickBooks cloud-based software application. This class will cover online subscriptions, using QuickBooks on mobile devices, how to set up QuickBooks Online, Setting up a New Company, Working with Customers & Vendors, Banking & Credit Card Transactions, and tons of review! **This is not an online course, class attendance required.**

Early Bird \$129, Regular \$159

Instructor: Esther Nguyen

0670601	9/7/19-11/16/19	Sat
12:00pm–3:00pm	HBAS-G	Rm C123
0670602	2/22/20-5/2/20	Sat
8:30am–11:30am	HBAS-G	Rm C123

No class on Veteran's Day.

QuickBooks • Level 1

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 courses if you require acquisition of these skills. Students are advised to bring a USB Flash drive. **Earn college credit at CCC.**

Early Bird \$129, Regular \$159

Instructor: Esther Nguyen

0670301	9/4/19-10/9/19	M/W
6:30pm–9:00pm	HBAS-G	Rm B104
0670302	1/29/20-3/11/20	M/W
4:00pm–6:30pm	HBAS-G	Rm B104

QuickBooks • Level 2

The key concepts of this second course include dealing with physical inventory, working with balance sheet accounts and budgets, using QuickBooks for payroll, working with estimates and time tracking and customizing and integrating in QuickBooks. Students are advised to bring a USB Flash Drive. **Prerequisites:** QuickBooks 1. **Earn college credit at CCC.**

Early Bird \$129, Regular \$159

Instructor: Esther Nguyen

0670401	10/14/19-11/20/19	M/W
6:30pm–9:00pm	HBAS-G	Rm B104
0670402	3/16/20-4/29/20	M/W
4:00pm–6:30pm	HBAS-G	Rm B104

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

HBAS ACCEPTS



CAREER TRAINING

Accounting Clerk Certificate Program *(continued)*



Beginning & Intermediate levels of Excel Training

QuickBooks • Level 3

Become a confident QuickBooks user by learning to record business transactions using Source Documents such as bills/invoices, receipts, memorandums, purchase orders, bank statements. The topics covered in this course includes accounts receivable, accounts payable, bank reconciliations, credit cards transactions, creating a company. The key concepts of this course include how to create invoices and track sales, pay bills, reconcile bank statements and record credit cards transactions using Source Documents. **Prerequisites:** QuickBooks 2. **Earn college credit at CCC.**

Early Bird \$129, Regular \$159

Instructor: Esther Nguyen

0670501	5/4/20-6/10/20	M/W
6:30pm-9:00pm	HBAS-G	Rm B104

QuickBooks Workshop Advanced Topics

In this class, students complete a simulation with source documents for a more real world hands-on learning of QuickBooks. Topics covered include editing payment terms, importing IDF files, setup fixed assets and depreciation transaction, customer deposits, logos on invoices and checks, and more.

Early Bird \$69, Regular \$79

Instructor: Esther Nguyen

0670801	1/11/20	Sat
8:30am-3:00pm	HBAS-G	C123
0670802	5/30/20	Sat
8:30am-3:00pm	HBAS-G	C123

Tax Preparer

Students will learn basic federal income tax theory and concepts, learn manual and computer assisted programs to prepare tax returns. An introductory course designed to prepare you for career opportunities in the tax preparation field.

Early Bird \$129, Regular \$159

Instructor: Esther Nguyen

0624001	9/7/19-11/16/19	Sat
8:30am-11:30am	HBAS-G	Rm C123

No class on Veteran's Day.

ELECTIVES

Externship

An externship is an excellent way of learning about the day-to-day work of professionals in your field. It can offer individuals the opportunity to test a career by job shadowing. It can also be a great way of getting one's foot in the front door. The ability to perform on the job is extremely important in assisting fellow professionals and providing services to patients. *Prerequisite: Successful completion of all required coursework, and instructor recommendation.*

Fee \$199 (No Early Bird)

Instructor: Tracy Foreman

0676301	9/2/19-1/24/20	M-F
8:00am-5:00pm	HBAS-G	Rm C123

0676302	1/27/20-6/5/20	M-F
8:00am-5:00pm	HBAS-G	Rm C123

Payroll Accounting

This course is designed for those students seeking employment as payroll clerks. The course will cover fundamental principles of payroll tax law as defined by Federal, State, and local government. It will also include discussion of Social Security, Federal and State Unemployment Insurance, Workmen's Compensation Insurance, and journal entries to record payroll information. Students will gain experience in input, processing and reporting payroll tax-related transactions and events within the context of both manual and computerized payroll systems.

Early Bird \$129, Regular \$159

Instructor: Esther Nguyen

0676701	5/4/20-6/10/20	M/W
4:00pm-6:30pm	HBAS-G	Rm B104

Business Information Worker Certificate Program



The Business Information Worker (BIW) certificate program is a statewide structured pathway to equip students for entry-level employment in a variety of business environments. This pathway contains three stages of certification: Stage 1, Stage 2, and Specialist. Students enrolled in the Stage 1 BIW pathway will learn entry-level office skills that prepare them for success in a wide variety of office environments. Completion of all three Stages of the BIW pathway not only provides a solid foundation of technology skills but also offers other important components to complete the student's preparation to be successful in the work place. The other components include critical thinking, problem solving, and interpersonal skills. HBAS is offering Stage 1 and Stage 2 Certificate Program.

Students must possess a GED/diploma and pass an English and math entrance exam.

BIW Stage 1 Certification – Beginning Fall 2019

Required Coursework

- Keyboarding • (See page 25) •
Early Bird \$49, Regular \$59
- Career Readiness Skills • (See page 24)
Early Bird \$159, Regular \$189
- Computer Basics 1: Introduction to Computers •
(See page 26) •
Early Bird \$99, Regular \$129
- Windows 10 Essential & File Management •
(See page 26) • Early Bird \$99, Regular \$129
- Microsoft Word Beginning • (See pages 27, 29) •
Early Bird \$99, Regular \$129
- Microsoft Excel Beginning • (See pages 27, 30) •
Early Bird \$99, Regular \$129
- *Microsoft Outlook
- *Introduction to Business Writing

BIW Stage 2 Certification – Coming Soon

Required Coursework

- Microsoft PowerPoint Online • (See page 31) •
Early Bird \$169, Regular \$199
- Microsoft Excel Intermediate Online •
(See page 30) • Early Bird \$169, Regular \$199
- *Microsoft Access or Introduction to SharePoint
QuickBooks 1, 2, 3 • (See pages 13, 14) •
Early Bird \$99, Regular \$109
- *Electronic Records Management
- *Customer Relationship Management

*HBAS does not offer these classes currently. However, several local colleges offer them.
HBAS will accept an official transcript that reflects course completion from an accredited college.

CAREER TRAINING

Medical Billing and Coding Certification

Medical Billers and Coders are health care professionals who work along the administration in a medical office or facility. The students will learn how to process patient data, sending claim forms to insurance companies, check for errors in medical records and code medical records. Upon completion of the program the students can seek employment in a physicians office, hospitals, billing companies, laboratories, clinics, and insurance companies.

High School Diploma or GED required.

All students must pass an English and Math proficiency test prior to enrolling in

2nd Certificate Program Course. To receive program certificate, students must complete all classes within a 2 year time frame.

Required FREE Information Session for students considering enrollment!

See page 10 for information session schedule and details.

PROGRAM REQUIREMENTS:

Start in Medical Terminology!

Students must start their training in Medical Terminology A or B (in no particular order) and Career Readiness. Students may enroll concurrently with another course within the program. **Students are required to purchase scrubs. Scrub cost: approximately \$26 per set.**

Beginning Word • (See pages 27, 29) •
Early Bird \$99, Regular \$129

Beginning Excel • (See pages 27, 30) •
Early Bird \$99, Regular \$129

Keyboarding (40 wpm minimum) • (See page 25) •
Early Bird \$49, Regular \$59, or
Typing Certificate \$20

Career Readiness • (See page 24) •
Early Bird \$159, Regular \$189

Electronic Health Records • (See pages 17, 19, 21) •
Early Bird \$279, Regular \$309



Medical Terminology

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviation, and law & ethics necessary to work in the medical field.

Early Bird \$229, Regular \$259 – Each Module (Includes book)

Note: This is a prerequisite for all other classes and can be taken separately or with any of the following courses. Test out is available – see instructor for details.

Instructor: Pamela Canlas

0679201	9/4/19-11/20/19	M/W
1:00pm-3:00pm	HBAS-G	Rm B104

0679202	1/29/20-4/27/20	M/W
1:00pm-3:00pm	HBAS-G	Rm B104

Instructor: Alan Bell

0679203	4/20/20-6/10/20	M/W
6:00pm-9:00pm	HBAS-G	Rm C117

Medical Billing

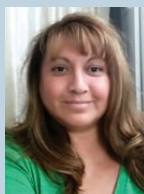
This course will go over all the aspects of a medical biller and coder. The class will be trained on compliance, basic health insurance plans, how to complete a HCFA 1500 and UB-04 form, submitting claims on paper and electron, reading an explanation of benefits, posting payments and collections. The students will learn strategies in an office setting to prepare them for their future careers.

Early Bird \$489, Regular \$519

Instructor: RoseAnna Alcalá

0680201	11/4/19-2/26/20	Mon, Wed
6:00pm-9:00pm	HBAS-G	Rm B104

0680202	3/3/20-5/26/20	Tue, Thu
6:00pm-9:00pm	HBAS-G	Rm B104



INSTRUCTOR: ROSEANNA ALCALA

RoseAnna Alcalá has been in the medical field for over 18 years. She has a double Bachelors of Science from Cal State Fullerton. She is currently completing the Masters program at National University. RoseAnna has held a variety of positions such as Office Manager, Supervisor for United Healthcare, Medical Biller, and Instructor teaching Medical Billing and Coding. She has established personal relationships with all the insurance carriers, has a passion for what she does and love to teach others.



Diagnostic Coding (ICD-10)

If you are a Coder and need training for ICD-10, the Diagnostic Coding course is the class for you!

This class teaches procedures for completing insurance claims and various financial methods used in medical offices for insurance billing and coding, including the newest transition into the International Classification of Disease 10 Revision—Clinical Modification.

Early Bird \$589, Regular \$619

Instructor: RoseAnna Alcalá

0681701	9/9/19-10/30/19	Mon, Wed
6:00pm–9:00pm	HBAS-G	Rm B104
0681702	1/7/20-2/27/20	Tue, Thu
6:00pm–9:00pm	HBAS-G	Rm B104

CPT - Procedural Coding

This class teaches procedures for completing insurance claims and various financial methods used in medical offices for insurance billing and coding, including the newest transition into the International Classification of Disease 10 Revision – Clinical Modification, International Classification of Disease 9th Revision – Clinical Modification, Current Procedural Terminology, Health Care Procedural Coding System. Anatomy and Physiology are critical in the new coding systems and physicians depend on the codes for accuracy.

Early Bird \$589, Regular \$619

Instructor: RoseAnna Alcalá

0681401	10/22/19-12/19/19	Tue, Thu
6:00pm–9:00pm	HBAS-G	Rm B104
0681402	3/2/20-4/29/20	Mon, Wed
6:00pm–9:00pm	HBAS-G	Rm B104

Electronic Health Records

The Electronic Health Records course prepares students to use and understand electronic records in a medical setting. This course incorporates exercises using software to create patient records, lab reports, nurse and physician notes, and much more.

Early Bird \$279, Regular \$309 (Book included)

Instructor: Pamela Canlas

0679601	12/2/19-1/22/20	Mon, Wed
1:00pm–3:00pm	HBAS-G	Rm B104
0679602	4/29/20-6/8/20	Mon, Wed
1:00pm–3:00pm	HBAS-G	Rm B104

ELECTIVES

Externship

An externship is an excellent way of learning about the day-to-day work of professionals in your field. It can offer individuals the opportunity to test a career by job shadowing. It can also be a great way of getting one's foot in the front door. The ability to perform on the job is extremely important in assisting fellow professionals and providing services to patients. *Prerequisite: Successful completion of all required coursework, and instructor recommendation. Students must purchase malpractice insurance \$20.*

Fee \$199 (No Early Bird)

Instructor: TBD

0681101	9/2/19-1/24/20	Mon-Fri
8:00am–5:00pm	HBAS-G	Rm C123
0681102	1/27/20-6/5/20	Mon-Fri
8:00am–5:00pm	HBAS-G	Rm C123

Open enrollment through each Semester.

Students must be available M-F 8:00am–5:00pm. Externship is approximately 160 hours.

Dental Billing

Dental insurance processing requires an understanding of different types of insurance coverage, patient eligibility, and insurance terminology, along with accurate insurance procedure coding and effective follow-up. Will show students how to utilize the CDT Manual to accurately code procedures and complete and submit an ADA approved claim form.

Early Bird \$289, Regular \$319

Instructor: RoseAnna Alcalá

0686001	9/3/19-10/10/19	Tue, Thu
6:00pm–9:00pm	HBAS-G	Rm B104
0686002	5/4/20-6/10/20	Mon, Wed
6:00pm–9:00pm	HBAS-G	Rm B104

**QUICK OCCUPATIONAL
FACTS FOR ORANGE CO:**

**Average Wage: \$19-21/hour
Job Openings 2012-2022:**

18,900

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!



Pharmacy Technician Certificate Program



Specialized training for Pharmacy Technician

This course introduces pharmacy technician students to the general principles of pharmacology. Drugs are discussed in the context of drug classes, mechanics of action, disease types, and body systems. The goal is to provide pharmacy technicians with sufficient background information so that they will be able to play a key role in avoiding dispensing errors. Although emphasis will be given to the approximately 200 most commonly prescribed drugs, many more drugs will be discussed during each module. **Live Scan clearance required.** *High School Diploma or GED required. All students must pass an English and Math proficiency test. To receive program certification, students must complete all classes within a 2-year time frame.*

Required FREE Information Session for students considering enrolling!

See page 10 for information session schedule and details.

PROGRAM REQUIREMENTS:

Beginning Word • (See pages 27, 29) •
Early Bird \$99, Regular \$129

Keyboarding (40 wpm minimum) •
(See page 25) • Early Bird \$49, Regular \$59,
or Typing Certificate \$20

Career Readiness • (See page 24) •
Early Bird \$159, Regular \$189

Electronic Health Records • (See pages 17, 19, 21) •
Early Bird \$279, Regular \$309

Students are required to purchase scrubs.
Scrub cost: approximately \$26 per set.

Students are required to complete Module A and Career Readiness prior to enrolling in Module B.



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. 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.

QUICK OCCUPATIONAL FACTS

Pharmacy Tech

Average Yearly Salary:
\$30,000

Job Openings 2014-2024:
34,700

Source: www.BLS.gov

Take advantage of it!

Pharmacy Technician

Community Pharmacy Practice

This course teaches pharmacy technician students information, techniques, and procedures needed to assist the pharmacist in delivery of pharmaceutical products and services. The main objective is to provide the students with a working knowledge of most aspects of pharmacy in community, retail, and outpatient pharmacy settings. Progressive learning takes place as new information and skill sets are studied throughout the course. This course includes a hands-on lab component.

**Early Bird \$699,
Regular \$729**

Instructor: Pamela Canlas

0678501	9/3/19-1/9/20			
Mon-Thu	8:30am-1:00pm*	HBAS-G	Rm B104	
0678502	1/28/20-5/26/20			
Mon-Thu	8:30am-1:00pm*	HBAS-G	Rm B104	

* Includes 30 minutes lunch.



Electronic Health Records

The Electronic Health Records course prepares students to use and understand electronic records in a medical setting. This course incorporates exercises using software to create patient records, lab reports, nurse and physician notes, and much more.

Early Bird \$279, Regular \$309 (Book included)

Instructor: Pamela Canlas

0679601	12/2/19-1/22/20			
Mon, Wed	1:00pm-3:00pm	HBAS-G	Rm B104	
0679602	4/29/20-6/8/20			
Mon, Wed	1:00pm-3:00pm	HBAS-G	Rm B104	

ELECTIVES

Sterile Compounding Training Sterile Compounding and Aseptic Technique

This course provides a technician-focused instruction and training for the successful production of sterile parenteral preparations, a major responsibility of the pharmacy technician in hospitals, long-term care facilities, and home healthcare. This important work, requires the mastery of aseptic technique: the procedures that avoid introducing pathogens into sterile products, ensure patient safety, and maintain product consistency. **Course requirement:** Before taking this course, it is preferable for students to have completed a pharmacy technician training course, and to have passed the national board certification.

Early Bird \$689, Regular \$719

Instructor: Pamela Canlas

0678801	1/13/20-1/23/20			
Mon-Thu	8:30am-1:00pm	HBAS-G	Rm B104	
0678802	5/27/20-6/8/20			
Mon-Thu	8:30am-1:00pm	HBAS-G	Rm B104	

Externship

An externship is an excellent way of learning about the day-to-day work of professionals in your field. It can offer individuals the opportunity to test a career by job shadowing. It can also be a great way of getting one's foot in the front door. The ability to perform on the job is extremely important in assisting fellow professionals and providing services to patients. A medical assistant externship is an effective way of providing distinctive learning opportunities where knowledge of job performance requirements and short, practical experience may be gained. **Prerequisite:** Successful completion of all required coursework, pass the National Credentialing exam, and instructor recommendation. Students must purchase malpractice insurance approximately \$20.

Fee \$199 (No Early Bird)

Instructor: Tracy Foreman

0678701	9/2/19-1/24/20			
Mon-Fri	8:00am-5:00pm	HBAS-G	Rm C123	
0678702	1/27/20-6/5/20			
Mon-Fri	8:00am-5:00pm	HBAS-G	Rm C123	

Open enrollment through each Semester.

Students must be available M-F 8:00am-5:00pm. Externship is approximately 120 hours.

CAREER TRAINING



Medical Assistant Certification - Front & Back Office

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 before enrolling in 2nd Required Certificate Program Course.**

To receive program certification, students must complete all classes within a 2-year time frame. Completion of this Medical Assistant Certification program qualifies a student for the National Certified Medical Assistant exam.

Required FREE Information Session for students considering enrollment!

See page 10 for information session schedule and details.

PROGRAM REQUIREMENTS:

Start in Medical Terminology!

Students must start their training in Medical Terminology A or B (in no particular order) and Career Readiness. Students may enroll concurrently with another course within the program. **Students are required to purchase scrubs. Scrub cost: approximately \$26 per set.**

Windows 10 File Management • (See page 26) •
Early Bird \$39, Regular \$49

Beginning Word • (See pages 27, 29) •
Early Bird \$99, Regular \$129

Keyboarding (40 wpm minimum) • (See page 25) •
Early Bird \$49, Regular \$59,
or Typing Certificate \$20

Career Readiness • (See page 24) •
Early Bird \$159, Regular \$189

Electronic Health Records • (See pages 17, 19, 21) •
Early Bird \$279, Regular \$309

CPR/First Aid • (See page 43) •
Early Bird \$169, Regular \$199

Medical Terminology

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field.

Early Bird \$229, Regular \$259 – Each Module (Includes book)

Note: This is a prerequisite for all other classes and can be taken separately or with any of the following courses. Test out is available – see instructor for details.

Instructor: Pamela Canlas

0679201 9/4/19-11/20/19 Mon, Wed
1:00pm–3:00pm HBAS-G Rm B104

0679202 1/29/20-4/27/20 Mon, Wed
1:00pm–3:00pm HBAS-G Rm B104

Instructor: Alan Bell

0679203 4/20/20-6/10/20 Mon, Wed
6:00pm–9:00pm HBAS-G Rm C117

Medical Assistant

Medical Assistants will greet patients in medical offices or other medical settings where they help doctors with handling charts, examinations, and treatments. In this course, students will gain knowledge and training in both the clinical (back office) and administrative (front office) aspects of a medical assistant. In the back office (clinical), you will be prepared to assist doctors with routine and specialty exams by taking vitals, sterilizing instruments, recording EKG, and more. You will also practice phlebotomy, venipuncture, giving injections, handling urinalysis, and being familiar with lab work. Moreover, you will understand nutrition basics, administration of medication, and how to instruct patients. While training, in the front office (administrative), you will learn and practice appointment scheduling, medical record management, record-keeping, introduction to insurance billing, credit collections, phone skills, and law and ethics. *Prerequisite: Terminology for Medical Assisting taken prior to or with this course.*



Early Bird \$799,
Regular \$829
Each Module

Instructor: Alan Bell

0679401 9/3/19-11/22/19 Mon-Fri
8:30am–2:00pm HBAS-G Rm C117

0679402 12/2/19-3/6/20 Mon-Fri
8:30am–2:00pm HBAS-G Rm C117

0679403 3/9/20-6/4/20 Mon-Fri
8:30am–2:00pm HBAS-G Rm C117

**REVISED,
FAST TRACK
PROGRAM**

Electronic Health Records

The Electronic Health Records course prepares students to use and understand electronic records in a medical setting. This course incorporates exercises using software to create patient records, lab reports, nurse and physician notes, and much more.

Early Bird \$279, Regular \$309 (Book included)

Instructor: Pamela Canlas

0679601	12/2/19-1/22/20	Mon, Wed
1:00pm–3:00pm	HBAS-G	Rm B104
0679602	4/29/20-6/8/20	Mon, Wed
1:00pm–3:00pm	HBAS-G	Rm B104

ELECTIVES

Externship

An externship is an excellent way of learning about the day-to-day work of professionals in your field. It can offer individuals the opportunity to test a career by job shadowing. It can also be a great way of getting one's foot in the front door. The ability to perform on the job is extremely important in assisting fellow professionals and providing services to patients. A medical assistant externship is an effective way of providing distinctive learning opportunities where knowledge of job performance requirements and short, practical experience may be gained. *Prerequisite: Successful completion of all required coursework, and pass the State and/or the National Credentialing exam. Students must purchase malpractice insurance \$20.*

Fee \$199 (No Early Bird)

Instructor: Tracy Foreman

0680101	9/2/19-1/24/20	Mon-Fri
8:00am–5:00pm	HBAS-G	Rm C123
0680102	1/27/20-6/5/20	Mon-Fri
8:00am–5:00pm	HBAS-G	Rm C123

Open enrollment through each Semester.

Students must be available M-F 8:00am–5:00pm. Externship is approximately 160 hours.

QUICK OCCUPATIONAL FACTS

Medical Assistant

Average Wage: \$16.02/hour

Job Openings 2010-2018: 138,000

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!

BLS-Instructor Led Adult, Child, & Infant CPR with Heartsaver First Aid

100% classroom training means students are with an American Heart Association (AHA)

Instructor for their entire learning experience.

BLS CPR is the Instructor-led course that students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam. The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED.

Heartsaver® First Aid is a video-based, instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services arrives. Students learn duties and responsibilities of first aid rescuers; first aid actions for medical emergencies, including severe choking, heart attack, and stroke; and skills for handling injury and environmental emergencies, including external bleeding, broken bones and sprains, and bites and stings.

This course is for anyone with limited or no medical training who needs a course completion card in Adult, Child, & Infant BLS CPR & first aid basics to meet job, regulatory, or other requirements.

Early Bird \$169, Regular \$199

(Includes cards and all materials.)

Instructor: Robert Holtz

091401	10/5/19
Saturday	8:30am–5:00pm*
HBAS-G	Rm C116
091402	5/2/20
Saturday	8:30am–5:00pm*
HBAS-G	Rm C116

**Includes 30 minutes lunch*



INSTRUCTOR: ALAN BELL is a Nationally Certified Medical Assistant and a licensed X-Ray Technician with over 18 years of experience in the medical field, and over 10 years of teaching. He has spent most of his career in emergency medicine, urgent care, orthopedics and

is currently attending classes at San Diego State University. He has a great passion for teaching and loves being involved in making a difference in people's lives.



Administrative Assistant Certificate Program



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 assistants. Such advancements can result in significantly higher pay. To receive program certification students must complete all classes within a 2-year time frame. High School Diploma/GED required. Student must pass English/math entrance exam.

Required Coursework

- Keyboarding Certification (60 wpm minimum) / 10 Key Certification (140KPM) • Early Bird \$49, Regular \$59 • (See page 25)
- Typing Certificate \$20 • (See page 26)
- Microsoft Word Beginning • Early Bird \$99, Regular \$129 • (See pages 27, 29)
- Microsoft Word Intermediate Online • Early Bird \$99, Regular \$129 • (See page 29)
- Microsoft Excel Beginning • Early Bird \$99, Regular \$129 • (See page 27)
- Microsoft Excel Intermediate • Early Bird \$99, Regular \$129 • (See page 27)
- Microsoft PowerPoint Beginning & Intermediate Online • Early Bird \$169, Regular \$199 • (See page 31)
- Windows 10 Essentials & File Management • Early Bird \$99, Regular \$129 • (See page 26)
- Internet, Google Drive, Google Docs, Gmail, and Outlook • Early Bird \$99, Regular \$129 • (See page 27)
- Accounting Level 1 • Early Bird \$269, Regular \$299 • (See page 13)
- Accounting Level 2 • Early Bird \$269, Regular \$299 • (See page 13)
- QuickBooks I & II • Early Bird \$129, Regular \$159 • (See page 13)
- Career Readiness • Early Bird \$159, Regular \$189 • (See page 24)

Required FREE Information Session for students considering enrollment!

See page 10 for Information Session schedule and details.

Office Clerk/Data Entry Clerk Certificate Program

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. The HBAS Career Training Center prepares Office Clerks/Data Entry Clerks to be prepared for just about any environment they might find themselves in. To receive program certification students must complete all classes within a 2-year time frame. High School Diploma/GED required. Student must pass English/math entrance exam.



Required Coursework

Keyboarding Certification

(40 wpm minimum) / Data Entry •

Early Bird \$49, Regular \$59 • (See page 25)

Typing Certificate \$20 • (See page 26)

Computer Basics I & II •

Early Bird \$99, Regular \$129 • (See page 26)

Microsoft Word Beginning •

Early Bird \$99, Regular \$129 • (See page 27)

Microsoft Excel Beginning •

Early Bird \$99, Regular \$129 • (See page 27)

Windows 10 Essentials & File Management •

Early Bird \$99, Regular \$129 • (See page 26)

Internet, Google Drive, Google Docs,

Gmail, and Outlook • Early Bird \$99,

Regular \$129 (See page 27)

Career Readiness •

Early Bird \$159, Regular \$189 • (See page 24)

Administrative Assistant / Data Clerk Externship

An externship is an excellent way of learning about the day-to-day work of professionals in your field. It can offer individuals the opportunity to test a career by job shadowing. It can also be a great way of getting one's foot in the front door. The ability to perform on the job is extremely important in assisting fellow professionals and providing services to patients. *Prerequisite: Successful completion of all required coursework, and instructor recommendation.*

Early Bird \$199

Instructor: Tracy Foreman

Rm C123

0620201 9/2/19-1/24/20 8:00am-5:00pm

0620202 1/27/20-6/5/20 8:00am-5:00pm

Open enrollment through each Semester.

Students must be available M-F 8:00am-5:00pm.

Externship is approximately 160 hours.



**QUICK OCCUPATIONAL
FACTS FOR ORANGE CO:**

Average Wage: \$18.25/hour
Job Openings 2010-2028: 10,200

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!

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, which require a \$40 check or money order payable to the Secretary of State.

Prior to class contact the Masters Notary Academy at (619) 733-2613 to pay for the materials (\$49) before attending class. The materials you purchase will be delivered to you in class.

Bring with you to class:

- 1) Valid social security card,
- 2) 2 x 2 passport size photo, and a valid California driver's license, Passport, or California issued ID card.
- 3) \$40 Check made out to the Secretary of State to pay for the exam.

Session schedule (1 day)

Early Bird \$89, Regular \$119

No same day registration.

Instructor: Danny Perez dperez@hbas.edu

0680701	9/14/19				
Sat	8:00am-6:00pm*	HBAS-G	Rm	B102	
0680702	1/25/20				
Sat	8:00am-6:00pm*	HBAS-G	Rm	B102	
0680703	5/16/20				
Sat	8:00am-6:00pm*	HBAS-G	Rm	B102	

** Includes a lunch break*

INSTRUCTOR: DANNY PEREZ

Danny Perez holds a Notary Public Commission, teaching credential from California State University, Fullerton and M.A. degree from California State University, Los Angeles and Notary Public Instructor for 8 years at HBAS.



Employers - we can also help to prescreen your applicant's computer skills to be sure they have the skills they claim they have.

Please contact Tracy Foreman at tforeman@hbas.edu for computer skills testing information.

Career Readiness

This course is required for all certificate program students. This course will offer students an overview of career readiness skills, business principles and technical abilities necessary to succeed in the modern workplace. This course provides an up-to-date look at everything you need to know before entering or re-entering the workforce. Learn vital skills from dressing for success, resume writing, customer service skills, mock interviews, social media networking, applying what you learn in class discussion and hands-on exercises. Whatever your career goals, this course will help you build the foundation to achieve them. **Only 1 absence allowed!**
Prerequisite: Ability to type 25 wpm, basic computer skills, access to a computer with Internet. Coursework includes online instruction.
Earn 1.5 units of college credit at CCC.

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

0680001	9/4/19-10/16/19				
Mon, Wed	3:00pm-6:00pm	HBAS-G	Rm	C122	
0680002	10/21/19-12/18/19				
Mon, Wed	3:00pm-6:00pm	HBAS-G	Rm	C122	
0680003	1/6/20-3/2/20				
Mon, Wed	3:00pm-6:00pm	HBAS-G	Rm	C122	
0680004	3/4/20-4/22/20				
Mon, Wed	3:00pm-6:00pm	HBAS-G	Rm	C122	
0680005	4/27/20-6/10/20				
Mon, Wed	3:00pm-6:00pm	HBAS-G	Rm	C122	

INSTRUCTOR: NAMI AOYAGI

After graduating from UC Irvine with a Bachelor in Social Science, Nami 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. Nami earned the California Council for Adult Education Award for Excellence in Teaching in 2011.



Math Refresher

This engaging math course will make students proficient in essential math operations used in the healthcare and administrative professions. It is required if you did not pass our math entrance exam. You will spend 6 weeks in a direct-instruction class, collaborating with classmates and the instructor, solving problems involving fractions, decimals, percentages, units of measurement conversions (US Customary vs Metric) and word problems related to everyday consuming in our society. Students play online math games - in teams and on cell phones - to review concepts and prepare for a paper, final exam. 80% = Completion Certificate. You must start on the first day of the session and ONLY 3 ABSENCES are allowed. Materials included: Math Curriculum packet. Bring to class: 1-inch binder, 1 dry-erase marker.

Students enrolled in one of the HBAS Certificate programs may enroll in this class for free; however you must enroll in person (not online, no refunds).

Early Bird \$59, Regular \$69

Instructor: Suzanne Hammond

060401	9/3/19-10/10/19			
Tue, Thur	12:00pm–3:00pm	HBAS-G	Rm B101	
060403	12/3/19-1/23/20			
Tue, Thur	12:00pm–3:00pm	HBAS-G	Rm B101	
060405	3/10/20-4/23/20			
Tue, Thur	12:00pm–3:00pm	HBAS-G	Rm B101	

Reading Refresher

In this fun reading class, students will complete an Adult Reading Series workbook with stimulating non-fiction reading passages, as well as exercises in vocabulary and reading comprehension. We will engage in online games to practice new vocabulary and prepare students for passing the CASAS reading skills test at the end of the 6-week session. A score of 236 on this final exam is considered passing and only 3 absences are allowed per session. This course is required for students entering our Career Technical Education programs who did not pass the CASAS reading test taken in an orientation session. Please register for one of the 3 sessions offered and you must begin on the first day of the course.

Students enrolled in one of the HBAS Certificate programs may enroll in this class for free; however you must enroll in person (not online, no refunds).

Early Bird \$59, Regular \$69

Instructor: Suzanne Hammond

060402	10/15/19-11/21/19			
Tue, Thur	12:00pm–3:00pm	HBAS-G	Rm B101	
060404	1/28/20-3/5/20			
Tue, Thur	12:00pm–3:00pm	HBAS-G	Rm B101	
060406	4/28/20-6/4/20			
Tue, Thur	12:00pm–3:00pm	HBAS-G	Rm B101	

Computer Classes

Keyboarding

Are you frustrated with the “hunt and peck” method of typing? Need to improve your employment skills? In this self-paced class, students will learn alphabetic and numeric keyboarding techniques to develop speed and accuracy. Students receive a certificate verifying WPM typing speed and accuracy upon completion.

Earn 1.5 units of college credit at CCC/OCC.

Early Bird \$49, Regular \$59

Instructor: Nami Aoyagi

0670201	9/4/19-10/2/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670202	10/7/19-11/6/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670203	11/13/19-12/18/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670204	1/6/20-2/5/20	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670205	2/12/20-3/11/20	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670206	3/16/20-4/22/20	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670207	4/27/20-5/27/20	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122

Self Paced Lab

Self-paced lab class allows you to work at your own pace while learning Office Application software. Check out a book in Word, Excel or PowerPoint. An instructor is available to assist you if you have questions.

Early Bird \$49, Regular \$59

Instructor: Nami Aoyagi

0670011	9/4/19-10/2/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670012	10/7/19-11/6/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670013	11/13/19-12/18/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670014	1/6/20-2/5/20	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670015	2/12/20-3/11/20	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670016	3/16/20-4/22/20	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670017	4/27/20-5/27/20	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122



Computer Classes (continued)

Typing / 10 Key Certification

If you require a typing certificate to verify your typing speed and accuracy, we are your solution. Typing tests consist of two 1-minute warm-ups and a 3-minute or 5-minute scored typing test, which you can take up to 3 times to obtain your best score. You receive a signed certificate authenticating your score.

Test Fee \$20 • Cash Only

068401	9/3/19-6/9/20	Tue, Thu
12:00pm-2:00pm	HBAS-G	Rm C122

No testing on Holidays, see page 49.

Computer Basics 1 - Introduction to Computers

Scared to turn on a computer? This absolute beginner's course will teach you the basics, from logging on and using the mouse, to desktop toolbars and printing documents. Discover how to create, save, view and edit your documents. You will also learn to change fonts, use formatting tools and browse the Internet (does not cover email). Most importantly, you will gain the confidence you need to make effective use of your computer. After completing this class, students can successfully face the challenges presented in Computer Basics 2.

Early Bird \$99, Regular \$129

Instructor: Tracy Foreman

*0672101	9/9/19-10/9/19	Mon, Wed
8:30am-11:30am	HBAS-G	Rm C123

Computer Basics 2

Grasp the fundamentals of Windows 10 and Microsoft Word. Learn how to create a Word document, how to use the Quick Access Toolbar and Ribbons, how to add clip art to make flyers, write business letters, create envelopes, labels and more. After completing this class, students can successfully face the challenges presented in Word: Beginning, Windows File Management or Internet. **Prerequisite:** Completion of Computer Basics 1 or teacher recommendation.

Early Bird \$99, Regular \$129

Instructor: Tracy Foreman

*0672201	10/14/19-11/20/19	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

Windows 10 Essentials & File Management

If you are transitioning to Windows 10, this class is for you. We will explore new features available in Windows 10 including the start screen, home and tiles, desktop interface, charms and side bar. Learn to back up your files, create folders and organize your files and photos, burn CDs and create movies from your pictures and videos folder. **Prerequisite:** This class is designed for individuals who have some basic computer knowledge and wish to prepare for more experience using their computer.

Early Bird \$99, Regular \$129

Instructor: Tracy Foreman

0635101	2/3/20-3/11/20	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

Windows 10 File Management

This class is to help students become more comfortable with the Windows 10 Operating System. Learn to use the Tiles, Start Menu and find the desktop in this hands-on Windows 10 class.

Prerequisite: Basic computer skills required.

Early Bird \$39, Regular \$49

Instructor: Tracy Foreman

0640001	9/6/19	Fri
8:30am-11:30am	HBAS-G	Rm C123
0640002	12/13/19	Fri
8:30am-11:30am	HBAS-G	Rm C123
0640003	5/1/20	Fri
8:30am-11:30am	HBAS-G	Rm C123

INSTRUCTOR: TRACY FOREMAN

Tracy 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 15+ years. Tracy is also nationally 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 Department Coordinator and Externship Coordinator of the Career Technical Education department.

Internet, Google Drive, Google Docs, Gmail, and Outlook

Learn to efficiently browse the web, search, bookmark, and use the various features of Internet Explorer and Chrome. Gmail is the most popular free email service in offices today. Gmail topics such as creating folders, filters, signatures, and managing multiple email accounts will be explained. Save and share documents, music, and movies online through Google Drive and OneDrive. This course will also cover online versions of Word, Excel, and PowerPoint which provide the ability to work from any internet connected computer even if proper software is not installed. **Prerequisites:** Mouse, keyboarding, and Windows File Management skills.

Early Bird \$99, Regular \$129

Instructor: Tracy Foreman

0677301	3/16/20-4/22/20	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

Microsoft Word 2016: Beginning*

This class provides thorough beginning training in Word. Topics include the new office environment, Ribbon and Tab interface as well as learning to create, edit and save documents and formatting text, paragraphs and documents. Learn effective navigation and selection techniques; create custom tabs and tabs stops with leaders, indents, paragraph alignment and line spacing. Create tables, use powerful proofreading and correcting features including find and replace text, AutoCorrect, and Spelling and Grammar. After completing this class, students can successfully face the challenges presented in Word: Intermediate. **Prerequisite:** Basic computer experience, File Management skills. **Earn 2 units of college credit at CCC.**

Early Bird \$99, Regular \$129

Instructor: Tracy Foreman

0675601	12/2/19-1/29/20	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

Microsoft Excel 2016: Beginning*

This hands-on class is designed as an introduction to Excel with an emphasis on applying realistic office/business examples. Learn to create, modify, format and print worksheets by entering and editing text and number values. Enter and apply basic formulas and functions, insert and delete rows and columns, change fonts and use conditional formatting. Create, modify and print charts and graphs. This course is appropriate for those with some computer knowledge and those that are self-taught. After completing this class, students can successfully face the challenges presented in Excel: Intermediate. **Prerequisite:** Basic computer experience, File Management skills. **Earn 2 units of college credit at CCC.**

Early Bird \$99, Regular \$129

Instructor: Tracy Foreman

0673701	4/27/20-6/8/20	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

Microsoft Excel 2016: Intermediate*

Move beyond the basics in this Excel Intermediate class. Learn how to move data within and between workbooks, manage large worksheets, link multiple worksheets/workbooks and use advanced formatting features. Learn to outline and consolidate data, link formulas, and format using styles, insert images and SmartArt and create and use Templates. Create and use cell names for greater understanding and ease. Learn advanced filtering options to find and organize your data. Final exam score of 80% or better required for certificate of course completion.

Prerequisite: Completion of Excel: Beginning, Basic computer experience, File Management skills. **Earn 2 units of college credit at CCC.**

Early Bird \$99, Regular \$129

Instructor: Tracy Foreman

0673711	9/10/19-10/10/19	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123

CHECK THIS OUT!



Enroll in any Microsoft class and receive a 6 month download of Microsoft Office 365 for FREE!

Students who are enrolled in a 7 week computer class will take their final exam in the classroom with their teacher and classmates. Students who do not pass the final exam the first time, can retake the exam on a later date for a \$20 fee per additional test.



Hybrid Computer Classes

Hybrid Course Information

These courses are entirely self-paced with the majority of work completed online. You are only required to attend class on the 3 specific dates listed below. You do not need to download any software or wait for future lessons. Within the 5-week session, you can access and work on any lesson 24 hours a day and work as little or as much as you like—whatever suits you best. To budget your time, plan an average of 6 hours per week in online instruction (about 1 lesson per week). This includes reading the materials, watching video lessons, completing assignments and uploading your work. **PC only.**



Computer Requirements: Full version of Microsoft Office 2016 is required to learn the program (i.e. Word online requires you to have Word 2016 or higher, Excel requires Excel 2016 or higher, etc., not a starter edition). This must be installed on your computer prior to starting the class. Internet access is also required in order to successfully watch the video content and upload your completed assignments to the instructor. The online classes are based on a PC with Windows 10, not a MAC. A free download of Office 2016 365 is available to HBAS students. Please email tforeman@hbas.edu for 365 Account details.

Students are REQUIRED to attend 3 classes on the HBAS Gothard campus on the dates listed below.

First Day Meeting Date	Mid-point date	Final Exam Date	Times
9/3/19	9/19/19	10/3/19	2:00 pm-3:00 pm
10/8/19	10/24/19	11/7/19	2:00 pm-3:00 pm
11/12/19	12/5/19	12/19/19	2:00 pm-3:00 pm
1/7/20	1/23/20	2/6/20	2:00 pm-3:00 pm
2/11/20	2/27/20	3/12/20	2:00 pm-3:00 pm
3/17/20	4/2/20	4/23/20	2:00 pm-3:00 pm
4/28/20	5/14/20	5/29/20	2:00 pm-3:00 pm

Once you are registered, please report to room C122 on the first day of class from 2 pm - 3 pm, to pick up class materials and log in instructions.

See page 30 for Statement. All correspondence is done via email. To receive a certificate of completion for the course, students must take an on-site final exam during one of our scheduled lab times or make special arrangements with the online instructor for that course. A final exam score of 80% or better is required to receive a certificate of course completion.



Hybrid Microsoft Word 2016: Beginning*

This Hybrid course covers beginning to intermediate Word skills for the computer user who wants to become well versed in Word 2016. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables, and forms and more. An onsite, in class, final exam score of 80% or better is required for certificate of course completion. **Prerequisite:** File Management and Internet skills. **IMPORTANT:** Read the Hybrid Course Information located on page 28 BEFORE enrolling in a hybrid course. **Hybrid courses integrate face-to-face (in person) learning and online learning. This hybrid course meets in person on the Gothard campus 3 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 28. Earn 2 units of college credit at CCC.**

Session schedule • Early Bird \$169, Regular \$199 (Includes book and site license)

Instructor: Nami Aoyagi

0683501	9/3/19-10/3/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683502	10/8/19-11/7/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683503	11/12/19-12/19/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683504	1/7/20-2/6/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683505	2/11/20-3/12/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683506	3/17/20-4/23/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683507	4/28/20-5/28/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122

Hybrid Microsoft Word 2016: Intermediate*

This Hybrid course provides thorough intermediate training of Word. This course covers more complex skills than those presented in our Beginning Word 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. An onsite, in class, final exam score of 80% or better is required for certificate of course completion. **Prerequisite:** Completion of Word Beginning. **IMPORTANT:** Read the Hybrid Course Information located on page 28 BEFORE enrolling in a hybrid course. **Hybrid courses integrate face-to-face (in person) learning and online learning. This hybrid course meets in person on the Gothard campus 3 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 28. Earn 2 units of college credit at CCC.**

Session schedule • Early Bird \$169, Regular \$199 (Includes book and site license)

Instructor: Nami Aoyagi

0683601	9/3/19-10/3/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683602	10/8/19-11/7/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683603	11/12/19-12/19/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683604	1/7/20-2/6/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683605	2/11/20-3/12/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683606	3/17/20-4/23/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683607	4/28/20-5/28/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122

Students who are enrolled in online computer class will take their final exam in a classroom with their teacher. Students who do not pass the final exam the first time can retake the exam on a later date for a \$20 fee per additional test.

CHECK THIS OUT!



Enroll in any Microsoft class and receive a 6 month download of Microsoft Office 365 for FREE!



Hybrid Computer Classes (continued)

Hybrid Microsoft Excel 2016: Beginning*

This Hybrid course teaches the fundamentals of using Excel 2016. It covers introductory skills, 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. An onsite, in class, final exam score of 80% or better is required for certificate of course completion.

Prerequisite: File Management and Internet skills.

IMPORTANT: Read the Hybrid Course Information located on page 28 BEFORE enrolling in a hybrid course. **Hybrid courses integrate face-to-face (in person) learning and online learning. This hybrid course meets in person on the Gothard campus 3 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 28.**

Earn 1.5 units of college credit at CCC.

Session schedule • Early Bird \$169, Regular \$199
(Includes book and site license)

Instructor: Nami Aoyagi

0683701	9/3/19-10/3/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683702	10/8/19-11/7/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683703	11/12/19-12/19/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683704	1/7/20-2/6/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683705	2/11/20-3/12/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683706	3/17/20-4/23/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683707	4/28/20-5/28/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122

Hybrid Microsoft Excel 2016: Intermediate*

Move beyond the basics in this Excel Intermediate class. Learn how to move data within and between workbooks, manage large worksheets, link multiple worksheets/workbooks and use advanced formatting features. Learn to outline and consolidate data, link formulas, and format using styles, insert images and SmartArt and create and use templates. Create and use cell names for greater understanding and ease. Learn advanced filtering options to find and organize your data. An onsite, in class, final exam score of 80% or better is required for certificate of course completion.

Prerequisite: Completion of Excel: Beginning, Basic computer experience, File Management skills.

IMPORTANT: Read the Hybrid Course Information located on page 28 BEFORE enrolling in a hybrid course. **Hybrid courses integrate face-to-face (in person) learning and online learning. This hybrid course meets in person on the Gothard campus 3 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 28.**

Earn 1.5 units of college credit at CCC.

Session schedule • Early Bird \$169, Regular \$199
(Includes book and site license)

Instructor: Nami Aoyagi

0683801	9/3/19-10/3/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683802	10/8/19-11/7/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683803	11/12/19-12/19/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683804	1/7/20-2/6/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683805	2/11/20-3/12/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683806	3/17/20-4/23/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683807	4/28/20-5/28/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122

Students who are enrolled in online computer classes will take their final in a classroom with their teacher. Final exams are given Tuesday or Thursday between 12 noon and 2 pm. Students who do not pass the final exam the first time can retake the exam on a later date for a \$20 fee per additional test.

Hybrid Microsoft PowerPoint 2016: Beginning*

PowerPoint Beginning provides thorough training of PowerPoint introductory skills. This course will ensure you have the skills necessary to create a PowerPoint presentation. Topics include creating a basic presentation, working with document themes, delivering a slide show, working in outline view, and slide sorter, format painter, adding graphics, shapes and clipart, using slide animation and sound effects, working with slide transitions, inserting charts and SmartArt diagrams and working with external Excel spreadsheets. **Prerequisite:** Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 28 BEFORE enrolling in a hybrid course. **Hybrid courses integrate face-to-face (in person) learning and online learning. This hybrid course meets in person on the Gothard campus 3 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 28. Earn 1.5 units of college credit at CCC.**

Session schedule • Early Bird \$169, Regular \$199 (Includes book and site license)
Instructor: Nami Aoyagi

0683901	9/3/19-10/3/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683902	10/8/19-11/7/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683903	11/12/19-12/19/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683904	1/7/20-2/6/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683905	2/11/20-3/12/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683906	3/17/20-4/23/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0683907	4/28/20-5/28/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122

Hybrid Microsoft PowerPoint 2016: Intermediate*

Move beyond the basics in this PowerPoint Intermediate class. Learn how to prepare, edit and print presentations, use hyperlinks in a presentation, use the slide show toolbar, add audio and video to your presentation, create slide show timings to automatically advance your presentation, add and customize tables, and use Slide Masters and Action buttons. **Prerequisite:** Completion of PowerPoint: Beginning, Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 28 BEFORE enrolling in a hybrid course. **Hybrid courses integrate face-to-face (in person) learning and online learning. This hybrid course meets in person on the Gothard campus 3 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 28. Earn 1.5 units of college credit at CCC.**

Session schedule • Early Bird \$169, Regular \$199 (Includes book and site license)
Instructor: Nami Aoyagi

0684001	9/3/19-10/3/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0684002	10/8/19-11/7/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0684003	11/12/19-12/19/19	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0684004	1/7/20-2/6/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0684005	2/11/20-3/12/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0684006	3/17/20-4/23/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122
0684007	4/28/20-5/28/20	Tue/Thu
2:00 pm-3:00 pm	HBAS-G	C122

We observe all public school holidays.
Please see page 49 for the 2019-2020 Holiday Schedule.

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

HBAS ACCEPTS



CAREER TRAINING

CISCO COMPUTER CLASSES

Receive college credits with Coastline College



Earn college credit by completing these classes at HBAS then transfer to Coastline Community College

CCNA 1, Intro to Networks

In this introductory course, students will be able to build simple LANs, perform basic configurations of routers and switches, and implement IP addressing schemes. This course will prepare students for their CCENT certification and is the first in a series of courses providing preparation for students seeking the Cisco CCNA Certification. Practice what you learn on real equipment. Study with an instructor in the classroom and access expert content. **Prerequisites:** Basic knowledge of computers, how to use a mouse, etc. **Earn 3 units of college credit at CCC.**

Early Bird \$339, Regular \$369

Instructor: Thomas Salazar

CCNA 1	0623401	9/3/19-10/31/19
Tue, Thu	6:00pm-10:00pm	Rm C123
CCNA 1	0623402	1/13/20-3/25/20
Mon, Wed	6:00pm-10:00pm	Rm C123

CCNA 2, Routing and Switching Essentials

Students will learn to install, configure, customize, maintain and troubleshoot Cisco routers utilizing Advanced Internet Protocol (IP) addressing techniques, Variable Length Subnet Masking (VLSM), distance vectored and Link State dynamic routing protocols, Routing Internet Protocol version 1 (RIPv1) and version 2 (RIPv2), Enhanced Interior Gateway Routing Protocol (EIGRP), Single-area Open Shortest Path First (OSPF), and understanding the structure and behavior of routing tables. Preparation for Cisco certification examination. This is the 2nd course offered in preparation for the CCENT Certification exam. **Prerequisites:** CCNA1 or permission of Instructor. **Earn 3 units of college credit at CCC.**

Early Bird \$339, Regular \$369

Instructor: Thomas Salazar

CCNA 2	0623801	11/5/19-1/23/20
Tue, Thu	6:00pm-10:00pm	Rm C123
CCNA 2	0623802	3/30/20-6/1/20
Mon, Wed	6:00pm-10:00pm	Rm C123

QUICK OCCUPATIONAL FACTS Information Technology

Median Pay: **\$51,470 per year / \$24.75 per hour**

Job Outlook: **12% growth rate (faster than average)**

Source: US Bureau of Labor Statistics

Take advantage of it!

CAREER TRAINING

CISCO COMPUTER CLASSES

Receive college credits with Coastline College



CCNA 3, R&S: Scaling Networks

CCNA R&S: Scaling Networks (ScaN) covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality.

By the end of this course, students will be able to:

- Configure and troubleshoot routers and switches
- Resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks
- Implement a WLAN in a small-to-medium network

The 70-hour, instructor-led course is the 3rd of 4 courses in the Cisco CCNA Routing & Switching curriculum. The course includes activities using Packet Tracer, hands-on lab work, and a wide array of assessment types and tools.

Prerequisites: CCNA 1 or equivalent experience.

Earn 3 units of college credit at CCC.

Early Bird \$339, Regular \$369

Instructor: Thomas Salazar

CCNA 3 0623831 1/28/20-3/19/20
Tue, Thu 6:00pm-10:00pm Rm C123



CCNA 4, R&S:

Connecting Networks

CCNA R&S: Connecting Networks (CN) discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements.

By the end of this course, students will be able to:

- Configure and troubleshoot network devices
- Resolve common issues with data link protocols
- Resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks
- Implement virtual private network (VPN) operations in a complex network

The 70-hour, instructor-led course is the 4th of 4 courses in the Cisco CCNA Routing & Switching curriculum. The course includes activities using Packet Tracer, hands-on lab work, and a wide array of assessment types and tools.

Prerequisites: CCNA 1 or equivalent experience.

Earn 3 units of college credit at CCC.

Early Bird \$339, Regular \$369

Instructor: Thomas Salazar

CCNA 4 0623841 3/24/20-5/21/20
Tue, Thu 6:00pm-10:00pm Rm C123

Earn college credit by completing these classes at HBAS then transfer to Coastline Community College



INSTRUCTOR:

THOMAS SALAZAR

After securing his first Cisco Certification in 2000, Thomas Salazar became a Certified Cisco instructor in 2001. With over 17 years of training, he has joined HBAS to develop his teaching expertise. His experience

includes configuring and maintaining firewalls and other Cisco security and intrusion detection devices. He clearly explains how to troubleshoot hardware and software problems and implement effective solutions on Cisco routers, switches and other networking equipment. As a certified IT instructor, Thomas delivers best in class Cisco Systems certification training to students including CCNA and specializations in Security, Voice, Wireless and Service Provider Operations. He has trained students and professionals at the community college and university levels in the United States and Cisco training centers in Thailand and Cambodia. He holds a Bachelor of Arts degree as well as various Cisco engineering and training certifications.

CAREER TRAINING

CISCO COMPUTER CLASSES

Receive college credits with Coastline College



NEW ICND I Boot Camp

This Cisco ICND 1 Boot Camp is a comprehensive exam preparation course for the ICND1 certification that will cover topics in the new 100-105 ICND1 exam. The focus is on providing the information and tools needed to pass the Cisco Certification exam. Course features include background information on the exams, a look into common mistakes and misunderstandings people make when taking the exams and practice exams with sample questions. With this course you will see first hand the types of questions you'll encounter in the testing facility. Lab equipment is also available to practice the important hands on portion of the exam. The course will include exam simulation software to simulate the ICND1 exam experience.

The CCENT certification validates the skills required for entry-level network support positions and opens doors to a career in networking. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security. Having your CCENT means you have what it takes to manage a small, enterprise branch network. A CCENT is your first step toward CCNA certification and will help you stand out from the crowd in entry-level positions. Required Exam Recommended Training: 100-105 ICND1 CCNA 1 and CCNA 2. **Prerequisite:** CCNA 1 and CCNA 2.

Earn college credit at CCC.

Early Bird \$259, Regular \$289

Instructor: Thomas Salazar

0623871 6/3/20, 6/6/20, 6/8/20, 6/10/20
Mon, Wed 6:00pm–10:00pm Rm C123
Sat (6/6/20) 9:00am–5:30pm Rm C123



CCNA Boot Camp

This CCNA R&S Boot Camp is a comprehensive exam preparation course for the CCNA certification that will cover topics in the new CCNA 200-125 exam. The focus will be on providing practice with software simulating Cisco's actual exam and the information needed to help pass the challenging CCNA Certification exam. Course features include examining common mistakes people make before and during the exam and clarifying Cisco's question structure using practice exams with sample questions. This course includes your own copy of the Exam Simulation Software so you will see firsthand the types of questions you will encounter in the testing facility. Lab equipment is also available to practice the important hands on portion of the exam.

What you will learn:

- How to tackle the most challenging topics on the exam
- Traps and pitfalls to avoid on the exam
- Strategies for approaching each question type on the exam
- Exam-day strategies to help you prepare for and succeed on the exam.

Early Bird \$259, Regular \$289 (each module)

Instructor: Thomas Salazar

0623861 5/26/20–6/9/20
Tue, Thu 6:00pm–10:00pm Rm C123

CCNA Security

The CCNA Security course provides a next step for individuals who want to enhance their CCENT-level skill set and help meet the growing demand for network security professionals. The CCNA Security curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. **Prerequisite:** CCNA 1 and CCNA 2.

Earn college credit at CCC.

Early Bird \$379, Regular \$409

Instructor: Thomas Salazar

0623851 9/4/19–11/13/19
Mon, Wed 6:00pm–10:00pm Rm C123

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

HIGH SCHOOL EQUIVALENCY PREP

High School Equivalency Preparation (GED®)

Westminster Mall Office Hours:

8:30am-8:00pm M - Th

8:30am-12:00pm Friday

Special Fall Enrollment Times:

August 14 & 15 3:30pm-7:30pm
(show up by 3:00pm)

August 19 & 20 9:00am-1:00pm
(show up by 8:30am)

This preparation course is designed to prepare students to pass all sections of the GED®. Students will have bi-weekly scheduled appointments with their teachers, but can attend as often as desired.

All GED® coursework is available online; students may use the computers (chromebooks and laptops) at the Learning Center as often as they wish (open hours) and are also encouraged to work from home.

Students must be 18 years or older (and no longer attending high school) to enroll.

Returning Students should call (714) 592-1005 to schedule an appointment to re-enroll.

PLEASE NOTE, as a WIOA, Title II funded agency, all GED® students at Huntington Beach Adult School are required to participate in CASAS testing throughout their preparation for GED®.

Preparation classes are offered at our Westminster Mall Campus, lower level next to JC Penney, the BESST Center Campus in Costa Mesa, and our Gothard Campus, next to Ocean View High School!

Orientation Schedule for Diploma and GED can be found on the hbas.edu website.

High School Equivalency Changes

California has approved the use of three high school equivalency tests (GED®, HiSET® and TASC™) for students 18 years old and older for the purpose of receiving a California High School Equivalency Certificate.

HBAS offers classes that prepare students for all three tests, but we specialize in GED® preparation. We are a GED® testing site. Students in our program can earn vouchers for GED® testing and take the GED® test for free.



Students utilize the Aztec program online to prepare for the GED®.

OUR DEDICATED AND FRIENDLY STAFF IS HERE TO HELP YOU!



Marco, Westminister Mall Campus Custodian

For information, call the Westminster Mall campus at 714.592.1005 or visit our web page at www.hbas.edu

HIGH SCHOOL DIPLOMA

Westminster Mall Campus | BESST Center in Costa Mesa | Gothard Campus

Westminster Mall Office Hours: 8:30am-8:00pm M - Th | 8:30am-12:00pm Friday

Special Fall Enrollment Times:

August 14 & 15 3:30pm-7:30pm (show up by 3:00pm)
August 19 & 20 9:00am-1:00pm (show up by 8:30am)

**Orientation Schedule for
Diploma and GED can be found
on the hbas.edu website.**

STUDENTS, WHO LEARN MORE, EARN MORE!

The U.S. Census Bureau estimates a person with a high school diploma will earn \$9,634 more per year than a high school dropout. Now, more than ever before, having a High School Diploma is a priority if you are applying for a job or are interested in furthering your educational studies.

Diploma students have bi-weekly scheduled appointments with their teachers, but can attend as often as desired. All diploma classes at HBAS are taken online; students are welcome to do their school work in our Learning Center at the Westminster Mall (all open hours), or the Gothard or BESST sites, and are encouraged to work from home as well.

Returning students should call (714) 592-1005 to schedule an appointment to re-enroll.

New students enrolling in the High School Diploma program must bring their transcripts to the enrollment. Students must be 18 years old or older, and no longer attending high school, to enroll at HBAS. Enrollment times listed on page 6 are subject to change; please check the website for the latest schedule, and make sure to arrive at least 15 minutes early to allow yourself the necessary time to check in.

PLEASE NOTE, as a WIOA Title II Funded Agency, all Huntington Beach Adult School Diploma students are required to participate in CASAS testing throughout the year.



Did you know?

Most new jobs being created today require some form of post-secondary education?



CLASSES ARE OFFERED AT

**Huntington Beach Adult School / Simon Youth Foundation
Westminster Mall Campus** (located on the lower level next to JC Penney) **the
BESST Center Campus in Costa Mesa** (located next to Rea Elementary School)
and the Gothard Campus.

ESL (ENGLISH AS A SECOND LANGUAGE)

ESL Administrative Office is located at 14325 Goldenwest Street, Huntington Beach (Westminster Campus). Enter through Hazard Street parking Lot.

Office Hours: 8:00am-8:00pm M-Th
8:00am-3:00pm Friday

For information, please call (714) 894-1018.

Purchase of ESL book is optional but highly recommended. There is no mail-in registration for ESL classes.

How to enroll:

1. Go to the site you would like to attend
2. Complete an enrollment form and attend an Orientation
3. Take an ESL assessment
4. You will get your class assignment after the assessment.

Cómo inscribirse:

1. Vaya a la escuela a la que quiere asistir
2. Complete el formulario de inscripción y asista a una sesión de orientación
3. Tome una evaluación de ESL (inglés como segunda lengua)
4. Se le asignará su clase de inglés después de la evaluación.

Thủ tục ghi danh:

1. Đích thân đến ghi danh tại trường quý vị muốn học.
2. Điền đơn xin học và tham dự buổi hướng dẫn (orientation).
3. Làm bài thi xếp lớp.
4. Sau khi làm xong bài thi, học viên sẽ biết mình được xếp vào lớp nào dựa theo kết quả thi.

Orientation Schedule for ESL can be found on hbas.edu website.

SCHEDULE OF CLASSES

WESTMINSTER LOCATIONS

Westminster Campus

14325 Goldenwest Street, Westminster

Classes begin on Tuesday, September 3.

Morning

ESL Level 1a	8:30am–11:30am	Mon-Thu
ESL Level 1b	8:30am–11:30am	Mon-Thu
ESL Level 2	8:30am–11:30am	Mon-Thu
ESL Level 3	8:30am–11:30am	Mon-Thu

Evening

ESL Level 1a	6:00pm–9:00pm	Mon-Thu
ESL Level 1b	6:00pm–9:00pm	Mon-Thu
ESL Level 2	6:00pm–9:00pm	Mon-Thu
ESL Level 3	6:00pm–9:00pm	Mon-Thu

Westminster Mall

1017A Westminster Mall, Westminster

Classes begin on Tuesday, September 3.

Morning

ESL Level 2	8:30am–11:30am	Mon-Thu
ESL Level 4	8:30am–11:30am	Mon-Thu

Anderson Elementary School

8902 Hewitt Place, Garden Grove

Class begins on Monday, September 9.

ESL Level 1/2	8:30am–11:30am	Mon-Thu
---------------	----------------	---------

Room: B1

DeMille Elementary School

15400 Van Buren Street, Midway City

Class begins on Monday, September 9.

ESL Level 1/2	8:30am–11:30am	Mon-Thu
---------------	----------------	---------

Room: 28

Schmitt Elementary School

7200 Trask Avenue, Westminster

Class begins on Monday, September 9.

ESL Level 1/2	8:30am–11:30am	Mon-Thu
---------------	----------------	---------

Room: Bungalow 39

Warner Middle School

14171 Newland Street, Westminster

Classes begin on Monday, September 9.

ESL Level 1	5:45pm–8:45pm	Mon-Thu
ESL Level 2	5:45pm–8:45pm	Mon-Thu
ESL Level 3/4	5:45pm–8:45pm	Mon-Thu

Enrollment and testing in **room 21** on Mondays and Wednesdays, except on holidays.

Westminster Senior Center

8200 Westminster Blvd., Westminster

Class begins on Tuesday, September 3.

ESL Level 1/2	8:30am–11:30am	Tue, Thu
---------------	----------------	----------

Room: B5

Enroll at one of four sites: Gothard site **714.842.4227** Westminster HS site **714.894.1018** Westminster Mall site **714.592.1005** BESST Center Costa Mesa site **949.515.6717**

ESL (ENGLISH AS A SECOND LANGUAGE)

HUNTINGTON BEACH LOCATIONS

HBAS Main Campus

17231 Gothard Street, Huntington Beach
Classes begin on Tuesday, September 3.

Morning

ESL Level 3 8:30am–11:30am Mon-Thu
ESL Level 4 8:30am–11:30am Mon-Thu

Evening

ESL Level 3/4 6:00pm–9:00pm Mon-Thu

Pleasant View/OVPP Preschool

16692 Landau Lane, Huntington Beach
Classes begin on Tuesday, September 3.

Enrollment & Testing at Main Campus

Morning

ESL Level 1 8:30am–11:30am Mon-Thu
ESL Level 2 8:30am–11:30am Mon-Thu

Evening

ESL Level 1 6:00pm–9:00pm Mon-Thu
ESL Level 2 6:00pm–9:00pm Mon-Thu

Location TBD

Academic ESL

ESL Level 5 8:30am–11:30am Mon-Thu
ESL Level 5 6:00pm–9:00pm Mon-Thu

COSTA MESA LOCATIONS

BESST Center, 2045 Meyer Place, Costa Mesa

Classes begin on Tuesday, September 3.

Morning

ESL Level 1 9:00am–12:00pm Mon-Thu
ESL Level 2 9:00am–12:00pm Mon-Thu
ESL Level 3/4 9:00am–12:00pm Mon-Thu

Evening

ESL Level 1 6:00pm–9:00pm Mon-Thu
ESL Level 2 6:00pm–9:00pm Mon-Thu
ESL Level 3/4 6:00pm–9:00pm Mon-Thu



Kyle, Campus Security at the BESST Center

CITIZENSHIP CLASSES

For Students ESL Level 2, 3, 4

LOCATIONS

Westminster High School Campus - Room A1
BESST Center Campus - Room 119

Classes begin on Friday, September 6.
8:30am–11:30am Friday

CAREER CERTIFICATIONS WITH ESL SUPPORT

COMPUTER CLASSES WITH ESL SUPPORT

COMPUTER BASICS 1

9/3/19 - 1/24/20

BESST Center, 2045 Meyer Place, Costa Mesa

ESL Level 2,3,4 9:00am–12:00pm Fri

Gothard Main Campus, 17231 Gothard St.,
Huntington Beach

ESL Level 2,3,4 11:45am–2:45pm Tue

Westminster Campus, 14325 Goldenwest St.,
Westminster

ESL Level 2,3,4 9:00am–12:00pm Fri

Students must be also enrolled in ESL classes.

EARLY CHILDHOOD EDUCATION CLASSES WITH ESL SUPPORT

FAMILY, SCHOOL AND COMMUNITY PARTNERS

8/26/19 - 12/13/19

Westminster Campus, 14325 Goldenwest St.,
Westminster

ESL Level 3,4 12:00pm–3:10pm Tue

ESL Support Class 8:30am–11:30am Fri
Room A6

HEALTH CARE CLASSES WITH ESL SUPPORT

PERSONAL CARE AIDE

9/16/19 - 11/12/19

Westminster Campus, 14325 Goldenwest St.,
Westminster

ESL Level 3,4 6:00pm–9:20pm Mon, Tue
Room A1

Orientation Schedule for ESL can be
found on hbas.edu website.

Enroll at one of four sites: Gothard site 714.842.4227 Westminster HS site 714.894.1018
Westminster Mall site 714.592.1005 BESST Center Costa Mesa site 949.515.6717

COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT WWW.HBAS.EDU

PARENT SMART PRESCHOOL

SCHOOL YEAR 2019-2020

(Ongoing Enrollment)

5 STARS ON YELP—Check us out!



Parent Smart Preschool Program (3 and 4 years old combo class)

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! Family Fun Field trips at great group rates are part of the fun* (*cost of the field trips not included in class fees).

Teaching Staff: Lisa Marcinko

Mandatory Orientation for All Parents (No children, please):

Wednesday, September 4, 2019 from 6pm–9pm

- All parents are required to attend an Orientation.
- Parents attend one evening seminar on relevant Parenting topic per semester.
- New Parents must bring proof of parent TB test administered after 1/1/2018 before class starts, plus a copy of the child's immunizations and birth certificate.

Preschool Combo (3 and 4 years by 9/1/19) Early Bird \$569, Regular \$599

Monday, Wednesday, Friday	9:00am–12:30pm
070711	9/9/19–11/8/19
070712	11/13/19–1/31/20
070713	2/3/20–4/3/20
070714	4/6/20–6/10/20

GRADUATION

6/11/20 at 9:30 am HBAS-G Room C116

MARK YOUR CALENDARS!

Pre-Registration Preview Day for Parent Smart Programs for Fall 2019

Wednesday, June 26, 2019 from 1:00-2:00pm

Thursday, August 1, 2019 from 10:30-11:30am

Location: Room 505, Parent Smart Campus at Marina High School (15859 Springdale St., Huntington Beach, CA 92649)

Ongoing Registration can be done in-person at HBAS Gothard Campus (17231 Gothard St.) and online at www.hbas.edu.

Teachers are happy to answer any program questions! Please email us: lmarcinko@hbas.edu
Or call the Gothard Campus at (714) 842-4227.

COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT WWW.HBAS.EDU

PARENT SMART TODDLER

SCHOOL YEAR 2019-2020

(Ongoing Enrollment)

5 STARS ON YELP—Check us out!



Mandatory Orientation for All Parents (No children, please):

Thursday, September 5, 2019 from 6pm–9pm
in Room 505 at our Parent Smart Campus on Marina Vikings Way in front of Marina High School campus. All parents who are new to the program are required to attend.

SAVE THE DATE

Early Fall Registration Preview:

Wednesday, June 26, 2019 1:00pm–2:00pm
Thursday, August 1, 2019 10:30am–11:30am

FALL 2019:

Parenting the 1 & 2-Year-Old (12-35 mos.)

Early Bird \$279, Regular \$309

071301 Thursday 9:15am–11:45am
9/12/19-1/30/20

SPRING 2020:

Parenting the 1 & 2-Year-Old (12-35 mos.)

Early Bird \$279, Regular \$309

071401 Thursday 9:15am–11:45am
2/6/20-6/4/20

SPRING ONLY:

Parenting the 3-Year-Old (35-39 mos.)

Early Bird \$339, Regular \$369

074502 Tuesday 9:15am–12:15pm
2/4/20-6/9/20

Parent Smart Toddler Program (12-35 months old)

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! Family fun field trips* at toddler-friendly locations at great group rates are also part of the experience! (*cost of field trips not included in class fee!)

Teacher: Lisa Marcinko

- Register online at www.hbas.edu
- Ongoing registration can be done in-person at HBAS Main Campus (17231 Gothard Street).
- Parents attend one evening seminar on relevant parenting topic per fall semester. Parents must bring proof of parent TB test administered after 1/1/2018 before class starts, plus a copy of the child's immunizations and birth certificate.

"Miss Lisa" is happy to answer all your questions via email at lmarcinko@hbas.edu

HBAS ACCEPTS



TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

Digital Media Arts

Digital Media Arts: Basics 1

After completing the Photoshop 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.

Prerequisites: Completion and understanding of Photoshop Elements Beginning, Intermediate and Advanced, and Windows File Management.

Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0887101	2/11/20-3/12/20	Tue, Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Basics 2

This course will emphasize color computer graphic skills through practical experience.

Prerequisites: Completion and understanding of Photoshop Elements Beginning, Intermediate and Advanced, Digital Media Arts Basics 1 and Windows File Management.

Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0887201	3/17/20-4/23/20	Tue, Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Intermediate

After completing DMA Basics 1 & 2, explore the use of layer style, brushes, and filters to add pizzazz to your already eye catching designs.

Prerequisites: Completion and understanding of Digital Media Arts: Basics 1 & 2 and Windows File Management.

Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0887301	4/28/20-5/28/20	Tue, Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Blenders 1

The new look in digital is blending photos together to create amazing works of art. We will go beyond filters and learn the basics of creating composites using blending modes and textures.

This course covers the aspects of creating a visually appealing layout. **Prerequisites:** Completion of Digital Media Arts Basics 1 & 2, DMA Intermediate, DMA Filters 1, 2 & 3.

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0889901	9/4/19-10/30/19	Wed
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Blenders 2

Blenders 2 is the next step for all of the Blenders and Composites enthusiasts. You will continue to learn new concepts to successfully transform and create composites.

Prerequisites: Completion and understanding of Digital Media Arts: Blenders and Composites and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

0890001	12/4/19-2/5/20	Wed
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Frame It 1

Learn to use cutting edge digital art techniques to create beautiful photos suitable for any home décor project or scrapbook. You will explore your inner artist as you learn advanced features of filtering, layer masks and blending modes to create frameable art.

Prerequisites: Completion and understanding of Digital Media Arts: Basics 1 & 2, DMA: Intermediate, DMA: Filters 1, 2 & 3 and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0889601	4/8/20-6/10/20	Wed
8:30am-11:30am	HBAS-G	Rm C122

COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT WWW.HBAS.EDU

Digital Media Arts *(continued)*

Digital Media Arts: Frame It 2

Learn to use cutting edge digital art techniques to create beautiful photos suitable for any home décor project or scrapbook. You will explore your inner artist as you learn advanced features of filtering, layer masks and blending modes to create frameable art. **Prerequisites:** Completion and understanding of Digital Media Arts: Basics 1 & 2, DMA: Intermediate, DMA: Filters 1, 2 & 3 and Windows File Management. **Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.**

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0889501 9/3/19-10/3/19 Tue, Thu
8:30am–11:30am HBAS-G C122



Digital Media Arts: Composites

Take your techniques acquired in the DMA Blenders class and learn to make better composites. 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 pieces worthy of framing. **Prerequisites:** Completion and understanding of Digital Media Arts: Filters 1, 2, and 3 and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

0888201 2/12/20-4/1/20 Wed
8:30am–11:30am HBAS-G Rm C122

Digital Media Arts: Holiday Projects

Just in time for the holidays! Come and learn how to create one of a kind, personalized gifts and projects using photo hybrid styles. **Prerequisites:** Completion and understanding of Digital Media Arts: Basics 1 & 2 and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$79, Regular \$99

Instructor: Nami Aoyagi

0888301 12/3/19-12/19/19 Tue, Thu
8:30am–11:30am HBAS-G C122

Digital Media Arts: Creative Play

You will create art in many different forms. You will transform your photos in to works of art using brush work and creative backgrounds. You will learn to incorporate your art into beautiful wall hangings or coffee table books. You will also discover art hybrid style with the use of the silhouette cameo and other mixed media art products. **Prerequisites:** Completion and understanding of Digital Media Arts: Filters 1, 2, and 3 and Windows File Management. **Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.**

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

0890101 10/8/19-10/31/19 Tue, Thu
8:30am–11:30am HBAS-G C122

Digital Media Arts: Paint Like The Masters

Photoshop Elements 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. **Prerequisites:** Photo Elements Beginning, Intermediate & Advanced.

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0889801 1/7/20-2/6/20 Tue, Thu
8:30am–11:30am HBAS-G C122

COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT WWW.HBAS.EDU

Digital Photography & Photo Editing

Photoshop Elements • Basics 1

Learn how to quickly and easily edit photos with the many powerful features of Photoshop Elements. Students will be introduced to the various edit modes and tools needed to create photo projects including photo retouching, cropping, selecting objects, using layers, color correction, removing red eye, saving for print, resizing, and much more! **Minimum skill requirements:** Before enrolling in this course, participants should possess basic computer skills including mouse operation and saving files into folders and experience with Windows or Mac.

Early Bird \$189, Regular \$219

Instructor: Pat Jones

0867801	9/13/19-10/25/19	Friday
9:00am-12:00pm	HBAS-G	C122
0867802	2/21/20-4/3/20	Friday
9:00am-12:00pm	HBAS-G	C122

Photoshop Elements • Basics 2

Learn to use the Enhance menu commands and review the most useful tools including the Spot Healing Brush Tool, the Clone Stamp Tool and the Quick Selection Tool. Learn how to colorize a black and white photo, how to use layers to enhance and sharpen photos, and how to use clipping groups. Explore the use of Layer Masks in photo editing. Once editing is complete, use your artistic talent to arrange photos in collages. Introducing Adjustment Layers, Filters and Effects. **Prerequisites:** Adobe Photoshop Elements Basics 1.

Early Bird \$189, Regular \$219

Instructor: Pat Jones

0867901	11/1/19-12/20/19	Friday
9:00am-12:00pm	HBAS-G	C122
0867902	4/24/20-6/5/20	Friday
9:00am-12:00pm	HBAS-G	C122

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

Health & Safety Education

BLS-Instructor Led Adult, Child, & Infant CPR with Heartsaver First Aid

100% classroom training means students are with an American Heart Association (AHA) Instructor for their entire learning experience.

BLS CPR is the Instructor-led course that students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam. *This course is for anyone with limited or no medical training who needs a course completion card in Adult, Child, & Infant BLS CPR & first aid basics to meet job, regulatory, or other requirements.*

Early Bird \$169, Regular \$199
(Price includes cards and materials.)

Instructor: Robert Holtz

091401	10/5/19	Saturday
8:30am-5:00pm*	HBAS-G	Rm C116
091402	5/2/20	Saturday
8:30am-5:00pm*	HBAS-G	Rm C116

*30 minute lunch

No refunds will be given for these classes due to the restricted class size, unless a class is cancelled by HBAS.

Communication Skills

Writing Your Life Story

You are unique in the entire universe and no one has lived a life like you have. 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.

Early Bird \$99, Regular \$129

Instructor: Sharon Fleming

0853101	9/25/19-11/13/19	Wed
10:00am-12:00pm	FVSC	
0853102	1/15/20-3/4/20	Wed
10:00am-12:00pm	FVSC	
0853103	4/22/20-6/10/20	Wed
10:00am-12:00pm	FVSC	

COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT WWW.HBAS.EDU

The Arts

Figure Drawing and Painting

A class exploring drawing and painting of the human figure. All skill levels welcome! Class sessions include short demonstrations using different approaches and mediums of drawing or painting the human figure. Models will create a variety of short and long poses. Artists throughout antiquity will be introduced and explored in instruction. Students will purchase art supplies from a list provided on the first day of class.

Early Bird \$109, Regular \$139

Instructor: Matthew Harward

0852001	9/11/19-10/16/19	Wed
5:30pm-7:30pm	HBHS	Rm I-4
0852002	10/23/19-12/4/19	Wed
5:30pm-7:30pm	HBHS	Rm I-4

Ceramics: Hand-Building and Throwing

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.

Early Bird \$199, Regular \$229

(Price includes materials.)

Instructor: Garrett Stryker

085141	9/11/19-12/4/19	Wed
5:00pm-8:00pm	HBHS	Rm I-6
085142	1/8/20-3/25/20	Wed
5:00pm-8:00pm	HBHS	Rm I-6
085143	4/1/20-6/24/20	Wed
5:00pm-8:00pm	HBHS	Rm I-6

Early Bird \$199, Regular \$229

(Price includes materials.)

Instructor: Matthew Harward

085131	9/10/19-12/3/19	Tue
5:30pm-8:30pm	HBHS	Rm I-6
085133	1/7/20-3/24/20	Tue
5:30pm-8:30pm	HBHS	Rm I-6
085135	3/31/20-6/16/20	Tue
5:30pm-8:30pm	HBHS	Rm I-6
085132	9/12/19-12/5/19	Thu
5:30pm-8:30pm	HBHS	Rm I-6
085134	1/9/20-3/26/20	Thu
5:30pm-8:30pm	HBHS	Rm I-6
085136	4/2/20-6/25/20	Thu
5:30pm-8:30pm	HBHS	Rm I-6

Early Bird \$199, Regular \$229

(Price includes materials.)

Instructor: Matthew Harward

085164	7/6/20-8/12/20	Mon, Wed
5:30pm-8:30pm	HBHS	Rm I-4
085174	7/7/20-8/13/20	Tue, Thu
5:30pm-8:30pm	HBHS	Rm I-4

Basic Oil Painting

Learn basic principles of composition and painting still life or landscapes in oil, whether regular oil or water-based. No experience necessary. **Students must furnish their own supplies (a list will be provided at the first class, approximate cost \$150).**

Early Bird \$139, Regular \$169

Instructor: Beth Chilcott

0852301	9/18/19-12/4/19	Wed
2:30pm-4:30pm	VaVHS	Rm 22
0852302	1/15/20-3/25/20	Wed
2:30pm-4:30pm	VaVHS	Rm 22
0852303	4/1/20-6/17/20	Wed
2:30pm-4:30pm	VaVHS	Rm 22

Woodworking

Learn the craft of woodworking and take the first steps into such careers as cabinet making, millwork, furniture design, and manufacturing. Instruction will cover hand tools, machine safety, plan development, lumber identification, wood joinery, and finishing techniques. **In addition, students interested in building an electric guitar will receive instruction in that area. *Students must purchase all materials. No experience necessary.**

Early Bird \$289, Regular \$319*

Instructor: Rick Jordan

084402	2/6/20-6/11/20	Thu
6:00pm-9:00pm	MHS	312

Students who enroll in physical fitness classes should consult their doctor prior to beginning an exercise program and must speak Basic English.

COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT WWW.HBAS.EDU

Health & Fitness

Session prices may vary due to the difference in total number of times the class meets. All classes are for all levels of Yoga. Students must bring their own yoga mat.

Morning Yoga • 2-Days per week

Wake up and get moving in our all levels morning yoga classes. Breath and movement merge to stretch the body and awaken the mind in a perfect mix of light workout and deep stretch. Props will be available from instructor (straps and blocks).

Instructor: Jerry Cruise

FALL SESSION Early Bird \$189, Regular \$219

096011	9/9/19-12/18/19	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096012	9/9/19-12/18/19	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$169, Regular \$199

096021	1/6/20-4/8/20	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096022	1/6/20-4/8/20	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$139, Regular \$179

096031	4/20/20-6/24/20	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096032	4/20/20-6/24/20	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

Morning Yoga • 1-Day per week

Instructor: Jerry Cruise

FALL SESSION Early Bird \$99, Regular \$129

0963091	9/9/19-12/18/19	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963101	9/9/19-12/18/19	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$89, Regular \$119

0963092	1/6/20-4/8/20	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963102	1/6/20-4/8/20	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$69, Regular \$99

0963093	4/20/20-6/24/20	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963103	4/20/20-6/24/20	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

Afternoon Yoga • 2-Days per week

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$189, Regular \$219

096231	9/9/19-12/18/19	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096251	9/9/19-12/18/19	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$169, Regular \$199

096232	1/6/20-4/8/20	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096252	1/6/20-4/8/20	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$139, Regular \$179

096233	4/20/20-6/24/20	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096253	4/20/20-6/24/20	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

Afternoon Yoga • 1-Day per week

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$99, Regular \$129

096431	9/9/19-12/18/19	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096451	9/9/19-12/18/19	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$89, Regular \$119

096432	1/6/20-4/8/20	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096452	1/6/20-4/8/20	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$69, Regular \$99

096433	4/20/20-6/24/20	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096453	4/20/20-6/24/20	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116



Locations of all yoga classes may change due to construction scheduled in the Gothard parking lots. No refunds will be available due to location change.

COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT WWW.HBAS.EDU

Intermediate Line Dancing

Come learn all the new intermediate line dances. Using the top ten weekly survey on www.worldlinedancenewsletter.com, we will learn the most popular line dances today. This class requires previous dance experience.

Instructor: Sarah Karlsson

FALL SESSION

Early Bird \$139, Regular \$169

0874301 9/9/19-12/18/19 Mon
1:00pm-2:30pm HBAS-G Rm C116

WINTER SESSION

Early Bird \$99, Regular \$129

0874302 1/6/20-4/8/20 Mon
1:00pm-2:30pm HBAS-G Rm C116

SPRING SESSION

Early Bird \$99, Regular \$129

0874303 4/20/20-6/22/20 Mon
1:00pm-2:30pm HBAS-G Rm C116



INSTRUCTOR: SARAH KARLSSON

Meet our newest fitness instructor, Sarah Karlsson. Sarah has been teaching and dancing for over 40 years. She is a UC Irvine graduate in dance. She has performed in dance

companies in San Jose and the Seattle area, and has taught ballet, jazz, tap, and line dance.



Water Aerobics for Fitness • 2-Days per week

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 (Tue or Thu) or attend both days for maximum benefit. Class held at MHS pool (15871 Springdale Street, HB 92649). Times may vary due to High School competitions.

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$289, Regular \$319

087801 9/10/19-12/19/19 Tue, Thu
6:00pm-7:00pm MHS

WINTER SESSION

Early Bird \$289, Regular \$319

087802 1/7/20-4/9/20 Tue, Thu
6:00pm-7:00pm MHS

SPRING SESSION

Early Bird \$209, Regular \$239

087803 4/21/20-6/25/20 Tue, Thu
6:00pm-7:00pm MHS

Water Aerobics for Fitness • 1-Day per week

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$149, Regular \$179

087901 9/10/19-12/19/19 Tue or Thu
6:00pm-7:00pm MHS

WINTER SESSION

Early Bird \$149, Regular \$179

087902 1/7/20-4/9/20 Tue or Thu
6:00pm-7:00pm MHS

SPRING SESSION

Early Bird \$109, Regular \$139

087903 4/21/20-6/25/20 Tue or Thu
6:00pm-7:00pm MHS

COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT WWW.HBAS.EDU



Lap Swimming for Fitness • 2-Days per week

Swim laps in the evening at your own speed and build up your strength and endurance. Class held at MHS pool (15871 Springdale Street, HB 92649). Times may vary due to High School competitions. Instructor: Kelly Pointer

FALL SESSION

Early Bird \$289, Regular \$319

087701	9/10/19-12/19/19	Tue, Thu
6:00pm-7:00pm		MHS

WINTER SESSION

Early Bird \$289, Regular \$319

087702	1/7/20-4/9/20	Tue, Thu
7:00pm-8:00pm		MHS

SPRING SESSION

Early Bird \$209, Regular \$239

087703	4/21/20-6/25/20	Tue, Thu
7:00pm-8:00pm		MHS

Lap Swimming for Fitness • 1-Day per week

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$149, Regular \$179

087601	9/10/19-12/19/19	Tue or Thu
6:00pm-7:00pm		MHS

WINTER SESSION

Early Bird \$149, Regular \$179

087602	1/7/20-4/9/20	Tue or Thu
7:00pm-8:00pm		MHS

SPRING SESSION

Early Bird \$109, Regular \$139

087603	4/21/20-6/25/20	Tue or Thu
7:00pm-8:00pm		MHS

Lap Swimming at Ocean View High School's Beautiful New Pool

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$129, Regular \$159

088001	9/14/19-12/21/19	Sat
7:30am-8:30am		OVHS

WINTER SESSION

Early Bird \$129, Regular \$159

088002	1/11/20-4/11/20	Sat
7:30am-8:30am		OVHS

SPRING SESSION

Early Bird \$89, Regular \$119

088003	4/25/20-6/27/20	Sat
7:30am-8:30am		OVHS

Students who enroll in physical fitness classes should consult their doctor prior to beginning an exercise program and must speak basic English.

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

HBAS is SOCIAL



Connect with us!

GENERAL INFORMATION / POLICIES

Mission Statement

Huntington Beach Adult School promotes lifelong learning by providing 21st century educational programs, and preparing students for success in postsecondary education, the workforce, and the community.

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

School Board

Dr. Bonnie Castrey
Dr. Duane Dishno
Susan Henry
Diana Carey
Dr. Michael Simons

Superintendent

Dr. Clint Harwick

HBAS: Here to Help

Steve Curiel, *Principal*
714.842.4227, x4401

Susan Torres, *Asst. Principal*
714.894.1018, x4910

Shirley Vaughn, *Asst. Principal*
714.842.4227, x4404

Philip Villamor, *Asst. Principal*
714.592.1005, x4401

Courtney Winford, *Counselor*
714.592.1005, x4470

Ashley Nguyen, *Counselor*
714.894.1018, x4919

Lenora Mitchell, *HBAS Secretary*
714.842.4227, x4402

Arlene Flores, *Job Developer*
714.842.4227, x4422

Tammy Asaki, *Guidance Specialist*
714.592.1005, x4422

Vanesa Rodriguez, *Guidance Specialist*
949.515.6717

Valerie Beachley, *College & Career Specialist*
714.592.1005, x4472

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

Main Office Hours

Please see page 3 for Office Hours.

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.

1098-T Tax Forms As a non-credit program HBAS does not issue 1098-T tax forms to HBAS students.

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

Refund Policy

Sometimes it becomes necessary to cancel a class due to low enrollment or a problem with facilities or staff. If HBAS cancels a class, a full refund will be issued automatically. Student initiated refunds, minus a \$20 registration processing fee, will be granted if HBAS receives the request in writing at least 3 working days before the first day of class. A request for credit may be initiated by a student if received by HBAS in writing at least 1 day before the first day of class. **No refunds or credits may be requested after the first day of class.** There are no refunds for classes \$49 or less; however, a credit may be requested if done so in writing before the first day of class. For refund policies for Kindergarten through 12 grade community education classes see the policy listed for the specific program on the hbas.edu website. For more information contact us at info@hbas.edu or (714) 842-4227.

No refund for classes less than \$49.

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 offer a 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 via email. HBAS 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.

GENERAL INFORMATION / POLICIES

2019-2020 Holiday Schedule

No classes on these dates.

Labor Day Monday, September 2, 2019

Veterans Day Monday, November 11, 2019

Thanksgiving Recess

Monday, November 25, 2019–

Friday, November 29, 2019

Winter Recess

Monday, December 23, 2019–

Friday, January 3, 2020

Martin Luther King's Birthday

Monday, January 20, 2020

Professional Staff Development Day

Monday, January 27, 2020

Lincoln's Birthday

Monday, February 10, 2020

Washington's Birthday

Monday, February 17, 2020

Spring Recess

Monday, April 13, 2020–Friday, April 17, 2020

Memorial Day Monday, May 25, 2020

Independence Day Saturday, July 4, 2020

Code of Conduct

To ensure that your experience while on our school campuses or at school-related events is pleasant and productive, and in the interest of presenting district employees and community members as positive role models to the students of this district, HBUHSD encourages positive communication and discourages volatile, hostile, or aggressive actions. Individuals who display any of these actions will be asked to communicate civilly. If corrective action is not taken by the abusing party, district employees may verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated. If the meeting, conference, or conversation is on district premises, the offending party will be asked to leave promptly. Please visit our HBAS.edu for more information.

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.

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 and vapes.

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

No biking or skateboarding on campus.



Business Information Worker Program Certificate *See page 15*

GENERAL INFORMATION / POLICIES

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 do not want your image used in any promotional materials, please submit a letter to the Adult School Administration.

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.

HBUHSD Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging unlawful discrimination, harassment, intimidation, or bullying and seek to resolve those complaints in accordance with the procedures set out in the Uniform Complaint Procedures. For more details visit www.hbusd.edu, select "Board" and then from the pull down menu select "Board Policies and Regulations."

Parking by HBAS Permit only

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

Equal Opportunity

This WIOA Title 1 financially assisted program is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The Governing Board recognizes a basic commitment to equal opportunity for all individuals in employment and education. It is the policy of the Board to uphold federal and state laws and other directives in promoting an affirmative action program which insures that discriminatory practices are eliminated in all areas of district employment and educational programs.

The Board affirms its position as an equal opportunity employer and upholds the right of every person to be employed and to advance on the basis of merit, ability and potential. Employment discrimination is prohibited on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

HBAS is SOCIAL



Connect with us!

CLASS LOCATIONS MAP

Early Birds Get In!

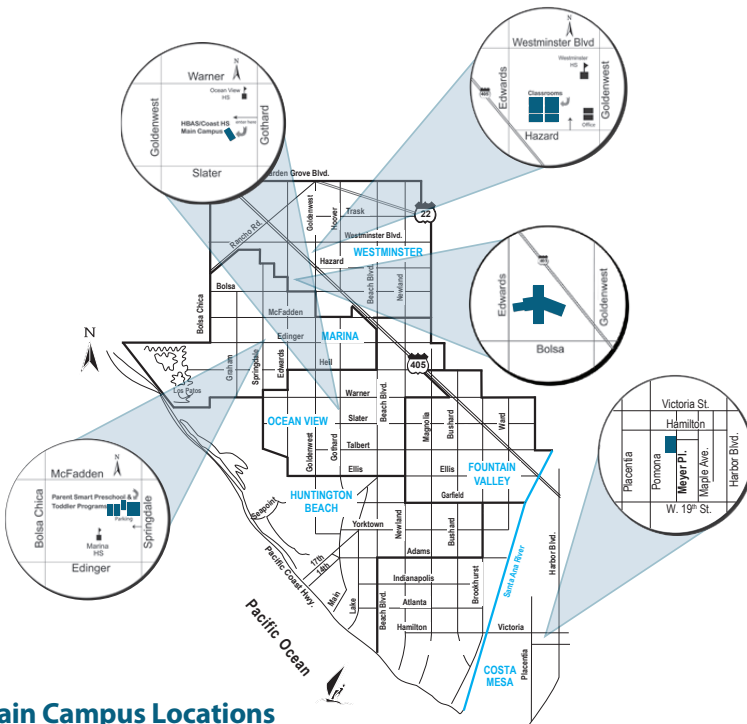
We recommend registering early to get into the class you want. A class may be canceled if the minimum enrollment requirements are not met in time. We invite you to be an early bird!

Connect with us!



Instagram
@h_b_a_s

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



Main Campus Locations

- HBAS-G **Main Campus** • 17231 Gothard Street, Huntington Beach 92647
- HBAS-W **Westminster Campus** (ESL classes only) • 14325 Goldenwest St., Westminster 92683
- HBAS-G **Career Training Center** • 17231 Gothard Street, Huntington Beach 92647
- HBAS-M **Westminster Mall** (High School Diploma & GED Prep.) • 1025 Westminster Mall, Space 1017A, Westminster 92683
- PSP **Parent Smart Preschool and Toddler Programs** • 15859 Springdale Street, Huntington Beach 92649
- BST **BESST Center** • 2045 Meyer Place, Costa Mesa 92627

Class Locations

- AES Anderson Elementary School • 8902 Hewitt Place, Garden Grove 92844
- DES DeMille Elementary School • 15400 Van Buren Street, Midway City
- EHS Edison High School • 21400 Magnolia, Huntington Beach 92646
- FVSCC Fountain Valley Senior & Community Center • 17967 Bushard, Fountain Valley 92708
- FVHS Fountain Valley High School • 17816 Bushard, Fountain Valley 92708
- HBAS-G HB Adult School (Main Campus) • 17231 Gothard Street, Huntington Beach 92647
- HBAS-W HB Adult School (Westminster Campus) • 14325 Goldenwest St., Westminster 92683
- HBAS-M HB Adult School (Westminster Mall) • 1025 Westminster Mall, Westminster 92683
- HBHS Huntington Beach High School • 1905 Main Street, Huntington Beach 92648
- MHS Marina High School • 15871 Springdale Street, Huntington Beach 92649
- OVHS Ocean View High School • 17071 Gothard Street, Huntington Beach 92647
- PSP Parent Smart Preschool & Toddler Programs • Marina HS Campus
15859 Springdale Street, Huntington Beach 92649
- PV/OVPP Pleasant View/OVPP Preschool • 16992 Landau Lane, Huntington Beach 92647
- RSES Ray Schmitt Elementary School • 7200 Trask Avenue, Westminster 92683
- VaVHS Valley Vista High School • 9600 Dolphin, Fountain Valley 92708
- WHS Westminster High School • 14325 Goldenwest Street, Westminster 92683
- WSC Westminster Senior Center • 8200 Westminster Boulevard, Westminster 92683
- WWMS Willis Warner Middle School • 14171 Newland Street, Westminster 92683



HUNTINGTON
BEACH
ADULT
SCHOOL

Huntington Beach Union High School District

**Huntington Beach
Adult School**

17231 Gothard Street
Huntington Beach, CA 92647



HUNTINGTON
BEACH
ADULT
SCHOOL



Non-Profit
Organization
U.S. POSTAGE

PAID

Permit No. 34
Huntington Beach, CA

Register online @ hbas.edu

FINANCIAL ASSISTANCE
AVAILABLE FOR
QUALIFYING STUDENTS.

HBAS ACCEPTS

