



HUNTINGTON BEACH ADULT SCHOOL

FREE Career Training at HBAS!



Train for an

Office Career:

Business Information Worker
Administrative Assistant
Accounting Clerk
Data Entry Clerk

Paraprofessional
Bus Driver

CAREER
☆☆☆

FREE

☆☆☆
PROGRAMS!*

Train for a

Medical Career:

Medical Billing and Coding
Pharmacy Technician
Medical Assistant

**Students will need to be
in a CTE Pathway to get
the program for FREE.*



SPRING-SUMMER 2024 CATALOG OF CLASSES

www.hbas.edu | 17231 Gothard Street Huntington Beach CA 92647 | 714.842.4227

Huntington Beach Union High School District

Cathy Gonzalez

The Right Place at the Right Time

With HBAS, Cathy found a job that was the right fit for her.

Cathy was working nights as a caregiver when she enrolled in the Medical Billing and Coding Program. She had previously worked as a healthcare administrator and a high school science teacher. "After doing that for 20 years, I needed a change. But it's not easy to do later in one's life."

Cathy first transitioned from teaching to caregiving. She soon realized that the overnight shifts didn't give her enough time to help care for her elderly parents and a sister with special needs. "I needed a regular career again, and I needed it quickly. Huntington Beach Adult School was the best solution to that problem."

A Good Education

Cathy was not as nervous as many students might be when returning to school after a long time. She credits this to her experience in healthcare administration and teaching science. She added, "It was kind of nice to be a student for once, especially when we had a good teacher. I know what good education looks like, and they did a great job."

Throughout the program, Cathy continued to work as a caregiver. There were a few times when she couldn't attend class because of caregiving responsibilities. In those cases, she was able to work with her professors to meet those needs. Cathy explained, "They're fair about it as long as you work ahead of time to let them know what's going on."

New Job, New Life

In our Career Technical Education (CTE) program, students start preparing for the job search long before they graduate. When Cathy met Job Developer Arlene Flores on the last day of class, she had already put together a resume and letters of recommendation. Mrs. Flores connected Cathy with a local employer, who quickly offered her a job.

"I do billing for a specialty pharmacy company," Cathy shared. "We work with a lot of people who have Medi-Cal and Medicare, and a lot of babies at CHOC who need specialty medications and durable medical equipment. I feel really good about what I'm doing." Bonus: she works alongside other HBAS graduates!

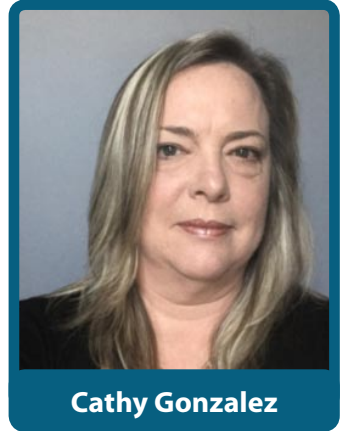
With this new job, Cathy has enjoyed her new work-life balance. The consistent schedule has freed up more time to spend with her family. She also returned to Saddleback College and finished a degree started years ago in Health Information Technology.

Timing is Everything

After a year on the job, Cathy feels fortunate for how things unfolded. Right after accepting the job offer in March 2023, she broke her leg. Some might call that misfortune, but Cathy sees it differently:

"Had I not gone to HBAS, had I not had a job I could do on a computer, I would have been without a job at all. How lucky was that?"

Of course, her success on this career path is due to much more than luck. We are proud of how Cathy continues to stride forward with courage and confidence.



Learn more about Career Technical Education: www.hbas.edu/cte

WELCOME TO HBAS

HBAS OFFICE HOURS

All locations are closed from 12:00 pm - 1:00 pm for lunch.

BESST

Monday/Wednesday/Thursday 8:00 am - 5:00 pm
Tuesday/Wednesday 8:00 am - 7:00 pm | Closed on Fridays.

Bolsa

Monday/Thursday 8:00 am - 5:00 pm
Tuesday/ Wednesday 8:00 am - 7:00 pm | Friday 8:00 am - 3:00 pm

Gothard

Monday/Thursday 8:00 am - 5:00 pm
Tuesday/ Wednesday 8:00 am - 7:00 pm | Friday 8:00 am - 3:00 pm

Westminster High School

Monday/Thursday 8:00 am - 5:00 pm
Tuesday/Wednesday 8:00 am - 7:00 pm | Friday 8:00 am - 12:00 pm

See location addresses on page 59. Please see hbas.edu for orientation schedule and the most current 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



HBAS MISSION STATEMENT



HUNTINGTON
BEACH
ADULT
SCHOOL



SCHOOLWIDE LEARNER OUTCOMES

Huntington Beach Adult School promotes lifelong learning by providing rigorous, relevant, and innovative programs that thoroughly prepare students for success in postsecondary education, the workforce, and the community.

VALUES:



Holding our students to high standards of achievement and celebrating their accomplishments.



Building accessibility into all programs and services for all students.



Accepting all staff and students by embracing diversity, equity, and inclusivity.



Supporting Social Emotional health and wellness in the work and learning environment.

HUNTINGTON BEACH ADULT SCHOOL STUDENTS

SET GOALS



Students define goals and set short and long-term objectives.

ACHIEVE SKILLS AND KNOWLEDGE



Students achieve measurable increases in skills and knowledge. Students acquire relevant technical skills.



APPLY ACQUIRED SKILLS AND KNOWLEDGE

Students transition successfully to postsecondary education, the workforce, and the community. Students become active citizens.

TABLE OF CONTENTS

Student Support Services.....7-9
Enrollment Information..... 10-11

Career Training

CTE Information Schedule12-13
Accounting Clerk..... 14-16
Business Information Worker 17
Medical Billing and Coding 18-20
Medical Assistant / CPR..... 21-23
Pharmacy Technician..... 24-25
Administrative Assistant..... 26
Office Clerk / Data Entry 27
Notary Public / Career Readiness..... 28
Math Refresher / Reading Refresher..... 29
Spanish for the Workplace 29
Keyboarding / 10 Key Certification 30
Computer Classes 30-32
Hybrid Computer Classes..... 33-35
Early Childhood Education Program..... 36
Paraprofessional Certificate Program..... 37
Class "B" Commercial Driver
(School Bus) Certification 38

High School Diploma / GED 39

English as a Second Language 40

APA Jr. / APA Kids 41

Community Education Classes

Parent Smart Preschool..... 42
Parent Smart Toddler..... 43
Digital Media Arts..... 44-45
Floral Classes..... 46-47
Communication Skills 47
Culinary Arts 48
Chris Epting Classes 49
Photography Classes 50
Health and Safety Education..... 51
American Sign Language..... 51
Music Class 52
The Arts 52-53
Health & Fitness..... 54-56

General Information / Calendar 57-59



PRINCIPAL'S MESSAGE



Steve Curiel, Principal

This Spring, HBAS is excited to welcome the WASC Visitation Team who will be validating the accreditation report HBAS has been working on over the past year and a half. Our school took a deep look inward at how well we provide services to our students and the community. It is a valuable process that helps us see where we are doing a great job and where we can do better. I'm proud of the work our staff has done in this honest reflection, which requires a level of professional humility to get honest results.

There are so many great things that are happening at HBAS, we know this because our students and partners have told us as much through surveys. But there is always room for improvement, and we plan to do so. We will be focusing improving our alignment of curriculum with our partner colleges in order to increase the number of students transitioning to college. We will also work in providing more support for English learners so that they can succeed and transition into more advanced education. Finally, acknowledging that these are challenging times and good mental and emotional health are necessary for learning to occur, we will continue to expand on wellness for both our students and staff.

Sincerely, Steve Curiel, Principal, Huntington Beach Adult School

EARLY BIRD

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!

WE ARE HERE FOR YOU!

We are committed to Student Success!

At HBAS, our commitment to student success goes beyond academic achievement. We are dedicated to cultivating positive learning environments that bring out the best in everyone. We recognize that each student faces unique challenges, and we are committed to offering various levels of support to help them overcome obstacles and achieve success.

Inclusivity is at the heart of our mission; we actively foster a welcoming atmosphere by providing safe spaces for students to express authenticity and vulnerability.

HBAS takes pride in getting to know the Name, Face, Story of our students so that we can nurture genuine connections that inspire, instill hope and promote healing practices. We recognize that when students feel seen, heard, and valued, they not only succeed but thrive.

We value:

- H**olding our students to high standards of achievement and celebrating their accomplishments.
- B**uilding accessibility into all programs and services for all students.
- A**ccepting all staff and students by embracing diversity, equity and inclusivity
- S**upporting social emotional health and wellness in the work and learning environment

Recognizing the pivotal role of enhancing a sense of community on campus, we are excited to announce our upcoming **Cultural Diversity Day at the Gothard campus on Thursday, May 23rd**.

HBAS takes pride in fostering authentic connections that optimize the overall student experience. We look forward to a day filled with celebration and learning, as we continue to embrace and appreciate the cultural richness within our HBAS community.



Ashley Nguyen,
Counselor

How Can I Move Ahead with Adult Ed?

Adult education programs offer you an onramp to a better job, paying a family-sustaining wage, and further education.

Enroll today! www.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: anguyen@hbas.edu
714.592.1005 x 49470

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 48422

HBAS Admin Team Welcomes You!



SUPPORTING OUR STUDENTS

Our Counselor:

Ashley Nguyen, our full-time counselor serving ASE, CTE and ESL students, holds a Bachelor of Arts degree in Psychology and Social Behavior and a Master of Arts Degree (and a credential) in educational counseling.

Ashley happily makes herself 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. Ashley is a great listener and is 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 Guidance Specialists:

Tammy Asaki has been a guidance specialist for Huntington Beach Adult School for over 25 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.



Melissa Alarcon has worked for HBAS for over two years in ESL and is now in ASE. She offers academic guidance for our High School Diploma and GED 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/GED students. Melissa has a Bachelor of Arts degree in Sociology from CSULA.



5 STAR STUDENT REVIEWS

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

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

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



ENROLLMENT INFORMATION

CTE & Community Ed Classes:

When can I enroll?

| | |
|------------------|------------------------------------------------------------------------------------------------------------------------|
| IN PERSON | Mondays & Thursdays 8:00 am - 4:30 pm Tuesdays & Wednesdays 8:00 am - 6:30 pm Fridays 8:00 am - 2:30 pm |
|------------------|------------------------------------------------------------------------------------------------------------------------|

| | |
|---------------|-----------------------------------|
| ONLINE | Anytime (Strongly recommended) |
|---------------|-----------------------------------|

*Office closed for lunch from 12:00 pm - 1:00 pm

Where can I enroll?

| | |
|------------------|-----------------------------------------------------------------------------|
| IN PERSON | Gothard Campus 17231 Gothard Street Huntington Beach, CA 92647 |
|------------------|-----------------------------------------------------------------------------|

| | |
|---------------|-----------------------------------|
| ONLINE | Anytime (Strongly recommended) |
|---------------|-----------------------------------|

To enroll in CTE classes students must attend an online Information Session and pass the CTE Entrance Assessments. See pages 12-13 for CTE Enrollment Information and Info Session dates.

CTE students must register in person at the Gothard location to receive FREE classes.

Students who are registering for an individual course such as Microsoft Word or Medical terminology, but who are not completing an entire certificate program can register and pay online.

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!

EARLY BIRD

Diploma / GED Registration

How Do I Enroll/Re-Enroll for Diploma or GED?

1. New or returning student, go to www.hbas.edu and click the tab for Diploma/GED
2. Fill out the [Online Enrollment Form](#)
3. Attend one on one meeting with staff member, or a group orientation.
4. Take a CASAS reading Assessment.
5. Check out a computer if needed for online instruction.
6. Call (714) 842-4227 with questions.

Please use this QR Code to go directly to Diploma/GED Enrollment page.



HBAS STAFF



Taryn Taylor, Instructional Aide
HBAS Classified Employee of the Year

Taryn is a dedicated and loyal employee who has served HBUHSD for 30 years. She always goes above and beyond to assist both staff and students in our ASE program. Congratulations Taryn!

5 STAR STUDENT REVIEWS

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."

"Changed my life for the positive."



ENROLLMENT INFORMATION

ESL Enrollment

How Do I Enroll/Re-Enroll for ESL?

1. Go to www.hbas.edu/ESL/Registration/
2. Fill out the **Online Enrollment Form**. After submitting the form, follow the instructions / select the link to launch Booking site for your Orientation/Assessment.
3. Select a Booking for an In-Person Orientation/Assessment time (Morning and Evening times at the Costa Mesa and Westminster/WHS campuses).

*Bring your laptop to the Orientation and/or arrange to check one out after.

*If you have a mobile phone, please bring this to the Orientation as well.

Please use the QR Code to go directly to the ESL Enrollment Page.



¿Cómo me inscribo/re-inscribo para ESL?

1. Vaya a www.hbas.edu/ESL/Registration/
2. Complete el **Formulario de Inscripción en Línea**. Después de enviar el formulario, siga las instrucciones dadas para iniciar la reservación de su Orientación y Evaluación seleccionando el enlace en pantalla.
3. Seleccione una reservación para una cita en persona fecha y hora de orientación y examen (Horarios disponibles por la mañana y por la noche tanto en el campus de Costa Mesa como en el campus de Westminster/WHS).

*Lleve su computadora portátil a la Orientación y / o solicita una después de tu evaluación.

*Si tienes un teléfono móvil, por favor llévalo a la Orientación también.

Por favor, utilice el código QR para ir Directamente a la página de inscripción de ESL.



Làm các nào để đăng ký học ESL?

1. Học sinh mới hoặc học sinh cũ trở lại trường xin vào website www.hbas.edu/ESL/Registration/
2. Điền vào đơn **Online Enrollment Form**. Xin bấm vào đường link trên trang cuối sau khi điền đơn để lấy hẹn qua booking.
3. Chọn Booking để lấy một ngày hẹn và đến trường dự buổi hướng dẫn và làm bài thi (có giờ buổi sáng và buổi tối tại địa điểm ở Costa Mesa và Westminster).

* Đem theo máy vi tính của bạn đến buổi hướng dẫn /Orientation Hoặc bạn cũng có thể mượn máy tính của trường sau đó.

* Nếu bạn có điện thoại cầm tay/ cell phone, xin đem theo trong buổi hướng dẫn.

Xin nhấn vào QR Code để vào thẳng trang mạng của trường và ghi danh.



HBAS has Partnered with Coast Community College District!

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

ORANGE COAST COMMUNITY COLLEGE:

- Keyboarding


Coast Colleges
Inspiration. Innovation. Graduation.

Connect with us!



CAREER TRAINING

Are you ready to start a new career?

HBAS offers seven Certificate Programs: Accounting Clerk, Business Information Worker, Medical Assistant, Medical Billing and 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, TASC, or HiSET, must attend a required Information Session prior to being accepted into a certificate program, and pass a reading and math exam.

You can complete training for a new career in two 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. In this step you will complete a required Reading and Math entrance exam. **Allow 2 hours for this step. Information Session will be held on Microsoft Teams.** A link will be emailed to participants before the meeting.

Information Session Schedule:

| Friday Online | 9:00 am – 11:00 am | | Tuesday Online | 6:00 pm – 8:00 pm | |
|---------------|--------------------|---------|----------------|-------------------|------|
| 0600409 | 03/22/24 | Foreman | 0600462 | 03/12/24 | Ross |
| 0600410 | 04/19/24 | Foreman | 0600463 | 03/26/24 | Ross |
| 0600411 | 05/03/24 | Foreman | 0600464 | 04/09/24 | Ross |
| 0600412 | 05/17/24 | Foreman | 0600465 | 04/23/24 | Ross |
| 0600413 | 06/07/24 | Foreman | 0600466 | 05/07/24 | Ross |
| | | | 0600467 | 05/28/24 | Ross |
| | | | 0600468 | 06/11/24 | Ross |

* Information sessions will be conducted virtually over Microsoft Teams.

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

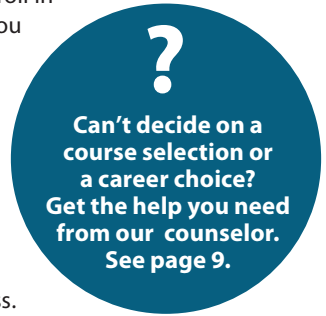
STEP 2 Come to Gothard location to begin enrollment process.

- Students must provide demographic information per CA State guidelines.
- Students must bring a copy of their High School diploma, GED or HiSET to register for classes.
- Students will register for the **Career Readiness Class** and **TWO** additional classes.

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

Certificate Program Information Continued:

- If you fail one or both entrance exams you will be required to enroll in 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 or 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 \$25 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 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.



EARLY BIRD

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!



Based on 500+ Survey Responses from Students:

- 94% feel HBAS online registration system is easy to use.
- 95% feel they have taken classes that provide value to them.
- 99% feel HBAS campus and classrooms are clean, safe, and well-maintained.
- 99% feel HBAS provides a caring environment to help them reach their goals.
- 99% feel HBAS offers relevant courses for the community.



Accounting Clerk Certificate Program



Accounting Program

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 a reading and math proficiency test in order to be accepted into the program.

A high school diploma or equivalent 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 in the Accounting Clerk Certificate Program!

See pages 12-13 for information session schedule and details.

QUICK OCCUPATIONAL FACTS:

Bookkeeping, Accounting, Accounting Clerk



Average Hourly Wage: **\$24**

Average Openings 2018-2028: **23,500**

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!

Required Coursework

Keyboarding (40 wpm minimum) /
10 Key Certification (140 kpm) • (See page 30) •
Early Bird \$29, Regular \$39,
or Typing Certificate / 10 Key Certificate \$25

Career Readiness Skills • (See page 28) •
Early Bird \$89, Regular \$109

Internet, Email, Google Docs, Gmail, Outlook •
(See page 31) • Early Bird \$59, Regular \$79

Windows Essentials & File Management •
(See page 31) • Early Bird \$59, Regular \$79

Beginning Word • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Beginning Excel • (See pages 32, 34) •
Early Bird \$59, Regular \$79

Intermediate Excel Online • (See page 35) •
Early Bird \$59, Regular \$79

Accounting • Level 1 • (See page 15) •
Early Bird \$169, Regular \$199

Accounting • Level 2 • (See page 15) •
Early Bird \$169, Regular \$199

QuickBooks • Level 1 • (See page 15) •
Early Bird \$99, Regular \$119

QuickBooks • Level 2 • (See page 15) •
Early Bird \$99, Regular \$119

Tax Preparer • (See page 16) •
Early Bird \$99, Regular \$119

No class on school holidays. We observe all public school holidays. Please see page 58 for the 2023-2024 Holiday Schedule.

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**



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 \$179, Regular \$209
(workbook included)

Instructor: Esther Nguyen

0676501 3/9/24-6/8/24 Sat
8:30am-11:30am HBAS-G Rm C123



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. **Prerequisites:** Accounting Level 1. *Earn college credit at CCC.*

Early Bird \$179, Regular \$209
(workbook included)

Instructor: Esther Nguyen

0676602 5/6/24-7/10/24 M/W
5:00pm-7:15pm HBAS-G Rm C123

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. This class will use the QuickBooks online program to access software. *Earn college credit at CCC.*

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

Returning Fall 2024

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 \$99, Regular \$119

Instructor: Esther Nguyen

0670401 3/18/24-5/1/24 M/W
4:00pm-6:30pm HBAS-G Rm C123

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!

EARLY BIRD

CAREER TRAINING

Accounting Clerk Certificate Program (continued)



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 \$99, Regular \$119

Instructor: Esther Nguyen

Returning Winter 2024

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.

Prerequisites: Successful completion of all required coursework, and instructor recommendation.

FREE to students in a CTE program

Instructor: Tracy Foreman

0676302 1/30/24-6/13/24 8:00am–5:00pm

Open enrollment through each Semester.

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

Externship is approximately 160 hours.

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 \$99, Regular \$119

Instructor: Esther Nguyen

0676701 3/9/24-6/8/24 Sat
12:00pm–3:00pm HBAS-G Rm C123



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 high school diploma or equivalency and pass an English and math entrance exam.*

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

BIW Stage 1 Certification

Required Coursework

Keyboarding • (See page 30) •
Early Bird \$29, Regular \$39

Career Readiness Skills • (See page 28) •
Early Bird \$89, Regular \$109

Computer Basics 1: Introduction to Computers •
(See page 30) • Early Bird \$59, Regular \$79

Windows Essential & File Management •
(See page 31) • Early Bird \$59, Regular \$79

Microsoft Word Beginning • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Microsoft Excel Beginning • (See pages 32, 34) •
Early Bird \$59, Regular \$79

*Microsoft Outlook

*Introduction to Business Writing

*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.

EARLY BIRD

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!

CAREER TRAINING

Medical Billing and Coding Certification

Medical Billers and Coders are health care professionals who work alongside the administration in a medical office or facility. The students will learn how to process patient data, send claim forms to insurance companies, check for errors in medical records, code medical records and use ICD10, CPT, and HCPCS Coding System. Upon completion of the program the students can seek employment in physicians' offices, hospitals, billing companies, laboratories, clinics, and insurance companies. High School Diploma or equivalency required. *All students must pass a reading and math proficiency test prior to being accepted into the program.* To receive program certificate, students must complete all classes within a two-year time frame.

Required FREE Information Session for students considering enrollment! See pages 12-13 for information session schedule and details.

PROGRAM REQUIREMENTS:

Start in Medical Terminology!

Students must start their training in Medical Terminology 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.

Medical Terminology • (See pages 18, 22) •
Early Bird \$199, Regular \$229

Beginning Word • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Beginning Excel • (See pages 32, 34) •
Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) • (See page 30) •
Early Bird \$29, Regular \$39, or
Typing Certificate \$25

Career Readiness • (See page 28) •
Early Bird \$89, Regular \$109

Electronic Health Records • (See pages 20, 23) •
Early Bird \$199, Regular \$229

EARLY BIRD

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!



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.

This class will be taught primarily online; however, students may choose to attend in person. Lectures will be recorded. Students may access and complete lessons on own time. It is recommended, but not required, that student be online during scheduled hours. Work for each week is due by 11:59 pm Friday night.

Early Bird \$199, Regular \$229 (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.

Class is FREE for students in a CTE program.

Instructor: Allison Iglesia

| | | |
|---------------|-----------------|---------|
| 0679204 | 4/16/24-6/6/24 | Tue/Thu |
| 3:00pm-5:45pm | HBAS-G | Rm B104 |
| 0679205 | 6/18/24-7/25/24 | Tue/Thu |
| 4:00pm-7:15pm | HBAS-G | Rm B104 |

**CLASSES
IN PERSON
OR ONLINE**

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

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. **Prerequisites:** Medical Terminology and Career Readiness. **Students taking Medical Billing, Diagnostic Coding, or CPT - Procedural Coding must be in class or online at the scheduled class time.**

Early Bird \$409, Regular \$439

Class is FREE for students in a CTE program.

Instructor: Nicole Craven

Returning Fall 2024

CLASSES
IN PERSON
OR ONLINE

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 coding for diseases, signs, symptoms, abnormal findings, complaints, social circumstances, external causes of injury or diseases. Anatomy and physiology are critical in the new coding systems and physicians depend on the codes for accuracy. **Prerequisites:** Medical Terminology and Career Readiness. **Students taking Medical Billing, Diagnostic Coding, or CPT - Procedural Coding must be in class or online at the scheduled class time.**

Early Bird \$409, Regular \$439

Class is FREE for students in a CTE program.

Instructor: Nicole Craven

Returning Fall 2024

CLASSES
IN PERSON
OR ONLINE

CPT - Procedural Coding

This class teaches procedures for completing insurance claims and various financial methods used in medical offices for insurance billing and coding. Current Procedural Terminology (CPT) is a medical code set that is used to report medical procedures and services to entities such as physicians, health insurance companies and accreditation organizations. 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. **Prerequisites:** Medical Terminology and Career Readiness. **Students taking Medical Billing, Diagnostic Coding, or CPT - Procedural Coding must be in class or online at the scheduled class time.**

Early Bird \$409, Regular \$439

Class is FREE for students in a CTE program.

Instructor: Nicole Craven

0681403

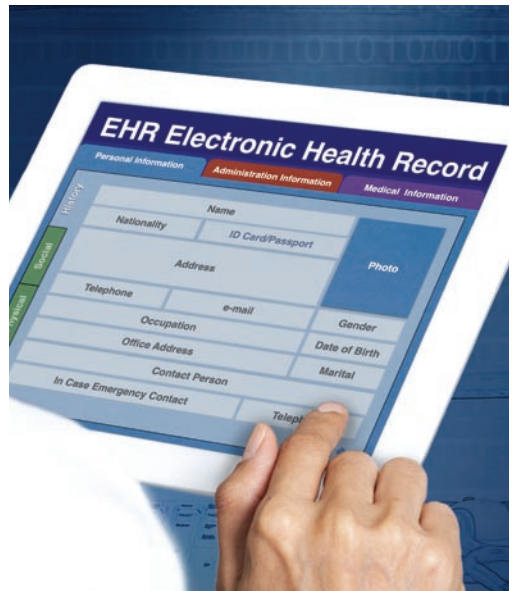
5/20/24-7/22/24

Mon/Wed

6:00pm-9:00pm

HBAS-G

Rm C122



INSTRUCTOR: NICOLE CRAVEN

Nicole Craven has over 20 years of healthcare administration experience. For the past 10 years she has held the position of Medi-Cal Provider Field Representative as a provider

trainer. She now passes on her training experience over to teaching. Ms. Craven has her certifications in Medical Billing and Coding and Medical Terminology as well as Graphic Design/Multimedia. Ms. Craven is passionate about helping students succeed with their career goals.

QUICK OCCUPATIONAL FACTS FOR ORANGE CO:

Average Hourly Wage : **\$22**

Average Job Openings

2016-2026: **7,050**

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!



CAREER TRAINING

Medical Billing and Coding Certification (continued)

Electronic Health Records

Welcome to the exciting world of Computers in the Medical Office! This course provides the student with an overview of the concepts and skills necessary for a successful career in the allied health/health profession, including occupations such as medical billing, medical assisting, health information management and health information technology. This course demonstrates the various steps of computer management software, in a simulated medical office setting. Students will learn to input various patient information, submit insurance claims to various companies, and schedule office visits, laboratory, and specific diagnostic and procedural testing appointments. The software will also help students understand the concepts used in the day-to-day operations of a medical office. **ONLINE OR IN PERSON: students have the choice of attending in person on the scheduled days and times or accessing materials online through Microsoft Teams. All instruction is recorded and can be accessed via Microsoft Teams at any time during the scheduled class session.**

Early Bird \$199, Regular \$229 (Book included)
Class is FREE for students in a CTE program.
Instructor: Cheryl Jerzak

0679603 4/30/24-6/6/24 Tue/Thu
3:00pm-5:30pm HBAS-G Rm B104

**CLASSES
IN PERSON
OR ONLINE**

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. **Prerequisites:** Successful completion of all required coursework, and instructor recommendation. Students must purchase malpractice insurance \$20.

FREE to students in a CTE program

Instructor: Tracy Foreman

6081102 1/30/24-6/13/24

Open enrollment through each Semester.

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

**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!

EARLY BIRD



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 equivalent required. **All students must pass a reading and math proficiency test before enrolling in 1st Required Certificate Program Course.**

To receive program certification, students must complete all classes within a two-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 pages 12-13 for information session schedule and details.

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

PROGRAM REQUIREMENTS:

Start in Medical Terminology!

Students must start their training in Medical Terminology 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.

Medical Terminology • (See pages 18, 22) •
Early Bird \$199, Regular \$229

Career Readiness • (See page 28) •
Early Bird \$89, Regular \$109

Windows File Management • (See page 31) •
Early Bird \$29, Regular \$39

Beginning Word • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) • (See page 30) •
Early Bird \$29, Regular \$39,
or Typing Certificate \$25

Electronic Health Records • (See pages 20, 23) •
Early Bird \$199, Regular \$229

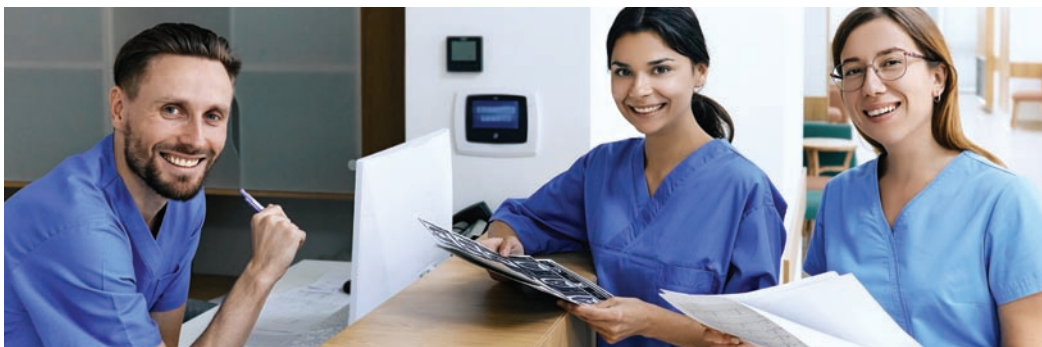
Medical Assistant • (See page 22) •
Early Bird \$529, Regular \$559

CPR/First Aid • (See pages 23, 41) •
Early Bird \$49, Regular \$69

CAREER TRAINING



Medical Assistant Certification - Front & Back Office (continued)



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. *This class will be taught primarily online; however, students may choose to attend in person. Lectures will be recorded. Students may access and complete lessons on own time. It is recommended, but not required, that student be online during scheduled hours. Work for each week is due by 11:59 pm Friday night. ONLINE OR IN PERSON: students have the choice of attending in person on the scheduled days and times or accessing materials online through Microsoft Teams. All instruction is recorded and can be accessed via Microsoft Teams at any time during the scheduled class session.*

Early Bird \$199, Regular \$229

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.

Class is FREE for students in a CTE program.

Instructor: Allison Iglesia

| | | |
|---------------|----------------|---------|
| 0679204 | 4/16/24-6/6/24 | Tue/Thu |
| 3:00pm-5:45pm | HBAS-G | Rm B104 |

| | | |
|---------------|-----------------|---------|
| 0679205 | 6/18/24-7/25/24 | Tue/Thu |
| 4:00pm-7:15pm | HBAS-G | Rm B104 |

CLASSES
IN PERSON
OR ONLINE

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 EKGs, 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: Career Readiness and Terminology for Medical Assisting taken prior to or with this course.**

Early Bird \$529, Regular \$559

Class is FREE for students in a CTE program.

Instructor: Cheryl Jerzak

| | | |
|---------------|----------------|---------|
| 0679403 | 3/18/24-6/7/24 | Mon-Fri |
| 8:30am-2:30pm | HBAS-G | Rm C117 |

QUICK OCCUPATIONAL FACTS

Medical Assistant

Average Hourly Wage: **\$19.68**

Average Openings
2018-2028: **12,870**

Source: www.labormarketinfo.edd.ca.gov



EARLY BIRD

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!

Electronic Health Records

Welcome to the exciting world of Computers in the Medical Office! This course provides the student with an overview of the concepts and skills necessary for a successful career in the allied health/health profession, including occupations such as medical billing, medical assisting, health information management and health information technology. This course demonstrates the various steps of computer management software, in a simulated medical office setting. Students will learn to input various patient information, submit insurance claims to various companies, and schedule office visits, laboratory, and specific diagnostic and procedural testing appointments. The software will also help students understand the concepts used in the day-to-day operations of a medical office. **ONLINE OR IN PERSON: students have the choice of attending in person on the scheduled days and times or accessing materials online through Microsoft Teams. All instruction is recorded and can be accessed via Microsoft Teams at any time during the scheduled class session.**

Early Bird \$199, Regular \$229 (Book included)

Class is FREE for students in a CTE program.

Instructor: Cheryl Jerzak

| | | |
|---------------|-----------------|---------|
| 0679602 | 2/20/24-3/28/24 | Tue/Thu |
| 3:00pm-5:30pm | HBAS-G | Rm B104 |
| 0679603 | 4/30/24-6/6/24 | Tue/Thu |
| 3:00pm-5:30pm | 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. **Prerequisites:** Successful completion of all required coursework, and pass the State and/or the National Credentialing exam. Students must purchase malpractice insurance \$20.

FREE to students in a CTE program

Instructor: Tracy Foreman

| | |
|---------|-----------------|
| 0680102 | 1/30/24-6/13/24 |
|---------|-----------------|

Open enrollment through each Semester.

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

Externship is approximately 160 hours.

BLS-Instructor Led Adult, Child, & Infant CPR

In this classroom-based course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner. Non-healthcare providers and other community members may take this course. Course includes written exam, and skills testing on 1 and 2 rescuer adult, and infant CPR, and AED. This course is for anyone with limited or no medical training who needs a course completion card in Adult, Child, & Infant BLS CPR to meet job, regulatory, or other requirements.

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



Early Bird \$49, Regular \$69

(Students MUST bring \$10 cash for BLS card.)

Class is FREE for students in a CTE program.

Student must pay for BLS card.

Instructor: Megan Irvine/OC-CPR.NET

| | | |
|----------------|---------|----------|
| 091406 | 3/23/24 | Saturday |
| 10:00am-3:00pm | HBAS-G | Rm C116 |
| 091407 | 4/27/24 | Saturday |
| 10:00am-3:00pm | HBAS-G | Rm C116 |
| 091408 | 5/18/24 | Saturday |
| 10:00am-3:00pm | HBAS-G | Rm C116 |
| 091409 | 7/27/24 | Saturday |
| 10:00am-3:00pm | HBAS-G | Rm C116 |

CAREER TRAINING

Pharmacy Technician Certificate Program

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.** *Official High School Diploma or high school equivalency required. All students must pass an English and math proficiency test. To receive program certification, students must complete all classes within a two-year time frame.*

Required FREE Information Session for students considering enrolling! See pages 12-13 for information session schedule and details.

PROGRAM REQUIREMENTS:

Beginning Word • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) •
(See page 30) • Early Bird \$29, Regular \$39,
or Typing Certificate \$25

Career Readiness • (See page 28) •
Early Bird \$89, Regular \$109

Electronic Health Records • (See pages 20, 23) •
Early Bird \$199, Regular \$229

Pharmacy Technician • (See page 24) •
Early Bird \$529, Regular \$559

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

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**



Specialized training for Pharmacy Technician

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. **Prerequisites:** Career Readiness.

Early Bird \$529, Regular \$559

FREE for students who meet prerequisites and enroll in CTE program.

Instructor: Allison Iglesia

0678503 3/18/24-6/11/24

Mon-Thu 8:30am-2:30pm* HBAS-G Rm B104

* Includes 30 minutes lunch.



INSTRUCTOR: ALLISON IGLESIA

Allison Iglesia completed the Pharmacy Technician program as Valedictorian at Downey Adult School. Having several years of experience in the Pharmaceutical Industry, she not only worked as a Pharmacy Technician but also had administrative duties as a manager. She was offered a teaching position at the Adult School and acquired her Teaching Credentials at San Diego State University. Mrs. Iglesia has over 8 years of teaching experience and is continuously working in Retail Pharmacy as a Registered/Certified Pharmacy Technician.

Electronic Health Records

Welcome to the exciting world of Computers in the Medical Office! This course provides the student with an overview of the concepts and skills necessary for a successful career in the allied health/health profession, including occupations such as medical billing, medical assisting, health information management and health information technology. This course demonstrates the various steps of computer management software, in a simulated medical office setting. Students will learn to input various patient information, submit insurance claims to various companies, and schedule office visits, laboratory, and specific diagnostic and procedural testing appointments. The software will also help students understand the concepts used in the day-to-day operations of a medical office. **ONLINE OR IN PERSON: students have the choice of attending in person on the scheduled days and times or accessing materials online through Microsoft Teams. All instruction is recorded and can be accessed via Microsoft Teams at any time during the scheduled class session.**

Early Bird \$199, Regular \$229 (Book included)
Class is FREE for students in a CTE program.
Instructor: Cheryl Jerzak

0679603 4/30/24-6/6/24 Tue/Thu
3:00pm-5:30pm HBAS-G Rm B104

**CLASSES
IN PERSON
OR ONLINE**

ELECTIVES

Externship

Prerequisite: Instructor recommendation.

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. An externship is an effective way of providing distinctive learning opportunities where knowledge of job performance requirements and short, practical experience may be gained.

FREE to students in a CTE program

Instructor: Tracy Foreman

0678702 1/30/24-6/13/24

Open enrollment through each Semester.

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

We observe all public school holidays.
Please see page 58 for the 2023-2024 Holiday Schedule.

QUICK OCCUPATIONAL FACTS

Pharmacy Tech

Average Hourly Wage : **\$23.34**

Average Job Openings

2018-2028: **3,160**

Source: www.BLS.gov



HBAS ACCEPTS



HBAS is looking for Community Education teachers!

Do you have a skill or hobby that you think others would want to learn? Have you always wanted to share your expertise with others and



get paid doing it? HBAS is looking to start new classes and wants to talk to you. Scan QR code and complete form if interested.

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



Required Coursework

Keyboarding Certification (60 wpm minimum) / 10 Key Certification (140KPM) •

Early Bird \$39, Regular \$59 • (See page 30)

Typing Certificate \$25 • (See page 30)

Microsoft Word Beginning •

Early Bird \$59, Regular \$79 • (See pages 32, 33)

Microsoft Word Intermediate Online •

Early Bird \$59, Regular \$79 • (See page 34)

Microsoft Excel Beginning •

Early Bird \$59, Regular \$79 • (See pages 32, 34)

Microsoft Excel Intermediate •

Early Bird \$59, Regular \$79 • (See page 35)

Microsoft PowerPoint Beginning & Intermediate Online

Early Bird \$89, Regular \$109 • (See page 35)

Windows Essentials & File Management •

Early Bird \$59, Regular \$79 • (See page 31)

Internet, Google Drive, Google Docs, Gmail, and Outlook • Early Bird \$59, Regular \$79 • (See page 31)

Accounting Level 1 •

Early Bird \$179, Regular \$209 • (See page 15)

Accounting Level 2 •

Early Bird \$179, Regular \$209 • (See page 15)

QuickBooks I & II •

Early Bird \$99, Regular \$119 • (See page 15)

Career Readiness •

Early Bird \$89, Regular \$109 • (See page 28)

Required FREE Information Session

for students considering enrollment! See pages 12-13 for Information Session schedule and details.

**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!

EARLY BIRD

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**



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 two-year time frame. High School Diploma/GED required. Student must pass reading/math entrance exam.

Required Coursework

Keyboarding Certification

(40 wpm minimum) / Data Entry •

Early Bird \$29, Regular \$39 • (See page 30)

Typing Certificate \$25 • (See page 30)

Computer Basics I & II •

Early Bird \$59, Regular \$79 • (See pages 30, 31)

Microsoft Word Beginning •

Early Bird \$59, Regular \$79 • (See pages 32, 33)

Microsoft Excel Beginning •

Early Bird \$59, Regular \$79 • (See pages 32, 34)

Windows Essentials & File Management •

Early Bird \$59, Regular \$79 • (See page 31)

Internet, Google Drive, Google Docs, Gmail, and Outlook • Early Bird \$59, Regular \$79 • (See page 31)

Career Readiness •

Early Bird \$89, Regular \$109 • (See page 28)

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

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.

Prerequisites: Successful completion of all required coursework, and instructor recommendation.

FREE to students in a CTE program

Instructor: Tracy Foreman Rm C123

0620202 1/30/24-6/13/24 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:

Receptionist/Data Clerk

Average Hourly Wage: **\$19.09**

2018-2028

Average Annual Openings in Orange County: **39,500**



Executive Secretary

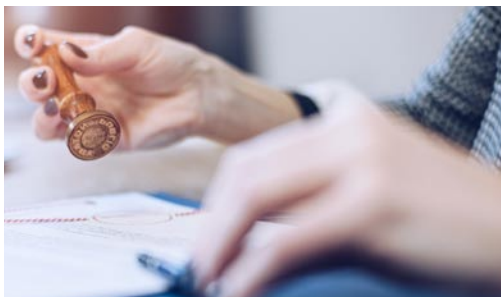
Average Hourly Wage: **\$36.59**

2018-2028

Average Annual Openings in Orange County: **5,900**

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.

Bring with you to class:

- 1) \$49 cash/money order/cashiers check made payable to **Masters Notary Academy** for the study materials.
- 2) \$40 Check made out to the **Secretary of State** to pay for the exam.
- 3) Valid California driver's license, Passport, or California issued ID card.
- 4) Must be US Citizen.

Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Tom Peevyhouse

0680712 4/5/24

Fri 8:00am–6:00pm* HBAS-G Rm C122
*Includes a lunch break

Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Danny Perez dperez@hbas.edu

0680704 5/18/24

Sat 8:00am–6:00pm* HBAS-G Rm C122
*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.



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 a 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.

Coursework includes online instruction.

Earn 1.5 units of college credit at CCC.

Early Bird \$89, Regular \$109

FREE to students in a CTE program

Instructor: Nami Aoyagi

| | | |
|----------------|-----------------|---------|
| 0680004 | 3/11/24-4/29/24 | Mon/Wed |
| 3:00pm–6:00pm | HBAS-G | Rm C122 |
| 0680005 | 5/1/24-6/12/24 | Mon/Wed |
| 3:00pm–6:00pm | HBAS-G | Rm C122 |
| 0680006 | 7/8/24-7/25/24 | Mon-Fri |
| 8:30am–11:30am | HBAS-G | Rm C122 |

We observe all public school holidays.

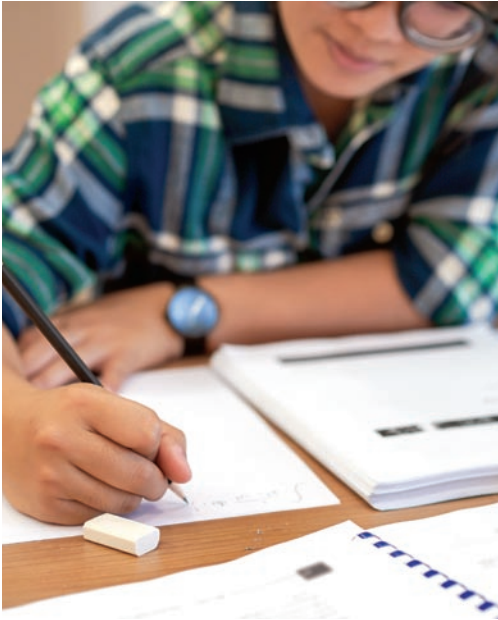
Please see page 58 for the 2023-2024 Holiday Schedule.

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 course will help students become proficient in essential math operations used in the healthcare and administrative professions. It is required for students who did not pass the CTE Math Entrance Exam. Students will spend six weeks working asynchronously on the MyPath platform. Students must come to class on the first day to get their account set up and verified. After day one, students are able to work independently to grow their skills. At the end of the class, students will retake the CTE Math Assessment. Student attendance and grades are evaluated based on the amount of work completed during the six weeks. Students who do not spend a minimum of six hours per week in MyPath are less likely to move into other CTE classes. Students will meet at Gothard location in Room C123 at 5:30pm on first day.

Early Bird \$49, Regular \$69
FREE to students in a CTE program
 Instructor: Tracy Foreman

| | | | |
|----------|----------------|--------|---------|
| 060403 | 3/17/24-5/2/24 | | |
| Tue/Thur | 5:30pm-7:30pm | HBAS-G | Rm C123 |
| 060404 | 5/7/24-6/13/24 | | |
| Tue/Thur | 5:30pm-7:30pm | HBAS-G | Rm C123 |

English Refresher

This course will help students become more proficient in reading comprehension; a skill needed to succeed in core CTE classes. It is required for students who did not pass the CTE English Entrance Exam. Students will spend six weeks working asynchronously on the MyPath platform. Students must come to class on the first day to get their account set up and verified. After day one, students are able to work independently to grow their skills. At the end of the class, students will retake the CTE English Assessment. Student attendance and grades are evaluated based on the amount of work completed during the six weeks. Students who do not spend a minimum of six hours per week in MyPath are less likely to move into other CTE classes. Students will meet at Gothard location in Room C123 at 5:30pm on first day.

Early Bird \$49, Regular \$69
FREE to students in a CTE program
 Instructor: Tracy Foreman

| | | | |
|----------|----------------|--------|---------|
| 060503 | 3/17/24-5/2/24 | | |
| Tue/Thur | 5:30pm-7:30pm | HBAS-G | Rm C123 |
| 060504 | 5/7/24-6/13/24 | | |
| Tue/Thur | 5:30pm-7:30pm | HBAS-G | Rm C123 |

Spanish for the Workplace

Would you like to learn enough Spanish to be able to communicate with Spanish speaking people in the workplace? Are you looking to learn a new language to make yourself more marketable in a tough job market? This class is designed to help non-Spanish speaking communicate with Spanish speakers on day-to-day basis. Learn conversational Spanish necessary for the workplace and have fun while doing it.

Early Bird \$139, Regular \$159
 Instructor: Rosalba Barbosa

| | | | |
|---------|----------------|--------|---------|
| 085902 | 3/4/24-4/24/24 | | |
| Mon/Wed | 6:30pm-8:30pm | HBAS-G | Rm C122 |

HBAS ACCEPTS

EARLY BIRD

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!

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.

***Students who already type 40 wpm do not need to take keyboarding.**

Early Bird \$29, Regular \$39

FREE for students enrolled in a CTE program

Instructor: Nami Aoyagi

0670206 4/15/24-5/22/24 Mon,Wed
12:00pm–2:00pm HBAS-G Rm C122

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.

Online registration only. No walk-in registration.

Test Fee \$25 • Sign up on hbas.edu

FREE for students enrolled in a CTE program

Instructor: Nami Aoyagi

068401 12:00pm–1:30pm HBAS-G Tue/Thur
Rm C122

No testing on Holidays.

See page 58 for Holiday dates.



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 \$29, Regular \$39

FREE for students enrolled in a CTE program

Instructor: Nami Aoyagi

0670016 4/15/24-5/22/24 Mon,Wed
12:00pm–2:00pm HBAS-G Rm C122

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 \$79, Regular \$99

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0672103 5/13/24-6/12/24 Mon/Wed
8:30am–11:30am HBAS-G Rm C123

HBAS ACCEPTS



Computer Classes *(continued)*

Computer Basics 2

Grasp the fundamentals of Windows 11 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.

FREE

This class is offered in collaboration with Orange Coast College at no cost.

Instructor: Tracy Foreman

Returning Fall 2024

Windows Essentials & File Management

We will explore features available in Windows 11 including the start menu, taskbar, and desktop interface. Learn to back up your files, create folders and organize your files and photos.



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 \$59, Regular \$79

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0635202 4/22/24-5/8/24 Mon/Wed
8:30am-11:30am HBAS-G Rm C122

Windows File Management

Learn to organize your files, create folders, rename files and use the search area to find files and folders.



Prerequisite: Basic computer skills required.

Early Bird \$29, Regular \$39

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0640103 3/15/24 Fri
8:30am-11:30am HBAS-G Rm C122

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

Learn to efficiently browse the web, search, bookmark, and use the various features of Microsoft Edge and Chrome. Gmail is the most popular free email service in offices today. Class will cover Gmail topics such as creating folders, filters and signatures. Save and share documents, through Google Drive. This course will also cover Google Docs, Sheets + Slides 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.

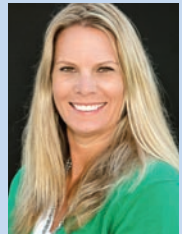
This course has been CANCELLED

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!

EARLY BIRD

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 20+ 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.



Computer Classes *(continued)*

Microsoft Word 2019: 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. Students will also learn mail merge. After completing this class, students can successfully face the challenges presented in Word: Intermediate. **Prerequisite:** Basic computer experience, File Management skills, typing speed 25wpm+.

Early Bird \$59, Regular \$79

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

| | | |
|----------------|----------------|---------|
| 0675622 | 1/17/24-3/6/24 | Mon/Wed |
| 8:30am-11:30am | HBAS-G | Rm C123 |
| 0675623 | 6/17/24-7/5/24 | Mon-Fri |
| 8:30am-11:30am | HBAS-G | Rm C123 |
| 0675624 | 6/17/24-7/5/24 | Mon-Fri |
| 12:00pm-3:00pm | HBAS-G | Rm C123 |

Microsoft Excel 2019: 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, as well as learn how to sort data and freeze columns and rows. 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 \$59, Regular \$79

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

| | | |
|----------------|----------------|---------|
| 0673731 | 4/9/24-5/2/24 | Tue/Thu |
| 8:30am-11:30am | HBAS-G | Rm C123 |
| 0673732 | 7/8/24-7/25/24 | Mon-Fri |
| 12:00pm-3:00pm | HBAS-G | Rm C123 |



Microsoft Excel 2019: Intermediate

This course will move beyond the basics of Excel. Learn how to apply and customize themes, create and use cell styles, customize page setup, create functions using dates, perform date and time calculations, create and edit conditional formatting rules, create financial functions, create one-variable and two-variable data tables, use the What-If Analysis tool, use the Goal Seek feature, create formulas using nested functions, use 3-D cell referenced in formulas and much more!

Prerequisite: Completion of Excel: Beginning, Basic computer experience, File Management skills. **Earn 1.5 units of college credit at CCC.**

Early Bird \$59, Regular \$79

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

| | | |
|----------------|---------------|---------|
| 0673741 | 5/7/24-6/6/24 | Tue/Thu |
| 8:30am-11:30am | HBAS-G | Rm C123 |

Microsoft PowerPoint 2019: Beginning & Intermediate

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 charts, 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. **Earn 1.5 units of college credit at CCC.**

Early Bird \$59, Regular \$79

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

Returning Fall 2024

Hybrid Computer Classes

Hybrid Course Information

These courses are entirely self-guided with the majority of work completed online. You are only required to attend class on the two specific dates listed below. 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. Does not work with MAC computers.**

Computer Requirements: Full version of Microsoft Office 2019 is required to learn the program (i.e. Word online requires you to have Word 2019 or higher, Excel requires Excel 2019 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 or 11, **not a Mac**. A free download of Office 2019 365 is available to HBAS students. Students must have excellent file management skills, be able to upload and download files and know how to split a screen.

Hybrid courses meets in person on the Gothard campus 2 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 below.

| Session | First Day Meeting Date | Final Exam Date | Time |
|-----------------|------------------------|-----------------|----------------|
| 4/15/24-5/30/24 | 4/15/2024 | 5/30/2024 | 12:00pm-1:30pm |



Hybrid Microsoft Word 2019: Beginning*

This Hybrid course covers beginning Word skills for the computer user who wants to become well versed in Word 2019. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables, and mail merge. An onsite, in class, final exam score of 80% or better is required for certificate of course completion.

Prerequisite: File Management and Internet skills. Ability to upload files and use a flash drive.

IMPORTANT: Read the Hybrid Course Information located above **BEFORE** enrolling in a hybrid course. **Earn 2 units of college credit at CCC.**

Session schedule • Early Bird \$89, Regular \$109 (Includes book and site license)

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

| | | |
|----------------|-----------------|---------|
| 0684105 | 4/15/24-5/30/24 | Mon-Thu |
| 12:00pm-1:30pm | HBAS-G | Rm C123 |

Hybrid Computer Classes are FREE for students enrolled in a CTE program.

Once you are registered, please report to room C123 on the first day of class from 12:00pm - 1:30pm, to pick up class materials and log in instructions. See "Computer Requirements" statement above. 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.



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!

EARLY BIRD

CAREER TRAINING

Hybrid Computer Classes *(continued)*



Hybrid Microsoft Word 2019: 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 track changes, indexes, document themes, styles, picture editing, 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 33 **BEFORE** enrolling in a hybrid course. **Earn 2 units of college credit at CCC.**

Session schedule • Early Bird \$89, Regular \$109
(Includes book and site license)

FREE for students enrolled in a CTE program
Instructor: Tracy Foreman

0684205 4/15/24-5/30/24 Mon-Thu
12:00pm-1:30pm HBAS-G Rm C123

Hybrid Microsoft Excel 2019: Beginning*

This Hybrid course teaches the fundamentals of using Excel 2019. 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 33 **BEFORE** enrolling in a hybrid course. **Earn 1.5 units of college credit at CCC.**

Session schedule • Early Bird \$89, Regular \$109
(Includes book and site license)

FREE for students enrolled in a CTE program
Instructor: Tracy Foreman

0684305 4/15/24-5/30/24 Mon-Thu
12:00pm-1:30pm HBAS-G Rm C123

EARLY BIRD

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!

Hybrid Microsoft Excel 2019: Intermediate*

This course will move beyond the basics of Excel. Learn how to apply and customize themes, create and use cell styles, customize page setup, create functions using dates, perform date and time calculations, create and edit conditional formatting rules, create financial functions, create one-variable and two-variable data tables, use the What-If Analysis tool, use the Goal Seek feature, create formulas using nested functions, use 3-D cell referenced in formulas and much more! 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 33 **BEFORE** enrolling in a hybrid course. **Earn 1.5 units of college credit at CCC.**

Session schedule • Early Bird \$89, Regular \$109 (Includes book and site license)

FREE for students enrolled in a CTE program
Instructor: Tracy Foreman

0684405 4/15/24-5/30/24 Mon-Thu
12:00pm-1:30pm HBAS-G Rm C123

Hybrid Microsoft PowerPoint 2019: 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.

Prerequisite: Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 33

BEFORE enrolling in a hybrid course.

Earn 1.5 units of college credit at CCC.

Session schedule • Early Bird \$89, Regular \$109 (Includes book and site license)

FREE for students enrolled in a CTE program
Instructor: Tracy Foreman

0684505 4/15/24-5/30/24 Mon-Thu
12:00pm-1:30pm HBAS-G Rm C123

Hybrid Microsoft PowerPoint 2019: Intermediate*

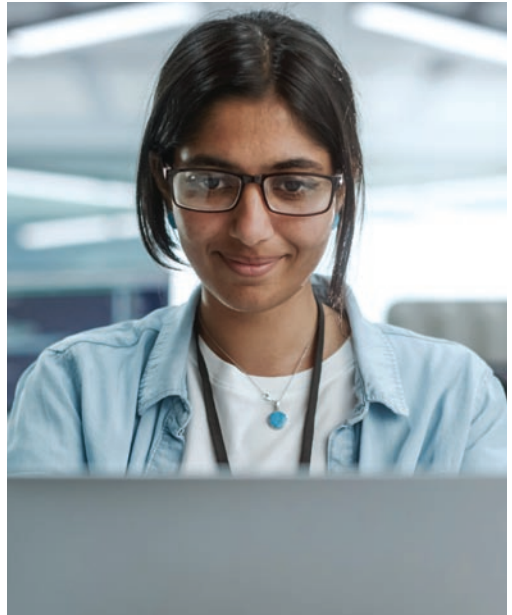
Move beyond the basics in this PowerPoint Intermediate class. Learn how to prepare, edit and print presentations, use hyperlinks in a presentation, use the slide show toolbar, add audio and video to your presentation, create slide show timings to automatically advance your presentation, add and customize tables, and use Slide Masters and Action buttons, link Excel charts, create Smart Art diagrams, use tables. **Prerequisite:** Completion of PowerPoint: Beginning, Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 33 **BEFORE** enrolling in a hybrid course.

Earn 1.5 units of college credit at CCC.

Session schedule • Early Bird \$89, Regular \$109 (Includes book and site license)

FREE for students enrolled in a CTE program
Instructor: Tracy Foreman

0684605 4/15/24-5/30/24 Mon-Thu
12:00pm-1:30pm HBAS-G Rm C123



HBAS ACCEPTS



CAREER TRAINING

Early Childhood Education Program

In partnership with Orange Coast Community College!



- Train to become an Assistant Preschool Teacher.
- Earn college credit and receive free ESL support.
- Students who complete 6 units of Early Childhood Education classes qualify as an Assistant Teacher by the California Commission on Teacher Credentialing.

CDE A190 - Family School and Community Partners

ONLINE (3 units)

Fee: \$46 per unit + student fees (For California Residents)

Instructor: Melissa Noah

Returning Fall 2024

Tue/Thu 12:15pm–2:15pm Westminster High School Room A4

Class is asynchronous. Content is available online and may be accessed 24/7. No specific class dates for attendance, but assignments will have due dates.

Contact the Adult Education Office at OCC:

Call/Text: (714) 432-6897 | Email: adulthoodeducation@occ.cccd.edu



ESL Support Class CDE A190 - Family School and Community Partners HYFLEX

Instructor: Rebecca Spohr

Returning Fall 2024

Wed 12:15pm–2:15pm Westminster High School Room A4

Hyflex: Students may come in person or can attend online at the same time as students receive instruction in class.

Level 3 and 4 and above ESL students are welcome to enroll in this class.

Please visit the California Commission on Teacher Credentialing for the most updated information on teacher permits: www.ctc.ca.gov.

Paraprofessional Certificate Program



Paraprofessionals are an integral part of both special education and the general education classroom. Certified paraprofessionals offer skills and contributions to the learning environment that make candidates highly valued and sought after in education. The topics in this course will prepare students for the exciting and rewarding field of special education.

Students will be introduced to the continuum of programs offered within the Huntington Beach Union High School District. Students will learn about special education law within the public school system—with a concentrated focus on IDEA and Individualized Education Programs (IEP's). After examining the macro effects, students will focus on the purpose of inclusion and the appropriate connections that a paraprofessional will have in the classroom. Teamwork, classroom teacher collaboration, and Level 1 ABA certification training will also be covered.

On the final day of class, students will be able to take the HBUHSD Paraprofessional Exam. Students who complete the 30 hour training will also receive a certificate of completion. In addition, the HBUHSD Classified Human Resources Department will be at the last class to speak about the application and hiring process. Many paraprofessional (teacher's aide) positions are open in the HBUHSD and surrounding school districts. This is a great time to start a new career while helping your local community.

FREE

Instructor: Shauna Costa

0687002

4/10/24-5/9/24

Wed/Thu

4:00pm-7:00pm

EHS

Rm 509



INSTRUCTOR: SHAUNA COSTA

Shauna Costa has 30 years of experience working in educational and caretaking environments with individuals with and without disabilities from infant through young adult. For twenty-three of those years, she has worked in the field of special education for Huntington Beach Union High School District (HBUHSD) - 15 years as a teacher and 8 years as a paraprofessional. Ms. Costa is currently an education specialist and department coordinator for Special Abilities Cluster (SAC), the largest special education program in HBUHSD. Her program currently employs over eighty paraprofessionals. Ms. Costa will give you the tools to be a successful paraprofessional. Ms. Costa earned her BA in Liberal Studies (concentration: Human and Child Development) and Masters in Special Education at CSU, Long Beach.

CAREER TRAINING

Class "B" Commercial Driver (School Bus) Certification



The HBUHSD Transportation Department is offering a comprehensive training program, both classroom and behind the wheel, for state certification as a School Bus Driver.

This course includes, but is not limited to training required for the:

California Department of Motor Vehicle (DMV):

- Class "B" Commercial Driver's License (written test)
- Air Brake (A/B) Endorsement (written test)
- Passenger Endorsement (written test)
- Class "C" General Knowledge (written test)

California Highway Patrol (CHP):

- School Bus Special Certificate (written test)
- Behind-the-Wheel (driving test)*

**Students who pass the 30-hour classroom portion of the training, and meet the HBUHSD guidelines for hiring, may be selected to complete the additional 30 hours behind the wheel training. Those that do not meet the hiring qualifications may look to other local school districts or county agencies to complete the driving portion of the certification.*

Fee: FREE

Instructor: Kevin Bennett / Matt Sobelman

Location: HBUHSD Maintenance, Operations, Transportation and Public Safety 7180 Yorktown Avenue, HB

Returning Fall 2024

- All Classroom materials are provided at no cost.
- Behind the wheel training is provided at no cost to those who qualify and who are selected.
- Student is responsible for all: DMV, CHP & Background check fees.



HIGH SCHOOL DIPLOMA

GED® Preparation English and Spanish



HBAS GED preparation is **FREE** as in absolutely **NO OUT OF POCKET COST**. You may be able to work completely online (7+ hours per week).

GED preparation courses are offered online at the BESST Center in Costa Mesa, our Gothard campus, and at our Bolsa campus in Huntington Beach.

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

GED preparation is offered in both English and Spanish.

HBAS GED preparation courses are designed to prepare students to pass all sections of the GED. Students at HBAS begin by taking a diagnostic assessment that identifies their academic strengths and areas of growth. Coursework is then assigned based on those results.

It is highly encouraged to complete GED/ Diploma online coursework in person with one our instructors.

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



High School Diploma



Earn your High School Diploma for **FREE**. **NO OUT OF POCKET COST**. We offer the opportunity to work fully online (7+ hours per week).

High School Diploma courses are offered at our new Bolsa site, the BESST Center in Costa Mesa and Gothard campus.

- In addition to completing the online enrollment form, **New students** enrolling in the High School Diploma program must send their transcripts to tasaki@hbas.edu. Students who attended an HBUHSD high school within the past 10 years do not need to submit their transcripts since we have access to them. Also, students must be 18 years old or older, and no longer attending high school, to enroll at HBAS.

HBAS Diploma Program Graduation Requirements:

| | |
|-------------------------------------|------------|
| Total Credits Required | 145 |
| CP English | 40 |
| World History | 10 |
| US History | 10 |
| US Government | 5 |
| Economics | 5 |
| Mathematics | 10 |
| Algebra | 10 |
| Physical Science | 10 |
| Life Science | 10 |
| Health | 5 |
| Art/World Lang/CTE | 10 |
| Electives/PE | 20 |

- 10 credit residency requirement: Students must earn at least 10 credits from HBAS.
- 1 credit PS-Prep: Students must complete Post Secondary Prep as a requirement.

Enroll Now! hbas.edu Go to Diploma/GED and complete the enrollment form online.

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

ESL (ENGLISH AS A SECOND LANGUAGE)

Please see page 11 for information regarding ESL enrollment.
Consulte la página 11 para obtener información sobre la inscripción.
Vui lòng xem trang 11 để biết thông tin ghi danh.



HBAS Annual Cultural Diversity Day Celebration

6 Levels of ESL:

- 1a Beginning Literacy
- 1b Low Beginning
- 2 High Beginning
- 3 Low Intermediate
- 4 High Intermediate
- 5 Advanced

AM/PM Classes Available at Most Sites:

| | |
|---------|----------------|
| Morning | 9:00am–11:30am |
| Evening | 6:00pm–8:30pm |

Types of Classes:

Learn English

English Support for CTE*

*CTE - Career Technical Education Classes with ESL Support:

- Early Childhood Education
- Career Readiness
- Introduction to Computers
- Medical Terminology

Citizenship - Become a Citizen

Pronunciation / Conversation

Class Locations and Phone Numbers:

(Call first if you plan to stop by for assistance with enrollment.)

WESTMINSTER CAMPUS (at WHS)

14325 Goldenwest Street, Westminster
Phone: (714) 894-8018*

*Call this number for help with enrolling at sites without an office/no phone number.

MAIN CAMPUS (next to OVHS)

17231 Gothard Street, Huntington Beach
Phone: (714) 842-4227

BOLSA CAMPUS (HBUHSD District Office)

5832 Bolsa Avenue, Suite 100, HB

BESST CENTER

2045 Meyer Place, Costa Mesa
Phone: (949) 515-6717

FOUNTAIN VALLEY HS

17816 Bushard Street, Fountain Valley

OAK VIEW ELEMENTARY LOCATION

17241 Oak Lane, Huntington Beach



**SIGN UP
NOW AT
HBAS.EDU**

APA JR. / APA KIDS IS THE PREMIER SUMMER ARTS CAMP IN ORANGE COUNTY!

With over 20 years of experience teaching the visual and performing arts to kids at the beautiful Huntington Beach High School campus, your student is sure to have a blast as they learn to love the arts from our many talented teachers and APA students. They will experience the arts through active participation in art, music, dance and theater.



To cap off the two-week camp, parents, friends, and family are invited to see their students perform on stage in the historic HBHS Auditorium (1905 Main St., Huntington Beach 92648).



Grease is the Word **July 8 – July 19, 2024**

Monday – Friday, 8:45 am – 12:30 pm

Regular Fee: \$359.00

Early Bird: \$319

Sibling discount: \$289



APA Goes for the Gold **July 22 – August 2, 2024**

Monday – Friday, 8:45 am – 12:30 pm

Regular Fee: \$359.00

Early Bird: \$319

Sibling discount: \$289

COMMUNITY EDUCATION CLASSES

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

PARENT SMART PRESCHOOL

SCHOOL YEAR 2023-2024

(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):

Parents will be contacted with orientation date and time.

- 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 1/1/2020 before class starts, plus a copy of the child's immunizations and birth certificate.

Preschool Combo (3 and 4 years by 9/1/2023) Early Bird \$569, Regular \$599

This is a year long class divided into 9 week session for each payment.

Monday, Wednesday, Friday 9:00am–12:30pm
070714 4/15/24-6/14/24 MHS

MARK YOUR CALENDARS!

Pre-Registration Preview Day for Parent Smart Programs for Spring 2024

Please contact Ms. Lisa at lmarcinko@hbas.edu for preview dates and information.

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.

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



PARENT SMART TODDLER

SCHOOL YEAR 2023-2024

(Ongoing Enrollment)

5 STARS ON YELP—Check us out!



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 1/1/2020 before class starts, plus a copy of the child's immunizations and birth certificate.

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

Parents will be contacted with orientation date and time.

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.

Sneak Peek Program Preview:

Please contact Ms. Lisa at lmarcinko@hbas.edu for dates and information.

SPRING 2024:

Parenting the 1 & 2-Year-Old (12-29 mos.)

Early Bird \$279, Regular \$309

Returning Fall 2024

**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!

EARLY BIRD

COMMUNITY EDUCATION CLASSES

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

DIGITAL MEDIA ARTS

Digital Media Arts: Filters 3

Take your Photoshop Elements skills to the next level using filters as an art form. Explore and create new and exciting looks by using layer masks, adjustment layers, blending modes, overlays and filters. **Prerequisites:** Completion Photo Elements 1 & 2, Digital Media Arts Filters 1 & 2, and Windows File Management.

Early Bird \$149, Regular \$179

Instructor: Nami Aoyagi

Returning Fall 2024

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 & Beginning, 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 \$189, Regular \$219

Instructor: Nami Aoyagi

Returning Fall 2024

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 & Beginning, DMA: Intermediate, DMA: Filters 1 and 2.

Early Bird \$129, Regular \$159

Instructor: Nami Aoyagi

Returning Fall 2024

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 & Beginning 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 \$119, Regular \$149

Instructor: Nami Aoyagi

Returning Winter 2024

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 \$169, Regular \$199

Instructor: Nami Aoyagi

Returning Winter 2024

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 & Beginning, 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 \$189, Regular \$219

Instructor: Nami Aoyagi

Returning Winter 2024

DIGITAL MEDIA ARTS *(continued)*

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 & 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

Returning Winter 2024

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 \$119, Regular \$149

Instructor: Nami Aoyagi

0889801 3/26/24-4/18/24 Tue/Thu
8:30am-11:30am HBAS-G C122

Digital Media Arts: Titles

Learn how to add style to a simple title to make it pop off your page. In this class you will explore different techniques to help you create the perfect title that will help enhance your layout. **Prerequisites:** DMA Intermediate. 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

0888701 4/10/24-6/5/24 Wed
8:30am-11:30am HBAS-G Rm C122



Digital Media Arts: Artsy Composites

Learn how to blend your photos into beautiful works of art. You will incorporate masks, brushes, and other elements to make your layouts one of a kind. Document your life and travels for yourself and for future generations to enjoy. **Prerequisites:** Composites.

Early Bird \$149, Regular \$179

Instructor: Nami Aoyagi

0888101 4/23/24-5/16/24 Tue/Thu
8:30am-11:30am HBAS-G Rm C122

Digital Media Arts: Brush Work

In this class you will learn techniques to help elevate your creativity by exploring how to create and use brushes. **Prerequisites:** DMA Intermediate. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$129, Regular \$159

Instructor: Nami Aoyagi

0888601 5/21/24-6/11/24 Tue/Thu
8:30am-11:30am HBAS-G Rm C122

TAKE
ADVANTAGE OF

HBAS EARLY BIRD PRICING

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EARLY BIRD

COMMUNITY EDUCATION CLASSES

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FLORAL CLASSES

Winter Holiday Centerpieces

Whether you are new to floral design or just want to get a few new ideas this class is just what you are looking for! We will be creating our own unique holiday centerpieces that will definitely create a festive feeling in your home. We will discuss which flowers are in season and the best ways to preserve your centerpiece after you finish creating it! This class is exactly what you need to add a little extra homemade flair this holiday season. Be prepared to take home your beautiful creation!

Early Bird \$49, Regular \$69

Material Fee: \$20 (cash only).

Instructor: Heidi Ross

Returning Fall 2024



Spring Wreaths and Arrangements

Whether you are new to floral design or just want to get a few new ideas this class is just what you are looking for! We will be creating our own unique spring arrangements and wreaths that will definitely make your door and room more festive! This class is exactly what you need to add a little extra homemade flair this fun fall season. Be prepared to take home your beautiful creation!

Early Bird \$49, Regular \$69

Material Fee: \$20 (cash only).

Instructor: Heidi Ross

Returning Winter 2024

Intro to Floral Design: Roses, Roses, Roses

Whether you are new to floral design or just want to get a few new ideas this class is just what you are looking for! We will be creating our own rose arrangements. We will go over how to pick them, how to clean them, and most importantly how to arrange them.

Let's get you ready to surprise your valentine!

Early Bird \$49, Regular \$69

Material Fee: \$20 (cash only).

Instructor: Heidi Ross

Returning Winter 2024

Spring Holiday Bouquets

It's time to Hop into Spring and get our tables ready for that special holiday dinner. We will create some wonderful hand bouquets to bring that extra zing into Spring. We will learn how to create the European bouquet you design in your hand and drop it into a vase, just like they do in Holland! Be prepared to take home your beautiful creation!

Early Bird \$49, Regular \$69

Material Fee: \$20 (cash only).

Instructor: Heidi Ross

Returning Winter 2024

COMMUNITY EDUCATION CLASSES

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Spring Leis and Flower Crowns

It is graduation time, and flower crowns and leis are called for! Let's get together and learn this fun technique together. We will use fresh flowers and I will show you how to make other types of leis, such as Candy Ones and even Money ones. Be prepared to take home your beautiful creations!

Early Bird \$49, Regular \$69
Material Fee: \$20 (cash only).
Instructor: Heidi Ross

250101 4/27/24 Saturday
9:00am-1:00pm HBAS-G Rm C116



Wedding Bouquets and More!

It's that time of year when romance is in the air and wedding are approaching. Join me for a how-to guide to making wedding bouquets. We will learn to make hair pieces with artificial flowers. We can get the bride and her attendants ready for that special day. Be prepared to take home your beautiful creation!

Early Bird \$49, Regular \$69
Material Fee: \$20 (cash only).
Instructor: Heidi Ross

240501 5/18/24 Saturday
9:00am-1:00pm HBAS-G Rm C116

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 16.

Early Bird \$109, Regular \$129
Instructor: Antonia Zupancich

0853103 4/10/24-5/29/24 Wed
10:00am-12:00pm FVSCC



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EARLY BIRD

Connect with us!



COMMUNITY EDUCATION CLASSES

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CULINARY ARTS AND NUTRITION



Instant Pot® II

Learn to make more complicated meals, using multiple steps. Create tasty stews and bowls followed by a delicious dessert. Recipes will be based on available fresh seasonal ingredients.

CANCELLED

Instructor: Melissa Browder

| | | |
|----------------|---------|----------|
| 231501 | 3/16/24 | Saturday |
| 9:00am–12:00pm | EHS | Rm 247 |
| 231502 | 5/18/24 | Saturday |
| 9:00am–12:00pm | EHS | Rm 247 |



Cooking Basics

Want to improve your cooking skills? Take this new class and have fun while learning about sauces, marinades, and herbs. Learn to make chimichurri, tomato and pesto sauces that delight while also learning proper knife skills from a trained culinary instructor. Students will also learn to make a chicken and pasta dish that can go with any of the sauces.

Early Bird \$59, Regular \$69

Bring \$10 material fee to class (cash only).

Instructor: Melissa Browder

Returning Fall 2024

Instant Pot® I

Learn the functions of the Instant Pot and simple recipes to start your cooking adventures. You will learn to make easy 1 pot meals and learn the variety of food including a soup, shredded meat and a dessert. Recipes will be based on available fresh seasonal ingredients.

CANCELLED

Instructor: Melissa Browder

| | | |
|----------------|---------|----------|
| 231402 | 4/27/24 | Saturday |
| 9:00am–12:00pm | EHS | Rm 247 |

Tamale Making 101

Tis the season for tamales. Learn the steps to make tamales, from making the masa, and 2 different fillings with sauce. All in time for the holiday season.

Early Bird \$59, Regular \$69

Bring \$10 material fee to class (cash only).

Instructor: Melissa Browder

Returning Fall 2024

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EARLY BIRD

CHRIS EPTING CLASSES



The Hidden History of Huntington Beach

Author and journalist Chris Epting has written five books and hundreds of newspaper articles about the history of Huntington Beach. He also hosts the "Hidden Huntington Beach" TV show. This class will give you a crash course on the history of HB, with rare photos, little-known stories and more. The story starts thousands of year ago with Native Americans and goes right up to present day, from surfing and music to oil and aerospace.

Early Bird \$89, Regular \$109

Instructor: Chris Epting

| | | |
|---------------|----------------|-------|
| 0856253 | 6/5/24-7/17/24 | Wed |
| 5:00pm-6:30pm | HBHS | Rm D3 |

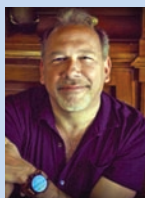
Writing Your Memoir

Ready to document the most important moments of your life? Maybe it's a best seller, or maybe you just want to give your family a gift. Either way, let best-selling memoirist Chris Epting lead you through this fun, spirited class on storytelling. Whether you've written before or are just starting out, the class is designed for writers at any and every level.

Early Bird \$89, Regular \$109

Instructor: Chris Epting

| | | |
|---------------|----------------|-------|
| 0853003 | 6/5/24-7/17/24 | Wed |
| 6:30pm-8:00pm | HBHS | Rm D3 |



INSTRUCTOR: CHRIS EPTING

Chris Epting is an award-winning music/travel journalist, author of 35 books on pop culture, travel, baseball etc., and a historian. As a memoirist, he has co-written books with the Doobie Brothers, John Oates, Leif Garrett, Dave Mason and others. He has also appeared extensively on TV and radio and currently is the producer/host of the local television program, "Hidden Huntington Beach." He lectures frequently and for six years has led a popular memoir-writing workshop.

COMMUNITY EDUCATION CLASSES

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

PHOTOGRAPHY CLASSES

Photographing the Bolsa Chica Wetlands - Workshop & Photo Walking Tour!

Because of the unique scenery and wildlife, the Bolsa Chica Wetlands attract photographers from all over; pros and amateurs alike. In this workshop we will focus on how to capture interesting and beautiful photos at the wetlands no matter your photography experience or camera. Forget about f stops and shutter speed – this is not a technical class. You will have fun learning insider tips about the wetlands, finding out the best locations and times to spot your favorite birds and wildlife, and examining what makes a great nature photo! We will meet 3 Saturdays in a row: The first Saturday will be in the classroom and the second and third Saturdays we will have a fun photo walk on location at the Bolsa Chica Wetlands.

Early Bird \$99, Regular \$129

Instructor: Tammy Asaki

1st Saturday:

Classroom Photo Workshop

2nd Saturday:

Bolsa Chica Photo Morning Walk
Students will meet at the Bolsa Chica Conservancy Interpretive Center off Warner near PCH.

3rd Saturday:

Bolsa Chica Photo Evening Walk
Students will meet at the Bolsa Chica Conservancy Interpretive Center off Warner near PCH.

0851402

HBAS-G

Rm C116

7/6/24

9:00am–12:00pm

Saturday

7/13/24

7:30am–10:30am

Saturday

7/20/24

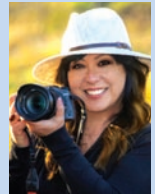
5:00pm–8:00pm

Saturday



INSTRUCTOR: TAMMY ASAKI

Tammy is a local photographer who has been exploring the Bolsa Chica Wetlands for over 35 years. Her photographs of the wetlands have been featured on ABC Channel 7 TV, Bolsa Chica Conservancy's calendars, and the Huntington Beach Visitors Guide.



EARLY BIRD

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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

In this classroom-based course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner. Course includes written exam, and skills testing on 1 and 2 rescuer adult, and infant CPR, and AED. This course is for anyone with limited or no medical training who needs a course completion card in Adult, Child, & Infant BLS CPR to meet job, regulatory, or other requirements.

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



Early Bird \$49, Regular \$69 (Students MUST bring \$10 cash for BLS card.)

Class is FREE for students in a CTE program. Student must pay for BLS card.

Instructor: Megan Irvine/OC-CPR.NET

| | | | |
|--------|----------------|----------|---------|
| 091406 | 3/23/24 | Saturday | |
| | 10:00am-3:00pm | HBAS-G | Rm C116 |
| 091407 | 4/27/24 | Saturday | |
| | 10:00am-3:00pm | HBAS-G | Rm C116 |
| 091408 | 5/18/24 | Saturday | |
| | 10:00am-3:00pm | HBAS-G | Rm C116 |
| 091409 | 7/27/24 | Saturday | |
| | 10:00am-3:00pm | HBAS-G | Rm C116 |

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

AMERICAN SIGN LANGUAGE

American Sign Language (ASL): Beginning 1

This fun introductory course is designed to teach you basic expressive and receptive conversational skills. Whether it's for personal communication or you just want to learn a new skill, this class is for you. Deaf culture and history will also be explored.

Early Bird \$89, Regular \$109

Instructor: Harmony Soliz

Returning Fall 2024



American Sign Language (ASL) 2

Want to put into action all the signs you have learned in ASL 1? Need more time practicing ASL with others who enjoy learning a language? Join us for more conversation, games, and storytelling as we dive deeper into learning more about ASL and the deaf culture.

Early Bird \$89, Regular \$109

Instructor: Harmony Soliz

| | | |
|---------------|-----------------|---------|
| 085602 | 4/15/24-6/10/24 | Mondays |
| 4:00pm-5:30pm | EHS | Rm 202 |

COMMUNITY EDUCATION CLASSES

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

MUSIC CLASS

Beginning Harmonica

This course gives you the chance to learn to play the world's most portable instrument. Easily fitting into your pocket or purse, the harmonica is ready when you are. Learn to play beginning harmonica so you are able to join informal jam sessions and play simple solo pieces. If you can breathe in and out, you can play within minutes. Come learn with Ben and make the joy, relaxation and creativity of music a part of your daily life.

NEW!



Early Bird \$69, Regular \$79
Students must bring \$20 cash to purchase a harmonica and beginner's instructional book.

Instructor: Ben Wilson

Ages: 14+

0810103 3/26/24-6/18/24 Tues
5:00pm-6:00pm HBAS-G Rm C116

INSTRUCTOR: BEN WILSON

Ben has over 40 years of experience playing Harmonica and has even played at the Monterrey Blues Festival. He is an expert in playing blues, country western and Rock n Roll music on his harmonica.



THE ARTS

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 \$159, Regular \$179

Instructor: Beth Chilcott

0852303 4/10/24-6/26/24 Wed
2:30pm-4:30pm HBAS-G Rm C116



Connect with us!



COMMUNITY EDUCATION CLASSES

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



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 \$209, Regular \$239
(Price includes materials.)

Instructor: Garrett Stryker

| | | |
|---------------|-----------------|--------|
| 085123 | 3/18/24-6/17/24 | Mon |
| 5:00pm-8:00pm | HBHS | Rm I-6 |
| 085143 | 3/20/24-6/19/24 | Wed |
| 5:00pm-8:00pm | HBHS | Rm I-6 |

Early Bird \$209, Regular \$239
(Price includes materials.)

Instructor: Matthew Harward

| | | |
|---------------|-----------------|--------|
| 085133 | 3/19/24-6/18/24 | Tue |
| 5:00pm-8:00pm | HBHS | Rm I-6 |
| 085153 | 3/21/24-6/20/24 | Thu |
| 5:00pm-8:00pm | HBHS | Rm I-6 |

Early Bird \$209, Regular \$239
(Price includes materials.)

Instructors: Matthew Harward

| | | |
|---------------|---------------|----------|
| 085124 | 7/1/24-8/7/24 | Mon, Wed |
| 5:00pm-8:00pm | HBHS | Rm I-6 |
| 085134 | 7/2/24-8/8/24 | Tue, Thu |
| 5:00pm-8:00pm | HBHS | Rm I-6 |

Early Bird \$209, Regular \$239
(Price includes materials.)

Instructors: John Weisenburg

| | | |
|---------------|------------------|--------|
| 085162 | 12/14/23-3/14/24 | Thu |
| 6:00pm-9:00pm | EHS | Rm 244 |
| 085163 | 3/21/24-6/20/24 | Thu |
| 6:00pm-9:00pm | EHS | Rm 244 |

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 \$249, Regular \$279*

Instructor: Rick Jordan

| | | |
|---------------|----------------|--------|
| 084403 | 3/14/24-6/6/24 | Thu |
| 6:00pm-9:00pm | MHS | Rm 312 |



TAKE
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EARLY BIRD

HBAS EARLY BIRD PRICING

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COMMUNITY EDUCATION CLASSES

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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

SPRING SESSION

Early Bird \$169, Regular \$199

| | | |
|-----------------|----------------|----------|
| 096031 | 4/8/24-6/26/24 | Mon, Wed |
| 8:45am-10:00am | HBAS-G | Rm C116 |
| 096032 | 4/8/24-6/26/24 | Mon, Wed |
| 10:30am-11:45am | HBAS-G | Rm C116 |

SUMMER SESSION

Early Bird \$79, Regular \$109

| | | |
|-----------------|----------------|----------|
| 096041 | 7/1/24-7/31/24 | Mon, Wed |
| 8:45am-10:00am | HBAS-G | Rm C116 |
| 096042 | 7/1/24-7/31/24 | Mon, Wed |
| 10:30am-11:45am | HBAS-G | Rm C116 |

Morning Yoga • 1-Day per week

Instructor: Jerry Cruise

SPRING SESSION

Early Bird \$89, Regular \$119

| | | |
|-----------------|----------------|------------|
| 096331 | 4/8/24-6/26/24 | Mon or Wed |
| 8:45am-10:00am | HBAS-G | Rm C116 |
| 096332 | 4/8/24-6/26/24 | Mon or Wed |
| 10:30am-11:45am | HBAS-G | Rm C116 |

SUMMER SESSION

Early Bird \$49, Regular \$59

| | | |
|-----------------|----------------|------------|
| 096341 | 7/1/24-7/31/24 | Mon or Wed |
| 8:45am-10:00am | HBAS-G | Rm C116 |
| 096342 | 7/1/24-7/31/24 | Mon or Wed |
| 10:30am-11:45am | HBAS-G | Rm C116 |



HEALTH & FITNESS *(continued)*

Line Dancing 101 (All Genres)

Line Dancing + Cardio = FUN! Learn popular line dances like the Cupid Shuffle, Wobble, Cowboy Boogie and MORE. Stretching and cool down exercises are included. Wear comfortable clothes and shoes for dancing. You will learn a new line dance each session. Come workout and have a good time while meeting new people and staying active.

Early Bird \$89, Regular \$109

Instructor: Lenora Mitchell

0874103 4/10/24-5/29/24 Wed
5:00pm-6:30pm HBAS-G Rm C116

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 OVHS pool (17071 Gothard Street, HB 92647). Times may vary due to High School competitions.

Instructor: Kelly Pointer

SPRING SESSION

Early Bird \$249, Regular \$279

087803 4/8/24-6/26/24 Mon, Wed
7:00pm-8:00pm OVHS Pool

SUMMER SESSION

Early Bird \$169, Regular \$189

087804 7/1/24-8/21/24 Mon, Wed
7:00pm-8:00pm OVHS Pool



Water Aerobics for Fitness • 1-Day per week

Instructor: Kelly Pointer

SPRING SESSION

Early Bird \$129, Regular \$159

087903 4/8/24-6/26/24 Mon or Wed
7:00pm-8:00pm OVHS Pool

SUMMER SESSION

Early Bird \$89, Regular \$119

087904 7/1/24-8/21/24 Mon or Wed
7:00pm-8:00pm OVHS Pool

Connect with us!



TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

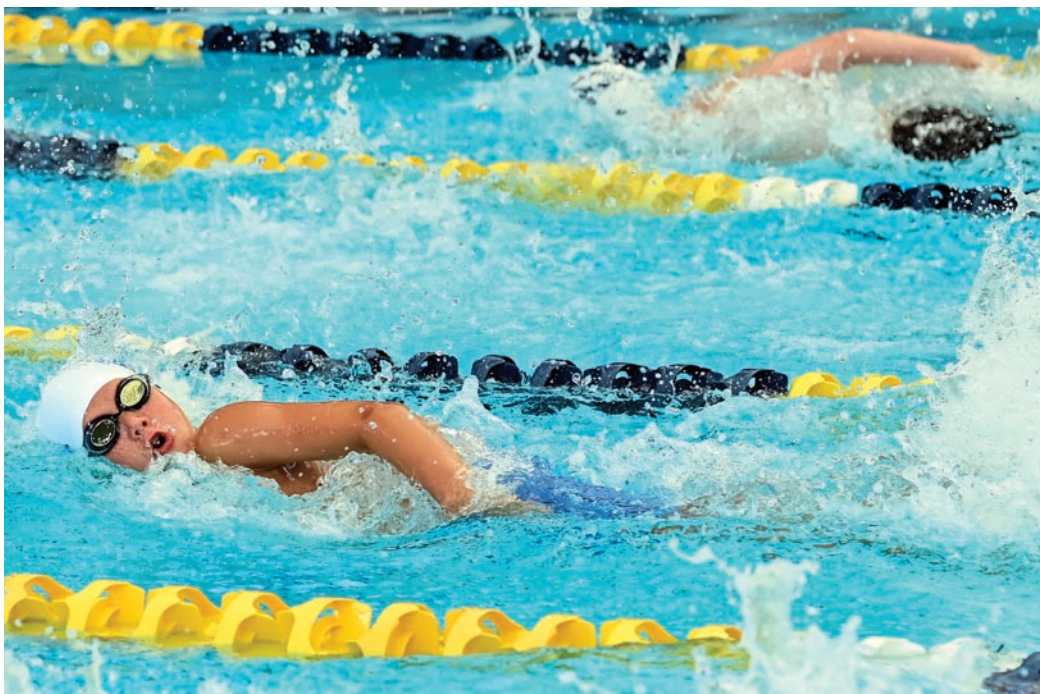
Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

EARLY BIRD

COMMUNITY EDUCATION CLASSES

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

HEALTH & FITNESS *(continued)*



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 OVHS pool (17071 Gothard Street, HB 92647).

Times may vary due to High School competitions.
Instructor: Kelly Pointer

SPRING SESSION

Early Bird \$249, Regular \$279

087703 4/8/24-6/26/24 Mon, Wed
7:00pm-8:00pm OVHS Pool

SUMMER SESSION

Early Bird \$169, Regular \$189

087704 7/1/24-8/21/24 Mon, Wed
7:00pm-8:00pm OVHS Pool

Lap Swimming for Fitness • 1-Day per week

Instructor: Kelly Pointer

SPRING SESSION

Early Bird \$129, Regular \$159

087603 4/8/24-6/26/24 Mon or Wed
7:00pm-8:00pm OVHS Pool

SUMMER SESSION

Early Bird \$89, Regular \$109

087604 7/1/24-8/21/24 Mon or Wed
7:00pm-8:00pm OVHS Pool

Lap Swimming at Ocean View High School's Olympic Sized Pool

Instructor: Kelly Pointer

SPRING SESSION

Early Bird \$119, Regular \$149

088003 4/20/24-6/22/24 Sat
7:30am-8:30am OVHS Pool

SUMMER SESSION

Early Bird \$89, Regular \$119

088004 6/29/24-8/17/24 Sat
7:30am-8:30am OVHS Pool

**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!

EARLY BIRD

MISSION STATEMENT

Huntington Beach Adult School promotes lifelong learning by providing rigorous, relevant, and innovative programs that thoroughly prepare 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

Jason Ross, *Assistant Principal*
714.842.4227

Philip Villamor, *Assistant Principal*
714.894.1018

Jennifer Graves, *Assistant Principal*
714.842.4227

Ashley Nguyen, *Counselor*
714.592.1005

Lenora Mitchell, *HBAS Secretary*
714.842.4227

Arlene Flores, *Job Developer*
714.842.4227

Tammy Asaki, *Guidance Specialist*
714.842.4227

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

2023-2024

Holiday Schedule

No classes on these dates.

Spring Recess

Monday, April 1, 2024–Friday, April 5, 2024

Memorial Day Monday, May 27, 2024

Juneteenth Wednesday, June 19, 2024

Independence Day Thursday, July 4, 2024

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.

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!

EARLY BIRD

Connect with us!



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.

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.

GENERAL INFORMATION / POLICIES

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.hbuhds.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.

MAIN CAMPUS LOCATIONS

| | |
|--------|------------------------------------------------------------------------------------------------------|
| HBAS-G | Gothard Campus • 17231 Gothard Street, Huntington Beach 92647 |
| HBAS-B | Bolsa Campus • 5832 Bolsa Avenue, Suite 100, Huntington Beach 92649 |
| HBAS-W | Westminster Campus (ESL classes only) • 14325 Goldenwest Street, Westminster 92683 |
| HBAS-G | Career Training Center • 17231 Gothard Street, Huntington Beach 92647 |
| PSP | Parent Smart Preschool and Toddler Programs • 15859 Springdale Street, Huntington Beach 92649 |
| BST | BESST Center • 2045 Meyer Place, Costa Mesa 92627 |

CLASS LOCATIONS

| | |
|--------|-----------------------------------------------------------------------------------------------------------------|
| EHS | Edison High School • 21400 Magnolia, Huntington Beach 92646 |
| FVSCC | Fountain Valley Senior & Community Center • 17967 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 Street, 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 |
| VaVHS | Valley Vista High School • 9600 Dolphin, Fountain Valley 92708 |
| WHS | Westminster High School • 14325 Goldenwest Street, Westminster 92683 |

Huntington Beach Union High School District

Huntington Beach Adult School

17231 Gothard Street
Huntington Beach, CA 92647



Non-Profit
Organization
U.S. POSTAGE
PAID
Permit No. 34
Huntington Beach, CA

Register online @ hbas.edu

*****ECRWSEDDM*****
Residential Customer



Learn English



Học Anh Ngữ



Aprenda Inglés



Community Education

Parent Smart Preschool / Toddler
Floral Classes
Culinary Arts and Nutrition
Music and Finance Classes
Arts / Photography
Health & Fitness

