

# HUNTINGTON BEACH ADULT SCHOOL

## CATALOG OF CLASSES FALL 2018

17231 Gothard Street, Huntington Beach CA 92647 | [WWW.HBAS.EDU](http://WWW.HBAS.EDU)

**“HBAS Receives Highest Term of Accreditation”**



**Providing Relevant Educational Programs!**

Financial Assistance  
Available. Apply Now!

College Credit Available  
See page 5

Aprenda Inglés - página 36-37  
Học Anh Ngữ - trang 36-37



HUNTINGTON  
BEACH  
ADULT  
SCHOOL



California Adult Schools  
LEARNING FOR LIFE

Huntington Beach Union High School District

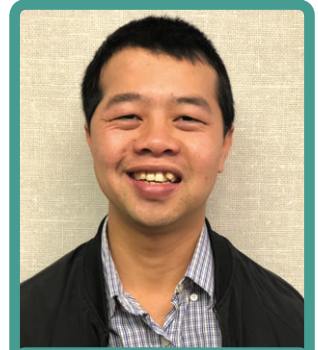
# STUDENT SUCCESS SPOTLIGHT

Coming to the United States was just a dream for Thien Nguyen. Born in Vietnam under the communist government made it difficult for Thien's family to get ahead. Thien faced many obstacles. It was very difficult to obtain a position in a great school or acquire meaningful employment. However, the most painful and life shattering obstacle he faced in Vietnam was becoming permanently disabled after a motorcycle accident.

Shortly after his accident, Thien was sponsored by his grandfather to come to the United States. After a long recuperation period, he began classes at Huntington Beach Adult School. According to Thien, he is very grateful to his instructors at HBAS. He states that his level one ESL teacher, Vicky Vu, guided him patiently through the beginning stages of acquiring basic English skills. He is also grateful to his current level two ESL teacher, Jim Turnbough. Thien says that Mr. Turnbough assisted him in solidifying his English foundational skills and is very approachable when he has any questions. According to Thien, he is especially thankful to his citizenship teacher, Debbie Quintana, for giving him strategies for a hands-on approach to reading, writing, listening, and comprehending English. Moreover, he states that she has helped him to reach a higher level of thinking and has assisted him in becoming a new person that follows his dreams.

Despite all the obstacles that Thien has faced in his life, he still strives to put his full effort into everything he does. When Thien feels any self-doubt, he does not look back to the past. He looks to the future and pushes himself to continue forward. Thien knows that the harder he works, the better his living situation could be.

Thien began taking a class in September of 2017 at Golden West College while still attending ESL classes at HBAS. The class he is taking is one of the beginning steps toward his goal of studying for a degree in Computer Science. Thien's positive attitude and willingness to strive for greatness has made him a true success spotlight story.



**Thien Nguyen**



**Business  
Information  
Worker Program  
Certificate** *See page 15*

**NEW!**

# HBAS SUMMER OFFICE HOURS

Sites Open: Gothard, WHS, and Westminster Mall

## Gothard & Westminster High School

8:30 am - 8:00 pm Monday-Thursday | 8:30 am - 3:00 pm Friday

## Westminster Mall

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

**July 27 to August 10, 2018** Closed

**August 13 through August 23, 2018**

## Gothard

8:30 am - 4:30 pm Monday-Thursday | Closed for lunch 12:00 pm - 1:00 pm  
Closed on Fridays

## Westminster High School

8:30 am - 12:00 pm Monday & Wednesdays

**August 27 & 28, 2018** Closed

**August 29 through August 31, 2018**

All sites return to regular office hours (See below)

**September 3, 2018** Closed

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# HBAS REGULAR OFFICE HOURS

Starting August 29, 2018

## BESST

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

## Gothard

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

## WHS

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

## Westminster Mall

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

***For Orientation Schedule please see [hbas.edu](http://hbas.edu)***

# TABLE OF CONTENTS

Steps to Success ..... 7  
Student Support Services ..... 8-9

**Career Training**

CTE Information Schedule..... 10-11  
Accounting Clerk ..... 12-14  
**NEW** Business Information Worker ..... 15  
Medical Billing and Coding..... 16-17  
Pharmacy Technician ..... 18-19  
Medical Assistant ..... 20-22  
Personal Care Aide..... 22  
Administrative Assistant ..... 23  
Office Clerk/Data Entry..... 23  
Career Readiness ..... 24  
Notary Public ..... 24  
Keyboarding / Typing/10 Key Certification .... 25  
Computer Classes..... 25-27  
Online Computer Classes..... 28-30  
CISCO Academy..... 31-33

**High School Diploma/GED** ..... 34-35

**English as a Second Language** ..... 36-37

**Community Education Classes** ..... 38-48

**General Information**

School Policies..... 49-50  
Holiday Schedule ..... 50

**Campus/Class Locations**..... 51



HUNTINGTON  
BEACH  
ADULT  
SCHOOL

## HUNTINGTON BEACH ADULT SCHOOL MISSION STATEMENT

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

## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

## OUR DEDICATED AND FRIENDLY STAFF IS HERE TO HELP YOU!



Gothard Staff L to R: Cherie, Melissa, Laura, Crystal

I am proud to share that after a 2 year intensive self-reflection on our own instructional and institutional practices that included a three day "validation" visit from Adult Education practitioners across Southern California, HBAS received a six-year term of accreditation from the Western Association of Schools and Colleges. You could say we earned an "A". Additionally, most schools who receive a six-year term are required to have a one day visitation to check their progress towards meeting the goals of their action plan. HBAS does not have this requirement and is being allowed to submit only a mid-term update on our progress. That takes our "A" to an "A+". Our staff is honored to receive such a high rating and proud of the work we are doing, now validated, to provide the best education and services our students can get.



Steve Curiel, Principal

*Sincerely,*

*Steve Curiel, Principal, Huntington Beach Adult School*

## HBAS is Partnering with Coast Community College District!

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

### Coastline Community College:

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



### Orange Coast Community College:

- Keyboarding

### Golden West College:

- Coming Soon

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

"HBAS is a great choice for career training."

*"I really enjoy coming to class every day."*

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

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

"Changed my life for the positive."

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

"It is a fun learning experience."

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

## *How do students describe the Career Training instructors at HBAS?*

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

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

*"My teachers are so great."*

"Cares about education."

*"Friendly and enthusiastic."*

"Encouraging and inspiring."

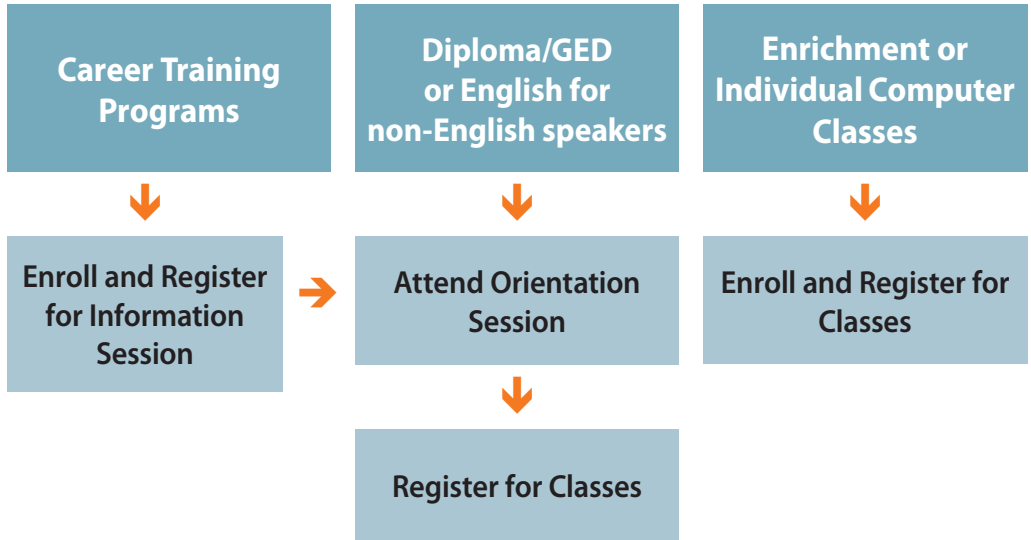
*"Willing to spend extra time with students to make sure they understand each lecture."*

"I am grateful for my teachers."

*"Motivating"*



## NEW STUDENT ENROLLMENT PROCESS



### Information Session

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

### Orientation Session

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

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

**Allow 4 hours for this step.**

### Register for Class

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

*Information Sessions and Orientation times and locations can be found on the school calendar at [hbas.edu](http://hbas.edu)*

# SUPPORTING OUR STUDENTS

## Why see a Counselor?

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

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

## Why see a Job Developer?

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

**Contact:** aflores@hbas.edu 714.842.4227 x 4422

## Why see a College and Career Specialist?

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

**Contact:** vbeachley@hbas.edu 714.592.1005 x 4472



### Our Counselors:

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

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

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

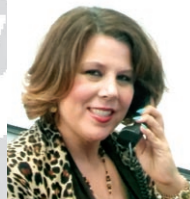


### Our Job Developer:

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

### Our College and Career Specialist:

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





# SUPPORTING OUR STUDENTS



## Our Guidance Specialists:

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

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

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



## FIND YOUR BEST CAREER! Financial Assistance Available!



### Medical Assistant

Pages 20-22



### Medical Billing and Coding

Pages 16-17



### Pharmacy Technician

Pages 18-19



### Administrative Assistant

Page 23



### Accounting Clerk

Pages 12-14



### Office Clerk/Data Entry Clerk

Page 23

# CAREER TRAINING

## Are you ready to start a new career?

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



Medical Assistant Students

You can complete training for a new career in 3 simple steps. Please note: these steps must be completed in the order listed below:

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

### Information Session Schedule: 2:30 pm – 3:30 pm at HBAS Gothard site

	Medical Billing (Rm C123)	Medical Assistant (Rm C123)	Pharmacy Technician (Rm C123)	Administrative Assistant/Data Entry (Rm C123)	Accounting (Rm C123)	Business Information Worker (Rm C123)
8/16/18	0680613	0679013	0678613	062013	0676421	0610021
9/27/18	0680601	0679001	0678601	062001	0676411	0610011
10/25/18	0680602	0679002	0678602	062002	0676412	0610012
11/29/18	0680603	0679003	0678603	062003	0676413	0610013
12/20/18	0680604	0679004	0678604	062004	0676414	0610014
1/31/19	0680605	0679005	0678605	062005	0676415	0610015
2/28/19	0680606	0679006	0678606	062006	0676416	0610016
3/28/19	0680607	0679007	0678607	062007	0676417	0610017
4/25/19	0680608	0679008	0678608	062008	0676418	0610018
5/30/19	0680609	0679009	0678609	062009	0676419	0610019
6/27/19	0680610	0679010	0678610	062010	0676420	0610020

**STEP 2** Attend an **Orientation Session** immediately following the Information Session. **Allow 4 hours to complete this step. Go to [hbas.edu](http://hbas.edu) website for the Orientation schedule.**

In this step you will complete a required English & Math exam.

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

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

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

## **Certificate Program Information Continued:**

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



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

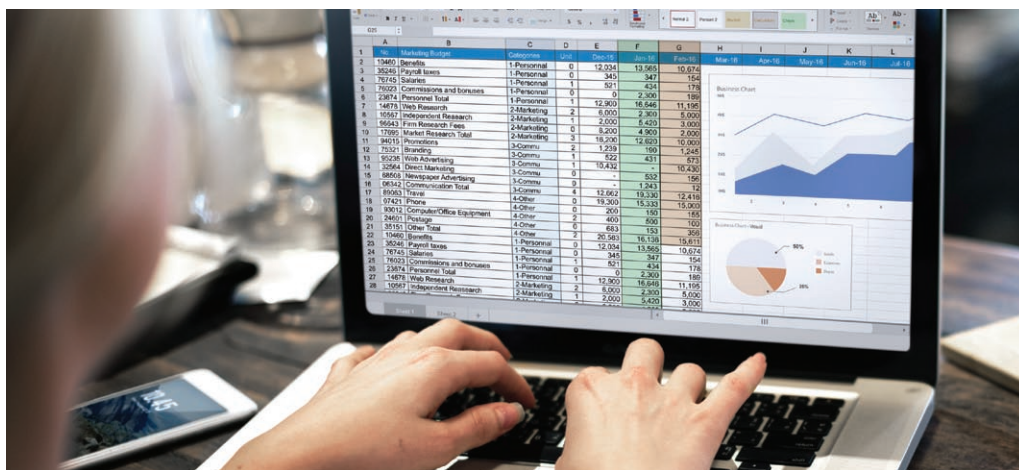
## **2018 CERTIFICATE PINNING CEREMONY**



*This Year's Pinning Ceremony - June 13, 2019*

## Accounting Clerk Certificate Program

**FINANCIAL ASSISTANCE AVAILABLE!**



Accounting Class

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

### Required FREE Information Session for students considering enrollment!

See page 10 for information session schedule and details.

No class on school holidays. We observe all public school holidays. Please see page 50 for the 2018-2019 Holiday Schedule.

### Required Coursework

- Keyboarding (40 wpm minimum) / 10 Key Certification (140 kpm) (See page 25) • Early Bird \$99, Regular \$109, or Typing Certificate / 10 Key Certificate \$20
- Career Readiness Skills • (See page 24) Early Bird \$159, Regular \$189
- Internet, Email, Google Docs, Gmail, Outlook • (See page 26) Early Bird \$139, Regular \$169
- Windows 10 Essentials & File Management • (See page 26) Early Bird \$129, Regular \$159
- Beginning Word • (See pages 27, 28) Early Bird \$139, Regular \$169
- Beginning Excel • (See pages 27, 29) Early Bird \$139, Regular \$169
- Intermediate Excel Online • (See page 29) Early Bird \$169, Regular \$199

### QUICK OCCUPATIONAL FACTS:

## Bookkeeping, Accounting, Accounting Clerk

Average Wage: **\$17.50/hour**

Source: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

**Take advantage of it!**



### INSTRUCTOR: ESTHER NGUYEN

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

## Accounting • Level 1

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

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

Instructor: Esther Nguyen

0676501	9/4/18-11/1/18	T/Th
4:00pm-6:30pm	HBAS-G	Rm C123
0676502	12/4/18-2/14/19	T/Th
6:30pm-9:00pm	HBAS-G	Rm C122

## Accounting • Level 2

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

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

Instructor: Esther Nguyen

0676601	11/6/18-11/24/19	T/Th
4:00pm-6:30pm	HBAS-G	Rm C123
0676602	2/19/19-4/25/19	T/Th
6:30pm-9:00pm	HBAS-G	Rm C122

## QuickBooks Online

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

**Early Bird \$99, Regular \$109**

Instructor: Esther Nguyen

0670601	9/8/18-11/17/18	Sat
12:00pm-3:00pm	HBAS-G	Rm C122
0670602	2/23/19-5/11/19	Sat
12:00pm-3:00pm	HBAS-G	Rm C122

## QuickBooks • Level 1

Become a confident QuickBooks user by learning how businesses organize all their finances in one place. The key concepts of this course include how to create and manage a company, create invoices and track sales, pay bills and track purchases, banking and correct errors, and customize reports. **Minimum skill requirements:** Before enrolling in this course, participants should possess basic computer skills including mouse operation, creating folders, creating files and saving files into folders; and some experience with browsing the Internet. We offer basic computer courses if you require acquisition of these skills. Students are advised to bring a USB Flash drive. **Earn college credit at CCC.**

**Early Bird \$99, Regular \$109**

Instructor: Esther Nguyen

0670301	9/4/18-10/11/18	T/Th
6:30pm-9:00pm	HBAS-G	Rm C123
0670302	1/29/19-3/7/19	T/Th
4:00pm-6:30pm	HBAS-G	Rm C123

## 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 \$109**

Instructor: Esther Nguyen

0670401	10/16/18-11/29/18	T/Th
6:30pm-9:00pm	HBAS-G	Rm C123
0670402	3/12/19-4/25/19	T/T
4:00pm-6:30pm	HBAS-G	Rm C123

### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

## HBAS ACCEPTS





## Accounting Clerk Certificate Program *(continued)*



Beginning & Intermediate levels of Excel Training

### QuickBooks • Level 3

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

**Early Bird \$99, Regular \$109**

Instructor: Esther Nguyen

0670501	4/30/19-6/6/19	T/Th
6:30pm-9:00pm	HBAS-G	Rm C122

### QuickBooks Workshop Advanced Topics

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

**Early Bird \$29, Regular \$39**

Instructor: Esther Nguyen

0670801	1/12/19	Sat
8:30am-3:00pm	HBAS-G	C122
0670802	6/1/19	Sat
8:30am-3:00pm	HBAS-G	C122

### 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 \$119, Regular \$149**

Instructor: Esther Nguyen

0624001	9/8/18-11/17/18	Sat
8:30am-11:30am	HBAS-G	Rm C122
	<i>No class 11/10/18.</i>	

### ELECTIVES

#### 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 \$109**

Instructor: Esther Nguyen

0676701	4/30/19-6/6/19	T/Th
4:00pm-6:30pm	HBAS-G	Rm C123

## Business Information Worker Certificate Program

# NEW



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

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

### BIW Stage 1 Certification – Beginning Fall 2018

#### Required Coursework

- Keyboarding • (See page 25) •  
Early Bird \$99, Regular \$109
- Computer Basics 1: Introduction to Computers •  
(See page 25) •  
Early Bird \$149, Regular \$179
- Windows 10 Essential & File Management •  
(See page 26) • Early Bird \$139, Regular \$169
- Microsoft Word Beginning • (See pages 27, 28) •  
Early Bird \$139, Regular \$169
- Microsoft Excel Beginning • (See pages 27, 29) •  
Early Bird \$139, Regular \$169

- \*Microsoft Outlook
- \*Customer Service
- \*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.

### BIW Stage 2 Certification – Coming Soon

#### Required Coursework

- Microsoft PowerPoint Online • (See page 30) •  
Early Bird \$169, Regular \$199
- Microsoft Excel Intermediate Online •  
(See page 29) • Early Bird \$169, Regular \$199
- \*Microsoft Access or Introduction to SharePoint  
QuickBooks 1, 2, 3 • (See pages 13, 14) •  
Early Bird \$99, Regular \$109
- \*Electronic Records Management
- \*Customer Relationship Management

# NEW



## Medical Billing and Coding Certification

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

High School Diploma or GED required.

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

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

### Required FREE Information Session for students considering enrollment!

See page 10 for information session schedule and details.

### PROGRAM REQUIREMENTS:

#### Start in Medical Terminology!

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

Beginning Word • (See pages 27, 28) •

Early Bird \$139, Regular \$169

Beginning Excel • (See pages 27, 29) •

Early Bird \$139, Regular \$169

Keyboarding (40 wpm minimum) • (See page 25) •

Early Bird \$99, Regular \$109, or  
Typing Certificate \$20

Career Readiness • (See page 24) •

Early Bird \$159, Regular \$189

Electronic Health Records • (See pages 17, 19, 20) •

Early Bird \$279, Regular \$309

### Medical Terminology

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

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

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

Instructor: Pamela Canlas

06791.11 9/5/18-10/31/18 Module A  
Wed 6:00pm–9:00pm HBAS-G Rm B104

06791.21 11/7/18-1/23/19 Module B  
Wed 6:00pm–9:00pm HBAS-G Rm B104

06791.12 1/30/19-3/27/19 Module A  
Wed 6:00pm–9:00pm HBAS-G Rm B104

06791.22 4/3/19-6/5/19 Module B  
Wed 6:00pm–9:00pm HBAS-G Rm B104

### Medical Billing

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

Early Bird \$489, Regular \$519

Instructor: RoseAnna Alcalá

0680201 9/4/18-11/15/18 Tue, Thu  
6:00pm–9:00pm HBAS-G Rm B104

0680202 11/27/18-2/21/19 Tue, Thu  
8:30am–11:30am HBAS-G Rm C123

### Diagnostic Coding (ICD-10)

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

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

Early Bird \$649, Regular \$679

Instructor: RoseAnna Alcalá

0681701 9/4/18-11/15/18 Tue, Thu  
8:30am–11:30am HBAS-G Rm C123

0681702 2/26/19-5/16/19 Tue, Thu  
6:00pm–9:00pm HBAS-G Rm B104

### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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



**FINANCIAL ASSISTANCE AVAILABLE!**

## CPT - Procedural Coding

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

**Early Bird \$649, Regular \$679**

Instructor: RoseAnna Alcalá

0681401	11/27/18-2/21/19	Tue, Thu
6:00pm–9:00pm	HBAS-G	Rm B104
0681402	2/26/19-5/16/19	Tue, Thu
8:30am–1:00pm	HBAS-G	Rm C123

## Electronic Health Records

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

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

Instructor: Pamela Canlas

0679601	1/14/19-1/24/19	Mon-Thu
8:30am–1:00pm	HBAS-G	Rm B104
0679602	5/28/19-6/6/19	Mon-Thu
8:30am–1:00pm	HBAS-G	Rm B104

## ELECTIVES

### Externship

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

**Fee \$269 (No Early Bird)**

Instructor: TBD		Rm A103
0681101	9/4/18-1/25/19	Mon-Fri
0681102	1/29/19-6/7/19	Mon-Fri

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

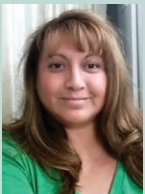
### Medical Billing & Coding Practicum

This class is hands-on training from all the coursework in the medical billing and coding program. You will complete step by step case studies and follow all aspects of medical billing and coding. You will be provided all of the necessary tools to find errors, data entry, complete claim forms, coding diagnosis/procedures, post payments, and read explanation of benefits. In the end you will have a portfolio of the work completed.

**Early Bird \$79, Regular \$89**

Instructor: RoseAnna Alcalá

0680301	5/21/19-6/6/19	Tue, Thu
8:30am–10:30am	HBAS-G	Rm C123
0680302	5/21/19-6/6/19	Tue, Thu
6:00pm–8:00pm	HBAS-G	Rm B104



**INSTRUCTOR:  
ROSEANNA ALCALA**

RoseAnna Alcalá has been in the medical field for over 18 years. She has a double Bachelors of Science from Cal State Fullerton. She is currently completing the Masters program at National

University. RoseAnna has held a variety of positions such as Office Manager, Supervisor for United Healthcare, Medical Biller, and Instructor teaching Medical Billing and Coding. She has established personal relationships with all the insurance carriers, has a passion for what she does and love to teach others.

## QUICK OCCUPATIONAL FACTS FOR ORANGE CO:

**Average Wage: \$19-21/hour**  
**Job Openings 2012-2022: 18,900**

Source: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

**Take advantage of it!**



## Pharmacy Technician Certificate Program



Specialized training for Pharmacy Technician

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

### **Required FREE Information Session** for students considering enrolling!

See page 10 for information session schedule and details.

### **PROGRAM REQUIREMENTS:**

**Beginning Word** • (See pages 27, 28) •  
Early Bird \$139, Regular \$169

**Keyboarding (40 wpm minimum)** •  
(See page 25) • Early Bird \$99, Regular \$109,  
or Typing Certificate \$20

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

**Electronic Health Records** • (See pages 17, 19, 20) •  
Early Bird \$279, Regular \$309

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

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

## Pharmacy Technician - Module A

### Community Pharmacy Practice

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

**Early Bird \$1149, Regular \$1449**

Instructor: Pamela Canlas

06785.11 **Module A** 9/4/18-10/25/18  
Mon-Thu 8:30am-1:00pm\* HBAS-G Rm B104

06785.12 **Module A** 1/29/19-3/21/19  
Mon-Thu 8:30am-1:00pm\* HBAS-G Rm B104

\* Includes 30 minutes lunch.

## Pharmacy Technician - Module B

### Institutional Pharmacy Setting

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 an institutional pharmacy settings. Progressive learning takes place as new information and skill sets are studied throughout the course. This course includes a hands-on lab component.

**Early Bird \$1149, Regular \$1449**

Instructor: Pamela Canlas

06785.21 **Module B** 10/29/18-1/10/19  
Mon-Thu 8:30am-1:00pm\* HBAS-G Rm B104

06785.22 **Module B** 3/25/19-5/23/19  
Mon-Thu 8:30am-1:00pm\* HBAS-G Rm B104

\* Includes 30 minutes lunch.

## Electronic Health Records

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

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

Instructor: Pamela Canlas

0679601 1/14/19-1/24/19  
Mon-Thu 1:00pm-3:00pm HBAS-G Rm B104

0679602 5/28/19-6/6/19  
Mon-Thu 8:30am-11:30am HBAS-G Rm B104

## ELECTIVES:

### Externship

An externship is an excellent way of learning about the day-to-day work of professionals in your field. It can offer individuals the opportunity to test a career by job shadowing. It can also be a great way of getting one's foot in the front door.

The ability to perform on the job is extremely important in assisting fellow professionals and providing services to patients. A medical assistant externship is an effective way of providing distinctive learning opportunities where knowledge of job performance requirements and short, practical experience may be gained.

*Prerequisite: Successful completion of all required coursework, pass the National Credentialing exam, and instructor recommendation. Students must purchase malpractice insurance \$20.*

**Fee \$269 (No Early Bird)**

Instructor: Pamela Canlas Rm B104

0678701 9/4/18-1/25/19

0678702 1/29/19-6/7/19

Open enrollment through each Semester.

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

Externship is approximately 120 hours.



### INSTRUCTOR: PAMELA CANLAS, RPHT, CPHT

Pamela Canlas has over a decade of practical experience as a lead pharmacy technician specializing in chemotherapy/HIV agents and outpatient settings while at Kaiser Permanente, USC Medical Center, Harbor UCLA, and King Drew Medical Center. Ms. Canlas is a Registered Pharmacy Technician with the California Board of

Pharmacy and received her national certification from the Pharmacy Technician Certification Board. She is a graduate of the University of California, Irvine, where she earned her Bachelor's Degree in Psychology. She went on to receive her teaching credential through UCLA's extension program. Ms. Canlas is a firm believer that innovative and compassionate healthcare is a key factor in promoting the quality of life for patients.

## QUICK OCCUPATIONAL FACTS

### Pharmacy Tech

Average Yearly Salary:

**\$30,000**

Job Openings 2014-2024:

**34,700**

Source: [www.BLS.gov](http://www.BLS.gov)

**Take advantage of it!**



## Medical Assistant Certification - Front & Back Office

Medical Assistants greet patients in medical offices or other medical settings where they help doctors with examinations and treatments. They run routine lab tests such as urinalysis and take vital signs and run EKGs. They may give injections or perform 'finger sticks' to draw small amounts of blood if they are properly trained. Assistants may instruct patients about medication and self-treatment. High School Diploma or GED required. **All students must pass an English and math proficiency test before enrolling in 2<sup>nd</sup> Required Certificate Program Course.** To receive program certification, students must complete all classes within a 2-year time frame.

### Required FREE Information Session for students considering enrollment!

See page 10 for information session schedule and details.

### PROGRAM REQUIREMENTS:

#### Start in Medical Terminology!

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

**Windows 10 File Management** • (See page 26) •  
Early Bird \$19, Regular \$29

**Beginning Word** • (See pages 27, 28) •  
Early Bird \$139, Regular \$169

**Keyboarding (40 wpm minimum)** • (See page 25) •  
Early Bird \$99, Regular \$109,  
or Typing Certificate \$20

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

**Electronic Health Records** • (See pages 17, 19, 20) •  
Early Bird \$279, Regular \$309

**CPR/First Aid** • (See page 22) •  
Early Bird \$169, Regular \$199

### Medical Terminology

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

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

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

Instructor: Pamela Canlas

06791.11	9/5/18-10/31/18	Module A
Wed	6:00pm–9:00pm	
HBAS-G	Rm B104	
06791.21	11/7/18-1/23/19	Module B
Wed	6:00pm–9:00pm	
HBAS-G	Rm B104	
06791.12	1/30/19-3/27/19	Module A
Wed	6:00pm–9:00pm	
HBAS-G	Rm B104	
06791.22	4/3/19-6/5/19	Module B
Wed	6:00pm–9:00pm	
HBAS-G	Rm B104	

### Electronic Health Records

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

**Early Bird \$279, Regular \$309 (Book included)**  
Instructor: Pamela Canlas

0679601	1/14/19-1/24/19
Mon-Thu	8:30am–1:00pm
HBAS-G	Rm B104
0679602	5/28/19-6/6/19
Mon-Thu	8:30am–1:00pm
HBAS-G	Rm B104



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

He has a great passion for teaching and loves being involved in making a difference in people's lives.

### QUICK OCCUPATIONAL FACTS

## Medical Assistant

Average Wage: **\$16.02/hour**

Job Openings 2010-2018: **138,000**

Source: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

**Take advantage of it!**



## Administrative Medical Office Assistant (Front Office)

Learn and practice appointment scheduling, medical records management, bookkeeping, record keeping, introduction to insurance billing, credit collections, phone skills, and law and ethics. The Administrative Office class meets for two days a week plus Computer Lab Hours (see instructor). *Prerequisite: Terminology for Medical Assisting taken prior to or with this course.*

**Early Bird \$459, Regular \$489 – Module A**

**Early Bird \$459, Regular \$489 – Module B**

Instructor: Alan Bell

06792.11	9/4/18-10/12/18	Module A
Mon-Fri	8:30am–10:00am	
HBAS-G	Rm C117	
06792.21	10/15/18-11/30/18	Module B
Mon-Fri	8:30am–10:00am	
HBAS-G	Rm C117	
06792.12	12/3/18-1/25/19	Module A
Mon-Fri	8:30am–10:00am	
HBAS-G	Rm C117	
06792.22	1/29/19-3/8/19	Module B
Mon-Fri	8:30am–10:00am	
HBAS-G	Rm C117	
06792.13	3/11/19-4/26/19	Module A
Mon-Fri	8:30am–10:00am	
HBAS-G	Rm C117	
06792.23	4/29/19-6/7/19	Module B
Mon-Fri	8:30am–10:00am	
HBAS-G	Rm C117	



Medical Assistant student practicing skills

## Clinical Medical Office Assistant (Back Office)

Prepare to assist doctors with routine and specialty exams. Learn to record EKGs, take vital signs, sterilize instruments, and more. Understand nutrition basics, medications, and how to instruct patients. Students practice giving injections, phlebotomy, administration of medications, venipuncture, blood sugar, urinalysis during the course. *Prerequisite: Terminology for Medical Assisting and Administrative Medical Office Assistant.*

**Early Bird \$819, Regular \$849 – Each Module**

Instructor: Alan Bell

06793.11	9/4/18-10/12/18	Module A
Mon-Fri	10:30am–2:30pm	
HBAS-G	Rm C117	
06793.21	10/15/18-11/30/18	Module B
Mon-Fri	10:30am–2:30pm	
HBAS-G	Rm C117	
06793.12	12/3/18-1/25/19	Module A
Mon-Fri	10:30am–2:30pm	
HBAS-G	Rm C117	
06793.22	1/29/19-3/8/19	Module B
Mon-Fri	10:30am–2:30pm	
HBAS-G	Rm C117	
06793.13	3/11/19-4/26/19	Module A
Mon-Fri	10:30am–2:30pm	
HBAS-G	Rm C117	
06793.23	4/29/19-6/7/19	Module B
Mon-Fri	10:30am–2:30pm	
HBAS-G	Rm C117	

## ELECTIVES:

### Externship

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

**Fee \$269 (No Early Bird)**

Instructor: Alan Bell		Rm C117
0680101	9/4/18-1/25/19	Mon-Fri
0680102	1/29/19-6/7/19	Mon-Fri

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

## Medical Assistant Certification - Front & Back Office *(continued)*

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

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

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

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

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

**Early Bird \$169, Regular \$199 (Includes cards and all materials.)**

Instructor: Robert Holtz

091401	9/22/18
Saturday	8:30am-5:00pm*
HBAS-G	Rm C116
091402	12/8/18
Saturday	8:30am-5:00pm*
HBAS-G	Rm C116
091403	2/23/19
Saturday	8:30am-5:00pm*
HBAS-G	Rm C116
091404	5/11/19
Saturday	8:30am-5:00pm*
HBAS-G	Rm C116

\*Includes 30 minutes lunch

## Personal Care Aide Program

**FREE!**

**HBAS is offering a FREE Personal Care Aide course in partnership with Orange Coast Community College!**

- Foundational Knowledge, Attitudes and Skills (36 hours)
- Person-Centered Care (27 hours)
- First Aid and CPR/AED for Personal Care Aides American Heart Association (9 hours)



Become a Personal Care Aide

Personal care aides give assistance to people who are sick, injured, mentally or physically disabled, or elderly and fragile. They work in the home and help their clients with daily activities, such as bathing and bathroom functions, feeding, grooming, reminder to take medication, and some housework. **The demand for Personal Care Aide is expected to increase up to 50-75% by 2020.** This course is designed to prepare you to enter the workforce upon successfully completing it. **Level 3-4 ESL students are welcome to enroll in this program.**

**FREE!** Contact HBAS for Enrollment Information.

### Personal Care Aide 1

9/10/18-10/9/18  
Mon, Tue 6:00pm-9:20pm WHS Rm A1

### Personal Care Aide 2

10/15/18-11/6/18  
Mon, Tue 6:00pm-9:10pm WHS Rm A1

### CPR

11/9/18, 11/13/18, 11/16/18  
Tue, Fri 6:00pm-9:00pm WHS Rm A1

**FINANCIAL  
ASSISTANCE  
AVAILABLE!**

## Administrative Assistant Certificate Program

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

### Required Coursework

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

Early Bird \$99, Regular \$109 • (See page 25)

Typing Certificate \$20 • (See page 25)

**Microsoft Word Beginning •**

Early Bird \$139, Regular \$169 • (See pages 27, 28)

**Microsoft Word Intermediate Online •**

Early Bird \$169, Regular \$199 • (See page 28)

**Microsoft Excel Beginning •**

Early Bird \$139, Regular \$169 • (See page 27)

**Microsoft Excel Intermediate •**

Early Bird \$169, Regular \$199 • (See page 29)

**Microsoft PowerPoint Beginning & Intermediate Online**

Early Bird \$169, Regular \$199 • (See page 30)

**Windows 10 Essentials & File Management •**

Early Bird \$129, Regular \$159 • (See page 26)

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

Early Bird \$139, Regular \$169 • (See page 26)

**Accounting Level 1 •**

Early Bird \$269, Regular \$299 • (See page 13)

**Accounting Level 2 •**

Early Bird \$269, Regular \$299 • (See page 13)

**QuickBooks I & II •**

Early Bird \$99, Regular \$109 • (See page 13)

**Career Readiness •**

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

**Required FREE Information Session for students considering enrollment!**

See page 10 for Information Session schedule and details.

## Office Clerk/Data Entry Clerk Certificate Program

Rather than performing a single specialized task, Office Clerks/Data Entry Clerks have responsibilities that often change daily with the needs of the specific job and the employer. Some clerks spend their days filing or keyboarding. Others enter data at a computer terminal. They also operate photocopiers, fax machines, and other office equipment; prepare mailings; proofread documents; and answer telephones and deliver messages. The specific duties assigned to a clerk vary significantly, depending on the type of office in which he or she works. The HBAS Career Training Center prepares Office Clerks/Data Entry Clerks to be prepared for just about any environment they might find themselves in. To receive program certification students must complete all classes within a 2-year time frame. High School Diploma/GED required. Student must pass English/math entrance exam.

### Required Coursework

**Keyboarding Certification (40 wpm minimum) / Data Entry •**

Early Bird \$99, Regular \$109 • (See page 25)

Typing Certificate \$20 • (See page 25)

**Computer Basics I & II •**

Early Bird \$149, Regular \$179 • (See page 25)

**Microsoft Word Beginning •**

Early Bird \$139, Regular \$169 • (See page 27)

**Microsoft Excel Beginning •**

Early Bird \$139, Regular \$169 • (See page 27)

**Windows 10 Essentials & File Management •**

Early Bird \$129, Regular \$159 • (See page 26)

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

Early Bird \$139, Regular \$169 • (See page 26)

**Career Readiness •**

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

### Externship Early Bird \$269

0620201 9/4/18-1/25/19

0620202 1/29/19-6/7/19

**QUICK OCCUPATIONAL  
FACTS FOR ORANGE CO:**

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

Source: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

**Take advantage of it!**

## Career Readiness

**This course is required for all certificate program students.** This course will offer students an overview of career readiness skills, business principles and technical abilities necessary to succeed in the modern workplace. This course provides an up-to-date look at everything you need to know before entering or re-entering the workforce. Learn vital skills from dressing for success, resume writing, customer service skills, mock interviews, social media networking, applying what you learn in class discussion and hands-on exercises. Whatever your career goals, this course will help you build the foundation to achieve them.

**Prerequisite:** Ability to type 25 wpm, basic computer skills, access to a computer with Internet. Coursework includes online instruction.

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

**Early Bird \$159, Regular \$189**

Instructor: Nami Aoyagi

0680001	9/5/18-10/10/18			
Mon, Wed	3:00pm–6:00pm	HBAS-G	Rm C122	
0680002	10/15/18-11/28/18			
Mon, Wed	3:00pm–6:00pm	HBAS-G	Rm C122	
0680003	12/3/18-1/23/19			
Mon, Wed	3:00pm–6:00pm	HBAS-G	Rm C122	
0680004	1/30/19-3/13/19			
Mon, Wed	3:00pm–6:00pm	HBAS-G	Rm C122	
0680005	3/18/19-5/1/19			
Mon, Wed	3:00pm–6:00pm	HBAS-G	Rm C122	
0680006	5/6/19-6/12/19			
Mon, Wed	3:00pm–6:00pm	HBAS-G	Rm C122	

## Notary Public Seminar

California needs additional professional notaries. Become a more valuable employee or own your own business. The course is designed to provide students the knowledge to become a California Notary Public and prepare you for the state's examination. State proctors will administer the Notary Examination at the end of the class\*. A 2" x 2" passport sized photo is required for the notary public application form. Citizenship or residency required. You must pass a Live Scan and background check prior to applying for licenses.

**Session schedule (1 day)**

**Early Bird \$139, Regular \$169**

**(Includes materials fee)**

**No same day registration.**

Instructor: Danny Perez dperez@hbas.edu

0680701	10/20/18			
Sat	8:00am–5:30pm	HBAS-G	Rm B102	
0680702	12/8/18			
Sat	8:00am–5:30pm	HBAS-G	Rm B102	
0680703	1/26/19			
Sat	8:00am–5:30pm	HBAS-G	Rm B102	
0680704	3/2/19			
Sat	8:00am–5:30pm	HBAS-G	Rm B102	
0680705	5/18/19			
Sat	8:00am–5:30pm	HBAS-G	Rm B102	

**State Proctor Exam: \$40 personal check or money order payable to Secretary of State (cash is not accepted).**

### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

### HBAS ACCEPTS



#### 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.





## Computer Classes

### Keyboarding

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

**Earn 1.5 units of college credit at CCC/OCC.**

**Early Bird \$99, Regular \$109**

Instructor: Nami Aoyagi

0670201	9/5/18-10/3/18	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670202	10/8/18-11/7/18	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670203	11/14/18-12/19/18	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670204	1/7/19-2/6/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670205	2/13/19-3/13/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670206	3/18/19-4/24/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670207	4/29/19-5/29/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122

### Self Paced Lab

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

**Early Bird \$49, Regular \$59**

Instructor: Nami Aoyagi

0670011	9/5/18-10/3/18	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670012	10/8/18-11/7/18	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670013	11/14/18-12/19/18	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670014	1/7/19-2/6/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670015	2/13/19-3/13/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670016	3/18/19-4/24/19	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670017	4/29/19-6/5/19	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.

**Test Fee \$20 • Cash Only**

068401	9/4/18-6/11/19	Tue, Thu
12:00pm–1:30pm	HBAS-G	Rm C122

No testing on Holidays, see page 50.

### 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 \$149, Regular \$179**

Instructor: Tracy Foreman

*0672101	9/5/18-10/10/18	Mon, Wed
8:30am–11:30am	HBAS-G	Rm C123

#### Prerequisites are essential to our classes.

Meeting the prerequisite skills from a previous class will enhance your learning experience and allow the class to run smoothly and with fewer interruptions. If you are unsure about whether you have the skills to take an intermediate or advanced level class, please take a look at the requirements for each course or schedule a meeting with our counselor who can help you choose the right class.

**Class Cancellation** Oh, no! Why was my class canceled? Sometimes a great class gets canceled because people wait to register until the last minute. Sign-up early, and if you have a change of heart, get busy at work, or your schedule changes, just call us and we will be happy to credit your account for a future class.

# CAREER TRAINING



## Computer Basics 2

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

**Early Bird \$149, Regular \$179**

Instructor: Tracy Foreman

\*0672201      10/15/18-11/28/18      Mon/Wed  
8:30am-11:30am      HBAS-G      Rm C123

## Windows 10 Essentials & File Management

If you are transitioning to Windows 10, this class is for you. We will explore new features available in Windows 10 including the start screen, home and tiles, desktop interface, charms and side bar. Learn to back up your files, create folders and organize your files and photos, burn CDs and create movies from your pictures and videos folder.

**Prerequisite:** This class is designed for individuals who have some basic computer knowledge and wish to prepare for more experience using their computer.

**Early Bird \$159, Regular \$189**

Instructor: Tracy Foreman

0635101      1/30/19-3/13/19      Mon/Wed  
8:30am-11:30am      HBAS-G      Rm C123

## Windows 10 File Management

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

**Prerequisite:** Basic computer skills required.

**Early Bird \$19, Regular \$29**

Instructor: Tracy Foreman

0640001	9/7/18	Fri
8:30am-11:30am	HBAS-G	Rm C123
0640002	12/14/18	Fri
8:30am-11:30am	HBAS-G	Rm C123
0640003	4/26/19	Fri
8:30am-11:30am	HBAS-G	Rm C123

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

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

**Early Bird \$139, Regular \$169**

Instructor: Tracy Foreman

0677301	3/18/19-4/24/19	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

### Employers -

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

*Please contact Tracy Foreman at [tforeman@hbas.edu](mailto:tforeman@hbas.edu) for computer skills testing 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!

### HBAS ACCEPTS





Helpful teachers available to assist you.

## Microsoft Word 2016: Beginning\*

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

**Early Bird \$149, Regular \$179**

Instructor: Tracy Foreman

0675601	12/3/18-1/23/19	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

## Microsoft Excel 2016: Beginning\*

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

**Early Bird \$149, Regular \$179**

Instructor: Tracy Foreman

0673701	4/29/19-6/5/19	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

## CHECK THIS OUT!



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

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



## Online Computer Classes

### Online Course Information

These courses are entirely self-paced. You do not need to download any software or wait for future lessons. Within the 6-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.

**Once you are registered, please report to room C122 on the first day of class at 12:00 pm, to pick up class materials and log in instructions.** 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.

### Online Microsoft Word 2016: Beginning\*

This online course covers beginning to intermediate Word skills for the computer user who wants to become well versed in Word 2016. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables, and forms and more. An onsite, in class, final exam score of 80% or better is required for certificate of course completion. **Prerequisite:** File Management and Internet skills. **IMPORTANT:** Read the online course information located on page 28 BEFORE enrolling in an online course. On the first day of class, you are required to physically report to room C122 at 12:00 pm in order to pick up books, materials, and login instructions.

**Earn 2 units of college credit at CCC.**

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

Instructor: Nami Aoyagi

Location: HBAS-G Rm C122

0683501	9/4/18-10/11/18
0683502	10/16/18-11/29/18
0683503	12/4/18-1/24/19
0683504	1/29/19-3/14/19
0683505	3/19/19-5/2/19
0683506	5/7/19-6/12/19

### Online Microsoft Word 2016: Intermediate\*

This online course provides thorough intermediate training of Word. This course covers more complex skills than those presented in our Beginning Word course. Topics introduced include newsletter columns, WordArt and Clip Art, document themes, styles, picture editing, Mail Merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. An onsite, in class, final exam score of 80% or better is required for certificate of course completion.

**Prerequisite:** Completion of Word Beginning.

**IMPORTANT:** Read the online course information located on page 28 BEFORE enrolling in an online course. On the first day of class, you are required to physically report to room C122 at 12:00 pm in order to pick up books, materials, and login instructions. **Earn 2 units of college credit at CCC.**

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

Instructor: Nami Aoyagi

Location: HBAS-G Rm C122

0683601	9/4/18-10/11/18
0683602	10/15/18-11/28/18
0683603	12/3/18-1/23/19
0683604	1/30/19-3/13/19
0683605	3/18/19-5/1/19
0683606	5/6/19-6/12/19

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

## CHECK THIS OUT!



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

## Online Microsoft Excel 2016: Beginning\*

This online course teaches the fundamentals of using Excel 2016. It covers introductory skills, the Ribbon interface, inserting and deleting columns, rows and cells, entering and editing data, creating and modifying formulas, formatting worksheets, copying and moving worksheets, using charts and graphs and more. An onsite, in class, final exam score of 80% or better is required for certificate of course completion.

**Prerequisite:** File Management and Internet skills.

**IMPORTANT:** Read the online course information located on page 28 BEFORE enrolling in an online course. On the first day of class, you are required to physically report to room C122 at 12:00 pm in order to pick up books, materials, and login instructions.

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

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

Instructor: Nami Aoyagi

Location: HBAS-G Rm C122

0683701	9/4/18-10/11/18
0683702	10/16/18-11/29/18
0683703	12/4/18-1/24/19
0683704	1/29/19-3/14/19
0683705	3/19/19-5/2/19
0683706	5/7/19-6/12/19

We observe all public school holidays.  
Please see page 50 for the 2018-2019 Holiday Schedule.



## Online Microsoft Excel 2016: Intermediate\*

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

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

**IMPORTANT:** Read the online course information located on page 28 BEFORE enrolling in an online course. On the first day of class, you are required to physically report to room C122 at 12:00 pm in order to pick up books, materials, and login instructions.

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

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

Instructor: Nami Aoyagi

Location: HBAS-G Rm C122

0683801	9/4/18-10/11/18
0683802	10/15/18-11/28/18
0683803	12/3/18-1/23/19
0683804	1/30/19-3/13/19
0683805	3/18/19-5/1/19
0683806	5/6/19-6/12/19

### Computer Requirements:

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





## Online Computer Classes (continued)

### Online Microsoft PowerPoint 2016: Beginning\*

PowerPoint Beginning provides thorough training of PowerPoint introductory skills. This course will ensure you have the skills necessary to create a PowerPoint presentation. Topics include creating a basic presentation, working with document themes, delivering a slide show, working in outline view, and slide sorter, format painter, adding graphics, shapes and clipart, using slide animation and sound effects, working with slide transitions, inserting charts and SmartArt diagrams and working with external Excel spreadsheets.

**Prerequisite:** Basic computer experience, File Management skills. **IMPORTANT:** Read the online course information located on page 28 BEFORE enrolling in an online course. On the first day of class, you are required to physically report to room C122 at 12:00 pm in order to pick up books, materials, and login instructions.

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

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

Instructor: Nami Aoyagi

Location: HBAS-G Rm C122

0683901	9/4/18-10/11/18
0683902	10/16/18-11/29/18
0683903	12/4/18-1/24/19
0683904	1/29/19-3/14/19
0683905	3/19/19-5/2/19
0683906	5/7/19-6/12/19

### Online Microsoft PowerPoint 2016: Intermediate\*

Move beyond the basics in this PowerPoint Intermediate class. Learn how to prepare, edit and print presentations, use hyperlinks in a presentation, use the slide show toolbar, add audio and video to your presentation, create slide show timings to automatically advance your presentation, add and customize tables, and use Slide Masters and Action buttons. **Prerequisite:** Completion of PowerPoint: Beginning, Basic computer experience, File Management skills. **IMPORTANT:** Read the online course information located on page 28 BEFORE enrolling in an online course. On the first day of class, you are required to physically report to room C122 at 12:00 pm in order to pick up books, materials, and login instructions. **Earn 1.5 units of college credit at CCC.**

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

Instructor: Nami Aoyagi

Location: HBAS-G Rm C122

0684001	9/4/18-10/11/18
0684002	10/16/18-11/29/18
0684003	12/4/18-1/24/19
0684004	1/29/19-3/14/19
0684005	3/19/19-5/2/19
0684006	5/7/19-6/12/19

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

### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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### HBAS ACCEPTS



### CHECK THIS OUT!



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# CAREER TRAINING

## CISCO COMPUTER CLASSES

Receive college credits with Coastline College



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

### CCNA 1, Intro to Networks

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

**Early Bird \$349, Regular \$379**

Instructor: Thomas Salazar

CCNA 1	0623401	9/11/18-11/8/18
Tue, Thu	6:00pm–10:00pm	Rm C123
CCNA 1	0623402	9/10/18-11/7/18
Mon, Wed	1:30pm–5:30pm	Rm C123

### CCNA 2, Routing and Switching Essentials

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

**Early Bird \$349, Regular \$379**

Instructor: Thomas Salazar

CCNA 2	0623801	11/26/18-2/20/19
Mon, Wed	1:30pm–5:30pm	Rm C123
CCNA 2	0623802	11/27/18-2/7/19
Tue, Thu	6:00pm–10:00pm	Rm C123

### QUICK OCCUPATIONAL FACTS Information Technology

Median Pay:

**\$51,470 per year / \$24.75 per hour**

Job Outlook:

**12% growth rate (faster than average)**

Source: US Bureau of Labor Statistics

**Take advantage of it!**

# CAREER TRAINING

## CISCO COMPUTER CLASSES

Receive college credits with Coastline College



### CCNA 3, R&S: Scaling Networks

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

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

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

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

**Prerequisites:** CCNA 1 and CCNA 2 or equivalent experience. **Earn 3 units of college credit at CCC.**

**Early Bird \$349, Regular \$379**

Instructor: Thomas Salazar

CCNA 3	0623831	9/10/18-11/7/18
Mon, Wed	6:00pm-10:00pm	Rm C123
CCNA 3	0623832	2/25/19-5/1/19
Mon, Wed	1:30pm-5:30pm	Rm C123
CCNA 3	0623833	2/12/19-4/11/19
Tue, Thu	6:00pm-10:00pm	Rm C123



#### INSTRUCTOR: THOMAS SALAZAR

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

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



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

### CCNA 4, R&S: Connecting Networks

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

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

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

The 70-hour, instructor-led course is the 4<sup>th</sup> of 4 courses in the Cisco CCNA Routing & Switching curriculum. The course includes activities using Packet Tracer, hands-on lab work, and a wide array of assessment types and tools. **Prerequisites:** CCNA 1, CCNA 2, and CCNA 3 or equivalent experience. **Earn 3 units of college credit at CCC.**

**Early Bird \$349, Regular \$379**

Instructor: Thomas Salazar

CCNA 4	0623841	11/26/18-2/20/19
Mon, Wed	6:00pm-10:00pm	Rm C123
CCNA 4	0623842	4/23/19-6/20/19
Tue, Thu	6:00pm-10:00pm	Rm C123



# CAREER TRAINING

## CISCO COMPUTER CLASSES

Receive college credits with Coastline College



### CCNA Security

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

**Earn college credit at CCC.**

**Early Bird \$379, Regular \$409**

Instructor: Thomas Salazar

Security 0623851 3/18/19-6/12/19  
Mon, Wed 6:00pm–10:00pm Rm C123



### Introduction to Cybersecurity

The Introduction to Cybersecurity 2.1 explores the field of cybersecurity, specifically the importance of cybersecurity, data confidentiality, best practices for using the internet and social media safely, and potential career opportunities in this growing field. The 15 hour self-paced course with instructor led option has been updated for public audience and minor content refreshes.

**Early Bird \$109, Regular \$139**

Instructor: Thomas Salazar

0631101 9/11/18-9/27/18  
Tue, Thu 1:30pm–5:30pm Rm C123

### Cybersecurity Essentials

The Cybersecurity Essentials course develops foundational understanding of cybersecurity and how it relates to information and network security. The 30-hour course introduces students to characteristics of cyber crime, security principles, technologies, and procedures to defend networks. Through interactive, multimedia content, lab activities, and multi-industry case studies, students build technical and professional skills to pursue careers in cybersecurity. The 30-hour curriculum may be used as a supplement to an existing course or as a short course.

Instructors can create a course, enroll students, teach and guide them through the course content, material and activities. **Prerequisites:** Recommended Introduction to Cybersecurity.

**Early Bird \$239, Regular \$269**

Instructor: Thomas Salazar

0631201 10/2/18-11/8/18  
Tue, Thu 1:30pm–5:30pm Rm C123

### CCNA/Routing & Switching Certification Boot Camp

This CCNA R&S Boot Camp is a comprehensive exam preparation course for the CCNA certification that will cover topics in the new CCNA 200-125 exam. The focus is on providing the information and tools needed to pass the CCNA Certification exam. Course features include background information on the exams, a look into common mistakes and misunderstandings people make when taking the exams and practice exams with sample questions. With this course you will see firsthand the types of questions you'll encounter in the testing facility. Lab equipment is also available to practice the important hands on portion of the exam.

What You Will Learn:

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

**Early Bird \$109, Regular \$139 (each module)**

Instructor: Thomas Salazar

0623861 2/25/19-3/13/19  
Mon, Wed 6:00pm–10:00pm Rm C123

# HIGH SCHOOL EQUIVALENCY PREP

## High School Equivalency Preparation (GED)

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

**Special Fall Enrollment Times:**

August 15 & 16 3:30pm-7:30pm  
(show up by 3:00pm)  
August 20 & 21 9:00am-1:00pm  
(show up by 8:30am)

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

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

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

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

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

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

**Orientation Schedule for Diploma and GED can be found on the [hbas.edu](http://hbas.edu) website.**

## High School Equivalency Changes

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

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



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

**OUR DEDICATED AND FRIENDLY STAFF IS HERE TO HELP YOU!**



L to R: Taryn, David, Heidi

For information, call the Westminster Mall campus at 714.592.1005 or visit our web page at [www.hbas.edu](http://www.hbas.edu)

# HIGH SCHOOL DIPLOMA

## Westminster Mall Campus | BESST Center in Costa Mesa \*Now Gothard Campus, too

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

### Special Fall Enrollment Times:

August 15 & 16 3:30pm-7:30pm (show up by 3:00pm)  
August 20 & 21 9:00am-1:00pm (show up by 8:30am)

**Orientation Schedule for  
Diploma and GED can be found  
on the [hbas.edu](http://hbas.edu) website.**

### STUDENTS, WHO LEARN MORE, EARN MORE!

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

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

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

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

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



### Did you know?

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



CLASSES ARE OFFERED AT

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

For information, call the Westminster Mall campus at 714.592.1005  
or visit our web page at [www.hbas.edu](http://www.hbas.edu)

# ESL (ENGLISH AS A SECOND LANGUAGE)

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

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

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

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

### How to enroll:

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

### Cómo inscribirse:

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

### Thủ tục ghi danh:

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



WHS Staff L to R: Niza, Sandy, Mai, Linh, Linda, Christine

**Orientation Schedule for ESL can be found on [hbas.edu](http://hbas.edu) website.**

## SCHEDULE OF CLASSES

### WESTMINSTER LOCATIONS

#### Westminster Campus

14325 Goldenwest Street, Westminster  
Classes begin on Tuesday, September 4.

#### Morning

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

#### Evening

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

#### Citizenship Classes

Classes begin on Friday, September 7.

ESL Level 2, 3, 4	8:30am-11:30am	Fri
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Room: A1

#### Westminster Mall

1017A Westminster Mall, Westminster  
Classes begin on Tuesday, September 4.

#### Morning

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

#### Evening

ESL Level 2	5:30pm-8:30pm	Mon-Thu
ESL Level 4	5:30pm-8:30pm	Mon-Thu

#### Anderson Elementary School

8902 Hewitt Place, Garden Grove

Childcare Available

Class begins on Monday, September 10.

ESL Level 1/2	8:30am-11:30am	Mon-Thu
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Room: B1

#### DeMille Elementary School

15400 Van Buren Street, Midway City

Class begins on Monday, September 10.

ESL Level 1/2	8:30am-11:30am	Mon-Thu
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Room: 28

#### Fryberger Elementary School

6952 Hood Drive, Westminster

Childcare Available

Class begins on Monday, September 10.

ESL Level 1/2	8:30am-11:30am	Mon-Thu
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Room: A2

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

# ESL (ENGLISH AS A SECOND LANGUAGE)

## WESTMINSTER LOCATIONS CONTINUED

**Schmitt Elementary School**  
7200 Trask Avenue, Westminster  
Class begins on Monday, September 10.

ESL Level 1/2 8:30am–11:30am Mon-Thu  
Room: Bungalow 39

**Warner Middle School**  
14171 Newland Street, Westminster  
Classes begin on Monday, September 10.

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

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

**Westminster Senior Center**  
8200 Westminster Blvd., Westminster  
Class begins on Tuesday, September 4.

ESL Level 1/2 8:30am–11:30am Tue, Thu  
Room: B5

## FOUNTAIN VALLEY LOCATIONS

**Holy Spirit Catholic Church**  
17270 Ward Street, Fountain Valley  
Class begins on Tuesday, September 4.

ESL Level 1/2 8:30am–11:30am Tue, Thu  
Room: Parish Center C3

## HUNTINGTON BEACH LOCATIONS

**HBAS Main Campus**  
17231 Gothard Street, Huntington Beach  
Classes begin on Tuesday, September 4.

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

**Evening**  
ESL Level 3/4 6:00pm–9:00pm Mon-Thu

**Oak View Preschool and Education Resource Center**  
17131 Emerald Lane, Huntington Beach  
Classes begin on Monday, September 10.  
Enrollment & Testing at Main Campus

**Morning**  
ESL Level 1 8:45am–11:45am Mon-Thu  
ESL Level 2 8:45am–11:45am Mon-Thu

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

## COSTA MESA LOCATIONS

**BESST Center, 2045 Meyer Place, Costa Mesa**  
Classes begin on Tuesday, September 4.

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

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

**New Costa Mesa Site, TBD**  
Classes begin on Monday, September 10.

ESL Level 2 9:00am–12:00pm Mon-Thu  
ESL Level 2 6:00pm–9:00pm Mon-Thu

## CAREER CERTIFICATIONS WITH ESL SUPPORT

### EARLY CHILDHOOD EDUCATION CLASSES

**CHILD GROWTH AND DEVELOPMENT**  
Westminster Campus  
14325 Goldenwest Street, Westminster

August 27, 2018 - December 14, 2018

ESL Level 3,4 12:00pm–3:10pm Tue  
ESL Support Class 8:30am–11:30am Fri

### HEALTH CARE CLASSES

**PERSONAL CARE AIDE**  
Westminster Campus  
14325 Goldenwest Street, Westminster

August 27, 2018 - December 14, 2018

ESL Level 3,4 6:00pm–9:20pm Mon, Tue  
with ESL Support

**Orientation Schedule for ESL can be found on [hbas.edu](http://hbas.edu) website.**

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

# COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT [WWW.HBAS.EDU](http://WWW.HBAS.EDU)

## PARENT SMART PRESCHOOL

**SCHOOL YEAR 2018-2019**

(Ongoing Enrollment)

**5 STARS ON YELP—Check us out!**



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

Parent Smart classes are perfect for parents committed to their child's education. We strongly believe that parents are a child's first teacher. At Parent Smart, parents actively participate in their child's classroom. Parents learn, both in the classroom and during parenting seminars, child development theories and practice effective parenting skills. Children participate in readiness skills as they learn to love school! Family Fun Field trips at great group rates are part of the fun\* (\*cost of the field trips not included in class fees).

*Teaching Staff: Lisa Marcinko*

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

Wednesday, September 5, 2018 from 6pm–9pm

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

#### Preschool Combo (3 and 4 years by 9/1/18) Early Bird \$539, Regular \$569

Monday, Wednesday, Friday 9:00am–12:30pm

\*070711 9/10/18-11/9/18

\*070712 11/14/18-2/1/19

\*070713 2/4/19-4/5/19

\*070714 4/8/19-6/14/19

*Walk in registration done only at Gothard site.*

### MARK YOUR CALENDARS!

#### Pre-Registration Preview Day for Parent Smart Programs for Fall 2018

Wednesday, June 27, 2018 from 1:00-2:00pm

Friday, August 17, 2018 from 10:30-11:30am

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

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

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

# COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT [WWW.HBAS.EDU](http://WWW.HBAS.EDU)

## PARENT SMART TODDLER

**SCHOOL YEAR 2018-2019**

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

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

Thursday, September 6, 2018 from 6pm–9pm  
in Room 505 at our Parent Smart Campus on Marina Vikings Way in front of Marina High School campus. All parents who are new to the program are required to attend.

### SAVE THE DATE

#### Early Fall Registration Preview:

Wednesday, June 27, 2018 1:00pm–2:00pm

Friday, August 17, 2018 10:30am–11:30am

### FALL 2018:

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

Early Bird \$259, Regular \$289

071301 Thursday 9:15am–11:45am  
9/13/18-1/31/19

#### Parenting the 2-Year-Old (30-35 mos.)

Early Bird \$259, Regular \$289

073401 Tuesday 9:15am–11:45am  
9/11/18-1/29/19

### SPRING 2019:

#### Parenting the 1 & 2-Year-Old (12-34 mos.)

Early Bird \$259, Regular \$289

071401 Thursday 9:15am–11:45am  
2/7/19-6/13/19

### SPRING ONLY

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

Early Bird \$309, Regular \$339

074502 Tuesday 9:15am–12:15pm  
2/5/19-6/11/19

"Miss Lisa" is happy to answer all your questions via email at [lmarcinko@hbas.edu](mailto:lmarcinko@hbas.edu)

## HBAS ACCEPTS



**TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING**

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

# COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT [WWW.HBAS.EDU](http://WWW.HBAS.EDU)

## FRIDAY COMPUTER CLASSES 1 Day Classes

### Photo Collages using Photoshop Elements

Learn various methods of making photo collages using Photoshop Elements 2018. Bring your own photos on a thumb drive or use teacher provided photos.

**Prerequisite:** Basic computer skills required.

**Early Bird \$29, Regular \$39**

Instructor: Pat Jones

0801301                      9/14/18                      Fri  
8:30am–11:30am      HBAS-G                      Rm C122

### Word 2016 Tips, Tricks and Techniques

Word 2016 uses a command ribbon to make creating documents easier and quicker. We will learn to format documents to make them more eye-appealing and professional looking.

**Prerequisite:** Basic computer skills required.

**Early Bird \$29, Regular \$39**

Instructor: Pat Jones

0805501                      9/28/18                      Fri  
8:30am–11:30am      HBAS-G                      Rm C122

### Computerized Cardmaking Using Photoshop Elements

Learn various methods of making print-at-home greeting cards using Photoshop Elements 2018. Bring your own photos on a thumb drive or use teacher provided photos.

**Prerequisite:** Basic computer skills required.

**Early Bird \$29, Regular \$39**

Instructor: Pat Jones

0801501                      10/12/18                      Fri  
8:30am–11:30am      HBAS-G                      Rm C122

We observe all public school holidays. Please see page 50 for the 2018-2019 Holiday Schedule.

### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

### Photoshop Elements Quick Fix Photos, Improve Exposure, Sharpness & Color

Learn how to improve your photos using Photoshop Elements 2018. You can bring your own photos on a thumb drive, but we will use teacher provided photos for project photos.

**Prerequisite:** Basic computer skills required.

**Early Bird \$29, Regular \$39**

Instructor: Pat Jones

0801601                      10/26/18                      Fri  
8:30am–11:30am      HBAS-G                      Rm C122

### Photoshop Elements Holiday Wrapping Paper Using Brushes & Photos

Learn various methods of making print-at-home wrapping paper using Photoshop Elements 2018. Bring your own photos on a thumb drive or use teacher provided photos.

**Prerequisite:** Basic computer skills required.

**Early Bird \$29, Regular \$39**

Instructor: Pat Jones

0801801                      1/11/19                      Fri  
8:30am–11:30am      HBAS-G                      Rm C122





# COMMUNITY EDUCATION CLASSES

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

## Digital Media Arts

### Digital Media Arts: Basics 1

After completing the Photoshop Elements courses, take the tools you've learned to the next level and apply them to digital media arts and digital scrapbooking. This is an introduction to using the computer as an art and design tool.

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

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

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

0887101                      9/5/18-10/3/18                      Mon, Wed  
8:30am-11:30am                      HBAS-G                      C122

### Digital Media Arts: Basics 2

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

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

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

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0887201                      10/8/18-11/7/18                      Mon, Wed  
8:30am-11:30am                      HBAS-G                      C122

### Digital Media Arts: Intermediate

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

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

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

Early Bird \$139, Regular \$169

Instructor: Nami Aoyagi

0887301                      11/14/18-12/19/18                      Mon, Wed  
8:30am-11:30am                      HBAS-G                      C122



### Digital Media Arts: Filters 1

Make one of a kind layouts using the skills you will learn in this class. We will sharpen blurry photos, add textures and filters while experimenting with adjustment layers. We will also discover the mystery behind filters and how to create an ad campaign that looks like a comic strip and a Rembrandt style painting.

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

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

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0887601                      2/25/19-3/27/19                      Mon, Wed  
8:30am-11:30am                      HBAS-G                      C122

## HBAS is SOCIAL



Connect with us!

# COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT [WWW.HBAS.EDU](http://WWW.HBAS.EDU)

## Digital Media Arts *(continued)*

### Digital Media Arts: Blenders 1

The new look in digital is blending photos together to create amazing works of art. We will go beyond filters and learn the basics of creating composites using blending modes and textures. This course covers the aspects of creating a visually appealing layout. **Prerequisites:** Completion of Digital Media Arts Basics 1 & 2, DMA Intermediate, DMA Filters 1, 2 & 3.

**Early Bird \$179, Regular \$209**

Instructor: Nami Aoyagi

0889901                      1/8/19-2/7/19                      Tue, Thu  
8:30am-11:30am                      HBAS-G                      C122

### Digital Media Arts: Blenders 2

Blenders 2 is the next step for all of the Blenders and Composites enthusiasts. You will continue to learn new concepts to successfully transform and create composites. **Prerequisites:** Completion and understanding of Digital Media Arts: Blenders and Composites and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

**Early Bird \$179, Regular \$209**

Instructor: Nami Aoyagi

0890001                      2/12/19-3/14/19                      Tue, Thu  
8:30am-11:30am                      HBAS-G                      C122

### Digital Media Arts: Frame It 1

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

**Early Bird \$179, Regular \$209**

Instructor: Nami Aoyagi

0889601                      4/30/19-5/30/19                      Tue, Thu  
8:30am-11:30am                      HBAS-G                      Rm C122

### Digital Media Arts: Composites

Take your techniques acquired in the DMA Blenders class and learn to make better composites. A composite is the building of different elements to make a comprehensive image. You will work with filters, blending modes, adjustment layers and photo blending to create breathtaking pieces worthy of framing. **Prerequisites:** Completion and understanding of Digital Media Arts: Filters 1, 2, and 3 and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

**Early Bird \$179, Regular \$209**

Instructor: Nami Aoyagi

0888201                      3/19/19-4/25/19                      Tue, Thu  
8:30am-11:30am                      HBAS-G                      Rm C122

### Digital Media Arts: Holiday Projects

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

**Early Bird \$139, Regular \$169**

Instructor: Nami Aoyagi

0888301                      \*11/13/18-12/20/18                      Tue, Thu  
8:30am-11:30am                      HBAS-G                      C122

\*No class November 29.

## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

## HBAS is SOCIAL



Connect with us!

## Digital Media Arts (continued)

### Digital Media Arts: Filters 2

This course picks up where Digital Media Filters 1 left off. We will be working on more tips and tricks to make the compositions one of a kind. The course is designed to help students learn how to use the computer as an art and design tool. Students will explore filters and fonts in depth. **Prerequisites:** Completion of Photo Elements 1 & 2, Digital Media Arts Filters 1, and Windows File Management.

**Early Bird \$179, Regular \$209**

Instructor: Nami Aoyagi

0887701	9/4/18-10/4/18	Tue, Thu
8:30am-11:30am	HBAS-G	C122

0887702	4/1/19-5/8/19	Mon, Wed
8:30am-11:30am	HBAS-G	C122

### 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 of Photo Elements 1 & 2, Digital Media Arts Filters 1 & 2, and Windows File Management.

**Early Bird \$159, Regular \$189**

Instructor: Nami Aoyagi

0887801	10/9/18-11/8/18	Tue, Thu
8:30am-11:30am	HBAS-G	C122

0887802	5/13/19-6/12/19	Mon, Wed
8:30am-11:30am	HBAS-G	C122

### Digital Media Arts: Mini Books & Templates

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 of Photo Elements 1 & 2, Digital Media Arts Basics 1 & 2, DMW: Intermediate, Filters 1, 2 and 3, and Windows File Management.

**Early Bird \$179, Regular \$209**

Instructor: Nami Aoyagi

0887501	1/7/19-2/20/19	Mon, Wed
8:30am-11:30am	HBAS-G	C122

## Digital Photography & Photo Editing

### Photoshop Elements • Basics 1

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

**Early Bird \$169, Regular \$199**

Instructor: Pat Jones

0867801	9/4/18-10/4/18	Tue, Thu
3:00pm-6:00pm	HBAS-G	C122

0867802	1/8/19-2/7/19	Tue, Thu
3:00pm-6:00pm	HBAS-G	C122

0867803	3/19/19-4/25/19	Tue, Thu
3:00pm-6:00pm	HBAS-G	C122

### Photoshop Elements • Basics 2

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

**Early Bird \$169, Regular \$199**

Instructor: Pat Jones

0867901	10/9/18-11/8/18	Tue, Thu
3:00pm-6:00pm	HBAS-G	C122

0867902	2/12/19-3/14/19	Tue, Thu
3:00pm-6:00pm	HBAS-G	C122

0867903	4/30/19-5/30/19	Tue, Thu
3:00pm-6:00pm	HBAS-G	C122

# COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT [WWW.HBAS.EDU](http://WWW.HBAS.EDU)

## Health & Safety Education

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

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

**BLS CPR** is the Instructor-led course that students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam.

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



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

Instructor: Robert Holtz

091401	9/22/18	Saturday
8:30am–5:00pm*	HBAS-G	Rm C116
091402	12/8/18	Saturday
8:30am–5:00pm*	HBAS-G	Rm C116
091403	2/23/19	Saturday
8:30am–5:00pm*	HBAS-G	Rm C116
091404	5/11/19	Saturday
8:30am–5:00pm*	HBAS-G	Rm C116

\*30 minute lunch

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

## Communication Skills

### Writing Your Life Story

You are unique in the entire universe and no one has lived a life like you have. Give yourself, your children, and your friends a beautiful gift—the story of your life so far. Prior writing skills are not necessary. Enrollment is limited to 15.

**Early Bird \$99, Regular \$109**

Instructor: Sharon Fleming

0853101	9/19/18-11/7/18	Wed
10:00am–12:00pm	FVSC	
0853102	1/16/19-3/6/19	Wed
10:00am–12:00pm	FVSC	
0853103	4/3/19-5/29/19	Wed
10:00am–12:00pm	FVSC	

## The Arts

### Figure Drawing and Painting

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

**Early Bird \$99, Regular \$109**

Instructor: Matthew Harward

0852001	9/12/18-12/5/18	Wed
5:00pm–7:00pm	HBHS	Rm I-4
0852002	1/9/19-3/27/19	Wed
5:00pm–7:00pm	HBHS	Rm I-4
0852003	4/3/19-6/26/19	Wed
5:00pm–7:00pm	HBHS	Rm I-4



# COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT [WWW.HBAS.EDU](http://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 \$199, Regular \$229**  
(Price includes materials.)

Instructor: Garrett Stryker

085141	9/12/18-12/5/18	Wed
5:00pm-8:00pm	HBHS	Rm I-6
085142	1/9/19-3/27/19	Wed
5:00pm-8:00pm	HBHS	Rm I-6
085143	4/3/19-6/26/19	Wed
5:00pm-8:00pm	HBHS	Rm I-6

**Early Bird \$199, Regular \$229**  
(Price includes materials.)

Instructor: Matthew Harward

085131	9/11/18-12/4/18	Tue
5:00pm-8:00pm	HBHS	Rm I-4
085133	1/8/19-3/26/19	Tue
5:00pm-8:00pm	HBHS	Rm I-4
085135	4/2/19-6/25/19	Tue
5:00pm-8:00pm	HBHS	Rm I-4
085132	9/13/18-12/6/18	Thu
5:00pm-8:00pm	HBHS	Rm I-4
085134	1/10/19-3/28/19	Thu
5:00pm-8:00pm	HBHS	Rm I-4
085136	4/4/19-6/27/19	Thu
5:00pm-8:00pm	HBHS	Rm I-4

**Early Bird \$199, Regular \$229**  
(Price includes materials.)

Instructor: Matthew Harward

085164	7/8/19-8/14/19	Mon, Wed
5:00pm-8:00pm	HBHS	Rm I-4
085174	7/9/19-8/15/19	Tue, Thu
5:00pm-8:00pm	HBHS	Rm I-4

## Basic Oil Painting

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

**Early Bird \$129, Regular \$159**

Instructor: Beth Chilcott

0852301	9/19/18-12/5/18	Wed
2:30pm-4:30pm	VaVHS	Rm 22
0852302	1/16/19-3/27/19	Wed
2:30pm-4:30pm	VaVHS	Rm 22
0852303	4/3/19-6/19/19	Wed
2:30pm-4:30pm	VaVHS	Rm 22

## Woodworking

Learn the craft of woodworking and take the first steps into such careers as cabinet making, millwork, furniture design, and manufacturing. Instruction will cover hand tools, machine safety, plan development, lumber identification, wood joinery, and finishing techniques.

**In addition, students interested in building an electric guitar will receive instruction in that area. Students will purchase their own materials. No experience necessary.**

**Early Bird \$279, Regular \$309**  
plus own Materials

Instructor: Rick Jordan

084401	9/6/18-1/24/19	Thu
6:00pm-9:00pm	MHS	312
084402	2/6/19-6/13/19	Thu
6:00pm-9:00pm	MHS	312



# COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT [WWW.HBAS.EDU](http://WWW.HBAS.EDU)

## Health & Fitness

Session prices may vary due to the difference in total number of times the class meets.

### Morning Yoga • 2-Days per week

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

Instructor: Jerry Cruise

#### FALL SESSION Early Bird \$169, Regular \$199

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

#### WINTER SESSION

##### Early Bird \$159, Regular \$189

096021	1/7/19-4/10/19	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096022	1/7/19-4/10/19	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SPRING SESSION

##### Early Bird \$109, Regular \$139

096031	4/22/19-6/26/19	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096032	4/22/19-6/26/19	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

### Morning Yoga • 1-Day per week

Instructor: Jerry Cruise

#### FALL SESSION Early Bird \$89, Regular \$99

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

#### WINTER SESSION

##### Early Bird \$79, Regular \$89

0963092	1/7/19-4/10/19	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963102	1/7/19-4/10/19	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SPRING SESSION

##### Early Bird \$59, Regular \$69

0963093	4/22/19-6/26/19	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963103	4/22/19-6/26/19	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

### Afternoon Yoga • 2-Days per week

Instructor: Jerry Cruise

#### FALL SESSION

##### Early Bird \$169, Regular \$199

096231	9/10/18-12/19/18	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096251	9/10/18-12/19/18	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

#### WINTER SESSION

##### Early Bird \$159, Regular \$189

096232	1/7/19-4/10/19	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096252	1/7/19-4/10/19	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

#### SPRING SESSION

##### Early Bird \$109, Regular \$139

096233	4/22/19-6/26/19	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096253	4/22/19-6/26/19	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

### Afternoon Yoga • 1-Day per week

Instructor: Jerry Cruise

#### FALL SESSION

##### Early Bird \$89, Regular \$99

096431	9/10/18-12/19/18	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096451	9/10/18-12/19/18	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116

#### WINTER SESSION

##### Early Bird \$79, Regular \$89

096432	1/7/19-4/10/19	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096452	1/7/19-4/10/19	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116

#### SPRING SESSION

##### Early Bird \$59, Regular \$69

096433	4/22/19-6/26/19	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096453	4/22/19-6/26/19	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116

*All classes are for all levels of Yoga.*

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

*Students must bring their own yoga mat.*

# COMMUNITY EDUCATION CLASSES

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

## Line Dance: Levels 1 & 2

Learn new dances and classic favorites while improving your fitness level.

Instructor: Carolyn Cragun

### FALL SESSION

**Early Bird \$89, Regular \$99**

087421	Level 2	9/11/18-12/18/18
Tue	1:00pm-2:30pm	FVSC
087411	Level 1	9/11/18-12/18/18
Tue	2:30pm-4:00pm	FVSC

### WINTER SESSION

**Early Bird \$89, Regular \$99**

087422	Level 2	1/8/19-4/9/19
Tue	1:00pm-2:30pm	FVSC
087412	Level 1	1/8/19-4/9/19
Tue	2:30pm-4:00pm	FVSC

### SPRING SESSION

**Early Bird \$69, Regular \$79**

087423	Level 2	4/23/19-6/25/19
Tue	1:00pm-2:30pm	FVSC
087413	Level 1	4/23/19-6/25/19
Tue	2:30pm-4:00pm	FVSC

## Low Impact Aerobics: Level 1

Simple movements set to music while either sitting or standing to benefit your cardiovascular fitness.

Instructor: Nancy Jaeger

### FALL SESSION

**Early Bird \$129, Regular \$159**

084211	9/11/18-12/20/18	Tue, Thu
10:15am-11:15am	FVSC	

**Early Bird \$59, Regular \$69**

084011	9/11/18-12/20/18	Tue or Thu
10:15am-11:15am	FVSC	

### WINTER SESSION

**Early Bird \$149, Regular \$179**

084212	1/8/19-4/11/19	Tue, Thu
10:15am-11:15am	FVSC	

**Early Bird \$69, Regular \$79**

084012	1/8/19-4/11/19	Tue or Thu
10:15am-11:15am	FVSC	

### SPRING SESSION

**Early Bird \$99, Regular \$129**

084213	4/23/19-6/27/19	Tue, Thu
10:15am-11:15am	FVSC	

**Early Bird \$59, Regular \$69**

084013	4/23/19-6/27/19	Tue or Thu
10:15am-11:15am	FVSC	

## Zumba Gold

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

Instructor: Nancy Jaeger

### FALL SESSION

**Early Bird \$59, Regular \$69**

084631	9/11/18-12/18/18	Tue
11:30am-12:30pm	FVSC	

**Early Bird \$59, Regular \$69**

084621	9/13/18-12/20/18	Thu
11:30am-12:30pm	FVSC	

**Early Bird \$79, Regular \$89**

084611	9/10/18-12/17/18	Mon
12:45pm-1:45pm	FVSC	

### WINTER SESSION

**Early Bird \$69, Regular \$79**

084632	1/8/19-4/9/19	Tue
11:30am-12:30pm	FVSC	

**Early Bird \$79, Regular \$89**

084622	1/10/19-4/11/19	Thu
11:30am-12:30pm	FVSC	

**Early Bird \$69, Regular \$79**

084612	1/7/19-4/8/19	Mon
12:45pm-1:45pm	FVSC	

### SPRING SESSION

**Early Bird \$59, Regular \$69**

084633	4/23/19-6/25/19	Tue
11:30am-12:30pm	FVSC	

**Early Bird \$39, Regular \$49**

084623	4/25/19-6/27/19	Thu
11:30am-12:30pm	FVSC	

**Early Bird \$49, Regular \$59**

084613	4/22/19-6/24/19	Mon
12:45pm-1:45pm	FVSC	

## HBAS is SOCIAL



Connect with us!

# COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT [WWW.HBAS.EDU](http://WWW.HBAS.EDU)

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

Instructor: Kelly Pointer

#### FALL SESSION

**Early Bird \$229, Regular \$259**

087801 9/11/18-12/20/18 Tue, Thu  
6:00pm-7:00pm MHS

#### WINTER SESSION

**Early Bird \$229, Regular \$259**

087802 1/8/19-4/11/19 Tue, Thu  
6:00pm-7:00pm MHS

#### SPRING SESSION

**Early Bird \$169, Regular \$199**

087803 4/23/19-6/27/19 Tue, Thu  
6:00pm-7:00pm MHS

## Water Aerobics for Fitness •

### 1-Day per week

Instructor: Kelly Pointer

#### FALL SESSION

**Early Bird \$119, Regular \$149**

087901 9/11/18-12/20/18 Tue or Thu  
6:00pm-7:00pm MHS

#### WINTER SESSION

**Early Bird \$119, Regular \$149**

087902 1/8/19-4/11/19 Tue or Thu  
6:00pm-7:00pm MHS

#### SPRING SESSION

**Early Bird \$89, Regular \$99**

087903 4/23/19-6/27/19 Tue or Thu  
6:00pm-7:00pm MHS

## Lap Swimming for Fitness •

### 2-Days per week

Swim laps in the evening at your own speed and build up your strength and endurance.

Class held at MHS pool (15871 Springdale Street, HB 92649). Times may vary due to High School competitions.

Instructor: Kelly Pointer

#### FALL SESSION

**Early Bird \$229, Regular \$259**

087701 9/11/18-12/20/18 Tue, Thu  
7:00pm-8:00pm MHS

#### WINTER SESSION

**Early Bird \$229, Regular \$259**

087702 1/8/19-4/11/19 Tue, Thu  
7:00pm-8:00pm MHS

#### SPRING SESSION

**Early Bird \$169, Regular \$199**

087703 4/23/19-6/27/19 Tue, Thu  
7:00pm-8:00pm MHS

## Lap Swimming for Fitness •

### 1-Day per week

Instructor: Kelly Pointer

#### FALL SESSION

**Early Bird \$119, Regular \$149**

087601 9/11/18-12/20/18 Tue or Thu  
7:00pm-8:00pm MHS

#### WINTER SESSION

**Early Bird \$119, Regular \$149**

087602 1/8/19-4/11/19 Tue or Thu  
7:00pm-8:00pm MHS

#### SPRING SESSION

**Early Bird \$89, Regular \$99**

087603 4/23/19-6/27/19 Tue or Thu  
7:00pm-8:00pm MHS

## Lap Swimming at Ocean View

### High School's Beautiful New Pool

Instructor: Kelly Pointer

#### FALL SESSION

**Early Bird \$139, Regular \$169**

088001 9/8/18-12/15/18 Sat  
7:30am-8:30am OVHS  
*11/10 & 11/17 class will be held*

#### WINTER SESSION

**Early Bird \$119, Regular \$149**

088002 1/12/19-4/13/19 Sat  
7:30am-8:30am OVHS  
*1/19, 2/9 & 2/16 class will be held*

#### SPRING SESSION

**Early Bird \$99, Regular \$109**

088003 4/27/19-6/29/19 Sat  
7:30am-8:30am OVHS



## Mission Statement

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

## HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

### School Board

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

**Superintendent**  
Dr. Clint Harwick

### Here to Help

Steve Curiel, *Principal*  
714.842.4227, x4401  
Susan Torres, *Asst. Principal*  
714.894.1018, x4910  
Shirley Vaughn, *Asst. Principal*  
714.842.4227, x4404  
Philip Villamor, *Asst. Principal*  
714.592.1005, x4401  
Courtney Winford, *Counselor*  
714.592.1005, x4470  
Ashley Nguyen, *Counselor*  
714.894.1018, x4919  
Lenora Mitchell, *HBAS Secretary*  
714.842.4227, x4402  
Arlene Flores, *Job Developer*  
714.842.4227, x4422  
Tammy Asaki, *Guidance Specialist*  
714.592.1005, x4422  
Vanessa Rodriguez, *Guidance Specialist*  
949.515.6717  
Valerie Beachley, *College & Career Specialist*  
714.592.1005, x4472

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

### Main Office Hours

Please see page 3 for Office Hours.

**Admission** Courses are open to any person 18 years of age or over who can profit from instruction. There is open, ongoing enrollment in most classes.

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

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

### Refund Policy

Sometimes it becomes necessary to cancel a class due to low enrollment or a problem with facilities or staff. If HBAS cancels a class, a full refund will be issued automatically. Student initiated refunds, minus a \$20 registration processing fee, will be granted if HBAS receives the request in writing at least 3 working days before the first day of class. A request for credit may be initiated by a student if received by HBAS in writing at least 1 days before the first day of class. **No refunds or credits maybe 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 start a state-supported class, and it may be closed if attendance falls below limits; therefore, students have an obligation to each other to attend regularly.

### Enrollment Confirmation

All online registrations receive automatic confirmations 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

## 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.

## 2018-2019 Holiday Schedule

*No classes on these dates.*

**Labor Day** Monday, September 3, 2018

**Veterans Day** Monday, November 12, 2018

### Thanksgiving Recess

Monday, November 19, 2018–  
Friday, November 23, 2018

### Winter Recess

Monday, December 24, 2018–  
Monday, January 4, 2019

### Martin Luther King’s Birthday

Monday, January 21, 2019

### Professional Staff Development Day

Monday, January 30, 2019

### Lincoln’s Birthday

Monday, February 11, 2019

### Washington’s Birthday

Monday, February 18, 2019

### Spring Recess

Monday, April 15, 2019–Friday, April 19, 2019

**Memorial Day** Monday, May 27, 2019

**Independence Day** Thursday, July 4, 2019

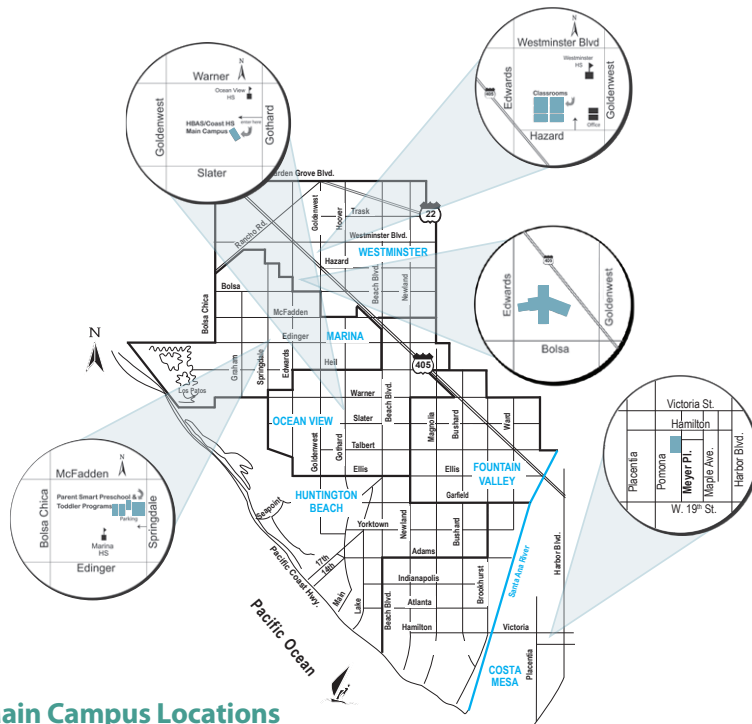
## HBUHSD Uniform Complaint Procedures

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

## Parking by HBAS Permit only

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

# CLASS LOCATIONS MAP



## Main Campus Locations

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

## Class Locations

- AES Anderson Elementary School • 8902 Hewitt Place, Garden Grove 92844
- DES DeMille Elementary School • 15400 Van Buren Street, Midway City
- EHS Edison High School • 21400 Magnolia, Huntington Beach 92646
- FRY Fryberger Elementary School • 6952 Hood Drive, Westminster 92683
- FVSCC Fountain Valley Senior & Community Center • 17967 Bushard, Fountain Valley 92708
- FVHS Fountain Valley High School • 17816 Bushard, Fountain Valley 92708
- HSC Holy Spirit Church • 17270 Ward, Fountain Valley 92708
- HBAS-G HB Adult School (Main Campus) • 17231 Gothard Street, Huntington Beach 92647
- HBAS-W HB Adult School (Westminster Campus) • 14325 Goldenwest St., Westminster 92683
- HBAS-M HB Adult School (Westminster Mall) • 1025 Westminster Mall, Westminster 92683
- HBHS Huntington Beach High School • 1905 Main Street, Huntington Beach 92648
- MHS Marina High School • 15871 Springdale Street, Huntington Beach 92649
- OVPEC Oak View Preschool & Educ. Res. Center • 17131 Emerald Ln., Huntington B. 92647
- 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
- RSES Ray Schmitt Elementary School • 7200 Trask Avenue, Westminster 92683
- VaVHS Valley Vista High School • 9600 Dolphin, Fountain Valley 92708
- WHS Westminster High School • 14325 Goldenwest Street, Westminster 92683
- WSC Westminster Senior Center • 8200 Westminster Boulevard, Westminster 92683
- WWMS Willis Warner Middle School • 14171 Newland Street, Westminster 92683

## Early Birds Get In!

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

## Connect with us!



Instagram  
@h\_b\_a\_s

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



HUNTINGTON  
BEACH  
ADULT  
SCHOOL

Huntington Beach Union High School District

**Huntington Beach  
Adult School**

17231 Gothard Street  
Huntington Beach, CA 92647



HUNTINGTON  
BEACH  
ADULT  
SCHOOL



Non-Profit  
Organization  
U.S. POSTAGE

**PAID**

Permit No. 34  
Huntington Beach, CA

**FINANCIAL ASSISTANCE  
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