



# HUNTINGTON BEACH ADULT SCHOOL



**Aprenda Inglés** PÁGINA 36  
**Học Anh Ngữ** TRANG 36



**Adult Secondary Education/GED/HS Diploma**  
PAGES 34-35

**CATALOG  
OF  
CLASSES**

**SPRING/  
SUMMER  
2021**



**FINANCIAL  
ASSISTANCE  
AVAILABLE.**  
Apply Now!

**COLLEGE CREDIT  
AVAILABLE** See page 11

**Community Education**  
PAGES 38-47

**WE ARE BACK** *Open*  
**FOR IN-PERSON LEARNING!**



**Career Technical Education** PAGES 10-33

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

Huntington Beach Union High School District

# STUDENT SUCCESS SPOTLIGHT

## Sandy's Recipe for Success at HBAS

Sandy's journey at HBAS is a true recipe for success, from start to finish. Start with heaping cups of aspiration and hard work. Stir in a few amazing teachers and guidance from support staff and voilà: three completed HBAS programs and a job to top it off!

So how did Sandy get from ESL class to a well-paying Medical Assistant job in just 2 years? Her success is no surprise to Medical Assistant instructor Alan Bell. He explained that Sandy *"took her studies seriously and her clinical techniques were exceptional. She was always ready to take on the new challenge."*



## Getting Started

In 2015, Sandy came to the US from Mexico with a high school diploma and her firstborn son. When her second son was 2, Sandy was ready to study something and *"to do that I needed to start with English."* She was pleasantly surprised to find free ESL classes at HBAS in August 2018. Sandy remembers being *"both excited and nervous because I did not know how school would be like in the US. I did not have a clear goal at that time, I just wanted to learn English and see what else I could do next."*

From day one, Sandy set her sights on the future. At her orientation session, Sandy *"talked to Mr. Alviso about my interest in starting a new career in the future,"* and he suggested the GED program as a next step. *"After studying English for about 6 months my English teacher told me I was ready to start on my GED classes, so I enrolled. I passed my GED exam in February 2019."*

## Looking Forward

Mr. Alviso continued to offer guidance to Sandy as her GED Instructor, telling her about different career programs offered at HBAS. Sandy decided to pursue Medical Assistant training once she passed her GED exam. When asked why she chose to stay at HBAS for her MA program, Sandy explained that *"I did my research and found many different schools that offered MA training, but I was so amazed at how expensive they were in comparison with HBAS."*

Sandy flourished in the fast-paced program, where instructor Alan Bell *"helped us get prepared for the real world in the healthcare field."* Again, Sandy followed a recommendation from her instructor to take the NCMA. Mr. Bell is proud to say that Sandy now *"belongs to an elite group that have accomplished the State Boards."*

## Ready for Hire

With the MA program completed and NCMA passed, Sandy was ready to pursue the next step: a job. Though her externship and job search were put on hold due to COVID-19, Sandy never gave up. She credits Job Developer Arlene Flores for reaching out and connecting her with local clinics and recruiters. *"She did not stop until I found the right one."* Sandy is thrilled to have started her first job as a Medical Assistant on February 1.

During her journey at HBAS, Sandy worked hard and seized every opportunity that came her way. We couldn't be prouder and know she will continue to accomplish great things on her new career path.

# WELCOME TO HBAS

## HBAS OFFICE HOURS

### BESST

Monday-Wednesday 8:00 am - 5:00 pm | Thursday 10:00 am - 7:00 pm

### Gothard

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

### Westminster High School

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

### Westminster Mall

#### (Hours for Phone Inquiries)

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

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

*Please see [hbas.edu](http://hbas.edu) for orientation schedule and  
the most current operational hours.*

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

For more information on our  
successes and how adult  
education benefits  
communities all across  
California, go to  
[www.EducateandElevateCA.org](http://www.EducateandElevateCA.org)



# PRINCIPAL'S MESSAGE



Steve Curiel, Principal

As we look towards the end of another school year just over three months from now, I can't help but notice the significant impact that COVID continues to have on education. Our historically traditional school system has been dramatically changed. For HBAS, change means opportunity. And we are not wasting this opportunity. The skills teachers and support staff have acquired have expanded opportunities for students who normally wouldn't be able to physically attend classrooms under normal circumstances. We don't want to lose this. Curriculum is now organized online in a way that supports both live instruction and instruction outside the scheduled class time, allowing students to catch up if they missed a scheduled class. We don't want to lose this. Teachers are being provided opportunities to discuss online teaching, learning from each other about what works best for learning. We don't want to lose this. Teachers and students are using some of the most advanced technologies available to support instruction. We don't want to lose this.

Without a doubt school will look different going forward and will continue to evolve to meet the needs of students, even after we get past COVID. What is happening right now with our staff, including me, adapting and learning is an amazing thing to see and experience. I don't want to lose that.

Be safe out there!

*Sincerely, Steve Curiel, Principal, Huntington Beach Adult School*

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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.

# STUDENT SUPPORT SERVICES

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Ashley Nguyen,  
HBAS Counselor

The COVID-19 Pandemic has left a lot of us feeling isolated, stressed, overwhelmed, and anxious, along with other mixed emotions. At Huntington Beach Adult School, we are committed to providing students with the services and support they need to succeed both in and out of the classroom. Our counselor, Ashley Nguyen helps students lift and remove educational and personal barriers through goal setting/ time management assistance, helping students identify strategies to promote academic achievement (motivation, study skills, effective communication, stress management, etc.) and connecting students with community resources. HBAS is fortunate to establish a partnership with the Melinda Hoag Smith Center for Healthy Living during this pandemic. We are truly grateful to work with Dr. Michael Rose, Director of Community Health and her team. Through our partnership, Huntington Beach Adult School has been able to connect staff, students and our beloved community with resources such as: food distribution, diaper distribution, rental assistance, FREE virtual wellness classes, and so much more.

## Melinda Hoag Smith Center for Healthy Living

As we practice social distancing, feelings of isolation and loneliness can be heightened. If you are feeling lonely or need social interaction with others, the best thing you can do is be proactive and seek out those connections. Making an effort to stay connected can help lower your stress level, improve your quality of life and mental health.

### Here are some ideas to help you stay connected:

- Schedule regular calls or video-chat with friends and family like you would schedule a work meeting
- Catch up with old friends you've been out of touch with by email, phone or on social media platforms
- Play online games with friends using apps, such as Words with Friends
- Start watching tv at the same time with friends, then check in to discuss them
- Tune in to live-streamed concerts and other events together with friends or family
- Brighten someone's day by sending them a card or letter in the mail
- Express feelings of love and appreciation to someone important in your life
- Connect with people in your household (puzzle, board games, watch movies, cook and eat dinner together)
- Move together: plan walk-and-talk phone conversations for when you walk around your respective neighborhoods, plan to attend the same online workouts, or schedule online dance parties
- Reconnect with things you enjoy - such as an old hobby, go for a bike ride, watch a sunset.

If you are interested in learning more about strategies to manage and cope with different emotions, please visit our Wellness Hub at [www.hbas.edu](http://www.hbas.edu), click on Wellness Hub under the Student Support tab. HBAS also offers a variety of community education courses to promote personal wellness and a healthy living. Please see pages 44-47 for a list of course offerings.

# SUPPORTING OUR STUDENTS

## Why see a Counselor?

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

**Contact:** [anguyen@hbas.edu](mailto:anguyen@hbas.edu)  
714.894.1018 x 49919

## Why see a Job Developer?

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

**Contact:** [aflores@hbas.edu](mailto:aflores@hbas.edu)  
714.842.4227 x 48422

## 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](mailto:vbeachley@hbas.edu)  
714.592.1005 x 49472



# SUPPORTING OUR STUDENTS

## Our Counselor:

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

*Ashley happily makes herself available to students who are struggling to meet their educational goals, due to both academic and nonacademic reasons. No issue is too small or large. Ashley is a great listener and is passionate about helping students succeed.*



## Our Job Developer:

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



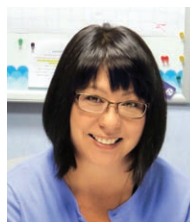
## Our College and Career Specialist:

**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.



## 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 CSUF, 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.



# ENROLLMENT INFORMATION

## What happens during in-person enrollment?

To ensure the safety of students and staff, our enrollment process is conducted on a limited student basis in order to ensure social distancing. All students and staff are required to wear face masks and practice social distancing. Students are asked questions to ensure they are not feeling sick or are contagious.\*

\* Please do not come to our campuses if you have tested positive for COVID-19 or have a new cough, headache, feeling weak, have a fever, having difficulty breathing.

## CTE & Community Ed Classes:

### When can I enroll?

<b>IN PERSON</b>	Mondays through Thursdays 8:00 am - 4:30 pm
<b>ONLINE</b>	Anytime (Strongly recommended)

### Where can I enroll?

<b>IN PERSON</b>	<b>Gothard Campus</b> 17231 Gothard Street Huntington Beach, CA 92647
<b>ONLINE</b>	Anytime (Strongly recommended)

To enroll in CTE classes students must attend an online Information Session and pass the CTE Entrance Assessments. See pages 10-11 for CTE Enrollment Information and Info Session dates.

## NEW TIMES for CTE:

Monday & Wednesday	8:00 am - 4:30 pm
Tuesday & Thursday	8:00 am - 6:30 pm
Friday	8:00 am - 2:30 pm

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

## ESL Registration

### How Do I Enroll/Re-Enroll for ESL?

1. New or returning student, go to [www.hbas.edu/ESLRegistration/](http://www.hbas.edu/ESLRegistration/)
2. Fill out the **Online Enrollment Form**
3. HBAS will get back to you within 2 days with the next steps
4. Enrollment may be done online or in person.
5. The process takes about 2 hours and includes:
  - a. Submitting more information.
  - b. An Assessment Test
  - c. An opportunity to check out a computer if wanting online instruction.

Please use this QR Code to go directly to ESL Enrollment page.



## Diploma / GED Registration

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

1. New or returning student, go to [www.hbas.edu/ASERegistration/](http://www.hbas.edu/ASERegistration/)
2. Fill out the **Online Enrollment Form**
3. HBAS will get back to you within 2 days with the next steps.

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



## 5 STAR STUDENT REVIEWS

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

"HBAS is a great choice for career training."

"I really enjoy coming to class every day."

"Changed my life for the positive."





# ENROLLMENT INFORMATION

## Inscripción a ESL

### ¿Cómo me inscribo o reinscribo para ESL?

1. Estudiante nuevo o que regresa, visite [www.hbas.edu/ESLRegistration/](http://www.hbas.edu/ESLRegistration/)
2. Llene el **Formulario de Inscripción en Línea**.
3. HBAS lo contactará en los dos días siguientes para los pasos posteriores.
4. La inscripción se puede hacer en línea o en persona.
5. El proceso dura cerca de dos horas e incluye:
  - a. Proporcionar algo más de información.
  - b. Responder unas preguntas en inglés y evaluar su nivel adecuado.
  - c. La oportunidad de recibir una computadora si la necesita para instrucción en línea.

Por favor utilice este código QR para ir directamente a la página de inscripción de ESL.



## Inscripción para Diploma / GED

### ¿Cómo me inscribo o reinscribo para Diploma o GED?

1. Estudiante nuevo o que regresa, vaya a [www.hbas.edu/ASERegistration/](http://www.hbas.edu/ASERegistration/)
2. Llene el **Formulario de Inscripción en Línea**.
3. HBAS lo contactará en los dos días siguientes para los pasos posteriores.

Por favor utilice este código QR para ir directamente a la página de inscripción de Diploma/GED.



## Đăng Ký Học ESL

### Làm cách nào để đăng ký học ESL?

1. Học sinh mới hoặc học sinh trở lại, xin vào trang [www.hbas.edu/ESLRegistration/](http://www.hbas.edu/ESLRegistration/)
2. Điền vào tờ đơn **Online Enrollment Form**
3. HBAS sẽ liên hệ lại với bạn trong vòng 2 ngày với các bước tiếp theo.
4. Ghi danh có thể được thực hiện trên mạng hoặc đến ghi danh tại trường.
5. Quá trình mất khoảng 2 tiếng và bao gồm:
  - a. Điền đơn xin học
  - b. Làm bài thi xếp lớp
  - c. Bạn có thể mượn máy tính nếu bạn muốn học trên mạng

Vui lòng sử dụng QR code này để bạn có thể lên thẳng trên trang mạng để ghi danh học ESL.



## Ghi Danh Lấy Bằng Cấp Trung Học/ hoặc GED

### Làm cách nào để đăng ký lấy bằng trung học/ hoặc GED?

1. Học sinh mới hoặc học sinh trở lại, xin vào trang [www.hbas.edu/ASERegistration/](http://www.hbas.edu/ASERegistration/)
2. Điền vào tờ đơn **Online Enrollment Form**
3. HBAS sẽ liên hệ lại với bạn trong vòng 2 ngày với các bước tiếp theo.

Vui lòng sử dụng QR code này để bạn có thể lên thẳng trên trang mạng để ghi danh cho Diploma/GED.



## 5 STAR STUDENT REVIEWS

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

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

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



# 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, TASC, and HiSET, must attend a required Information Session prior to being accepted into a certificate program, and pass an English and math exam.**

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. In this step you will complete a required English and Math entrance exam. **Allow 1.5 hour for this step.**

### Information Session Schedule:

Dates	Medical Billing/Coding (Rm C123)	Medical Assistant (Rm C123)	Pharmacy Technician (Rm C123)	Administrative Assistant/Data Entry (Rm C123)	Accounting (Rm C123)	Business Information Worker (Rm C123)
<b>Fridays</b>		<b>9:00 am – 10:00 am</b>		<b>HBAS Gothard site</b>		
03/26/21	0680613	0679013	0678613	0620013	0676413	0610013
04/16/21	0680614	0679014	0678614	0620014	0676414	0610014
04/30/21	0680615	0679015	0678615	0620015	0676415	0610015
05/14/21	0680616	0679016	0678616	0620016	0676416	0610016
06/04/21	0680617	0679017	0678617	0620017	0676417	0610017
06/11/21	0680630	0679030	0678630	0620030	0676430	0610030
06/25/21	0680631	0679031	0678631	0620031	0676431	0610031
07/09/21	0680632	0679032	0678632	0620032	0674632	0610032
<b>Tuesdays</b>		<b>6:00 pm – 7:00 pm</b>		<b>HBAS Gothard site</b>		
03/16/21	0680622	0679022	0678622	0620022	0676422	0610022
04/13/21	0680628	0679028	0678628	0620028	0676428	0610028
05/04/21	0680623	0679023	0678623	0620023	0676423	0610023
05/25/21	0680629	0679029	0678629	0620029	0676429	0610029
06/22/21	0680624	0679024	0678624	0620024	0676424	0610024
07/13/21	0680633	0679033	0678633	0620033	0674633	0610033
07/27/21	0680634	0679034	0678634	0620034	0674634	0610034

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

\* Information session may be virtual if necessary.

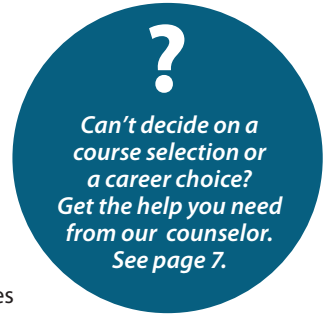
\*\* A student who fails one or both entrance exams will be directed to enroll in remediation classes to prepare them to pass the exams.

**STEP 2** Review the **CTE Orientation Session** video after completing the Information Session. **Allow 1 hour to complete this step. The CTE Orientation Video and Quiz will be sent to your email address after you register for CTE class. It needs to be completed before starting your first class.**

**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 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 or Microsoft Excel course and can provide a certificate of course completion or an official transcript from a **WASC Accredited** school within the last two years, you may speak to an instructor about challenging the course. If the instructor verifies you qualify, you may challenge the exam **ONLY ONCE**. The exam must be taken on or before the start date of the class. The Challenge Exam Fee of \$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 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.



## 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.

### COASTLINE COMMUNITY COLLEGE:

- Career Readiness
- Keyboarding
- Microsoft Word Beginning
- Microsoft Excel Beginning
- Microsoft Word Intermediate
- Microsoft Excel Intermediate
- Microsoft PowerPoint Beginning
- Accounting 1
- QuickBooks 1-2 -3

### ORANGE COAST COMMUNITY COLLEGE:

- Keyboarding



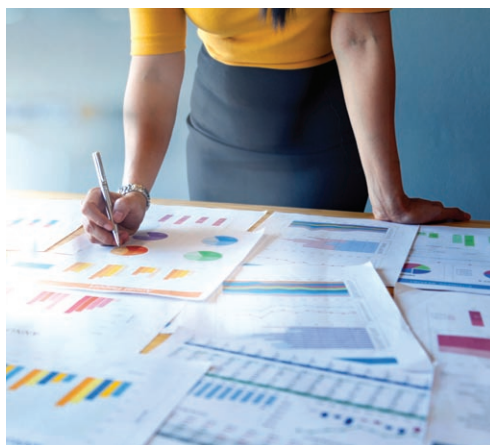
## HBAS SUPPORT STAFF



Brian Zambrano, Media Services Tech



## Accounting Clerk Certificate Program



Accounting Class

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

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

See page 10 for information session schedule and details.

No class on school holidays. We observe all public school holidays. Please see page 49 for the 2020-2021 Holiday Schedule.

### Required Coursework

- Keyboarding (40 wpm minimum) / 10 Key Certification (140 kpm) (See page 26) • Early Bird \$29, Regular \$39, or Typing Certificate / 10 Key Certificate \$25
- Career Readiness Skills • (See page 24) Early Bird \$89, Regular \$109
- Internet, Email, Google Docs, Gmail, Outlook • (See page 27) Early Bird \$59, Regular \$79
- Windows 10 Essentials & File Management • (See page 27) Early Bird \$59, Regular \$79
- Beginning Word • (See pages 28, 30) Early Bird \$59, Regular \$79
- Beginning Excel • (See pages 28, 31) Early Bird \$59, Regular \$79
- Intermediate Excel Online • (See page 31) Early Bird \$59, Regular \$79
- Accounting • Level 1 • (See page 13) Early Bird \$149, Regular \$179
- Accounting • Level 2 • (See page 13) Early Bird \$149, Regular \$179
- QuickBooks • Level 1 • (See page 13) Early Bird \$79, Regular \$99
- QuickBooks • Level 2 • (See page 13) Early Bird \$79, Regular \$99
- QuickBooks • Level 3 • (See page 14) Early Bird \$79, Regular \$99
- QuickBooks Workshop Advanced Topics (See page 14) Early Bird \$39, Regular \$59
- Tax Preparer • (See page 14) Early Bird \$69, Regular \$89

### QUICK OCCUPATIONAL FACTS: Bookkeeping, Accounting, Accounting Clerk

Average Hourly Wage: **\$23**

Average Openings 2016-2026: **22,450**

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 \$149, Regular \$179**  
(workbook included)

Instructor: Esther Nguyen

*Returning in Fall 2021*



## 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 \$149, Regular \$179**  
(workbook included)

Instructor: Esther Nguyen

*Returning in Fall 2021*

## 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 \$79, Regular \$99**

Instructor: Esther Nguyen

*Returning in Fall 2021*

## 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 \$79, Regular \$99**

Instructor: Esther Nguyen

0670402

3/22/21-5/5/21

M/W

4:00pm-6:30pm

HBAS-G

Rm C123

## Connect with us!



## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

## HBAS ACCEPTS



# CAREER TRAINING



## Accounting Clerk Certificate Program (continued)

### 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 \$79, Regular \$99**

Instructor: Esther Nguyen

0670501                      5/10/21-6/16/21                      M/W  
6:30pm–9:00pm                      HBAS-G                      Rm C123

### 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 IIF files, setup fixed assets and depreciation transaction, customer deposits, logos on invoices and checks, and more.

**Early Bird \$39, Regular \$59**

Instructor: Esther Nguyen

0670802                      6/5/21                      Sat  
8:30am–3:00pm                      HBAS-G                      Rm C123

### Tax Preparer

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

**Early Bird \$69, Regular \$89**

Instructor: Esther Nguyen

*Returning in Fall 2021*

## ELECTIVES

### Externship

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

**Fee \$99 (No Early Bird)**

Instructor: Tracy Foreman

0676302                      3/10/21-6/16/21                      M-F  
8:00am–5:00pm                      HBAS-G                      Rm C123



### Payroll Accounting

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

**Early Bird \$69, Regular \$89**

Instructor: Esther Nguyen

0676701                      5/10/21-6/16/21                      M/W  
4:00pm–6:30pm                      HBAS-G                      Rm C123

## Connect with us!



## Business Information Worker Certificate Program



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

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

### BIW Stage 1 Certification

#### Required Coursework

- Keyboarding • (See page 26) •  
Early Bird \$29, Regular \$39
- Career Readiness Skills • (See page 24)  
Early Bird \$89, Regular \$109
- Computer Basics 1: Introduction to Computers •  
(See page 26) •  
Early Bird \$59, Regular \$79
- Windows 10 Essential & File Management •  
(See page 27) • Early Bird \$59, Regular \$79
- Microsoft Word Beginning • (See pages 28, 30) •  
Early Bird \$59, Regular \$79
- Microsoft Excel Beginning • (See pages 28, 31) •  
Early Bird \$59, Regular \$79
- \*Microsoft Outlook
- \*Introduction to Business Writing

### BIW Stage 2 Certification – Coming Soon

#### Required Coursework

- Microsoft PowerPoint Online • (See page 32) •  
Early Bird \$89, Regular \$109
- Microsoft Excel Intermediate Online •  
(See page 31) • Early Bird \$89, Regular \$109
- \*Microsoft Access or Introduction to SharePoint
- QuickBooks 1, 2, 3 • (See pages 13, 14) •  
Early Bird \$79, Regular \$99
- \*Electronic Records Management
- \*Customer Relationship Management

### 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 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.



## 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 and how to use ICD10, CPT, and HCPCS Coding System. 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 two-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 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 28, 30) •  
Early Bird \$59, Regular \$79

Beginning Excel • (See pages 28, 31) •  
Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) • (See page 26) •  
Early Bird \$29, Regular \$39, or  
Typing Certificate \$25

Career Readiness • (See page 24) •  
Early Bird \$89, Regular \$109

Electronic Health Records • (See pages 17, 19) •  
Early Bird \$199, Regular \$229

### Medical Terminology (Hybrid)

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field. **This class will be taught primarily online. However, some in person sessions may be required.**

Early Bird \$169, Regular \$199 (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: Alan Bell

0679203 4/26/21-6/14/21 Mon, Wed  
5:00pm–8:00pm HBAS-G Rm C117

0679206 6/21/21-7/28/21 Mon, Wed  
5:00pm–8:00pm Online

### 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 \$369, Regular \$399

Instructor: Rosalba Barbosa

0680202 3/29/21-6/9/21 Mon, Wed  
6:00pm–9:00pm HBAS-G Rm B104

### QUICK OCCUPATIONAL FACTS FOR ORANGE CO:

Average Hourly Wage : **\$22**

Average Job Openings  
2016-2026: **7,050**

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

**Take advantage of it!**

#### INSTRUCTOR: ROSALBA BARBOSA

Rosalba has been teaching in adult education for over 15 years. She holds a double Bachelors of Arts degree from Cal State Dominguez Hills in Communications/Public Relations and Spanish Language and Literature and a Masters of Arts in Technology-Based Education. In addition, Rosalba has certificates in Medical Billing, Accounting and Tax Preparation and holds teaching credentials so she can teach in all three areas. Rosalba is passionate about supporting adult learners and helping them achieve their goals.



**FINANCIAL ASSISTANCE AVAILABLE!**

## Diagnostic Coding (ICD-10)

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

This class teaches coding for disease, sign, symptoms, abnormal findings, complaints, social circumstances, external causes of injury or diseases. Anatomy and Physiology are critical in the new coding systems and physicians depend on the codes for accuracy.

**Early Bird \$409, Regular \$439**

Instructor: Rosalba Barbosa

0681703	6/14/21-7/28/21	Mon/Wed
6:00pm-9:30pm	HBAS-G	Rm C123

## CPT - Procedural Coding

This class teaches procedures for completing insurance claims and various financial methods used in medical offices for insurance billing and coding. Current Procedural Terminology (CPT) is a medical code set that is used to report medical procedures and services to entities such as physicians, health insurance companies and accreditation organizations. Current Procedural Terminology, Health Care Procedural Coding System. Anatomy and Physiology are critical in the new coding systems and physicians depend on the codes for accuracy.

**Early Bird \$409, Regular \$439**

Instructor: Rosalba Barbosa

*Returning in Fall 2021*

## Electronic Health Records (Hybrid)

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. ***This class will be taught preliminary online. However, some in person sessions will be required.***

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

Instructor: Allison Iglesias

0679602	5/4/21-6/8/21	Tue/Thu
5:00pm-7:00pm	HBAS-G	Rm B104

## ELECTIVES

### Externship

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

**Fee \$99 (No Early Bird)**

Instructor: Staff

0681102	3/10/21-6/16/21	Mon-Fri
8:00am-5:00pm	HBAS-G	Rm C123

**Open enrollment through each Semester.**

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

### Dental Billing

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

**Early Bird \$209, Regular \$239**

Instructor: Staff

*Returning in Fall 2021*

## 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!

## Connect with us!



# CAREER TRAINING

## Pharmacy Technician Certificate Program

**FINANCIAL ASSISTANCE AVAILABLE!**



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.**

**MUST have valid Social Security number.** *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 two-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 28, 30) •  
Early Bird \$59, Regular \$79

**Keyboarding (40 wpm minimum)** •  
(See page 26) • Early Bird \$29, Regular \$39,  
or Typing Certificate \$25

**Career Readiness** • (See page 24) •  
Early Bird \$89, Regular \$109

**Electronic Health Records** • (See pages 17, 19) •  
Early Bird \$199, Regular \$229

**Pharmacy Technician** • (See pages 19) •  
Early Bird \$529, Regular \$559

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



#### **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.

## Pharmacy Technician

### Community Pharmacy Practice

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

**Early Bird \$529,**

**Regular \$559**

Instructor: Allison Iglesias

0678503 3/22/21-6/10/21

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

\* Includes 30 minutes lunch.



## Electronic Health Records (Hybrid)

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. *This class will be taught preliminary online. However, some in person sessions will be required.*

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

Instructor: Allison Iglesias

0679602 5/4/21-6/8/21 Tue, Thu  
5:00pm-7:00pm HBAS-G Rm B104

## ELECTIVES

### Sterile Compounding Training Sterile Compounding and Aseptic Technique

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

**Early Bird \$479, Regular \$499**

Instructor: Pamela Canlas

*Returning in Fall 2021*

### Externship

*Prerequisite: Instructor recommendation.*

An externship is an excellent way of learning about the day-to-day work of professionals in your field. It can offer individuals the opportunity to test a career by job shadowing. It can also be a great way of getting one's foot in the front door. The ability to perform on the job is extremely important in assisting fellow professionals and providing services to patients. An externship is an effective way of providing distinctive learning opportunities where knowledge of job performance requirements and short, practical experience may be gained.

**Fee \$99 (No Early Bird)**

Instructor: Tracy Foreman

0678702 3/10/21-6/16/21 Mon-Fri  
8:00am-5:00pm HBAS-G Rm C123

**Open enrollment through each Semester.**

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

## QUICK OCCUPATIONAL FACTS

### Pharmacy Tech

**Average Hourly Wage : \$22.20**

**Average Job Openings**

**2016-2026: 3,410**

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



## 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 two-year time frame. Completion of this Medical Assistant Certification program qualifies a student for the National Certified Medical Assistant exam.

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

See page 10 for information session schedule and details.

### PROGRAM REQUIREMENTS:

#### Start in Medical Terminology!

Students must start their training in Medical Terminology and Career Readiness. Students may enroll concurrently with another course within the program. **Students are required to purchase scrubs. Scrub cost: approximately \$26 per set.**

Windows 10 File Management • (See page 27) •  
Early Bird \$29, Regular \$39

Beginning Word • (See pages 28, 30) •  
Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) • (See page 26) •  
Early Bird \$29, Regular \$39,  
or Typing Certificate \$25

Career Readiness • (See page 24) •  
Early Bird \$89, Regular \$109

Electronic Health Records • (See pages 17, 19) •  
Early Bird \$199, Regular \$229

Medical Assistant • (See page 20) •  
Early Bird \$529, Regular \$559

CPR/First Aid • (See pages 21, 47) •  
Early Bird \$39, Regular \$59

### Medical Terminology (Hybrid)

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field. **This class will be taught primarily online. However, some in person sessions will be required.**

Early Bird \$169, Regular \$199 (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: Alan Bell

0679203	4/26/21-6/14/21	Mon, Wed
5:00pm-8:00pm	HBAS-G	Rm C117
0679206	6/21/21-7/28/21	Mon, Wed
5:00pm-8:00pm	Online	

### Medical Assistant

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

Early Bird \$529,  
Regular \$559

Instructor: Alan Bell

0679403	3/15/21-6/11/21	Mon-Fri
8:30am-2:00pm	HBAS-G	Rm C117



### 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!

**REVISED,  
FAST TRACK  
PROGRAM**

## Electronic Health Records (Hybrid)

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. ***This class will be taught preliminary online. However, some in person sessions will be required.***

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

Instructor: Allison Iglesia

0679602      5/4/21-6/8/21      Tue, Thu  
5:00pm-7:00pm      HBAS-G      Rm B104

## ELECTIVES

### Externship

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

**Fee \$99 (No Early Bird)**

Instructor: Tracy Foreman

0680102      3/10/21-6/16/21      Mon-Fri  
8:00am-5:00pm      HBAS-G      Rm C123

**Open enrollment through each Semester.**

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

## QUICK OCCUPATIONAL FACTS Medical Assistant

**Average Hourly Wage: \$19**

**Average Openings  
2016-2026: 12,702**

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

## BLS-Instructor Led Adult, Child, & Infant CPR

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

BLS-Instructor Led Adult, Child, & Infant CPR.

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

*Instructor for their entire learning experience.*

**Early Bird \$39,  
Regular \$59  
(Students MUST  
bring \$10 cash for  
BLS card.)**

Instructor: Megan Irvine/OC-CPR.NET

091403      5/8/21      Saturday  
10:00am-3:00pm      HBAS-G      Rm C116



**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.

**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 two-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 \$39, Regular \$59 • (See page 26)  
**Typing Certificate \$25 •** (See page 26)  
**Microsoft Word Beginning •**  
Early Bird \$59, Regular \$79 • (See pages 28, 30)  
**Microsoft Word Intermediate Online •**  
Early Bird \$59, Regular \$79 • (See page 30)  
**Microsoft Excel Beginning •**  
Early Bird \$59, Regular \$79 • (See pages 28, 31)  
**Microsoft Excel Intermediate •**  
Early Bird \$59, Regular \$79 • (See page 31)  
**Microsoft PowerPoint Beginning & Intermediate Online**  
Early Bird \$89, Regular \$109 • (See page 32)  
**Windows 10 Essentials & File Management •**  
Early Bird \$59, Regular \$79 • (See page 27)  
**Internet, Google Drive, Google Docs, Gmail, and Outlook •** Early Bird \$59, Regular \$79 • (See page 27)  
**Accounting Level 1 •**  
Early Bird \$149, Regular \$179 • (See page 13)  
**Accounting Level 2 •**  
Early Bird \$149, Regular \$179 • (See page 13)  
**QuickBooks I & II •**  
Early Bird \$79, Regular \$99 • (See page 13)  
**Career Readiness •**  
Early Bird \$79, Regular \$99 • (See page 24)

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

See page 10 for Information Session schedule and details.

## HBAS ACCEPTS



## Office Clerk/Data Entry Clerk Certificate Program

Rather than performing a single specialized task, Office Clerks/Data Entry Clerks have responsibilities that often change daily with the needs of the specific job and the employer. Some clerks spend their days filing or keyboarding. Others enter data at a computer terminal.

They also operate photocopiers, fax machines, and other office equipment; prepare mailings; proofread documents; and answer telephones and deliver messages. The specific duties assigned to a clerk vary significantly, depending on the type of office in which he or she works. The HBAS Career Training Center prepares Office Clerks/Data Entry Clerks to be prepared for just about any environment they might find themselves in. To receive program certification students must complete all classes within a two-year time frame. High School Diploma/GED required. Student must pass English/math entrance exam.



### Required Coursework

#### Keyboarding Certification

(40 wpm minimum) / Data Entry •

Early Bird \$29, Regular \$39 • (See page 26)

Typing Certificate \$25 • (See page 26)

#### Computer Basics I & II •

Early Bird \$59, Regular \$79 • (See pages 26, 27)

#### Microsoft Word Beginning •

Early Bird \$59, Regular \$79 • (See pages 28, 30)

#### Microsoft Excel Beginning •

Early Bird \$59, Regular \$79 • (See pages 28, 31)

#### Windows 10 Essentials & File Management •

Early Bird \$59, Regular \$79 • (See page 27)

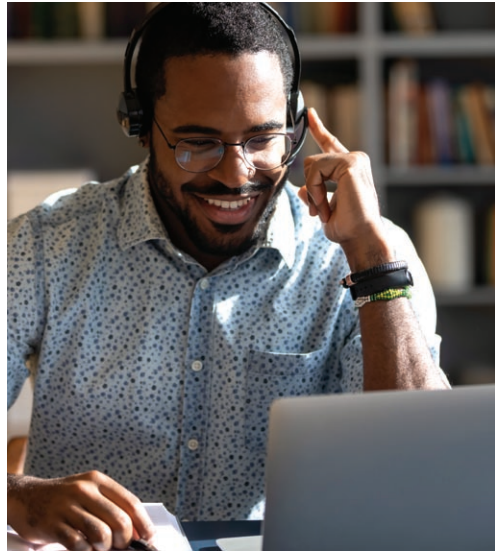
#### Internet, Google Drive, Google Docs,

Gmail, and Outlook • Early Bird \$59,

Regular \$79 (See page 27)

#### Career Readiness •

Early Bird \$89, Regular \$109 • (See page 24)



### Administrative Assistant / Data Clerk Externship

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

#### Early Bird \$99

Instructor: Tracy Foreman

Rm C123

0620202

3/10/21-6/16/21

8:00am–5:00pm

#### Open enrollment through each Semester.

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

Externship is approximately 160 hours.

### QUICK OCCUPATIONAL FACTS:

#### Receptionist/Data Clerk

Average Hourly Wage: **\$17**

2016-2026

Average Annual Openings: **15,770**

#### Executive Secretary

Average Hourly Wage: **\$35**

2016-2026

Average Annual Openings: **7,610**

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

**Take advantage of it!**

# CAREER TRAINING

## Notary Public Seminar

California needs additional professional notaries. Become a more valuable employee or own your own business. The course is designed to provide students the knowledge to become a California Notary Public and prepare you for the state's examination. State proctors will administer the Notary Examination at the end of the class.

Bring with you to class:

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

Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Danny Perez dperez@hbas.edu

0680703 5/22/21

Sat 8:00am–6:00pm\* HBAS-G Rm B102

\* Includes a lunch break

## Career Readiness

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

Early Bird \$89, Regular \$109

Instructor: Nami Aoyagi

0680005 4/28/21-6/14/21 Mon, Wed  
3:00pm–6:00pm HBAS-G Rm C122

0680006 6/21/21-7/8/21 Mon-Thu  
8:30am–11:30am HBAS-G Rm C122

## Connect with us!



## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

### INSTRUCTOR: DANNY PEREZ

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



### 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.



**EMPLOYERS** - We can also help to prescreen your applicant's computer skills to be sure they have the skills they claim they have. *Please contact Tracy Foreman at tforeman@hbas.edu for computer skills testing information.*





## Math Refresher

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

**Early Bird \$49, Regular \$69**

Instructor: Suzanne Hammoud

060403 3/16/21-4/29/21

Tue, Thur 12:00pm-3:00pm HBAS-G Rm B101

## Reading Refresher

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

**Early Bird \$49, Regular \$69**

Instructor: Suzanne Hammoud

060503 5/4/21-6/10/21

Tue, Thur 12:00pm-3:00pm HBAS-G Rm B101



## Computer Classes

### Keyboarding

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

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

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

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

Instructor: Nami Aoyagi

0670206	3/29/21-5/5/21	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670207	5/10/21-6/9/21	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 \$29, Regular \$39**

Instructor: Nami Aoyagi

0670016	3/29/21-5/5/21	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670017	5/10/21-6/9/21	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 \$25 • Cash Only**

068401	3/10/21-6/9/21	Tue, Thu
12:00pm–1:30pm	HBAS-G	Rm C122

No testing on Holidays, see page 49.



### Computer Basics 1 - Introduction to Computers

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

**Early Bird \$59, Regular \$79**

Instructor: Tracy Foreman

*Returning in Fall 2021*

### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

## Computer Classes *(continued)*

### 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 \$59, Regular \$79**

Instructor: Tracy Foreman

*Returning in Fall 2021*

### 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, and desktop interface. Learn to back up your files, create folders and organize your files and photos, 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 \$59, Regular \$79**

Instructor: Tracy Foreman

*Returning in Fall 2021*

We observe all public school holidays.  
Please see page 49 for the 2020-2021 Holiday Schedule.



### Windows 10 File Management

Learn to organize your files, create folders, rename files and use the search area to find files and folders. **Prerequisite:** Basic computer skills required.

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

Instructor: Tracy Foreman

0640003	5/21/21	Fri
8:30am–11:30am	HBAS-G	Rm C123
0640004	6/15/21	Tue
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 Microsoft Edge 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 \$59, Regular \$79**

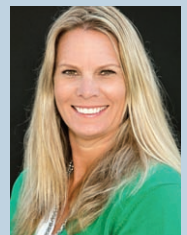
Instructor: Tracy Foreman

0677301	3/15/21-4/21/21	Mon/Wed
8:30am–11:30am	HBAS-G	Rm C123



#### INSTRUCTOR: TRACY FOREMAN

Tracy is a highly qualified Vocational Education credentialed instructor in Computer Applications, Office Occupations and Business Management. She has a Master's Degree in Education Administration, a Bachelor's Degree in Business Management, and has been teaching at Huntington Beach Adult School for 15+ years. Tracy is also nationally recognized as an online instructor, completing the Leading Edge Certification course. She also earned the California Council for Adult Education award for Excellence in Teaching in 2008. In addition to teaching, Tracy is the current Department Coordinator and Externship Coordinator of the Career Technical Education department.



## Computer Classes *(continued)*

### Microsoft Word 2019: Beginning

This class provides thorough beginning training in Word. Topics include the new office environment, Ribbon and Tab interface as well as learning to create, edit and save documents and formatting text, paragraphs and documents. Learn effective navigation and selection techniques; create custom tabs and tabs stops with leaders, indents, paragraph alignment and line spacing. Create tables, use powerful proofreading and correcting features including find and replace text, AutoCorrect, and Spelling and Grammar. 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 \$59, Regular \$79**

Instructor: Tracy Foreman

0675622	4/27/21-6/3/21	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123
0675623	6/21/21-7/8/21	Mon-Thu
12:00pm-3:00pm	HBAS-G	Rm C123

### Microsoft Excel 2019: Beginning

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

**Early Bird \$59, Regular \$79**

Instructor: Tracy Foreman

0673731	4/26/21-6/2/21	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123
0673733	7/12/21-7/29/21	Mon-Thu
8:30am-11:30am	HBAS-G	Rm C123

### Microsoft Excel 2019: 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. **Earn 1.5 units of college credit at CCC.**

**Early Bird \$59, Regular \$79**

Instructor: Tracy Foreman

*Returning in Fall 2021*

### Microsoft PowerPoint 2019: Beginning

PowerPoint Beginning provides thorough training of PowerPoint introductory skills. This course will ensure you have the skills necessary to create a PowerPoint presentation. Topics include creating a basic presentation, working with document themes, delivering a slide show, working in outline view, and slide sorter, format painter, adding graphics, shapes and clipart, using slide animation and sound effects, working with slide transitions, inserting charts and SmartArt diagrams and working with external Excel spreadsheets. **Prerequisite:** Basic computer experience, File Management skills. **Earn 1.5 units of college credit at CCC.**

**Early Bird \$59, Regular \$79**

Instructor: Tracy Foreman

*Returning in Fall 2021*

## 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!

## Hybrid Computer Classes

### Hybrid Course Information

These courses are entirely self-paced with the majority of work completed online at your convenience. You are only required to attend class on the two specific dates listed below. Within the 5-week session, you can access and work on any lesson 24 hours a day and work as little or as much as you like—whatever suits you best. To budget your time, plan an average of 6 hours per week in online instruction (about 1 lesson per week). This includes reading the materials, watching video lessons, completing assignments and uploading your work. **PC only.**



**Computer Requirements:** Full version of Microsoft Office 2019 is required to learn the program (i.e. Word online requires you to have Word 2019 or higher, Excel requires Excel 2019 or higher, etc., not a starter edition). This must be installed on your computer prior to starting the class. Internet access is also required in order to successfully watch the video content and upload your completed assignments to the instructor. The online classes are based on a PC with Windows 10, **not a Mac.** A free download of Office 2019 365 is available to HBAS students.

**Students are REQUIRED to attend 2 classes on the HBAS Gothard campus on the dates listed below.**

First Day Meeting Date	Final Exam Date	Times
3/30/21	5/6/21	12:00 pm-1:30 pm
5/11/21	6/9/21	12:00 pm-1:30 pm

**Once you are registered, please report to room C122 on the first day of class from 12:00 pm - 1:30 pm, to pick up class materials and log in instructions. See "Computer Requirements" statement above.** All correspondence is done via email. To receive a certificate of completion for the course, students must take an on-site final exam during one of our scheduled lab times or make special arrangements with the online instructor for that course. A final exam score of 80% or better is required to receive a certificate of course completion.



# CAREER TRAINING



## Hybrid Computer Classes (continued)

### Hybrid Microsoft Word 2019: Beginning\*

This Hybrid course covers beginning Word skills for the computer user who wants to become well versed in Word 2019. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables, and forms and more. An onsite, in class, final exam score of 80% or better is required for certificate of course completion. **Prerequisite:** File Management and Internet skills. **IMPORTANT:** Read the Hybrid Course Information located on page 29 BEFORE enrolling in a hybrid course. **This hybrid course meets in person on the Gothard campus 2 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 29. Earn 2 units of college credit at CCC.**

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

Instructor: Nami Aoyagi

0684106	3/30/21-5/6/21	Tue/Thu
12:00 pm-1:30 pm	HBAS-G	Rm C122
0684107	5/11/21-6/10/21	Tue/Thu
12:00 pm-1:30 pm	HBAS-G	Rm C122

### Hybrid Microsoft Word 2019: Intermediate\*

This Hybrid course provides thorough intermediate training of Word. This course covers more complex skills than those presented in our Beginning Word course. Topics introduced include newsletter columns, WordArt and Clip Art, document themes, styles, picture editing, Mail Merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. An onsite, in class, final exam score of 80% or better is required for certificate of course completion. **Prerequisite:** Completion of Word Beginning. **IMPORTANT:** Read the Hybrid Course Information located on page 29 BEFORE enrolling in a hybrid course. **Hybrid courses integrate face-to-face (in person) learning and online learning. This hybrid course meets in person on the Gothard campus 2 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 29. Earn 2 units of college credit at CCC.**

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

Instructor: Nami Aoyagi

0684206	3/30/21-5/6/21	Tue/Thu
12:00 pm-1:30 pm	HBAS-G	Rm C122
0684207	5/11/21-6/10/21	Tue/Thu
12:00 pm-1:30 pm	HBAS-G	Rm C122

We observe all public school holidays.  
Please see page 49 for the 2020-2021 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!

*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.*

### HBAS ACCEPTS



### CHECK THIS OUT!



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

## Hybrid Microsoft Excel 2019: Beginning\*

This Hybrid course teaches the fundamentals of using Excel 2019. It covers introductory skills, the Ribbon interface, inserting and deleting columns, rows and cells, entering and editing data, creating and modifying formulas, formatting worksheets, copying and moving worksheets, using charts and graphs and more. An onsite, in class, final exam score of 80% or better is required for certificate of course completion.

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

**IMPORTANT:** Read the Hybrid Course Information located on page 29 BEFORE enrolling in a hybrid course. **This hybrid course meets in person on the Gothard campus 2 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 29. Earn 1.5 units of college credit at CCC.**

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

Instructor: Nami Aoyagi

0684306	3/30/21-5/6/21	Tue/Thu
12:00 pm-1:30 pm	HBAS-G	Rm C122
0684307	5/11/21-6/10/21	Tue/Thu
12:00 pm-1:30 pm	HBAS-G	Rm C122

## Hybrid Microsoft Excel 2019: Intermediate\*

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

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

**IMPORTANT:** Read the Hybrid Course Information located on page 29 BEFORE enrolling in a hybrid course. **This hybrid course meets in person on the Gothard campus 2 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 29. Earn 1.5 units of college credit at CCC.**

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

Instructor: Nami Aoyagi

0684406	3/30/21-5/6/21	Tue/Thu
12:00 pm-1:30 pm	HBAS-G	Rm C122
0684407	5/11/21-6/10/21	Tue/Thu
12:00 pm-1:30 pm	HBAS-G	Rm C122

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



# CAREER TRAINING

## Hybrid Computer Classes (continued)



### Hybrid Microsoft PowerPoint 2019: Beginning\*

PowerPoint Beginning provides thorough training of PowerPoint introductory skills. This course will ensure you have the skills necessary to create a PowerPoint presentation. Topics include creating a basic presentation, working with document themes, delivering a slide show, working in outline view, and slide sorter, format painter, adding graphics, shapes and clipart, using slide animation and sound effects, working with slide transitions, inserting charts and SmartArt diagrams and working with external Excel spreadsheets. **Prerequisite:** Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 29 BEFORE enrolling in a hybrid course. **This hybrid course meets in person on the Gothard campus 2 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 29. Earn 1.5 units of college credit at CCC.**

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

0684506	3/30/21-5/6/21	Tue/Thu
12:00pm-1:30pm	HBAS-G	Rm C122
0684507	5/11/21-6/10/21	Tue/Thu
12:00pm-1:30pm	HBAS-G	Rm C122

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

### Hybrid Microsoft PowerPoint 2019: Intermediate\*

Move beyond the basics in this PowerPoint Intermediate class. Learn how to prepare, edit and print presentations, use hyperlinks in a presentation, use the slide show toolbar, add audio and video to your presentation, create slide show timings to automatically advance your presentation, add and customize tables, and use Slide Masters and Action buttons. **Prerequisite:** Completion of PowerPoint: Beginning, Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 29 BEFORE enrolling in a hybrid course. **This hybrid course meets in person on the Gothard campus 2 times throughout the entire course while the majority of the learning will be completed online. See the required in class meeting dates and times listed on page 29. Earn 1.5 units of college credit at CCC.**

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

0684606	3/30/21-5/6/21	Tue/Thu
12:00pm-1:30pm	HBAS-G	Rm C122
0684607	5/11/21-6/10/21	Tue/Thu
12:00pm-1:30pm	HBAS-G	Rm C122

## CHECK THIS OUT!



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

### 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!

## Connect with us!







## Early Childhood Education Program

In partnership with Orange Coast Community College!

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

### HMDV 180 - Child Growth and Development ONLINE (3 units)

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

3/2/21-5/27/21 Tue/Thu 12:00pm–2:05pm

Contact the Adult Education Office at OCC:

Call/Text: (714) 432-6897

Email: [adulteducation@occ.cccd.edu](mailto:adulteducation@occ.cccd.edu)

### ESL Support Class for Early Childhood Education ONLINE

3/26/21-5/21/21 Fri 8:30am–11:30am  
Westminster High School Rm A1

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

# HIGH SCHOOL EQUIVALENCY PREP



**Did you know?**

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

## GED® Preparation



HBAS GED preparation is completely online and **FREE** as in absolutely **NO OUT OF POCKET COST**. We are also prepared for a possible return to in-class or hybrid instruction, in the event that our district is cleared to do so.

*GED preparation courses are offered at the Westminster Mall site and at the BESST Center in Costa Mesa.*

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

Please go to our website, [www.hbas.edu](http://www.hbas.edu) and click on the Diploma/GED Tab. You can then fill out the online enrollment form.

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

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

**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.

The Westminster Mall location is a GED® testing site, and HBAS students may qualify for **FREE Ready®** and **GED® test vouchers!**\*

The **GED Ready® test voucher** allows a student to take a **FREE** practice test (\$6 value per subject: Math, Science, Social Studies or Reasoning Through Language Arts) and a **GED® test voucher** allows a student to take one of the four tests for **FREE** (\$35 value per subject: Math, Science, Social Studies, or Reasoning Through Language Arts).

### **Westminster Mall Location:**

*Located on the lower level next to JCPenney*  
1025 Westminster Mall Space 1017A  
Westminster, CA 92683

For information on taking the GED test or getting a GED transcript, you can visit [GED.com](http://GED.com)

*\*HBAS students must meet requirements (e.g. completion of Post Secondary Prep, CASAS Testing and Teacher Approval) in order to qualify. Other terms and conditions may apply.*

## Connect with us!



# HIGH SCHOOL DIPLOMA

## High School Diploma

HBAS diploma classes are currently completely online and FREE as in absolutely NO OUT OF POCKET COST.



We are also prepared for a possible return to in-class or hybrid instruction, in the event that our district is cleared to do so.

High School Diploma courses are offered at the Westminster Mall site and at the BESST Center in Costa Mesa.

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

Please go to our website, [www.hbas.edu](http://www.hbas.edu) and click on the Diploma/GED Tab. You can then fill out the online enrollment form.

All High School Diploma classes at HBAS are taken online; Students are welcome to do their schoolwork in our Learning Center at the Westminster Mall or BESST Center Campus (see open hours below) and are encouraged to work from home as well once we return to in-person learning.

### HBAS Diploma Program Graduation Requirements:

<b>Total Credits Required</b>	<b>155</b>
CP English	40
World History	10
US History	10
US Government	5
Economics	5
Mathematics	10
Algebra	10
Physical Science	10
Life Science	10
Health	5
Art/World Lang/CTE	10
Electives/PE	30

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

*Upon our campus opening up our hours for in-person educational assistance will be as follows for our learning centers:*

#### WESTMINSTER MALL LEARNING CENTER

Monday: Virtual, Learning Center Closed  
 Tuesday: 10am-2:30pm, 4pm-8pm  
 Wednesday: 10am-2:30pm, 4pm-8pm  
 Thursday: 10am-2:30pm, 4pm-8pm  
 Friday: Closed

#### BESST CENTER LEARNING CENTER

Monday: Virtual, Learning Center Closed  
 Tuesday: 8:30am-11:30am  
 Wednesday: 8:30am-11:30am,  
 5:30pm-8:30pm  
 Thursday: 8:30am-11:30am  
 Friday Closed

#### WESTMINSTER MALL FRONT OFFICE ASSISTANCE

Monday, Wednesday, Friday: 8am-5pm  
 Tuesday and Thursday: 8am-7pm

#### BESST CENTER FRONT OFFICE ASSISTANCE

Monday-Wednesday: 8am-5pm  
 Thursday: 10am-7pm



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

# ESL (ENGLISH AS A SECOND LANGUAGE)

Please see page 9 for ESL, Diploma/GED and CTE enrollment information.  
*Consulte la página 9 para obtener información sobre la inscripción.*  
Vui lòng xem trang 9 để biết thông tin ghi danh.

*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**

#### 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 3/4	6:00pm–9:00pm	Mon-Thu

#### Westminster Mall

**1017A Westminster Mall, Westminster**

#### Morning

ESL Level 4	8:30am–11:30am	Mon-Thu
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#### Online Only

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

### HUNTINGTON BEACH LOCATIONS

#### HBAS Main Campus

**17231 Gothard Street, Huntington Beach**

#### 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
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### COSTA MESA LOCATIONS

#### BESST Center, 2045 Meyer Place, Costa Mesa

#### Morning

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

#### Evening

ESL Level 1	6:00pm–9:00pm	Mon-Thu
ESL Level 2	6:00pm–9:00pm	Mon-Thu
ESL Level 1/2	6:00pm–8:00pm	Tue, Thu
ESL Level 3/4	6:00pm–9:00pm	Mon-Thu

## CITIZENSHIP CLASSES

For Students ESL Level 2, 3, 4

### LOCATIONS

Online	7:00pm–8:30pm	Tue/Thu
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#### BESST Center Campus - Room 119

9:00am–12:00pm	Friday
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## CAREER CERTIFICATIONS WITH ESL SUPPORT

### COMPUTER CLASSES WITH ESL SUPPORT

#### MICROSOFT WORD, BEGINNING

Please call the office for class starting date.

Westminster Campus, 14325 Goldenwest St., Westminster

ESL Level 2,3,4	9:00am–12:00pm	Friday
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*\*Students must be also enrolled in ESL classes.\**

## Connect with us!



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**



**How Can I Move Ahead with Adult Ed?** Adult education programs offer you an onramp to a better job, paying a family-sustaining wage, and further education.

**Adult education gives people a second chance!**

For one reason or another many people did not manage to finish their school or education to the standard that they may have wished. Choosing to start a family, coping with illness, or managing finances can all get in the way of a person's educational goals. We can help you get back on track and #moveaheadwithadulted.

You can start with basic classes in reading and math and move on to a class that prepares you to earn your high school equivalency and then into a career training program. If you already have your high school diploma or equivalency, you can go right into one of our career training programs.

**Enroll today! [www.hbas.edu](http://www.hbas.edu)**



# COMMUNITY EDUCATION CLASSES

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

## PARENT SMART PRESCHOOL

**SCHOOL YEAR 2020-2021**

(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*

### MARK YOUR CALENDARS!

#### Pre-Registration Preview Day for Parent Smart Programs for Spring 2021

Please contact Ms. Lisa at [lmarcinko@hbas.edu](mailto:lmarcinko@hbas.edu) for preview dates and information.

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

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

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

Parents will be contacted with orientation date and time.

- All parents are required to attend an Orientation.
- Parents attend one evening seminar on relevant Parenting topic per semester.
- New Parents must bring proof of parent TB test administered after 1/1/2019 before class starts, plus a copy of the child's immunizations and birth certificate.

### Preschool Combo (3 and 4 years by 9/1/2020) Early Bird \$569, Regular \$599

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

Monday, Wednesday, Friday 9:00am–12:30pm  
070714 4/19/21-6/16/21

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

## PARENT SMART TODDLER

**SCHOOL YEAR 2020-2021**

(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 1/1/2019 before class starts, plus a copy of the child's immunizations and birth certificate.

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

Parents will be contacted with orientation date and time.

Room 505 at our Parent Smart Campus on Marina Vikings Way in front of Marina High School campus. All parents who are new to the program are required to attend.

#### Sneak Peek Program Preview:

Please contact Ms. Lisa at [lmarcinko@hbas.edu](mailto:lmarcinko@hbas.edu) for dates and information.

#### SPRING 2021:

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

Early Bird \$339, Regular \$369

074502 Tuesday 9:15am–12:15pm  
2/9/21-6/1/21

#### All Virtual Science & Art Fun Time

**NEW!**

Kids are natural explorers and scientists. They love to ask "why?" Let's play and learn by doing hands-on kid-friendly experiments and "craftivities" that turn everyday things into magical experiences.

Your kid will have a blast combining arts & crafts and story-time with awesome STEM activities in this interactive and fun 8-week program.

Early Bird \$79, Regular \$99

Instructor: Lisa Marcinko

#### Virtual Class Meets:

075005 3/30/21-5/25/21  
Tuesday 10:00am–11:00am

\* Instructor will send email with class meeting link and class information before first day of class.



#### 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)

## Culinary Arts and Nutrition



### Cooking the Greek Way I

Join us and take a trip to this ancient isle as we discover the delicious and fresh ingredients that make up Greek cuisine. Learn to make *Moussaka*, a traditional Greek dish that includes eggplant, potato, meat and bechamel sauce. Don't forget to bring a container so you can bring leftovers home.

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

**Bring \$10 material fee to class.**

Instructor: Maria Georgakopoulos

231001	5/15/21	Saturday
9:00am–12:00pm	HBAS-G	Rm C1

### Cooking the Greek Way II

Join us for a second culinary voyage to the Greek Islands as we discover the delicious and fresh ingredients that make up Greek cuisine. Learn to make *Gemista*, a traditional Greek dish that includes stuffed tomatoes and peppers served with a side of Greek potatoes. Don't forget to bring a container so you can bring leftovers home.

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

**Bring \$10 material fee to class.**

Instructor: Maria Georgakopoulos

231101	6/12/21	Saturday
9:00am–12:00pm	HBAS-G	Rm C1

### Guiltless Eating

Do you want to learn to eat healthier? Would you like to attend a class where you learn by eating? Yes! Sign up for this course where you'll learn secrets and tricks to eating and feeling better. If you apply what you learn, you may notice weight loss, lower blood sugar, and better blood pressure control.

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

**Bring \$5 material fee to class.**

Instructor: Karine Wong

230801	5/22/21	Saturday
9:00am–12:00pm	HBAS-G	Rm 116

### Guiltless Eating II

Want seconds? Come continue your momentum, track your progress, and gain valuable feedback in a supportive environment. Learn more tips and tricks to health eating and we'll taste more healthy entrees, desserts and snacks. Come learn how to have your cake and eat it too!

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

**Bring \$5 material fee to class.**

Instructor: Karine Wong

230901	6/26/21	Saturday
9:00am–12:00pm	HBAS-G	Rm 116



# COMMUNITY EDUCATION CLASSES

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

## Culinary Arts and Nutrition *(continued)*

### InstaPot® 101

Keep your kitchen cool this Spring! Check out the Instant Pot® electric pressure cooker and all its amazing features! In this hands-on class, you will learn how the Instant Pot® operates and how to cut cooking time, make healthy meals, and save energy and money. If you love to eat, but don't like washing dishes, the one pot pressure cooking method is for you! Learn the Instant Pot® features preparing chicken tikka masala, with traditional Riata, easy mac and cheese, cabbage bowls and chocolate lava cake! Entertain yourself, your family and friends with your new foodie skills! Bring a container to bring leftovers home.

**Early Bird \$59, Regular \$69**  
**Bring \$10 material fee to class.**

Instructor: Melissa Browder

231201                      5/15/21                      Saturday  
9:00am–12:00pm      EHS                              Rm 247



## Digital Photography & Photo Editing

### Photoshop Elements 2020 • Basics 1

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

**Early Bird \$189, Regular \$219**

Instructor: Pat Jones

*Returning in Fall 2021*

### Photoshop Elements 2020 • Basics 2

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

**Early Bird \$189, Regular \$219**

Instructor: Pat Jones

*Returning in Fall 2021*

### 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



# COMMUNITY EDUCATION CLASSES

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

## Digital Arts

### Digital Arts: Beginning

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

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

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

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

*Returning in Fall 2021*

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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

*Returning in Fall 2021*

### Digital 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 Arts: Basics 1 & 2 and Windows File Management.

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

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

*Returning in Fall 2021*

### Digital 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 Arts: Basics 1 & 2 and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$79, Regular \$99

Instructor: Nami Aoyagi

*Returning in Fall 2021*

### Digital Arts: Frame It 2

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

Completion and understanding of Digital Arts: Basics 1 & 2, DA: Intermediate, DA: 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

*Returning in Fall 2021*

### 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

*Returning in Fall 2021*

## Digital Arts (continued)

### Digital Arts: Creative Play

You will create art in many different forms. You will transform your photos in to works of art using brush work and creative backgrounds. You will learn to incorporate your art into beautiful wall hangings or coffee table books. You will also discover art hybrid style with the use of the silhouette cameo and other mixed media art products. **Prerequisites:** Completion and understanding of Digital Arts: Filters 1, 2 & 3 and Windows File Management.

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

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

*Returning in Fall 2021*



### 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

*Returning in Fall 2021*

### Digital Media Arts: Filters 2

This course picks up where Digital Media Arts 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                      3/16/21-4/29/21                      Tue, Thu  
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 Photo Elements 1 & 2, Digital Media Arts Filters 1 & 2, and Windows File Management.

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

0887801                      5/4/21-6/3/21                      Tue, Thu  
8:30am-11:30am      HBAS-G                                      C122

### Digital Arts: Artsy Composites

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

Early Bird \$169, Regular \$189

Instructor: Nami Aoyagi

0888101                      4/21/21-6/16/21                      Wed  
8:30am-11:30am      HBAS-G                                      Rm C122

## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

# COMMUNITY EDUCATION CLASSES

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

## Financial Planning

### Retirement Planning Today

Learn how to avoid the 10 biggest retirement planning mistakes! Discover how to save money on taxes, manage investment risk in your portfolio, learn how to maximize your benefits when filing for Social Security, and protect your assets from long-term health-care expenses. With the new CARES ACT & SECURE ACT, there will never be a more cost-effective time to leverage your current assets into tax-free assets. Above all, this course shows you how to assess your financial situation and develop a personalized plan to achieve your retirement goals. Whether you plan to retire 10 years from now, or have just recently retired, the valuable information you will learn in this class can deliver rewards throughout your lifetime.

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

Instructor: Ian Wardle

Class will be on Zoom. Students will receive the link a few days before the start of the class.

Suggested age: 50 - 65

0853301                      5/4/21-5/6/21                      Tue, Thu  
6:30pm-8:30pm                      Zoom



**INSTRUCTOR: IAN WARDLE**

Ian Wardle is a Financial Advisor residing from Laguna Beach California. Ian graduated with a degree in finance from UC Riverside and holds his securities and insurance licenses. With

almost a decade of experience in the financial planning world with one of the top financial institutions in the country. Ian and his team are passionate about helping the baby boomer generation / retiree markets in Orange County create certainty around their retirement income strategy with a fiduciary, education-based approach.

### Rejuvenate Your Retirement

Now that you're retired, your financial decisions are more important than ever. With so many ways to locate financial information, you must choose the method that is right for you. The information in magazines, and newspapers and on the internet can be conflicting or biased and no one is available to answer your questions. Rejuvenate Your Retirement blends planning activities with time-tested financial strategies to help you make the most of your retirement. This unique course focuses on the concerns, issues and needs of today's retirees. Whether you're planning for many years in the future or looking for immediate answers for financial concerns, this course provides an eye-opening experience. We discuss the following topics: Retirement income concerns, Addressing the question as to "How long will my money last?", Retirement investment strategies, Health Care planning, Estate / Legacy planning, IRA to Roth IRA conversions, and much more.

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

Instructor: Alex Goldberg

Class will be on Zoom. Students will receive the link a few days before the start of the class.

Suggested age: 60 - 75

0853401                      5/11/21-5/13/21                      Tue, Thu  
9:30am-11:30am                      Zoom



**INSTRUCTOR:  
ALEX GOLDBERG**

Alex Goldberg is a Certified Financial Planner (CFP) and Wealth Management Advisor residing in Anaheim Hills, CA. Alex graduated from Long Beach State University with a

degree in finance. With 15 years of experience in the financial planning space, Alex and his team take great pride in serving the baby-boomer and retiree markets in the OC and Anaheim Hills area.

# COMMUNITY EDUCATION CLASSES

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

## The Arts

### Basic Oil Painting

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

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

Instructor: Beth Chilcott

0852303                      3/31/21-6/16/21                      Wed  
2:30pm-4:30pm                      VaVHS                      Rm 22

### 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

085143                      3/31/21-6/23/21                      Wed  
5:00pm-8:00pm                      HBHS                      Rm I-6

**Early Bird \$199, Regular \$229**

**(Price includes materials.)**

Instructor: Matthew Harward

085136                      4/1/21-6/24/21                      Thu  
5:30pm-8:30pm                      HBHS                      Rm I-4

**Early Bird \$199, Regular \$229**

**(Price includes materials.)**

Instructor: Matthew Harward

085135                      3/30/21-6/22/21                      Tue  
5:30pm-8:30pm                      HBHS                      Rm I-4

085164                      7/7/21-8/16/21                      Mon, Wed  
5:30pm-8:30pm                      HBHS                      Rm I-4

085174                      7/6/21-8/12/21                      Tue, Thu  
5:30pm-8:30pm                      HBHS                      Rm I-4

### Woodworking

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

**Early Bird \$249, Regular \$279\***

Instructor: Rick Jordan

084403                      3/18/21-6/10/21                      Thu  
6:00pm-9:00pm                      MHS                      312



## Communication Skills

### Writing Your Life Story

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

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

Instructor: Sharon Fleming

0853103                      4/14/21-6/2/21                      Wed  
10:00am-12:00pm                      FVSC

### 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



# 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. All classes are for all levels of Yoga. Students must bring their own yoga mat.

### Morning Yoga • 2-Days per week

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

Instructor: Jerry Cruise

#### SPRING SESSION

Early Bird \$139, Regular \$179

096031	4/19/21-6/23/21	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096032	4/19/21-6/23/21	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

### Morning Yoga • 1-Day per week

Instructor: Jerry Cruise

#### SPRING SESSION

Early Bird \$69, Regular \$99

0963093	4/19/21-6/23/21	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963103	4/19/21-6/23/21	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

### Afternoon Yoga • 2-Days per week

Instructor: Jerry Cruise

#### SPRING SESSION

Early Bird \$139, Regular \$179

096233	4/19/21-6/23/21	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096253	4/19/21-6/23/21	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

### Afternoon Yoga • 1-Day per week

Instructor: Jerry Cruise

#### SPRING SESSION

Early Bird \$69, Regular \$99

096433	4/19/21-6/23/21	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096453	4/19/21-6/23/21	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116



### Zumba

**NEW!**

Zumba is a dance-fitness class that is appropriate for all ages and ability levels. The class uses Latin inspired and popular music to create a fun fitness party atmosphere.

Instructor: Renee Pelkey

Early Bird \$99, Regular \$119

084603	3/23/21-6/15/21	Tue
4:00pm-5:00pm	HBAS-G	Rm C116

### Water Aerobics for Fitness • 2-Days per week

Use a variety of pool “props” in the shallow side of the pool to assist in performing exercises that focus on various areas of the body. Choose one day a week (Tue or Thu) or attend both days for maximum benefit. Class held at MHS pool (15871 Springdale Street, HB 92649). Times may vary due to High School competitions.

Instructor: Kelly Pointer

#### SPRING SESSION

Early Bird \$209, Regular \$239

087803	4/20/21-6/24/21	Tue, Thu
6:00pm-7:00pm	MHS	

### Water Aerobics for Fitness • 1-Day per week

Instructor: Kelly Pointer

#### SPRING SESSION

Early Bird \$109, Regular \$139

087903	4/20/21-6/24/21	Tue or Thu
6:00pm-7:00pm	MHS	

# COMMUNITY EDUCATION CLASSES

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

## Lap Swimming for Fitness • 2-Days per week

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

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

Instructor: Kelly Pointer

### SPRING SESSION

Early Bird \$209, Regular \$239

087703                      4/20/21-6/24/21      Tue, Thu  
7:00pm-8:00pm      MHS

## Lap Swimming for Fitness • 1-Day per week

Instructor: Kelly Pointer

### SPRING SESSION

Early Bird \$109, Regular \$139

087603                      4/20/21-6/24/21      Tue or Thu  
7:00pm-8:00pm      MHS

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

Instructor: Kelly Pointer

### SPRING SESSION

Early Bird \$89, Regular \$119

088003                      4/24/21-6/26/21      Sat  
7:30am-8:30am      OVHS



## Health & Safety Education

### BLS-Instructor Led Adult, Child, & Infant CPR



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

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

Early Bird \$39,  
Regular \$59  
(Students MUST  
bring \$10 cash for  
BLS card.)

Instructor: Megan Irvine/OC-CPR.NET

091403                      5/8/21                      Saturday  
10:00am-3:00pm      HBAS-G                      Rm C116

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



# GENERAL INFORMATION / POLICIES

## 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

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

### Superintendent

Dr. Clint Harwick

### HBAS: Here to Help

Steve Curiel, *Principal*  
714.842.4227

Jason Ross, *Assistant Principal*  
714.842.4227

Philip Villamor, *Assistant Principal*  
714.894.1018

Courtney Winford, *Assistant Principal*  
714.592.1005

Ashley Nguyen, *Counselor*  
714.894.1018

Lenora Mitchell, *HBAS Secretary*  
714.842.4227

Arlene Flores, *Job Developer*  
714.842.4227

Tammy Asaki, *Guidance Specialist*  
714.592.1005

Vanessa Rodriguez, *Guidance Specialist*  
949.515.6717

Valerie Beachley, *College & Career Specialist*  
714.592.1005

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

### Main Office Hours

Please see page 3 for Office Hours.

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

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

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

### Refund Policy

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

**No refund for classes less than \$49.**

### Returned Check fee

The Adult School charges a fee of \$25 for checks returned to us for insufficient funds.

### Attendance

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

### Enrollment Confirmation

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



# GENERAL INFORMATION / POLICIES

## 2020-2021 Holiday Schedule

*No classes on these dates.*

**Veterans Day** Wednesday, November 11, 2020

### Thanksgiving Recess

Monday, November 23, 2020–  
Friday, November 27, 2020

### Winter Recess

Monday, December 21, 2020–  
Friday, January 1, 2021

### Martin Luther King's Birthday

Monday, January 18, 2021

### Professional Staff Development Day

Monday, February 1, 2021

### Lincoln's Birthday

Monday, February 8, 2021

### Washington's Birthday

Monday, February 15, 2021

### Spring Recess

Monday, April 5, 2021–Friday, April 9, 2021

**Memorial Day** Monday, May 31, 2021

**Independence Day** Sunday, July 4, 2021

## Code of Conduct

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

## Dress Code

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

## Zero Tolerance

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

## No smoking including electronic cigarettes and vapes.

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

## No biking or skateboarding on campus.



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

# GENERAL INFORMATION / POLICIES

## Publicity and Photo Release

As a student in the Huntington Beach Adult School, you may be photographed or filmed for campus or district (Huntington Beach Union High School) displays and for other publicity and public relation purposes. Signature on the registration form indicates your agreement for these purposes. If you do not want your image used in any promotional materials, please submit a letter to the Adult School Administration.

## Non-Discrimination Notice

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

## HBUHSD Uniform Complaint Procedures

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

## Equal Opportunity

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

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

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

## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

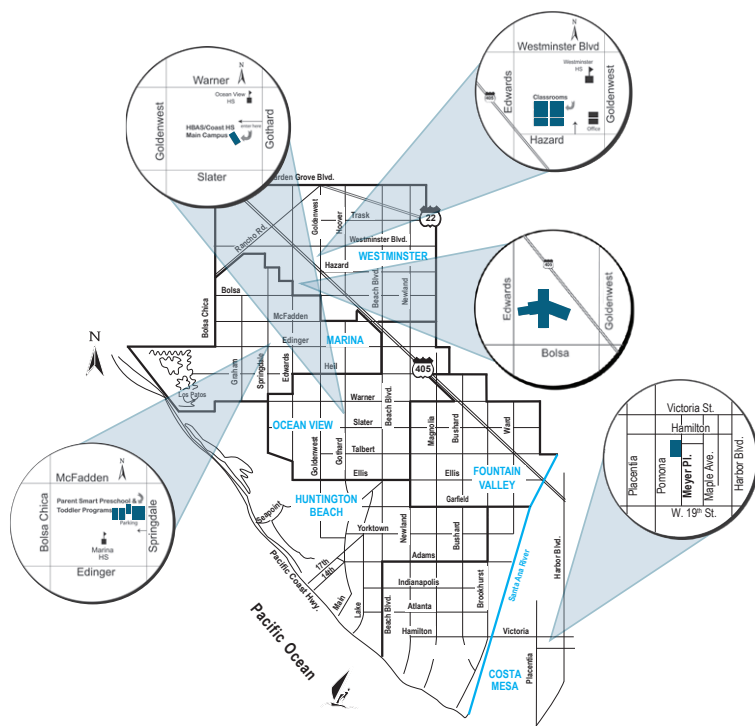
Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

## HBAS is SOCIAL



Connect with us!

# CLASS LOCATIONS MAP



## Early Birds Get In!

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

### 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

- EHS Edison High School • 21400 Magnolia, Huntington Beach 92646
- FVSC Fountain Valley Senior & Community Center • 17967 Bushard, Fountain Valley 92708
- HBAS-G HB Adult School (Main Campus) • 17231 Gothard Street, Huntington Beach 92647
- HBAS-W HB Adult School (Westminster Campus) • 14325 Goldenwest St., Westminster 92683
- HBAS-M HB Adult School (Westminster Mall) • 1025 Westminster Mall, Westminster 92683
- HBHS Huntington Beach High School • 1905 Main Street, Huntington Beach 92648
- MHS Marina High School • 15871 Springdale Street, Huntington Beach 92649
- OVHS Ocean View High School • 17071 Gothard Street, Huntington Beach 92647
- PSP Parent Smart Preschool & Toddler Programs • Marina HS Campus  
15859 Springdale Street, Huntington Beach 92649
- VaVHS Valley Vista High School • 9600 Dolphin, Fountain Valley 92708
- WHS Westminster High School • 14325 Goldenwest Street, Westminster 92683

## Connect with us!



Instagram  
@h\_b\_a\_s

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

# Move Ahead with #ADULTED

If the #Covid19 pandemic has left you without a job, and you are struggling to find work because you lack a high school diploma or industry training, Huntington Beach Adult School can help you get the skills you need for a new job – one you can support a family on.

Huntington Beach Adult School adult education programs currently are providing instruction online and in-person. CDC guidelines and sanitation protocols are in place for in-person instruction to ensure a safe learning environment during #Covid19.

Contact us today to learn how to register!  
[www.hbas.edu](http://www.hbas.edu)

Huntington Beach Union High School District

## Huntington Beach Adult School

17231 Gothard Street  
Huntington Beach, CA 92647



HUNTINGTON  
BEACH  
ADULT  
SCHOOL



Non-Profit  
Organization  
U.S. POSTAGE

**PAID**

Permit No. 34  
Huntington Beach, CA

Register online @ [hbas.edu](http://hbas.edu)

FINANCIAL ASSISTANCE AVAILABLE FOR QUALIFYING STUDENTS.

