



HUNTINGTON BEACH ADULT SCHOOL

CATALOG OF CLASSES FALL 2021

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

Career Technical Education PAGES 10-33



Aprénda Inglés PÁGINA 36 Học Anh Ngữ TRANG 36



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



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



Community Education PAGES 38-47

Financial Assistance Available. Apply Now! | College Credit Available – See page 11

Huntington Beach Union High School District

STUDENT SUCCESS SPOTLIGHT

Triple Threat

In 2019, Frank Hwang was looking for a change. He had been working as a server at a local restaurant, and increasingly felt motivated to transition from a job to a career. By spring of 2021, Frank completed not one, not two, but three HBAS programs! He now has certificates in our Administrative Assistant, Accounting Clerk and Data Entry Clerk programs.

When the timing was right to take a step in a new direction, Frank heard about the Huntington Beach Adult School. A friend was planning to attend HBAS and told him about our Career Technical Education (CTE) Programs. After attending a free information session, Frank enrolled in the Administrative Assistant program.

Frank hit the ground running when he started at HBAS in August 2019. He figured out early on that he could do multiple programs. Frank explained, "I noticed most of the core classes were the same" for the Administrative Assistant, Accounting Clerk and Data Entry programs. He decided to take advantage of this overlap to "increase my chances of getting hired."

Microsoft Office Applications Instructor Tracy Foremen was impressed with Frank's computer skills and willingness to help other students. She reflected that "he was quick to find solutions and would often show me other ways to efficiently work on the computer."

In the course of his studies, Frank especially enjoyed the Accounting Clerk classes. While he was familiar with the subject matter in the other programs, accounting was all new to him. He learned a lot from instructor Esther Nguyen, from basic accounting practices to more specific topics like QuickBooks and payroll accounting. Frank "sees a lot of potential for longevity in the accounting field."

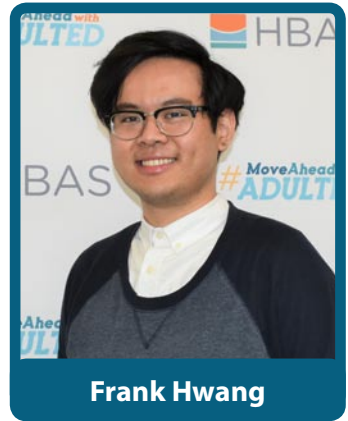
Of course, Frank had no idea a global pandemic would arrive in the midst of his program. At first, he was worried that classes wouldn't continue. Fortunately, HBAS quickly adapted in-person classes to an online format, and Frank kept moving through his studies.

During his time at HBAS, Frank appreciated that the teachers in all three programs "were eager to help and responded quickly to emails." Teachers and support staff "were great about following up along the way."

Once Frank earned his three certificates this spring, he dove headfirst into his job search. Frank worked closely with Job Developer Arlene Flores to update his resume and prepare for interviews. He also attended Arlene's Working Fridays Webinar, where he connected with a KIMCO Staffing representative and set up an interview on the spot. Frank has "gotten in touch with several staffing agencies, and they connect me with positions they feel like I could do well in."

Quiet by nature, Frank has been nervous (as most people are) throughout the job interview process. Going into interviews, he has remembered the advice of HBAS teachers and support staff to be more confident. And it's paid off: within just a month of completing his programs at HBAS, **Frank was offered an accounting position at Apria Healthcare!**

Ms. Foreman is sure that "Frank will be a great employee for a very lucky company." We know that with Frank's determination and willingness to learn, he'll continue to advance on his career path.



WELCOME TO HBAS

HBAS OFFICE HOURS

Hours below are our fall office hours. Please call office for summer hours.

BESST

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

Gothard

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

Westminster High School

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

Westminster Mall

(Hours for Phone Inquiries)

Monday/Thursday 8:00 am - 5:00 pm
Tuesday/Wednesday 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 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



PRINCIPAL'S MESSAGE



Steve Curiel, Principal

I can not believe we are already talking about Fall 2021 classes. I think we can all agree this year was challenging. As I write this message to our HBAS community, I am eagerly waiting for June 15th when the Governor will announce what a “fully opened” California will look like. More specifically, what will it look like for our school? Unfortunately, we do not have the luxury of time to wait for this announcement to plan out how our classes will operate. The good news is that the current guidelines do allow us to plan for in-person instruction which we are very excited about.

Will masks be required? We don't know. Will we have to social distance? We don't know. What we do know is that we will follow the guidelines with every intent to provide rich, meaningful, and unobstructed learning experiences for all students. We will offer options for distance learning for students who prefer this method. We will continue to provide all of our support services in ways that are easy to access. And we will continue to work with our partners to provide as many opportunities as possible (work, college, etc.) for students to pursue after they reach their goals with us.

We look forward to seeing you, in-person!

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 21st century educational programs, and preparing students for success in postsecondary education, the workforce, and the community.

STUDENT SUPPORT SERVICES



Arlene Flores
Job Developer

HBAS, COVID, and the OC Job Market

Our community has experienced many changes this past year because of COVID-19. Some members of our community have been laid off. Some had their hours reduced, and some have experienced a variety of other life changes. Although the California economy is bouncing back, well-paying jobs are still difficult to find. If you are thinking about learning a new skill, starting down a new career path, or just want to take classes to keep your mind engaged, HBAS has classes and programs for you. Even though it may be a little overwhelming to take the next step in your career journey, doing so **NOW** can help you get

ahead and reach your career goals faster. If your goal is to start a new career as an essential worker, **NOW** is the perfect time to get started in our Allied Health CTE program at HBAS. Choose from one of our seven Career Technical Education programs leading to a certificate. At Huntington Beach Adult School, we are dedicated to your success whether you are a new student looking for a career change or a recent graduate needing job placement services. Our instructors and Student Support Team are here to help you achieve your full potential and reach your career goals.

As a Job Developer, I hear from our employers that it is so important to have industry certificates in order to be relevant and increase job security. Our certificate programs prepare you for state and national exams in Medical Assisting, Medical Billing and Coding, and Pharmacy Technician. Our hiring partners tell us they want employees who have strong technology and computer skills as we have entered a virtual, remote, and telehealth world. In addition, they let us know that customer service is still key to getting hired. Employers want employees with strong emotional intelligence who can adapt quickly to situations, have empathy for others, and who are not afraid to be a problem solver. At HBAS, our programs are designed to help students build these 21st Century skills as we prepare our students for a new world of work, one that is much different than even just a year ago. Our hiring partners and externship sites often hire our graduates quickly as they are well prepared for the workforce once they leave us. In fact, this past year we had a 90% - 100% placement rate for our CTE graduates. The jobs are there. Are you ready?

Start your journey to a new career by signing up for one of HBAS Information Sessions on our website today!

HBAS ACCEPTS



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!

SUPPORTING OUR STUDENTS

Why see a Counselor?

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

Contact: anguyen@hbas.edu
714.592.1005 x 49470

Why see a Job Developer?

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

Contact: aflores@hbas.edu
714.842.4227 x 48422

Why see a College and Career Specialist?

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

Contact: vbeachley@hbas.edu
714.592.1005 x 49472

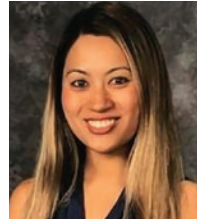


SUPPORTING OUR STUDENTS

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, and a Masters of Science in Rehabilitation Counseling from San Diego State University.



Our Guidance Specialist:

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.



How Can I Move Ahead with Adult Ed?

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

Enroll today! www.hbas.edu



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?

IN PERSON	Mondays & Thursdays 8:00 am - 4:30 pm Tuesdays & Wednesdays 8:00 am - 6:30 pm Fridays 8:00 am - 2:30 pm
ONLINE	Anytime (Strongly recommended)

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

Where can I enroll?

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

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

Diploma / GED Registration

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

1. New or returning student, go to www.hbas.edu/ASERegistration/
2. Fill out the **Online Enrollment Form**
3. Attend in person Assessment (allow 2 hours):
 - a. Westminster Mall Tuesday 4:30 pm or Wednesdays 10:30 am or
 - b. BESS Center Costa Mesa Wednesdays 10:30 am or
 - c. If you can NOT attend in person assessment, call (714) 592-1005 to schedule an assessment online.
4. Check out a computer if needed for online instruction.

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



HBAS STAFF



Jorge Van Dyck

HBAS Intermediate Clerk Typist &
HBUHSD Classified Employee of the Year.

5 STAR STUDENT REVIEWS

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

"HBAS is a great choice for career training."

"I really enjoy coming to class every day."

"Changed my life for the positive."



ENROLLMENT INFORMATION

ESL Registration

How Do I Enroll/Re-Enroll for ESL?

1. New or returning student, go to 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.



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/
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.



Inscripción a ESL

¿Cómo me inscribo o reinscribo para ESL?

1. Estudiante nuevo o que regresa, visite 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.



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



Connect with us!



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, or 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 (Zoom)	Medical Assistant (Zoom)	Pharmacy Technician (Zoom)	Administrative Assistant/Data Entry (Zoom)	Accounting (Zoom)	Business Information Worker (Zoom)
Fridays	9:00 am – 10:00 am			HBAS Gothard site	Foreman	
09/03/21	0680601	0679001	0678601	0620001	0676401	0610001
09/24/21	0680602	0679002	0678602	0620002	0676402	0610002
10/15/21	0680603	0679003	0678603	0620003	0676403	0610003
10/29/21	0680604	0679004	0678604	0620004	0676404	0610004
12/03/21	0680605	0679005	0678605	0620005	0676405	0610005
01/07/22	0680606	0679006	0678606	0620006	0676406	0610006
01/21/22	0680607	0679007	0678607	0620007	0676407	0610007
02/11/22	0680608	0679008	0678608	0620008	0676408	0610008
02/25/21	0680609	0679009	0678609	0620009	0676409	0610009
03/11/22	0680610	0679010	0678610	0620010	0676410	0610010
03/25/22	0680611	0679011	0678611	0620011	0676411	0610011
04/22/22	0680612	0679012	0678612	0620012	0676412	0610012
05/06/22	0680613	0679013	0678613	0620013	0676413	0610013
05/20/22	0680614	0679014	0678614	0620014	0676414	0610014
06/10/22	0680615	0679015	0678615	0620015	0676415	0610015

Continued on page 11 →

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."



Dates	Medical Billing/ Coding (Zoom)	Medical Assistant (Zoom)	Pharmacy Technician (Zoom)	Administrative Assistant/ Data Entry (Zoom)	Accounting (Zoom)	Business Information Worker (Zoom)
Tuesdays	6:00 pm – 8:00 pm		HBAS Gothard site		Ross	
09/07/21	0680651	0679051	0678651	0620051	0676451	0610051
09/21/22	0680652	0679052	0678652	0620052	0676452	0610052
10/05/21	0680653	0679053	0678653	0620053	0676453	0610053
10/19/21	0680654	0679054	0678654	0620054	0676454	0610054
11/02/21	0680655	0679055	0678655	0620055	0676455	0610055
11/16/21	0680656	0679056	0678656	0620056	0676456	0610056
12/07/21	0680657	0679057	0678657	0620057	0676457	0610057
01/11/22	0680658	0679058	0678658	0620058	0676458	0610058
01/25/22	0680659	0679059	0678659	0620059	0676459	0610059
02/15/21	0680660	0679060	0678660	0620060	0676460	0610060
03/01/22	0680661	0679061	0678661	0620061	0676461	0610061
03/15/22	0680662	0679062	0678662	0620062	0676462	0610062
04/05/22	0680663	0679063	0678663	0620063	0676463	0610063
04/26/22	0680664	0679064	0678664	0620064	0676464	0610064
05/10/22	0680665	0679065	0678665	0620065	0676465	0610065
05/24/22	0680666	0679066	0678666	0620066	0676466	0610066
06/14/22	0680667	0679067	0678667	0620067	0676467	0610067

* 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 2nd required class of the program.**
- If you have already taken a Medical Terminology, Microsoft Word or Microsoft Excel course and can provide a certificate of course completion or an official transcript from a **WASC Accredited** school within the last two years, you may speak to an instructor about challenging the course. If the instructor verifies you qualify, you may challenge the exam **ONLY ONCE**. The exam must be taken on or before the start date of the class. The Challenge Exam Fee of \$25 will apply. The passing standard is 80% or higher. If you do not meet the passing standard, you are required to enroll in and complete the whole course in the usual manner. Should you not pass the exam at 80% accuracy, the Challenge Exam Fee will not be applied toward the cost of you enrolling in the course. You may not use any reference materials when challenging the exam and you will not be provided any study materials prior to the exam.
- If you finish your course work in the summer, fall, or winter, you will only be eligible to participate in the Pinning Ceremony immediately following the completion of your last class.





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 equivalent is required. To receive a program certification, students must complete all course work within a 2-year period.

Required FREE Information Session for students considering enrollment!

See pages 10-11 for information session schedule and details.

No class on school holidays. We observe all public school holidays. Please see page 50 for the 2021-2022 Holiday Schedule.

QUICK OCCUPATIONAL FACTS: Bookkeeping, Accounting, Accounting Clerk

Average Hourly Wage: **\$23**

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

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!

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



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

0676501	9/8/21-11/3/21	M/W
4:00pm–6:30pm	HBAS-G	Rm C123
0676502	12/6/21-2/23/22	M/W
6:30pm–9:00pm	HBAS-G	Rm C123



Accounting • Level 2

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

Early Bird \$149, Regular \$179
(workbook included)

Instructor: Esther Nguyen

0676601	11/8/21-1/26/22	M/W
4:00pm–6:30pm	HBAS-G	Rm C123
0676602	2/28/22-5/4/22	M/W
6:30pm–9:00pm	HBAS-G	Rm C123

QuickBooks • Level 1

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

Early Bird \$79, Regular \$99

Instructor: Esther Nguyen

0670301	9/8/21-10/13/21	M/W
6:30pm–9:00pm	HBAS-G	Rm C123
0670302	1/31/22-3/16/22	M/W
4:00pm–6:30pm	HBAS-G	Rm C123

QuickBooks • Level 2

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

Early Bird \$79, Regular \$99

Instructor: Esther Nguyen

0670401	10/18/21-12/1/21	M/W
6:30pm–9:00pm	HBAS-G	Rm C123
0670402	3/21/22-5/4/22	M/W
4:00pm–6:30pm	HBAS-G	Rm C123

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

HBAS ACCEPTS



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	5/9/22-6/15/22	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

0670801	1/15/22	Sat
8:30am-3:00pm	HBAS-G	Rm C123
0670802	6/4/22	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

0624001	9/11/21-11/13/21	Sat
9:00am-12:00pm	HBAS-G	Rm C123
0624002	2/26/22-5/14/22	Sat
9:00am-12:00pm	HBAS-G	Rm C123

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

0676301	9/13/21-1/28/22	8:00am-5:00pm
0676302	2/1/22-6/14/22	8:00am-5:00pm

Open enrollment through each Semester.

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



Payroll Accounting

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

Early Bird \$69, Regular \$89

Instructor: Esther Nguyen

0676701	5/9/22-6/15/22	M/W
4:00pm-6:30pm	HBAS-G	Rm C123

Business Information Worker Certificate Program



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

Students must possess a high school diploma or equivalency and pass an English and math entrance exam.

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



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.

CAREER TRAINING



Medical Billing and Coding Certification

Medical Billers and Coders are health care professionals who work along the administration in a medical office or facility. The students will learn how to process patient data, sending claim forms to insurance companies, check for errors in medical records and code medical records 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 equivalency required.

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

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

Required FREE Information Session

for students considering enrollment! See pages 10-11 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: Pamela Canlas

0679201 9/7/21-11/9/21 Tue/Thu
5:00pm–7:30pm Online

0679202 1/18/22-3/17/22 Tue/Thu
5:00pm–7:30pm Online

0679203 5/2/22-6/2/22 Mon-Thu
3:00pm–5:30pm 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 \$409, Regular \$439

Instructor: Nicole Craven

0680201 9/14/21-12/9/21 Tue/Thu
6:00pm–9:00pm HBAS-G Rm C122

0680202 11/29/21-3/9/22 Mon/Wed
6:00pm–9:00pm HBAS-G Rm C122



INSTRUCTOR: NICOLE CRAVEN

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

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

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

FINANCIAL ASSISTANCE AVAILABLE!

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: Nicole Craven

0681701	1/4/22-3/3/22	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122
0681702	3/21/22-5/25/22	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122

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: Nicole Craven

0681401	9/13/21-11/10/21	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122
0681402	3/15/22-5/19/22	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122

QUICK OCCUPATIONAL FACTS FOR ORANGE CO:

Average Hourly Wage : **\$22**

Average Job Openings

2016-2026: **7,050**

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!



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 may be required.*

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

Instructor: Pamela Canlas

0679601	11/30/21-1/13/22	Tue/Thu
5:00pm-7:30pm	Online	
0679602	3/22/22-4/28/22	Tue/Thu
5:00pm-7:30pm	Online	

ELECTIVES

Externship

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

Fee \$99 (No Early Bird)

Instructor: Tracy Foreman

0681101	9/13/21-1/28/22
0681102	2/1/22-6/14/22

Open enrollment through each Semester.

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

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

Required FREE Information Session for students considering enrolling! See pages 10-11 for information session schedule and details.

PROGRAM REQUIREMENTS:

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

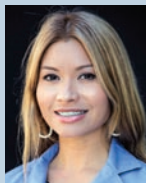
Keyboarding (40 wpm minimum) •
(See page 26) • Early Bird \$29, Regular \$39,
or Typing Certificate \$25

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: Pamela Canlas

0678501	9/7/21-11/17/21			
Mon-Thu	8:30am-3:00pm*	HBAS-G	Rm B104	
0678502	12/13/21-3/10/22			
Mon-Thu	8:30am-3:00pm*	HBAS-G	Rm B104	
0678503	3/14/22-5/26/22			
Mon-Thu	8:30am-3:00pm*	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 may be required.***

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

Instructor: Pamela Canlas

0679601	11/30/21-1/13/22	Tue/Thu
5:00pm-7:30pm	Online	
0679602	3/22/22-4/28/22	Tue/Thu
5:00pm-7:30pm	Online	

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 \$509

Instructor: Pamela Canlas

0678801	11/29/21-12/9/21			
Mon-Thu	8:30am-1:00pm	HBAS-G	Rm B104	
0678802	5/31/22-6/13/22			
Mon-Thu	8:30am-1:00pm	HBAS-G	Rm B104	

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

0678701	9/13/21-1/28/22
0678702	2/1/22-6/14/22

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

Connect with us!



CAREER TRAINING



Medical Assistant Certification - Front & Back Office

Medical Assistants greet patients in medical offices or other medical settings where they help doctors with examinations and treatments. They run routine lab tests such as urinalysis and take vital signs and run EKGs. They may give injections or perform 'finger sticks' to draw small amounts of blood if they are properly trained. Assistants may instruct patients about medication and self-treatment. High School Diploma or equivalent required. **All students must pass an English and math proficiency test before enrolling in 1st Required Certificate Program Course.** To receive program certification, students must complete all classes within a two-year time frame. Completion of this Medical Assistant Certification program qualifies a student for the National Certified Medical Assistant exam.

Required FREE Information Session for students considering enrollment!

See pages 10-11 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 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: Pamela Canlas

0679201 9/7/21-11/9/21 Tue/Thu
5:00pm–7:30pm Online

0679202 1/18/22-3/17/22 Tue/Thu
5:00pm–7:30pm Online

0679203 5/2/22-6/2/22 Mon-Thu
3:00pm–5:30pm 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

0679401 9/7/21-11/19/21 Mon-Fri
8:30am–2:30pm HBAS-G Rm C117

0679402 11/29/21-3/17/22 Mon-Thu
3:00pm–9:00pm HBAS-G Rm C117

0679403 3/21/22-6/10/22 Mon-Fri
8:30am–2:30pm HBAS-G Rm C117



**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 may be required.***

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

Instructor: Pamela Canlas

0679601	11/30/21-1/13/22	Tue/Thu
5:00pm-7:30pm	Online	
0679602	3/22/22-4/28/22	Tue/Thu
5:00pm-7:30pm	Online	

ELECTIVES

Externship

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

0680101	9/13/21-1/28/22
0680102	2/1/22-6/14/22

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

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

091401	9/11/21	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091402	11/6/21	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091403	1/15/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091404	3/19/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091405	5/14/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091406	7/16/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116

**NEW
LOWER
PRICE**



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

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



Administrative Assistant Certificate Program



Enter the world of office administration by performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients. Administrative Assistants (formerly referred to as secretaries) perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, web sites, and e-mail. Administrative Assistants with experience and/or specialized training can advance to Executive Assistants and legal and medical assistants. Such advancements can result in significantly higher pay. To receive program certification students must complete all classes within a two-year time frame. High School Diploma/High School Equivalency 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 \$89, Regular \$109 • (See page 24)

Required FREE Information Session
for students considering enrollment! See
pages 10-11 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)

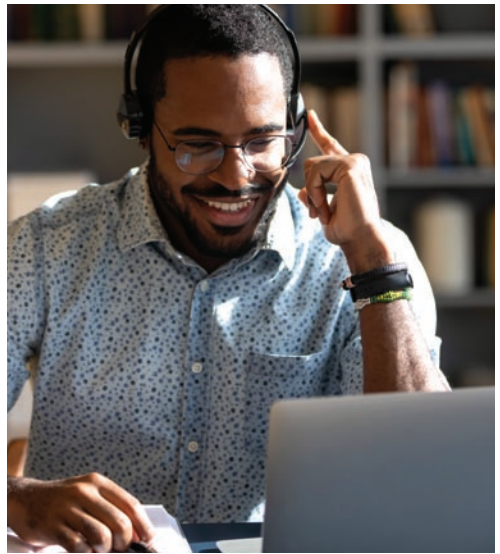
Windows 10 Essentials & File Management •

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.*

Fee \$99 (No Early Bird)

Instructor: Tracy Foreman Rm C123

0620201 9/13/21-1/28/22 8:00am-5:00pm

0620202 2/1/22-6/14/22 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

Take advantage of it!

Notary Public Seminar

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

Bring with you to class:

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

Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Danny Perez dperez@hbas.edu

0680701 10/16/21

Sat 8:00am–6:00pm* HBAS-G Rm B102

0680702 2/5/22

Sat 8:00am–6:00pm* HBAS-G Rm B102

** Includes a lunch break*

INSTRUCTOR: DANNY PEREZ

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



Spanish for the Workplace

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

Early Bird \$99, Regular \$129

Instructor: Rosalba Barbosa

085901 9/27/21-11/17/21 Mon/Wed

6:00pm–8:00pm HBAS-G Rm C117

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

0680001 9/8/21-10/13/21 Mon, Wed
3:00pm–6:00pm HBAS-G Rm C122

0680002 10/25/21-12/8/21 Mon, Wed
3:00pm–6:00pm HBAS-G Rm C122

0680003 1/10/22-3/2/22 Mon, Wed
3:00pm–6:00pm HBAS-G Rm C122

0680004 3/7/22-4/20/22 Mon, Wed
3:00pm–6:00pm HBAS-G Rm C122

0680005 4/25/22-6/8/22 Mon, Wed
3:00pm–6:00pm HBAS-G Rm C122

INSTRUCTOR: NAMI AOYAGI

After graduating from UC Irvine with a Bachelor in Social Science, Nami worked in human resources, accounts payable/receivable, and as a purchasing/production manager for 20 years. In 2005, Nami took Photoshop Elements at HBAS. She was hooked; she continued to take more PSE courses and then took every course HBAS had to offer before going back to school to earn her Vocational Education credential in Computer Applications, Computer Assisted Manufacturing and Business Management, which enabled her to become an instructor at the school she so deeply enjoyed. Nami earned the California Council for Adult Education Award for Excellence in Teaching in 2011.





Math Refresher

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

Early Bird \$49, Regular \$69

Instructor: Suzanne Hammoud

060401	9/7/21-10/14/21		
Tue, Thur	12:00pm-3:00pm	HBAS-G	Rm B101
060402	12/7/21-1/27/22		
Tue, Thur	12:00pm-3:00pm	HBAS-G	Rm B101
060403	3/15/22-4/28/22		
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

060501	10/19/21-12/2/21		
Tue, Thur	12:00pm-3:00pm	HBAS-G	Rm B101
060502	2/1/22-3/10/22		
Tue, Thur	12:00pm-3:00pm	HBAS-G	Rm B101
060503	5/3/22-6/9/22		
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

0670201	9/13/21-10/13/21	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670202	10/18/21-11/17/21	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670203	11/29/21-1/12/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670204	1/24/22-3/2/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670205	3/7/22-4/6/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670206	4/18/22-5/25/22	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

0670011	9/13/21-10/13/21	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670012	10/18/21-11/17/21	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670013	11/29/21-1/12/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670014	1/24/22-3/2/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670015	3/7/22-4/6/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670016	4/18/22-5/25/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122

Typing / 10 Key Certification

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

Online registration only. No walk-in registration.

Test Fee \$25 • Sign up on hbas.edu

068401	9/14/21-6/7/22	Tue, Thu
12:00pm–1:30pm	HBAS-G	Rm C122

No testing on Holidays. See page 50.



Computer Basics 1 - Introduction to Computers

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

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

0672101	9/8/21-10/6/21	Mon,Wed
8:30am–11:30am	HBAS-G	Rm C123
0672102	1/25/22-2/24/22	Tue,Thu
8:30am–11:30am	HBAS-G	Rm C123

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

0672201	10/11/21-11/10/21	Mon,Wed
8:30am-11:30am	HBAS-G	Rm C123
0672202	3/1/22-3/31/22	Tue,Thu
8:30am-11:30am	HBAS-G	Rm C123

Windows 10 Essentials & File Management

If you are transitioning to Windows 10, this class is for you. We will explore new features available in Windows 10 including the start screen, home and tiles, 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

0635101	1/24/22-3/2/22	Mon,Wed
8:30am-11:30am	HBAS-G	Rm C123

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

0640001	9/17/21	Fri
8:30am-11:30am	HBAS-G	Rm C122
0640002	12/10/21	Fri
8:30am-11:30am	HBAS-G	Rm C122
0640003	6/6/22	Tue
8:30am-11:30am	HBAS-G	Rm C122

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

Learn to efficiently browse the web, search, bookmark, and use the various features of Microsoft Edge and Chrome. Gmail is the most popular free email service in offices today. 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

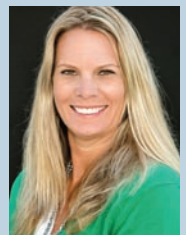
Instructor: Tracy Foreman

0677301	3/7/22-4/6/22	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

We observe all public school holidays.
Please see page 50 for the 2021-2022 Holiday Schedule.

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. Students will also learn mail merge. After completing this class, students can successfully face the challenges presented in Word: Intermediate. **Prerequisite:** Basic computer experience, File Management skills. **Earn 2 units of college credit at CCC.**

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

0675621	11/15/21-1/12/22	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123
0675622	4/19/22-5/26/22	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123

Microsoft Excel 2019: Beginning

This hands-on class is designed as an introduction to Excel with an emphasis on applying realistic office/business examples. Learn to create, modify, format and print worksheets by entering and editing text and number values. Enter and apply basic formulas and functions, insert and delete rows and columns, change fonts and use conditional formatting. Create, modify and print charts and graphs, as well as work formulas. 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	4/18/22-5/25/22	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

Microsoft Excel 2019: Intermediate

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

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

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

0673741	9/14/21-10/14/21	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123

Microsoft PowerPoint 2019: Beginning & Intermediate

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

0674401	10/19/21-12/16/21	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123

HBAS ACCEPTS



TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

Hybrid Computer Classes

Hybrid Course Information

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



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

Session	First Day Meeting Date	Final Exam Date	Times
9/13/21 - 10/13/21	9/13/2021	10/13/2021	12:00 pm-1:30 pm
10/18/21 - 11/17/21	10/18/2021	11/17/2021	12:00 pm-1:30 pm
11/29/21 - 1/12/22	11/29/2021	1/12/2022	12:00 pm-1:30 pm
1/24/22 - 3/2/22	1/24/2022	3/2/2022	12:00 pm-1:30 pm
3/7/22 - 4/6/22	3/7/2022	4/6/2022	12:00 pm-1:30 pm
4/25/22 - 5/25/22	4/25/2022	5/25/2022	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.





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

0684101	9/13/21-10/13/21	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684102	10/18/21-11/17/21	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684103	11/29/21-1/12/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684104	1/24/22-3/2/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684105	3/7/22-4/6/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684106	4/25/22-5/25/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122

We observe all public school holidays.
Please see page 50 for the 2021-2022 Holiday Schedule.

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 \$25 fee per additional test.

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, 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

0684201	9/13/21-10/13/21	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684202	10/18/21-11/17/21	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684203	11/29/21-1/12/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684204	1/24/22-3/2/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684205	3/7/22-4/6/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684206	4/25/22-5/25/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122

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

0684301	9/13/21-10/13/21	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684302	10/18/21-11/17/21	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684303	11/29/21-1/12/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684304	1/24/22-3/2/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684305	3/7/22-4/6/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684306	4/25/22-5/25/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122

Hybrid Microsoft Excel 2019: Intermediate*

This course will move beyond the basics of Excel. Learn how to apply and customize themes, create and use cell styles, customize page setup, create functions using dates, perform date and time calculations, create and edit conditional formatting rules, create financial functions, create one-variable and two-variable data tables, use the What-If Analysis tool, use the Goal Seek feature, create formulas using nested functions, use 3-D cell referenced in formulas and much more! An onsite, in class, final exam score of 80% or better is required for certificate of course completion.

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

IMPORTANT: Read the Hybrid Course Information located on page 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

0684401	9/13/21-10/13/21	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684402	10/18/21-11/17/21	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684403	11/29/21-1/12/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684404	1/24/22-3/2/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684405	3/7/22-4/6/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122
0684406	4/25/22-5/25/22	Tue/Thu
12:00 pm-2:00 pm	HBAS-G	Rm C122

HBAS ACCEPTS



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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

0684501	9/13/21-10/13/21	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684502	10/18/21-11/17/21	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684503	11/29/21-1/12/22	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684504	1/24/22-3/2/22	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684505	3/7/22-4/6/22	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684506	4/25/22-5/25/22	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122

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

0684601	9/13/21-10/13/21	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684602	10/18/21-11/17/21	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684603	11/29/21-1/12/22	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684604	1/24/22-3/2/22	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684605	3/7/22-4/6/22	Tue/Thu
12:00pm–2:00pm	HBAS-G	Rm C122
0684606	4/25/22-5/25/22	Tue/Thu
12:00pm–2:00pm	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 \$25 fee per additional test.

CHECK THIS OUT!



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



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)

Dates: Spring 2022 Tue/Thu 12:00pm–2:05pm
Please call ESL Office for class dates.

Contact the Adult Education Office at OCC:

Call/Text: (714) 432-6897

Email: adulthoodeducation@occ.cccd.edu

ESL Support Class for Early Childhood Education ONLINE

Dates: Spring 2022 Fri 8:30am–11:30am
Please call ESL Office for class dates.
Westminster High School Rm A1

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

HIGH SCHOOL EQUIVALENCY PREP



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 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 if students can complete the required hours minimum of work weekly; 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.

Did you know?

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

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

**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. 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 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. All new students will attend in person 4 hours per week. Once they prove their dedication they may work from home.

HBAS Diploma Program Graduation Requirements:

Total Credits Required	155
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, Wednesday, Thursday: 8:30am-11:30am, 5pm-8pm
 Friday Closed

WESTMINSTER MALL FRONT OFFICE ASSISTANCE

Monday and Wednesday: 8am-5pm
 Tuesday and Thursday: 8am-7pm
 Friday: 8am-12pm

BESST CENTER FRONT OFFICE ASSISTANCE

Monday-Thursday: 8am-5pm
 Tuesday: 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 website.

SCHEDULE OF CLASSES

WESTMINSTER LOCATIONS

Westminster Campus

14325 Goldenwest Street, Westminster

Morning

ESL Beginning Literacy (1a)	9:00am–11:30am	M-Th
ESL Beginning Low (1)	9:00am–11:30am	M-Th
ESL Beginning High (2)	9:00am–11:30am	M-Th
ESL Intermediate Low (3)	9:00am–11:30am	M-Th
ESL Advanced (4)	9:00am–11:30am	M-Th

Evening

ESL Beginning Literacy (1a)	6:00pm–8:30pm	M-Th
ESL Beginning Low (1)	6:00pm–8:30pm	M-Th
ESL Beginning High (2)	6:00pm–8:30pm	M-Th
ESL Intermediate Low (3)	6:00pm–8:30pm	M-Th
Pronunciation/Conversation	12:30pm–3:00pm	W

HUNTINGTON BEACH LOCATIONS

HBAS Main Campus

17231 Gothard Street, Huntington Beach

Morning

ESL Intermediate Low (3)	9:00am–11:30am	M-Th
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Evening

ESL Intermediate Low (3)	6:00pm–8:30pm	M-Th
ESL Advanced (4)	6:00pm–8:30pm	M-Th

Pleasant View

16692 Landau Lane, Huntington Beach

Morning

ESL Beginning Low (1)	9:00am–11:30am	M-Th
ESL Beginning High (2)	9:00am–11:30am	M-Th
ESL Intermediate Low (3/4)	9:00am–11:30am	M-Th
ESL Transitions	9:00am–11:30am	M-Th

Evening

ESL Beginning Low (1)	6:00pm–8:30pm	M-Th
ESL Beginning High (2)	6:00pm–8:30pm	M-Th
ESL Intermediate Low (3/4)	6:00pm–8:30pm	M-Th
ESL Transitions	6:00pm–8:30pm	M-Th

COSTA MESA LOCATIONS

BESST Center, 2045 Meyer Place, Costa Mesa

Morning

ESL Beginning Low (1)	8:30am–11:30am	M-Th
ESL Beginning High (2)	8:30am–11:30am	M-Th
ESL Intermediate Low (3/4)	8:30am–11:30am	M-Th

Evening

ESL Beginning Low (1)	6:00pm–8:30pm	M-Th
ESL Beginning High (2)	6:00pm–8:30pm	M-Th
ESL Intermediate Low (3/4)	6:00pm–8:30pm	M-Th

CITIZENSHIP CLASSES

For Students ESL Level 2, 3, 4

BESST Center Campus - Room 119

6:00pm–8:30pm M/Th

Pleasant View, 16692 Landau Lane, HB

9:00am–11:30am Fri

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

EARLY CHILDHOOD EDUCATION CLASSES WITH ESL SUPPORT

Please call the office for class starting date.

Pleasant View Campus, 16692 Landau Lane, HB

ESL Support Class 12:30pm–2:30pm Wed

Students must be also enrolled in ESL classes.

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**

Academy for the Performing Arts Classes

Six-week Saturday Intensive APA arts classes for 7th-10th graders

Fundamentals of Musical Theater

This action-packed musical theater class focuses on the fundamentals of singing, acting, and dancing within the world of musical theater. Students will focus on finding their voice while exploring character development, storytelling, and creative expression. This course will culminate in a showcase where the students will show their friends and family all of the progress they have made.

Instructor: Trevin Stephenson

Early Bird \$139, Regular \$169

220301 10/9/21-11/13/21 Saturday
9:00am-12:00pm HBHS - M2
Grade: 7th - 10th

Acting for the Stage

Within this course, students will explore the world of theater arts; studying acting, character development, blocking, storytelling, finding their voice, improvisation, scene work, and stage vocabulary. Students will learn the fundamentals skills and vocabulary in regards to acting for the stage and will study the importance of every single role in a production. This course will culminate in a showcase where the students will show their friends and family all of the progress they have made.

Instructor: Stephanie Bull

Early Bird \$139, Regular \$169

220101 1/8/22-2/12/22 Saturday
9:00am-12:00pm HBHS - Rm T2
Grade: 7th - 10th

The Making of a Short Film

In this unique class, the students will study the art and craft of the short film. This course will examine direction, lighting, music, continuity, visceral time and space, point of view, camera angle, and what role each individual plays in the making of a Short Film. This course will culminate in a showcase where the students will present their Short Films to their friends and family for all to enjoy.

Instructor: Bishop Rhone

Early Bird \$139, Regular \$169

220501 10/9/21-11/13/21 Saturday
9:00am-12:00pm HBHS - MMET Blackbox
Grade: 7th - 10th



Preparing to Write a Play

This introductory playwriting course is essentially the playwright's Basic Technique class. The primary goal of the course is to encourage students to write quickly, fluidly, and fearlessly. The course will introduce the traditional approach to theatre which is rooted in character and narrative structure, with emphasis on a play's arc through its beginning, turning point, and ending. This course will culminate in a showcase where the student groups will present their short plays to their friends and family for all to enjoy.

Instructor: Jacob Menke

Early Bird \$139, Regular \$169

220401 1/8/22-2/12/22 Saturday
9:00am-12:00pm HBHS Rm T3

College Audition Prep

This one-day intensive course is designed for current APA juniors and seniors to help them learn about and prepare for college auditions. Learn the difference between BA and BFA, as well as non-traditional college programs. Learn about the pre-screen process, questions to ask, honing audition skills and self-taping. Day culminates with students filming a sample pre-screen with an instructor present to coach them.

Instructor: Diane Makas and Trevin Stephenson

Early Bird \$99, Regular \$129

220201 9/25/21 Saturday
10:00am-2:00pm HBHS - Rm M2

This class is for current APA 11th/12th grade students only

COMMUNITY EDUCATION CLASSES

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

PARENT SMART PRESCHOOL

SCHOOL YEAR 2021-2022

(Ongoing Enrollment)

5 STARS ON YELP—Check us out!



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

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

Teaching Staff: *Lisa Marcinko*

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

Parents will be contacted with orientation date and time.

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

Preschool Combo (3 and 4 years by 9/1/2021) 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
070711	9/13/21–11/12/21
070712	11/15/21–2/4/22
070713	2/7/22–4/8/22
070714	4/18/22–6/15/22

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

MARK YOUR CALENDARS!

Pre-Registration Preview Day for Parent Smart Programs for Spring 2022

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

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

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

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

PARENT SMART TODDLER

SCHOOL YEAR 2021-2022

(Ongoing Enrollment)

5 STARS ON YELP—Check us out!



Parent Smart Toddler Program (12-35 months old)

Parent & Me Toddler classes are offered for parents who enjoy one-to-one learning with their toddlers. Classroom activities are designed to enhance "hands-on" fun, exploration and learning. Parents receive support regarding parenting issues specific to young children during morning classes and parenting seminars.

"Miss Lisa" is a fully credentialed (Early Childhood - Adult educator). She provides a nurturing, stimulating learning environment for toddlers and their parents! Family fun field trips* at toddler-friendly locations at great group rates are also part of the experience! (*cost of field trips not included in class fee)!

Teacher: Lisa Marcinko

- Register online at www.hbas.edu
- Ongoing registration can be done in-person at HBAS Main Campus (17231 Gothard Street).
- Parents attend one evening seminar on relevant parenting topic per fall semester. Parents must bring proof of parent TB test administered after 1/1/2019 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 for dates and information.

FALL 2021:

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

Early Bird \$279, Regular \$309

071301 Thursday 9:15am-11:45am
9/16/21-2/3/22

SPRING 2022:

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

Early Bird \$279, Regular \$309

071401 Thursday 9:15am-11:45am
2/10/22-6/9/22

SPRING ONLY:

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

Early Bird \$339, Regular \$369

074502 Tuesday 9:15am-12:45pm
2/8/22-6/7/22



Ms. Lisa and student

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!

COMMUNITY EDUCATION CLASSES

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

Culinary Arts and Nutrition

Instant Pot® I

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

Early Bird \$59, Regular \$69

Bring \$10 material fee to class. Cash Only.

Instructor: Melissa Browder

231401 10/23/21 Saturday
9:00am–12:00pm EHS Rm 247

Instant Pot® II

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

Early Bird \$59, Regular \$69

Bring \$10 material fee to class. Cash Only.

Instructor: Melissa Browder

231501 3/12/22 Saturday
9:00am–12:00pm EHS Rm 247

Tamale Making 101

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

Early Bird \$59, Regular \$69

Bring \$10 material fee to class. Cash Only.

Instructor: Melissa Browder

231701 11/13/21 Saturday
9:00am–12:00pm EHS Rm 247



Holiday Cookie Decorating

Let's get into the Holiday Spirit with some freshly baked and decorated sugar cookies. We will bake a dozen sugar cookies each and decorate them. Learn to make royal icing and flood cookies. This is a fun holiday inspired class that will become your new holiday tradition at home.

Early Bird \$39, Regular \$59

Bring \$10 material fee to class. Cash Only.

Instructor: Maria Georgakopolous

Ages: 12 to 17 years old

231301 12/4/21 Saturday
1:00pm–4:00pm HBHS Rm C1



American Sign Language

American Sign Language (ASL): Beginning 1

This fun introductory course is designed to teach you basic expressive and receptive conversational skills. Whether it's for personal communication or to help prepare for high school ASL classes, this class is for you. Deaf culture and history will also be explored.

Early Bird \$79, Regular \$99

Instructor: Harmony Soliz

Ages: 12 to 17 years old are welcome

085701 9/13/21–11/3/21 Mondays
4:00pm–5:30pm EHS Rm 202

COMMUNITY EDUCATION CLASSES

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

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

091401	9/11/21	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091402	11/6/21	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091403	1/15/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091404	3/19/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091405	5/14/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091406	7/16/22	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.



Floral Classes

Floral 1: Personal Flowers - Corsages, Hairpieces, Bows and More!

Learn to make unique corsages, boutonnières, hairpieces, and all types of bows. Whether you are new to floral design or just want to get a few new ideas, this class is just what you are looking for! You will learn the basics such as the use of floral wire and tape and how to make amazing bows too.

Early Bird \$39, Regular \$59

Bring with you to class: \$20 material fee (cash only).

Instructor: Heidi Ross

240101	9/25/21	Saturday
9:00am-1:00pm	HBAS-G	Rm C116

Floral 2: Holiday Centerpieces

Whether you are new to floral design or just want to get a few new ideas this class is just what you are looking for! We will be creating our own unique Thanksgiving centerpieces that will definitely catch the eye of everyone at your table! We will discuss which flowers are in season and the best ways to preserve your centerpiece after you finish creating it! This class is exactly what you need to add a little extra homemade flair this Thanksgiving.

Early Bird \$39, Regular \$59

Bring with you to class: \$20 material fee (cash only).

Instructor: Heidi Ross

240201	11/20/21	Saturday
9:00am-1:00pm	HBAS-G	Rm C116

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

Digital Media Arts

Digital Media Arts - Basics

This is an introductory course on how to use the computer as an art and design tool. You will learn how to use some of the basic tools such as the move tool, marquee tools, selection tools and text tool. Together we will start unlocking the power of Photoshop Elements 2021 and how this program will make you a hero to your family and friends. **Prerequisites:** Must know File Management and have basic computer skills.

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0887101	9/8/21-11/3/21	Wed
8:30am-11:30am	HBAS-G	C122

Digital Media Arts - Beginning

This course builds on DMA Basics class. We will continue to explore the tools in Photoshop Elements 2021 and start playing with templates and layer masks. After taking DMA Basics and you will be wanting more! This class is the answer. You will be amazed with what you will be able to accomplish. **Prerequisites:** Must know File Management, have basic computer skills and complete Digital Media Arts Basics.

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0888001	11/10/21-2/2/22	Wed
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Frame It 1

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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0889601	2/8/22-3/10/22	Tue/Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Holiday Projects

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

Early Bird \$79, Regular \$99

Instructor: Nami Aoyagi

0888301	11/16/21-12/16/21	Tue/Thu
8:30am-11:30am	HBAS-G	C122



Digital Media Arts: Frame It 2

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

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0889501	3/15/22-4/28/22	Tue/Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts *(continued)*

Digital Media Arts: Mini Books & Templates

Take your Photoshop Elements skills to the next level using filters as an art form. Explore and create new and exciting looks by using layer masks, adjustment layers, blending modes, overlays and filters. **Prerequisites:** Completion of Photo Elements 1 & 2, Digital Media Arts Basics 1 & 2, DMW: Intermediate, Filters 1, 2 and 3, and Windows File Management.

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0887501	4/27/22-6/15/22	Wed
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Creative Play

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

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

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

0890101	5/3/22-6/9/22	Tue/Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Blenders 1

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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0889901	9/7/21-10/7/21	Tue/Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Blenders 2

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

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

0890001	10/12/21-11/9/21	Tue/Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Intermediate

After completing DMA Basics 1 & 2, explore the use of layer style, brushes, and filters to add pizzazz to your already eye catching designs. **Prerequisites:** Completion and understanding of Digital Media Arts: Basics 1 & 2 and Windows File Management.

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

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0887301	2/9/22-4/6/22	Wed
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Composites

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

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

0888201	1/4/22-2/3/22	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C122

COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT 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

Suggested age: 50 - 65

0853301	10/5/21-10/12/21	Tue
6:30pm-8:30pm	HBAS-G	C116
0853302	2/8/22-2/15/22	Tue
6:30pm-8:30pm	HBAS-G	C116
0853303	5/3/22-5/10/22	Tue
6:30pm-8:30pm	HBAS-G	C116

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

Suggested age: 60 - 75

0853401	10/12/21-10/14/21	Tue, Thu
9:30am-11:30am	HBAS-G	C116
0853402	2/15/22-2/17/22	Tue, Thu
9:30am-11:30am	HBAS-G	C116
0853403	5/10/22-5/12/22	Tue, Thu
9:30am-11:30am	HBAS-G	C116



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.



**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

0852301	9/22/21-12/15/21	Wed
2:30pm-4:30pm	VVHS	Rm 122
0852302	1/5/22-3/23/22	Wed
2:30pm-4:30pm	VVHS	Rm 122
0852303	3/30/22-6/15/22	Wed
2:30pm-4:30pm	VVHS	Rm 122

Ceramics: Hand-Building and Throwing

Create ceramic objects using a variety of hand building techniques, glazing and firing processes. Try your hand at shaping forms with an introduction to wheel throwing.

Early Bird \$199, Regular \$229

(Price includes materials.)

Instructor: Garrett Stryker

085141	9/8/21-12/8/21	Wed
5:00pm-8:00pm	HBHS	Rm I-6
085142	1/5/22-3/23/22	Wed
5:00pm-8:00pm	HBHS	Rm I-6
085143	3/30/22-6/22/22	Wed
5:00pm-8:00pm	HBHS	Rm I-6

Early Bird \$199, Regular \$229

(Price includes materials.)

Instructor: Matthew Harward

085131	9/7/21-12/7/21	Tue
5:30pm-8:30pm	HBHS	Rm I-6
085133	1/4/22-3/22/22	Tue
5:30pm-8:30pm	HBHS	Rm I-6
085135	3/29/22-6/21/22	Tue
5:30pm-8:30pm	HBHS	Rm I-6
085132	9/9/21-12/9/21	Thu
5:30pm-8:30pm	HBHS	Rm I-6
085134	1/6/22-3/24/22	Thu
5:30pm-8:30pm	HBHS	Rm I-6
085136	3/31/22-6/23/22	Thu
5:30pm-8:30pm	HBHS	Rm I-6

085164	7/6/22-8/10/22	Mon, Wed
5:30pm-8:30pm	HBHS	Rm I-6
085174	7/5/22-8/11/22	Tue, Thu
5:30pm-8:30pm	HBHS	Rm I-6

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

084401	9/9/21-12/2/21	Thu
6:00pm-9:00pm	MHS	312
084402	12/9/21-3/10/22	Thu
6:00pm-9:00pm	MHS	312
084403	3/17/22-6/9/22	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 16.

Early Bird \$99, Regular \$129

Instructor: Antonia Zupancich

0853101	9/29/21-11/17/21	Wed
10:00am-12:00pm	FVSCC	
0853102	1/12/22-3/2/22	Wed
10:00am-12:00pm	FVSCC	
0853103	4/20/22-6/8/22	Wed
10:00am-12:00pm	FVSCC	

COMMUNITY EDUCATION CLASSES

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

Health & Fitness

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

Morning Yoga • 2-Days per week

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

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$189, Regular \$219

096011	9/8/21-12/15/21	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096012	9/8/21-12/15/21	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$169, Regular \$199

096021	1/3/22-4/6/22	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096022	1/3/22-4/6/22	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$139, Regular \$169

096031	4/18/22-6/22/22	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096032	4/18/22-6/22/22	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

SUMMER SESSION

Early Bird \$49, Regular \$69

096041	7/6/22-7/27/22	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096042	7/6/22-7/27/22	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

Morning Yoga • 1-Day per week

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$99, Regular \$119

0963091	9/8/21-12/15/21	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963101	9/8/21-12/15/21	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$99, Regular \$119

0963092	1/3/22-4/6/22	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963102	1/3/22-4/6/22	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$79, Regular \$99

0963093	4/18/22-6/22/22	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963103	4/18/22-6/22/22	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

SUMMER SESSION

Early Bird \$29, Regular \$49

0963094	7/6/22-7/27/22	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963104	7/6/22-7/27/22	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

Afternoon Yoga • 2-Days per week

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$189, Regular \$219

096231	9/8/21-12/15/21	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096251	9/8/21-12/15/21	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$169, Regular \$199

096232	1/3/22-4/6/22	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096252	1/3/22-4/6/22	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$139, Regular \$169

096233	4/18/22-6/22/22	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096253	4/18/22-6/22/22	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

SUMMER SESSION

Early Bird \$49, Regular \$69

096234	7/6/22-7/27/22	Mon, Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096254	7/6/22-7/27/22	Mon, Wed
5:00pm-6:15pm	HBAS-G	Rm C116

COMMUNITY EDUCATION CLASSES

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

Afternoon Yoga • 1-Day per week

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$99, Regular \$119

096431	9/8/21-12/15/21	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096451	9/8/21-12/15/21	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$99, Regular \$119

096432	1/3/22-4/6/22	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096452	1/3/22-4/6/22	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$79, Regular \$99

096433	4/18/22-6/22/22	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096453	4/18/22-6/22/22	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116

SUMMER SESSION

Early Bird \$79, Regular \$99

096434	7/6/22-7/27/22	Mon or Wed
3:45pm-5:00pm	HBAS-G	Rm C116
096454	7/6/22-7/27/22	Mon or Wed
5:00pm-6:15pm	HBAS-G	Rm C116

Zumba

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

FALL SESSION

Early Bird \$99, Regular \$119

084601	9/7/21-11/30/21	Tue
4:00pm-5:00pm	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$99, Regular \$119

084602	12/7/21-3/15/22	Tue
4:00pm-5:00pm	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$99, Regular \$119

084603	3/22/22-6/14/22	Tue
4:00pm-5:00pm	HBAS-G	Rm C116

Line Dancing 101

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

Instructor: Lenora Mitchell

FALL SESSION

Early Bird \$79, Regular \$99

0874101	9/9/21-10/28/21	Thu
5:00pm-6:30pm	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$79, Regular \$99

0874102	1/13/22-3/3/22	Thu
5:00pm-6:30pm	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$79, Regular \$99

0874103	3/17/22-5/19/22	Thu
5:00pm-6:30pm	HBAS-G	Rm C116

Water Aerobics for Fitness • 2-Days per week

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

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$289, Regular \$309

087801	9/7/21-12/16/21	Tue, Thu
6:00pm-7:00pm	MHS Pool	

WINTER SESSION

Early Bird \$289, Regular \$309

087802	1/4/22-4/7/22	Tue, Thu
6:00pm-7:00pm	MHS Pool	

SPRING SESSION

Early Bird \$199, Regular \$229

087803	4/19/22-6/23/22	Tue, Thu
6:00pm-7:00pm	MHS Pool	

Continued on page 48.

COMMUNITY EDUCATION CLASSES

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

Health & Fitness

(continued)

SUMMER SESSION

Early Bird \$149, Regular \$169

087804 7/5/22-8/18/22 Tue, Thu
6:00pm-7:00pm MHS Pool

Water Aerobics for Fitness •

1-Day per week

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$149, Regular \$169

087901 9/7/21-12/16/21 Tue or Thu
6:00pm-7:00pm MHS Pool

WINTER SESSION

Early Bird \$149, Regular \$169

087902 1/4/22-4/7/22 Tue or Thu
6:00pm-7:00pm MHS Pool

SPRING SESSION

Early Bird \$109, Regular \$129

087903 4/19/22-6/23/22 Tue or Thu
6:00pm-7:00pm MHS Pool

SUMMER SESSION

Early Bird \$79, Regular \$99

087904 7/5/22-8/18/22 Tue or Thu
6:00pm-7:00pm MHS Pool

Lap Swimming for Fitness • 2-Days per week

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

Class held at MHS pool

(15871 Springdale Street, HB 92649).

Times may vary due to High School competitions.

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$289, Regular \$309

087701 9/7/21-12/16/21 Tue, Thu
7:00pm-8:00pm MHS Pool

WINTER SESSION

Early Bird \$289, Regular \$309

087702 1/4/22-4/7/22 Tue, Thu
7:00pm-8:00pm MHS Pool

SPRING SESSION

Early Bird \$199, Regular \$229

087703 4/19/22-6/23/22 Tue, Thu
7:00pm-8:00pm MHS Pool

SUMMER SESSION

Early Bird \$149, Regular \$169

087704 7/5/22-8/18/22 Tue, Thu
7:00pm-8:00pm MHS Pool

Lap Swimming for Fitness • 1-Day per week

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$149, Regular \$169

087601 9/7/21-12/16/21 Tue or Thu
7:00pm-8:00pm MHS Pool

WINTER SESSION

Early Bird \$149, Regular \$169

087602 1/4/22-4/7/22 Tue or Thu
7:00pm-8:00pm MHS Pool

SPRING SESSION

Early Bird \$109, Regular \$129

087603 4/19/22-6/23/22 Tue or Thu
7:00pm-8:00pm MHS Pool

SUMMER SESSION

Early Bird \$79, Regular \$99

087604 7/5/22-8/18/22 Tue or Thu
7:00pm-8:00pm MHS Pool

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

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$149, Regular \$169

088001 9/11/21-12/11/21 Sat
7:30am-8:30am OVHS Pool

WINTER SESSION

Early Bird \$149, Regular \$169

088002 1/8/22-4/9/22 Sat
7:30am-8:30am OVHS Pool

SPRING SESSION

Early Bird \$109, Regular \$129

088003 4/23/22-6/25/22 Sat
7:30am-8:30am OVHS Pool

SUMMER SESSION

Early Bird \$79, Regular \$99

088004 7/9/22-8/20/22 Sat
7:30am-8:30am OVHS Pool

Mission Statement

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

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

School Board

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

Superintendent

Dr. Clint Harwick

HBAS: Here to Help

Steve Curiel, *Principal*
714.842.4227

Jason Ross, *Assistant Principal*
714.842.4227

Philip Villamor, *Assistant Principal*
714.894.1018

Courtney Winford, *Assistant Principal*
714.592.1005

Ashley Nguyen, *Counselor*
714.592.1005

Lenora Mitchell, *HBAS Secretary*
714.842.4227

Arlene Flores, *Job Developer*
714.842.4227

Tammy Asaki, *Guidance Specialist*
714.592.1005

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 website. For more information contact us at info@hbas.edu or (714) 842-4227.

No refund for classes less than \$49.

Returned Check fee

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

Attendance

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

Enrollment Confirmation

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

GENERAL INFORMATION / POLICIES

2021-2022 Holiday Schedule

No classes on these dates.

Labor Day Monday, September 6, 2021

Veterans Day Thursday, November 11, 2021

Thanksgiving Recess

Monday, November 22, 2021–

Friday, November 26, 2021

Winter Recess

Monday, December 20, 2021–

Friday, December 31, 2021

Martin Luther King's Birthday

Monday, January 17, 2022

Professional Staff Development Day

Monday, January 31, 2022

Lincoln's Birthday

Monday, February 7, 2022

Washington's Birthday

Monday, February 21, 2022

Spring Recess

Monday, April 11, 2022–Friday, April 15, 2022

Memorial Day Monday, May 30, 2022

Independence Day Monday, July 4, 2022

Code of Conduct

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

Dress Code

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

Zero Tolerance

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

No smoking including electronic cigarettes and vapes.

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

No biking or skateboarding on campus.

Publicity and Photo Release

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

Non-Discrimination Notice

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

GENERAL INFORMATION / POLICIES

HBUHSD Uniform Complaint Procedures

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

Parking by HBAS Permit only

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

Equal Opportunity

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

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

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

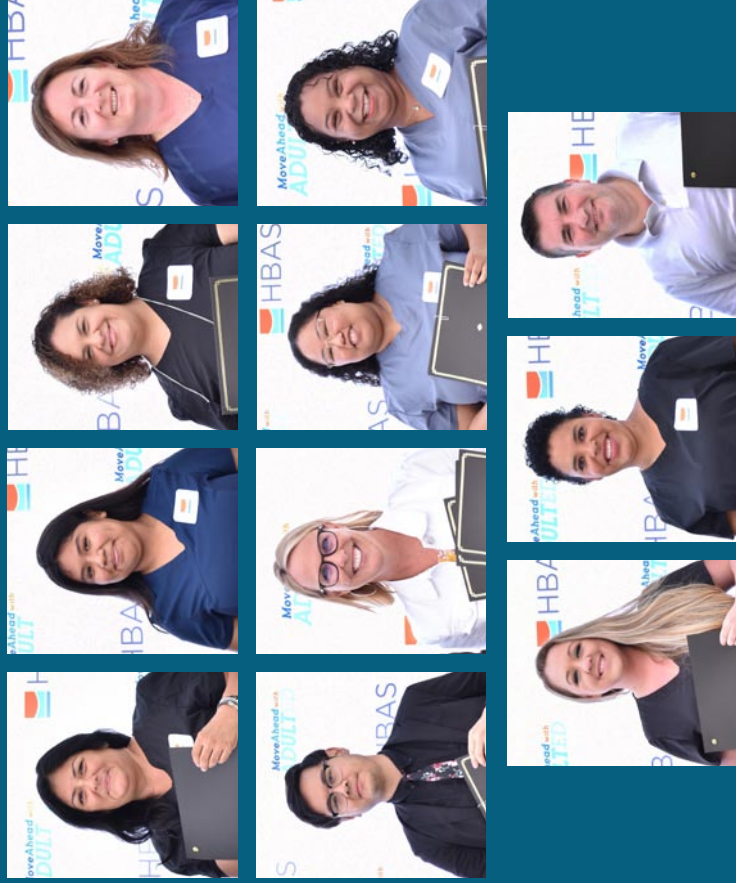
Main Campus Locations

HBAS-G	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
FVSCC	Fountain Valley Senior & Community Center • 17967 Bushard, Fountain Valley 92708
HBAS-G	HB Adult School (Main Campus) • 17231 Gothard Street, Huntington Beach 92647
HBAS-W	HB Adult School (Westminster Campus) • 14325 Goldenwest 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

CLASS OF 2021 CTE PINNING CEREMONY



**Photos represent only a portion of our 2021 CTE Pinning graduates.*

FINANCIAL ASSISTANCE AVAILABLE FOR QUALIFYING STUDENTS.



Huntington Beach Union High School District

Huntington Beach Adult School

17231 Gothard Street
Huntington Beach, CA 92647



HUNTINGTON
BEACH
ADULT
SCHOOL



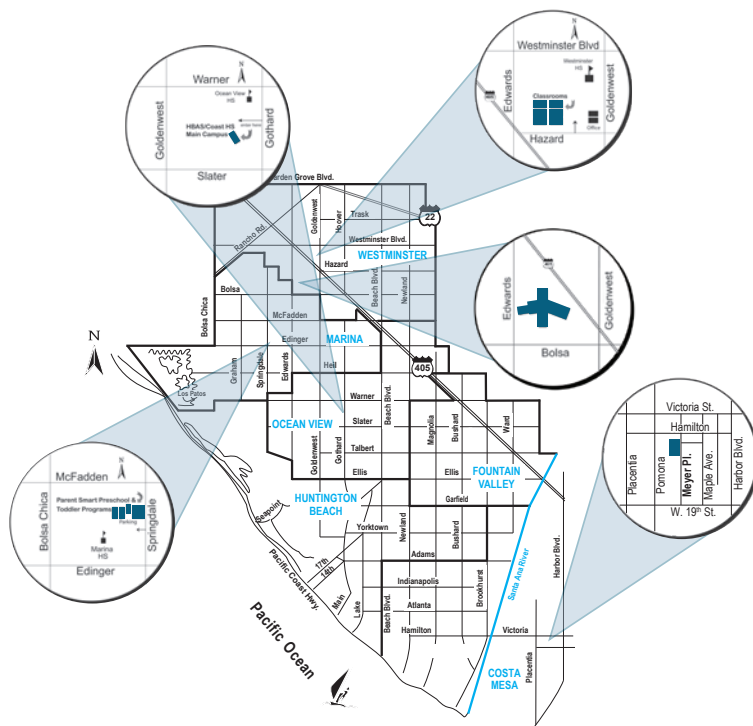
Register online @ hbas.edu

Non-Profit
Organization
U.S. POSTAGE

PAID

Permit No. 34
Huntington Beach, CA

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

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