



# HUNTINGTON BEACH ADULT SCHOOL

***More Than Adult Ed!***

Career Training



Pharmacy Technician Program



Summer Performing Arts Program



**NEW!**

Paraprofessional Program

## CATALOG OF CLASSES SPRING/SUMMER 2022

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

**Financial Assistance Available. Apply Now!**

Huntington Beach Union High School District

**College Credit Available**

– See page 9

# STUDENT SUCCESS SPOTLIGHT

## **Guadalupe Lemus, Medical Assistant: Discovering the Value of My Education**

Today, Guadalupe is a certified Medical Assistant, thriving at her new job with Hoag. But Guadalupe didn't always understand the value of her education. In high school, she "was caught up wanting to work more than go to school because I didn't feel like continuing my education was important."

Guadalupe first arrived at Huntington Beach Adult School needing to finish her high school diploma. She appreciated how her teachers offered one-on-one tutoring, and HBAS staff showed her what routes she could take in school and in a career.

Guadalupe started exploring careers in health care after being laid off from retail work during the pandemic. With her sights set on nursing school, she began taking classes at Golden West College. Guadalupe decided to also pursue a Medical Assistant certification to open more opportunities.

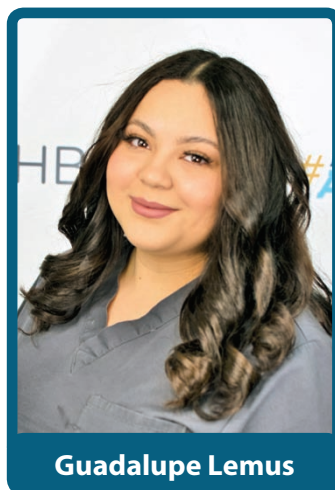
Guadalupe was part of the Fall 2021 Medical Assistant class, held in person at HBAS. The course was fast-paced and challenging, but instructor Alan Bell and support staff made sure students kept up with the coursework and got help when needed.

The small class size created a tight-knit group of students. In November, they gathered to celebrate their achievements at a swearing-in ceremony. Guadalupe was joined by her husband, parents and siblings. She remembers reflecting that day on how lucky she was to have the support of her family along the way.

After she completed the MA Program, things began to move quickly for Guadalupe. She passed the state certification test on her first try and then met with HBAS Job Developer Arlene Flores. Interview preparation with Arlene proved to be immediately helpful, as she was asked some of the same questions in actual job interviews.

Guadalupe accepted a job offer as a Medical Assistant with Hoag, thrilled to be hired by such a well-respected company. So far, Guadalupe enjoys the diversity of the urgent care setting. She has performed a variety of tests and procedures, treating patients from 2 months to 100 years old! On the job, Guadalupe has seen the value of her education each time she applies skills learned at HBAS.

Though she's accomplished so much in a short time, Guadalupe isn't slowing down. She is still taking classes at Golden West College, working towards the goal of becoming a registered nurse. With her commitment to learning and seeking new opportunities, we know Guadalupe will find success on each step of her career path.



**Guadalupe Lemus**

# WELCOME TO HBAS

## HBAS OFFICE HOURS

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

### BESST

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

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

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

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



# PRINCIPAL'S MESSAGE



Steve Curiel, Principal

Summer is coming! These words might sound familiar as they are similar to a phrase used often in a famous hit TV show - Game of Thrones. In this show, the actual words are "Winter is coming." The phrase referred to an imminent attack from an unstoppable force. This kind of sums up the past two years. But, thanks to a recent YouTube video that was shared with me called "CELEBRATE WHAT'S RIGHT WITH THE WORLD," I've chosen to change the lens through which I view the world right now.

Yes, things are challenging right now, but we have adapted. We are having safe in-person instruction as well as online options. Our students are continuing to learn and thrive despite the challenges. Our students and staff are learning new technology skills faster than I can recall in my 20+ years of adult education experience. Students are getting jobs quicker, too. Enrollment is up and summer school classes are already filling up. As we get through winter and begin to see and experience less of COVID, I am looking forward with positivity. Summer is coming!

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

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HUNTINGTON  
BEACH  
ADULT  
SCHOOL

### HUNTINGTON BEACH ADULT SCHOOL MISSION STATEMENT

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



# STUDENT SUPPORT SERVICES



Valerie Beachley,  
College and Career  
Specialist

At this time of year, many cultures are celebrating the arrival of spring and the New Year. February marked the Lunar New Year, and forthcoming celebrations such as Nowruz and Holi welcome Spring. Spring is a time of new beginnings, and we can take a cue from nature's rhythms and cycles to evaluate what new beginnings we want in our own lives.

As the College & Career Specialist at HBAS, this is a concept I utilized recently in my own life as I completed a Master's degree from San Diego State University in Rehabilitation Counseling. I remember when I first began the program, I was very excited but also nervous and worried. I had to dig deep within myself to find the inner strength to persevere. There were many

challenges to be faced and overcome, one hurdle at a time, and before I knew it, I was graduating. When I felt like giving up, I chose to believe in myself.

Another analogy is that of the lotus flower whose beautiful leaves emerge out of murky water and unfit conditions. No matter what your situation is, maybe you have less than ideal circumstances for returning to school, you can use the analogy of the lotus flower to create a new vision of yourself for yourself. In setting new goals, sometimes struggle is inevitable, but through the darkness we do finally reach the light, growing and developing beyond our wildest beliefs. As the days get longer, and the sun grows with more brightness, I challenge you to set new goals for 2022. Why not try a computer class to update your skills? Maybe get your diploma that you've been waiting years to get. How about trying a new career in a fast-growing occupation such as Pharmacy Technician? Find a community of other learners where you can improve your English language skills. I can promise you won't regret it.

## 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."*

*"This school was amazing. I was able to complete the medical billing program in just 7 months and the best part is that I was taught by people that are current medical billers and they gave us so much information into what the job is like. The staff was so helpful; they were literally with me the entire way helping me in any way they could. Now that I'm finished, hopefully I can find an internship and a new job!"*



## 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  
714.842.4227



# 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.



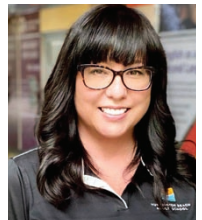
## Our College and Career Specialist:

**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 25 years. She offers academic guidance for our High School Diploma students including transcript evaluation, registration, choosing a course of study, developing an educational plan, scheduling and course changes. She also maintains student records and can provide transcripts, letters, and verifications, as needed, for diploma students. Tammy has a Bachelor of Arts degree in Psychology from CSUF and her main goal is to help adult students graduate from high school and continue their education.



**Melissa Alarcon** has worked for HBAS for over 2 years in ESL and is now in ASE. She offers academic guidance for our High School Diploma and GED students including transcript evaluation, registration, choosing a course of study, developing an educational plan, scheduling and course changes. She also maintains student records and can provide transcripts, letters, and verifications, as needed, for diploma/GED students. Melissa has a Bachelor of Arts degree in Sociology from CSULA.



# 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
ONLINE	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/](http://www.hbas.edu/ASERegistration/)
2. Fill out the [Online Enrollment Form](#)
3. Attend in person Assessment (allow 2 hours):
  - a. Please see our website for updated time/date/location.
  - b. 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/ESL/Registration/](http://www.hbas.edu/ESL/Registration/)
2. Fill out the **Online Enrollment Form**  
After submitting the form, follow the Instructions / select the link to launch Booking site for your Orientation/ Assessment
3. Select a Booking for an In-Person Orientation/Assessment time (Morning and Evening times at the Costa Mesa and Westminster / WHS campuses)

\*Bring your laptop to the Orientation And/Or arrange to check one out after.

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

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



## Inscripción para ESL

### ¿Cómo me inscribo/re-inscribo para ESL?

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

\*Lleve su computadora portátil a la Orientación Y / O solicita una después de tu evaluación.

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

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



## Đăng Ký Học ESL

### Làm các nào để đăng ký học ESL?

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

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

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

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



## HBAS is Partnering with Coast Community College District!

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

### COASTLINE COMMUNITY COLLEGE:

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

### ORANGE COAST COMMUNITY COLLEGE:

- Keyboarding

  
Coast Colleges  
Inspiration. Innovation. Graduation.





Are you ready to start a new career?

HBAS offers eight Certificate Programs: Accounting Clerk, Business Information Worker, Medical Assistant, Medical Billing/Coding, Pharmacy Technician, Administrative Assistant, Data Entry Clerk and Paraprofessional. 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 2 simple steps. **Please note: these steps must be completed in the order listed below:**

**STEP 1** Enroll and register online to attend a FREE, **REQUIRED Information Session**. At the Information Session you will learn about the programs prerequisites, registration fees, externship opportunities, job prospects, and more. The schedule for the Information Session for each certificate program is listed below. In this step you will complete a required Reading and Math entrance exam. *Allow 1.5 hour for this step.*

Information Session Schedule:

Dates	Medical Billing/ Coding (Zoom)	Medical Assistant (Zoom)	Pharmacy Technician (Zoom)	Administra- tive Assistant/ Data Entry (Zoom)	Accounting (Zoom)	Business Information Worker (Zoom)
<b>Fridays</b>	<b>9:00 am – 10:00 am</b>			<b>HBAS Gothard site</b>	<b>Foreman</b>	
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

Dates	Medical Billing/ Coding (Zoom)	Medical Assistant (Zoom)	Pharmacy Technician (Zoom)	Administra- tive Assistant/ Data Entry (Zoom)	Accounting (Zoom)	Business Information Worker (Zoom)
<b>Tuesdays</b>	<b>6:00 pm – 8:00 pm</b>			<b>HBAS Gothard site</b>	<b>Ross</b>	
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
06/21/22	0680668	0679068	0678668	0620068	0676468	0610068
06/28/22	0680669	0679069	0678669	0620069	0676469	0610069
07/05/22	0680670	0679070	0678670	0620070	0676470	0610070

\* Information sessions will be conducted virtually over Zoom.

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

## Certificate Program Information Continued:

- If you fail one or both entrance exams you will be required to enroll in remediation classes before enrolling in a certificate program. You must pass both sections of the entrance exam **prior to enrolling in the 2<sup>nd</sup> required class of the program.**
- If you have already taken a Medical Terminology, Microsoft Word or Microsoft Excel course and can provide a certificate of course completion or an official transcript from a **WASC Accredited** school within the last two years, you may speak to an instructor about challenging the course. If the instructor verifies you qualify, you may challenge the exam **ONLY ONCE**. The exam must be taken on or before the start date of the class. The Challenge Exam Fee of \$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.

?

*Can't decide on a course selection or a career choice?  
Get the help you need from our counselor.  
See page 7.*

## JOIN OUR LEARNING COMMUNITY!



### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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



## Accounting Clerk Certificate Program



Accounting Program

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

### Required FREE Information Session for students considering enrollment in the Accounting Clerk Certificate Program!

See pages 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.

### 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 11 Essentials &  
File Management • (See page 27)  
Early Bird \$59, Regular \$79

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

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

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

Accounting • Level 1 • (See page 13)  
Early Bird \$149, Regular \$179

Accounting • Level 2 • (See page 13)  
Early Bird \$149, Regular \$179

QuickBooks • Level 1 • (See page 13)  
Early Bird \$79, Regular \$99

QuickBooks • Level 2 • (See page 13)  
Early Bird \$79, Regular \$99

QuickBooks • Level 3 • (See page 14)  
Early Bird \$79, Regular \$99

QuickBooks Workshop Advanced Topics  
(See page 14)

Early Bird \$39, Regular \$59

Tax Preparer • (See page 14)  
Early Bird \$69, Regular \$89

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

Average Hourly Wage: **\$23**

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

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

**Take advantage of it!**



#### INSTRUCTOR: ESTHER NGUYEN

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



## Accounting • Level 1

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

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

Instructor: Esther Nguyen

*Returning in Fall 2022*

## Accounting • Level 2

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

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

Instructor: Esther Nguyen

*Returning in Fall 2022*

## QuickBooks • Level 1

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

**Early Bird \$79, Regular \$99**

Instructor: Esther Nguyen

*Returning in Fall 2022*

## 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

0670403

5/7/22-7/23/22

Sat

8:30am-11:30am

HBAS-G

Rm C123



## 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

*Returning in Fall 2022*

### 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

*Returning in Fall 2022*

### Tax Preparer

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

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

Instructor: Esther Nguyen

*Returning in Fall 2022*

## ELECTIVES

### Externship

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

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

Instructor: Tracy Foreman

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

0676702      3/14/22-4/20/22      M/W  
4:00pm–6:30pm      HBAS-G      Rm C123

## Connect with us!





## Business Information Worker Certificate Program



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

*Students must possess a 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 11 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.



Medical Billing and Coding Certification

Medical Billers and Coders are health care professionals who work alongside the administration in a medical office or facility. The students will learn how to process patient data, send claim forms to insurance companies, check for errors in medical records, code medical records and use ICD10, CPT, and HCPCS Coding System. Upon completion of the program the students can seek employment in physicians' offices, hospitals, billing companies, laboratories, clinics, and insurance companies. High School Diploma or equivalency required. *All students must pass an English and math proficiency test prior to enrolling in 2<sup>nd</sup> Certificate Program Course.* To receive program certificate, students must complete all classes within a two-year time frame.

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

**TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING**  
Enroll in class 7 days prior to the first day of class to receive the Early Bird Price!

Medical Terminology (Online)

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. Lectures will be recorded. Students may access and complete lessons on own time and are not required to be online during scheduled hours. All work is due by end of course.***

**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: Allison Iglesias


0679203	5/2/22-6/2/22	Mon-Thu
3:00pm–5:30pm	Online	
0679204	6/20/22-7/7/22	Mon-Thu
4:00pm–7:15pm	Online	
No class Monday, July 4 <sup>th</sup>		

Medical Billing

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

**Early Bird \$409, Regular \$439**  
Instructor: Nicole Craven

0680203	5/24/22-7/21/22	Tue/Thu
5:30pm–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.

**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 diseases, signs, symptoms, abnormal findings, complaints, social circumstances, external causes of injury or diseases. Anatomy and Physiology are critical in the new coding systems and physicians depend on the codes for accuracy. **Prerequisites:** Medical Terminology and Career Readiness.

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

Instructor: Nicole Craven

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. **Prerequisites:** Medical Terminology and Career Readiness.

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

Instructor: Nicole Craven

0681402      3/15/22-5/19/22      Tue/Thu  
6:00pm–9:00pm      HBAS-G      Rm C122



## Electronic Health Records (Online)

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. Lectures will be recorded. Students may access and complete lessons on own time and are not required to be online during scheduled hours. All work is due by end of course.***

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

Instructor: Allison Iglesia

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

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.

## QUICK OCCUPATIONAL FACTS FOR ORANGE CO:

**Average Hourly Wage : \$22**

**Average Job Openings**

**2016-2026: 7,050**

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

**Take advantage of it!**

## Pharmacy Technician Certificate Program



Specialized training for Pharmacy Technician

This course introduces pharmacy technician students to the general principles of pharmacology. Drugs are discussed in the context of drug classes, mechanics of action, disease types, and body systems. The goal is to provide pharmacy technicians with sufficient background information so that they will be able to play a key role in avoiding dispensing errors. Although emphasis will be given to the approximately 200 most commonly prescribed drugs, many more drugs will be discussed during each module.

**Live Scan clearance required.** *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 page 19) •  
**Early Bird \$529, Regular \$559**

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



#### INSTRUCTOR: ALLISON IGLESIA

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



## Pharmacy Technician

### Community Pharmacy Practice

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

**Early Bird \$529,**

**Regular \$559**

Instructor: Allison Iglesia

0678503 3/14/22-5/26/22

Mon-Thu 8:30am-3:00pm\* HBAS-G Rm B104

\* Includes 30 minutes lunch.



## Electronic Health Records (Online)

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. Lectures will be recorded. Students may access and complete lessons on own time and are not required to be online during scheduled hours. All work is due by end of course.***

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

Instructor: Allison Iglesia

0679602 3/22/22-4/28/22 Tue/Thu

5:00pm-7:30pm Online

### QUICK OCCUPATIONAL FACTS

## Pharmacy Tech

**Average Hourly Wage : \$22.20**

**Average Job Openings**

**2016-2026: 3,410**

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

### 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!

## ELECTIVES

### Externship

*Prerequisite: Instructor recommendation.*

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

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

Instructor: Tracy Foreman

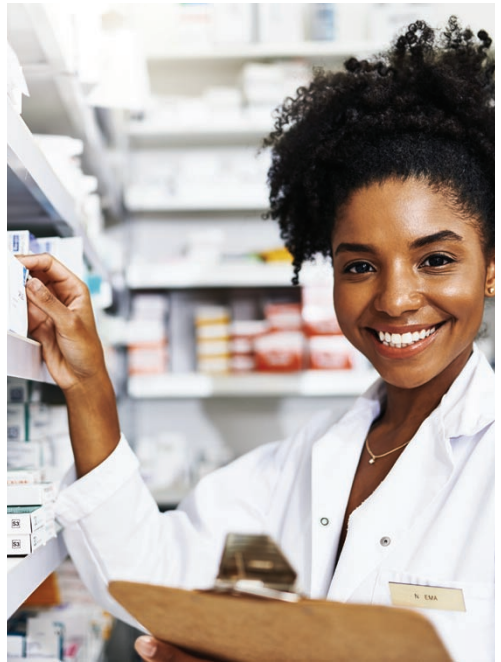
0678702

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.



## Connect with us!







## Medical Assistant Certification - Front & Back Office

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

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

See 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 11 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, 41) •  
Early Bird \$39, Regular \$59

### Medical Terminology (Online)

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. Lectures will be recorded. Students may access and complete lessons on own time and are not required to be online during scheduled hours. All work is due by end of course.***

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: Allison Iglesia

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

0679204	6/20/22-7/7/22	Mon-Thu
4:00pm-7:15pm	Online	
<i>No class Monday, July 4<sup>th</sup></i>		

### Medical Assistant

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

Early Bird \$529,  
Regular \$559

Instructor: Alan Bell

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



**REVISED,  
FAST TRACK  
PROGRAM**

## Electronic Health Records (Online)

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. Lectures will be recorded. Students may access and complete lessons on own time and are not required to be online during scheduled hours. All work is due by end of course.***

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

Instructor: Allison Iglesia

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

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

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

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

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

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

*Instructor for their entire learning experience.*

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

Instructor: Megan Irvine/OC-CPR.NET

091404	3/26/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091407	4/23/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091405	5/14/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091408	6/18/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091406	7/16/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091409	8/20/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116

**REDUCED  
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.

**FINANCIAL  
ASSISTANCE  
AVAILABLE!**

## Administrative Assistant Certificate Program

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

### Required Coursework

**Keyboarding Certification (60 wpm minimum) /**

**10 Key Certification (140KPM) •**

**Early Bird \$39, Regular \$59 • (See page 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 11 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 reading/math entrance exam.

**FINANCIAL  
ASSISTANCE  
AVAILABLE!**

### 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 11 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

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](http://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

0680705 3/26/22

Sat 8:00am–6:00pm\* HBAS-G Rm B102

0680706 4/2/22

Sat 8:00am–6:00pm\* HBAS-G Rm B102

0680707 6/4/22

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

085903 4/25/22-6/20/22 Mon/Wed  
6:00pm–8:00pm HBAS-G Rm C116

## 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. Coursework includes online instruction.

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

**Early Bird \$89, Regular \$109**

Instructor: Nami Aoyagi

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

0680006 6/20/22-7/7/22 Mon-Thur  
8:30am–11:30am 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.



## Connect with us!







## 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: Karan Shuster

060403 3/14/22-4/27/22

Mon/Wed 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: Daniel Sauer

060503 5/7/22-6/8/22

Mon/Wed 12:00pm–3:00pm HBAS-G Rm B101

### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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



## Computer Classes

### Keyboarding

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

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

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

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

Instructor: Nami Aoyagi

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

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](http://hbas.edu)**

068401	1/31/22-6/7/22	Tue/Thur
12:00pm–1:30pm	HBAS-G	Rm C122

### Summer Testing Schedule:

068401	6/24/22	Fri
9:00am–11:00am	HBAS-G	Rm C122
068401	7/8/22	Fri
9:00am–11:00am	HBAS-G	Rm C122
068401	7/15/22	Fri
9:00am–11:00am	HBAS-G	Rm C122

No testing on Holidays.

See page 50 for Holiday dates.

### Computer Basics 1 - Introduction to Computers

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

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

Instructor: Tracy Foreman

**Returning in Fall 2022**

## Connect with us!



## 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

0672202	3/15/22-4/21/22	Tue,Thu
8:30am-11:30am	HBAS-G	Rm C123

### Windows 11 Essentials & File Management

We will explore features available in Windows 11 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

0635102	7/11/22-7/28/22	Mon-Thur
12:00pm-3:00pm	HBAS-G	Rm C122

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

### Windows 11 File Management

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

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

Instructor: Tracy Foreman

0640003	6/13/22	Mon
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 Google Docs, Sheets + Slides which provide the ability to work from any internet connected computer even if proper software is not installed. **Prerequisites:** Mouse, keyboarding, and Windows File Management skills.

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

Instructor: Tracy Foreman

0677301	3/14/22-4/20/22	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

## HBAS ACCEPTS

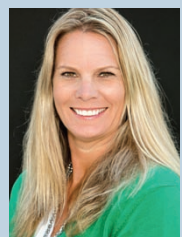


## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

### 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

0675622	4/26/22-6/2/22	Tue/Thu
8:30am–11:30am	HBAS-G	Rm C123
0675623	6/20/22-7/7/22	Mon-Thu
12:00pm–3:00pm	HBAS-G	Rm C122

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	4/25/22-6/1/22	Mon/Wed
8:30am–11:30am	HBAS-G	Rm C123
0673732	7/11/22-7/28/22	Mon-Thu
8:30am–11:30am	HBAS-G	Rm C122

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

Returning in Fall 2022

Microsoft PowerPoint 2019: Beginning & Intermediate

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

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

Returning in Fall 2022

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 or 11, **not a Mac**. A free download of Office 2019 365 is available to HBAS students. Students must have excellent file management skills, be able to upload and download files and know how to split a screen.

**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	Time
3/7/22 - 4/6/22	3/14/2022	4/21/2022	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 C123 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 mail merge. An onsite, in class, final exam score of 80% or better is required for certificate of course completion. **Prerequisite:** File Management and Internet skills. **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

0684105	3/14/22-4/21/22	Mon/Wed
12:00pm-2:00pm	HBAS-G	Rm C122
0684106	4/25/22-5/25/22	Mon/Wed
12:00pm-2:00pm	HBAS-G	Rm C122

Hybrid Microsoft Word 2019: Intermediate\*

This Hybrid course provides thorough intermediate training of Word. This course covers more complex skills than those presented in our Beginning Word course. Topics introduced include track changes, indexes, document themes, styles, picture editing, headers and footers, templates, tables of contents and indexes, and more. An onsite, in class, final exam score of 80% or better is required for certificate of course completion. **Prerequisite:** Completion of Word Beginning. **IMPORTANT:** Read the Hybrid Course Information located on page 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

0684205	3/14/22-4/21/22	Mon/Wed
12:00pm-2:00pm	HBAS-G	Rm C122
0684206	4/25/22-5/25/22	Mon/Wed
12:00pm-2:00pm	HBAS-G	Rm C122

**Computer Requirements:** Full version of Microsoft Office 2019 is required to learn the program (i.e. Word online requires you to have Word 2019 or higher, Excel requires Excel 2019 or higher, etc., not a starter edition). This must be installed on your computer prior to starting the class. Internet access is also required in order to successfully watch the video content and upload your completed assignments to the instructor. The online classes are based on a PC with Windows 10 or 11, **not a Mac**. A free download of Office 2019 365 is available to HBAS students. Students must have excellent file management skills, be able to upload and download files and know how to split a screen.

*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!

## 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

0684305	3/14/22-4/21/22	Mon/Wed
12:00pm-2:00pm	HBAS-G	Rm C122
0684306	4/25/22-5/25/22	Mon/Wed
12:00 pm-2:00pm	HBAS-G	Rm C122

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

## HBAS ACCEPTS



## 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

0684405	3/14/22-4/21/22	Mon/Wed
12:00pm-2:00pm	HBAS-G	Rm C122
0684406	4/25/22-5/25/22	Mon/Wed
12:00pm-2:00pm	HBAS-G	Rm C122

## Connect with us!



## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

**Computer Requirements:** Full version of Microsoft Office 2019 is required to learn the program (i.e. Word online requires you to have Word 2019 or higher, Excel requires Excel 2019 or higher, etc., not a starter edition). This must be installed on your computer prior to starting the class. Internet access is also required in order to successfully watch the video content and upload your completed assignments to the instructor. The online classes are based on a PC with Windows 10 or 11, **not a Mac**. A free download of Office 2019 365 is available to HBAS students. Students must have excellent file management skills, be able to upload and download files and know how to split a screen.



Hybrid 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. **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

0684505	3/14/22-4/21/22	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0684506	4/25/22-5/25/22	Mon/Wed
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, link Excel charts, create Smart Art diagrams, use tables. **Prerequisite:** Completion of PowerPoint: Beginning, Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 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

0684605	3/14/22-4/21/22	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0684606	4/25/22-5/25/22	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122

**Computer Requirements:** Full version of Microsoft Office 2019 is required to learn the program (i.e. Word online requires you to have Word 2019 or higher, Excel requires Excel 2019 or higher, etc., not a starter edition). This must be installed on your computer prior to starting the class. Internet access is also required in order to successfully watch the video content and upload your completed assignments to the instructor. The online classes are based on a PC with Windows 10 or 11, **not a Mac**. A free download of Office 2019 365 is available to HBAS students. Students must have excellent file management skills, be able to upload and download files and know how to split a screen.

*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:** 3/1/22-5/26/22

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

**Contact the Adult Education Office at OCC:**

Call/Text: (714) 432-6897

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

### **ESL Support Class for Early Childhood Education ONLINE**

**Dates:** 3/2/22-5/25/22

Wed 12:00pm–2:30pm  
Westminster High School Rm A4

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

Paraprofessional Certificate Program



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

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

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

Early Bird \$79, Regular \$99

Instructor: Joe Loomis

0687001

4/18/22	Monday	4:00pm-7:00pm
4/20/22	Wednesday	4:00pm-7:00pm
4/23/22	Saturday	9:00am-1:00pm
4/25/22	Monday	4:00pm-7:00pm
4/27/22	Wednesday	4:00pm-7:00pm
4/30/22	Saturday	9:00am-1:00pm
5/2/22	Monday	4:00pm-7:00pm
5/4/22	Wednesday	4:00pm-7:00pm
5/7/22	Saturday	9:00am-1:00pm
	EHS	Rm 111



INSTRUCTOR: JOE LOOMIS

Mr. Loomis has been in the field of special education for the past 21 years. Mr. Loomis is a graduate of Cal State University, San Marcos and the University of California Irvine. He is currently the Administrator for the Special Abilities Cluster, which is the largest special education program in the HBUHSD. His program currently employs over eighty paraprofessionals. He will give you the tools to be a successful paraprofessional.

# 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](https://hbas.edu) website.*

## SCHEDULE OF CLASSES

### WESTMINSTER LOCATION

#### 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 Transitions	10:00am–12:30pm	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 Transitions	5:30pm–8:00pm	M-Th
Pronunciation/ Conversation	12:30pm–3:00pm	Th

### HUNTINGTON BEACH LOCATION

#### HBAS Main Campus

**17231 Gothard Street, Huntington Beach**

##### Morning

ESL Intermediate Low (3)	9:00am–11:30am	M-Th
ESL Advanced (4)	9:00am–11:30am	M-Th

##### Evening

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

### FOUNTAIN VALLEY LOCATION

#### Fountain Valley HS

**17816 Bushard Street, Fountain Valley**

##### Evening

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

### COSTA MESA LOCATION

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

##### 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

##### 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 Beginning Low (1)	6:00pm–8:30pm	MWTh
	Tuesdays Online Only	

## CITIZENSHIP CLASSES

For Students ESL Level 2, 3, 4

#### BESST Center Campus - Room 127

6:00pm–8:30pm Tue

#### BESST Center Campus - Online Only

6:00pm–8:30pm Thu

#### Westminster Campus

10:00am–1:00pm Tue

## CAREER CERTIFICATIONS WITH ESL SUPPORT

### EARLY CHILDHOOD EDUCATION CLASSES WITH ESL SUPPORT

#### CHILD GROWTH AND DEVELOPMENT ONLINE (3 UNITS)

3/1/22-5/26/22	Tue/Thu	12:15pm–2:15pm
Westminster High School		Rm A4

#### ESL SUPPORT CLASS FOR EARLY CHILDHOOD EDUCATION ONLINE

3/2/22-5/25/22	Wed	12:00pm–2:30pm
Westminster High School		Rm A4



# HIGH SCHOOL EQUIVALENCY PREP



## GED® Preparation

HBAS GED preparation is **FREE** as in absolutely **NO OUT OF POCKET COST**.

You can work completely online (7+ hours per week).

*GED preparation courses are offered online at the BESST Center in Costa Mesa.*

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

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

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

All GED coursework is available online. Students may request in person assistance as needed. Assistance can be given at our Westminster Campus or Main Campus (Gothard) in Huntington Beach.

**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?

## Connect with us!





# HIGH SCHOOL DIPLOMA

## High School Diploma

HBAS GED preparation is **FREE** as in absolutely **NO OUT OF POCKET COST**. We offer the opportunity to **work fully online** (7+ hours per week).



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

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

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

All High School Diploma classes at HBAS are taken online. Students may request to work in person with their teacher as needed. All skills classes are in person.

## HBAS Diploma Program Graduation Requirements:

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

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

**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.

## OUR DEDICATED AND FRIENDLY TEACHERS ARE HERE TO HELP YOU!



# COMMUNITY EDUCATION CLASSES

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

### MARK YOUR CALENDARS!

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

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

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

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

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

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

Parents will be contacted with orientation date and time.

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

#### Preschool Combo (3 and 4 years by 9/1/2021) 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  
070714 4/18/22-6/15/22

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

## 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](http://www.hbas.edu)
- Ongoing registration can be done in-person at HBAS Main Campus (17231 Gothard Street).
- Parents attend one evening seminar on relevant parenting topic per fall semester. Parents must bring proof of parent TB test administered after 1/1/2019 before class starts, plus a copy of the child's immunizations and birth certificate.

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

Parents will be contacted with orientation date and time.

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

#### Sneak Peek Program Preview:

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

#### SPRING 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

## APA Jr Summer 2022 Registration is now open!



### APA Goes Undercover

Early Bird \$299, Regular \$329

Session 1: 7/5/22-7/15/22  
8:45am-12:30pm

### Houston, APA has Landed

Early Bird \$299, Regular \$329

Session 2: 7/18/22-7/29/22  
8:45am-12:30pm



# COMMUNITY EDUCATION CLASSES

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## 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

0853303	5/3/22-5/10/22	Tue
6:30pm-8:30pm	HBAS-G	C116
0853304	8/2/22-8/9/22	Tue
6:30pm-8:30pm	HBAS-G	C116



**INSTRUCTOR: IAN WARDLE**

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

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

### Rejuvenate Your Retirement

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

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

Instructor: Alex Goldberg

Suggested age: 60 - 75

0853403	5/10/22-5/12/22	Tue, Thu
1:00pm-3:00pm	HBAS-G	C116
0853404	8/2/22-8/4/22	Tue, Thu
9:30am-11:30am	HBAS-G	C116



**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.

### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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



## Digital Media Arts

### Digital Media Arts - Basics

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

*Returning in Fall 2022*

### Digital Media Arts - Beginning

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

*Returning in Fall 2022*

### Digital Media Arts: Intermediate

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

*Returning in Fall 2022*

### Digital Media Arts: Frame It 1

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

*Returning in Fall 2022*

### Digital Media Arts: Holiday Projects

Early Bird \$79, Regular \$99

Instructor: Nami Aoyagi

*Returning in Fall 2022*

### Digital Media Arts: Frame It 2

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

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

Early Bird \$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: 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:** Digital Media Arts Basics & Beginning, DMA: 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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

*Returning in Fall 2022*

### Digital Media Arts: Blenders 2

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

*Returning in Fall 2022*

### Digital Media Arts: Composites

Early Bird \$159, Regular \$189

Instructor: Nami Aoyagi

*Returning in Fall 2022*

# COMMUNITY EDUCATION CLASSES

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

## Health & Safety Education

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

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

091404	3/19/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091407	4/23/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091405	5/14/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091408	6/18/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091406	7/16/22	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091409	8/20/22	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 4: Spring Zing

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

**Early Bird \$39, Regular \$59**  
**Bring with you to class: \$20 material fee (cash only).**

Instructor: Heidi Ross

240401	3/26/22	Saturday
9:00am–12:30pm	HBAS-G	Rm C116

### Floral 5: Wedding Bouquets and More!

It's that time of year when romance is in the air and weddings are approaching. Join me for a how to guide to make wedding bouquets and hair pieces for the bride's special day. We can get the bride and her attendants bouquet ready!

**Early Bird \$39, Regular \$59**  
**Bring with you to class: \$20 material fee (cash only).**

Instructor: Heidi Ross

240501	6/4/22	Saturday
9:00am–12:30pm	HBAS-G	Rm C116

## Communication Skills

### Writing Your Life Story

You are unique in the entire universe and no one has lived a life like you have. Give yourself, your children, and your friends a beautiful gift—the story of your life so far. Prior writing skills are not necessary. Enrollment is limited to 16.

**Early Bird \$99, Regular \$129**  
Instructor: Antonia Zupancich

0853103	4/20/22-6/8/22	Wed
10:00am–12:00pm	FVSCC	

### 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!

## Chris Epting Classes



### The Hidden History of Huntington Beach

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

**Early Bird \$89, Regular \$109**

Instructor: Chris Epting

0856252	4/20/22-6/8/22	Wed
5:00pm–6:30pm	HBHS	Rm D3

### Writing Your Memoir

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

**Early Bird \$89, Regular \$109**

Instructor: Chris Epting

0853002	4/20/22-6/8/22	Wed
6:30pm–8:00pm	HBHS	Rm D3



#### INSTRUCTOR: CHRIS EPTING

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

# COMMUNITY EDUCATION CLASSES

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## The Arts

### Basic Oil Painting

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

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

Instructor: Beth Chilcott

0852303	3/30/22-6/15/22	Wed
2:30pm-4:30pm	VaVHS	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

085144	3/28/22-6/20/22	Mon
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

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
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

084403	3/17/22-6/9/22	Thu
6:00pm-9:00pm	MHS	312

## American Sign Language

### American Sign Language (ASL): Beginning 1

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

**Early Bird \$79, Regular \$99**

Instructor: Harmony Soliz

085702	2/28/22-4/25/22	Mondays
4:00pm-5:30pm	EHS	Rm 202

### American Sign Language (ASL) 2

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

**Early Bird \$79, Regular \$99**

Instructor: Harmony Soliz

085601	5/16/22-7/18/22	Mondays
4:00pm-5:30pm	EHS	Rm 202

## Connect with us!





## Health & Fitness

### Intro to Weight Training

An introduction to the world of barbells and dumbbells! Students will learn weightlifting movements very gradually, progressing from empty bars, to lightly loaded work, before coming to and recording a baseline “max” in each of the major lifts. This will help direct training within more advanced programs down the road. Students will learn the 3 “Power Lifts” - aka the Back Squat, the Bench Press, and the Deadlift. These 3 movements are widely considered the foundational “Strength” movements. Not only will learning them be directly beneficial to health and performance through the development of baseline, full-body strength, but they will also serve as a great jumping off point for the rest of our weight room movements. Additionally, students will learn a host of accessory strength movements using the widely versatile dumbbell, as well as continuing to develop core strength and stability.

**Early Bird \$99, Regular \$119**

Instructor: Brandon Futagaki

099001	4/18/22-6/8/22	Mon/Wed
3:00pm–4:00pm	VaVHS	Rm 16



#### INSTRUCTOR: BRANDON FUTAGAKI

Brandon has over 20 years of coaching and training experience. He was the Assistant Varsity Coach at Edison High School for 16 years. His knowledge of the

game and training experience contributed to the success of their program. Prior to coaching at Edison, he was the Assistant Coach with the Orange Coast College Men’s Soccer program and Adjunct part-time PE instructor. He received his B.A. from Long Beach State and his Master’s degree and teaching credential from National University in Health and Physical Education. Currently, Brandon is in his 17<sup>th</sup> year of teaching at Valley Vista where he instructs Weight Training, Physical Education and Health courses. In his spare time, if he is not at the gym, he enjoys surfing in the summer and snowboarding in the winter.

### Personal Fitness

Over the course of the program, athletes will work through a multitude of movement variations, from bodyweight to loaded medicine balls, dumbbells, kettlebells and more. Workouts will be individualized by varying weight, volume, and intensity. Each day’s focus “workout” will be unique, keeping things both fun and challenging, and helping all athletes to develop true all-around fitness and performance. The class is perfect for students and athletes that are serious about their fitness, but don’t desire to throw around barbells or heavy weights every day not While “strength” will absolutely be worked on, the emphasis here is on movement, work capacity, and conditioning.

**Early Bird \$99, Regular \$119**

Instructor: Brandon Futagaki

099301	4/18/22-6/8/22	Mon/Wed
4:15pm–5:15pm	VaVHS	Rm 16

# COMMUNITY EDUCATION CLASSES

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## Health & Fitness

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

### Morning Yoga • 2-Days per week

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

Instructor: Jerry Cruise

#### SPRING SESSION

**Early Bird \$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

#### 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

## 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!

### Line Dancing 101 (All Genres)

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

Instructor: Lenora Mitchell

#### SUMMER SESSION

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

0874104	7/12/22-7/28/22	Tue, 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 (Mon or Wed) or attend both days for maximum benefit. Class held at OVHS pool (17071 Gothard Street, HB 92647). Times may vary due to High School competitions.

Instructor: Kelly Pointer

#### SPRING SESSION

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

087803	4/19/22-6/23/22	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

#### SUMMER SESSION

**Early Bird \$149, Regular \$169**

087804	7/6/22-8/22/22	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

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

Instructor: Kelly Pointer

#### SPRING SESSION

**Early Bird \$109, Regular \$129**

087903	4/19/22-6/23/22	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

#### SUMMER SESSION

**Early Bird \$79, Regular \$99**

087904	7/6/22-8/22/22	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

# COMMUNITY EDUCATION CLASSES

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

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

Swim laps in the evening at your own speed and build up your strength and endurance. Class held at OVHS pool (17071 Gothard Street, HB 92647). Times may vary due to High School competitions.

Instructor: Kelly Pointer

### SPRING SESSION

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

087703                      4/19/22-6/23/22      Mon, Wed  
7:00pm-8:00pm      OVHS Pool

### SUMMER SESSION

**Early Bird \$149, Regular \$169**

087704                      7/6/22-8/22/22      Mon, Wed  
7:00pm-8:00pm      OVHS Pool

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

Instructor: Kelly Pointer

### SPRING SESSION

**Early Bird \$109, Regular \$129**

087603                      4/19/22-6/23/22      Mon or Wed  
7:00pm-8:00pm      OVHS Pool

### SUMMER SESSION

**Early Bird \$79, Regular \$99**

087604                      7/6/22-8/22/22      Mon or Wed  
7:00pm-8:00pm      OVHS Pool

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

Instructor: Kelly Pointer

### SPRING SESSION

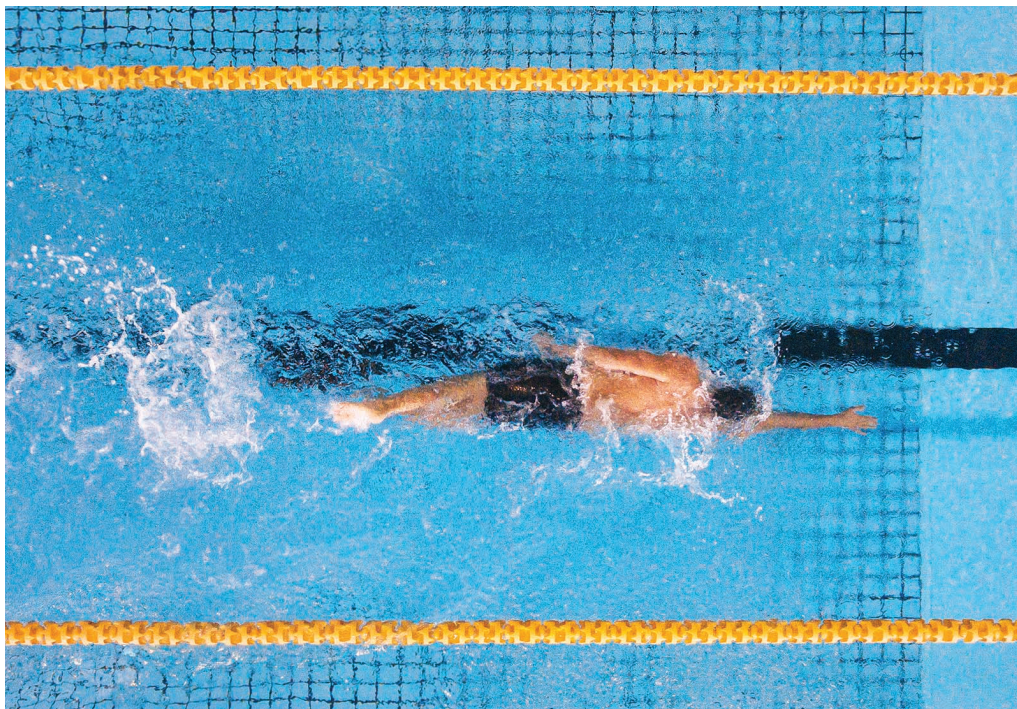
**Early Bird \$109, Regular \$129**

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





# COMMUNITY EDUCATION CLASSES

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

## Health & Fitness *(continued)*

### Yoga Therapy for Optimal Health

Yoga Therapy is a holistic practice that empowers individuals with the healing tools of yoga to progress towards an improved state of health and well-being. Learn and implement techniques that solidify a mindful and compassionate relationship with the body, breath, and mind. Practices like body scanning, breath control, intentional movement, self-reflection and visualization are used in yoga therapy, in order to facilitate a holistic reintegration of the human system. Leave each class feeling rested, rejuvenated, healthy, and happy.

**Early Bird \$119, Regular \$139**

Instructor: Ashley McKeachie

097901	4/19/22-5/26/22	Tue/Thu
9:00am–9:45am	HBAS-G	Rm C116

### Introduction to Meditation

Are you interested in the numerous health benefits of meditation, including better focus and concentration, and improved self-awareness and self-esteem? Learn and practice simple and effective meditations that enhance feelings of gratitude, clarity, and inner peace.

**Early Bird \$119, Regular \$139**

Instructor: Ashley McKeachie

098501	4/19/22-5/26/22	Tue/Thu
10:00am–10:45am	HBAS-G	Rm C116



#### INSTRUCTOR: ASHLEY MCKEACHIE

Ashley McKeachie, MA, C-IAYT, E-RYT 500 is a certified yoga therapist, who received her yoga therapy certification and Master's in Yoga Studies from Loyola Marymount University. Since 2014, Ashley has taught at Orange Coast College, and is the creator and lead trainer for their Yoga Instructor Training Program. For six years, Ashley worked as a yoga therapist in a Functional Restoration Program, where she utilized the therapeutic tools of yoga to help patients decrease their chronic pain.





## Mission Statement

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

## HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

### School Board

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

### Superintendent

Dr. Clint Harwick

### HBAS: Here to Help

Steve Curiel, *Principal*  
714.842.4227

Jason Ross, *Assistant Principal*  
714.842.4227

Philip Villamor, *Assistant Principal*  
714.894.1018

Courtney Winford, *Assistant Principal*  
714.842.4227

Ashley Nguyen, *Counselor*  
714.592.1005

Lenora Mitchell, *HBAS Secretary*  
714.842.4227

Arlene Flores, *Job Developer*  
714.842.4227

Tammy Asaki, *Guidance Specialist*  
714.842.4227

Valerie Beachley, *College & Career Specialist*  
714.842.4227

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

### Main Office Hours

Please see page 3 for Office Hours.

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

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

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

### Refund Policy

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

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

### Returned Check fee

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

### Attendance

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

### Enrollment Confirmation

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

# GENERAL INFORMATION / POLICIES

## 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](http://HBAS.edu) for more information.

## Dress Code

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

## Zero Tolerance

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

## No smoking including electronic cigarettes and vapes.

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

## No biking or skateboarding on campus.

## 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

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## 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.hbuhdsd.edu](http://www.hbuhdsd.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.

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## Main Campus Locations

HBAS-G	<b>Main Campus</b> • 17231 Gothard Street, Huntington Beach 92647
HBAS-W	<b>Westminster Campus</b> (ESL classes only) • 14325 Goldenwest St., Westminster 92683
HBAS -G	<b>Career Training Center</b> • 17231 Gothard Street, Huntington Beach 92647
PSP	<b>Parent Smart Preschool and Toddler Programs</b> • 15859 Springdale Street, Huntington Beach 92649
BST	<b>BESST Center</b> • 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
HBHS	Huntington Beach High School • 1905 Main Street, Huntington Beach 92648
MHS	Marina High School • 15871 Springdale Street, Huntington Beach 92649
OVHS	Ocean View High School • 17071 Gothard Street, Huntington Beach 92647
PSP	Parent Smart Preschool & Toddler Programs • Marina HS Campus 15859 Springdale Street, Huntington Beach 92649
VaVHS	Valley Vista High School • 9600 Dolphin, Fountain Valley 92708
WHS	Westminster High School • 14325 Goldenwest Street, Westminster 92683

Huntington Beach Union High School District

## Huntington Beach Adult School

17231 Gothard Street  
Huntington Beach, CA 92647



HUNTINGTON  
BEACH  
ADULT  
SCHOOL



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

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

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



### HBAS IS LOOKING FOR COMMUNITY EDUCATION TEACHERS!

Do you have a skill or hobby that you think others would want to learn? Have you always wanted to share your expertise with others and get paid doing it? HBAS is looking to start new classes and wants to talk to you. Scan QR code and complete form if interested.



## #MoveAheadwith ADULTED

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

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

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

**FINANCIAL ASSISTANCE AVAILABLE FOR QUALIFYING STUDENTS.**



CALIFORNIA  
ADULT EDUCATION  
PROGRAM

Fully Accredited by

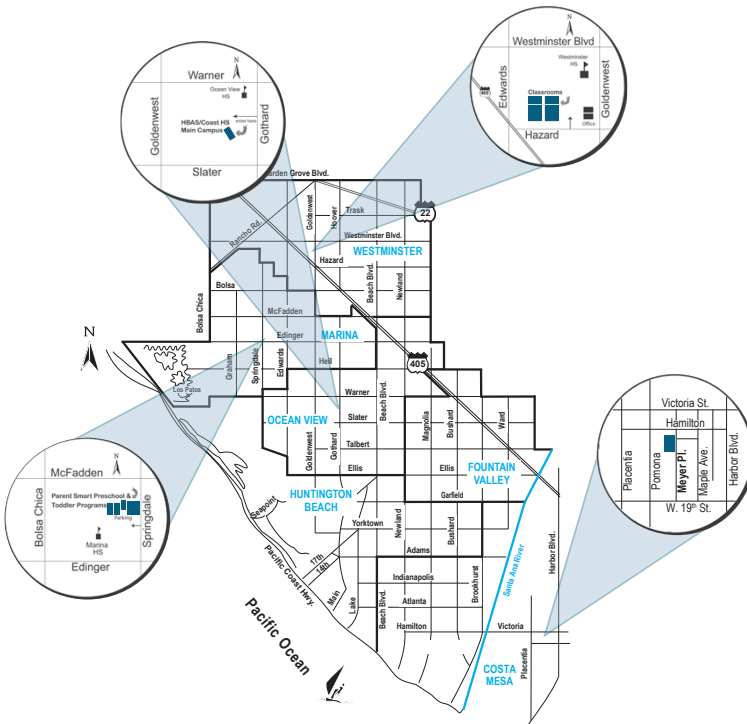


**HBAS  
ACCEPTS**





# 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 **Westminister Campus** (ESL classes only) • 14325 Goldenwest St., Westminister 92683
- HBAS-G **Career Training Center** • 17231 Gothard Street, Huntington Beach 92647
- PSP **Parent Smart Preschool and Toddler Programs** • 15859 Springdale Street, Huntington Beach 92649
- BST **BESST Center** • 2045 Meyer Place, Costa Mesa 92627

## Class Locations

- EHS Edison High School • 21400 Magnolia, Huntington Beach 92646
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- HBAS-G HB Adult School (Main Campus) • 17231 Gothard Street, Huntington Beach 92647
- HBAS-W HB Adult School (Westminister Campus) • 14325 Goldenwest St., Westminister 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 Westminister High School • 14325 Goldenwest Street, Westminister 92683

## Connect with us!



Instagram  
@h\_b\_a\_s

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