



HUNTINGTON BEACH ADULT SCHOOL

Start Stronger at HBAS!

CATALOG OF CLASSES FALL 2022

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

Financial Assistance Available.
Apply Now!

Career Certificate Programs
See page 10

Learn English
PAGE 34

Aprenda Inglés
PÁGINA 34

Học Anh Ngữ
TRANG 34

Huntington Beach
Union High School District

***I am Pablo.
Read my success
story inside.***



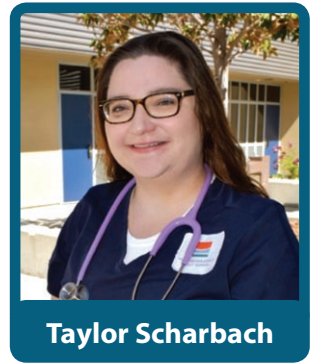
STUDENT SUCCESS SPOTLIGHT

Don't Let Fear Stop You

Sometimes barriers within ourselves are the toughest to overcome. For Taylor Scharbach, that barrier has often been thinking she can't do things. In her time at HBAS, she has proven herself wrong again and again—first as a GED graduate as a Medical Assistant student.

Taylor dealt with health issues that prevented her from finishing high school as planned. Familiar with HBAS as the workplace of her brother David, Taylor enrolled in the GED Program. She appreciated the welcoming and supportive atmosphere created by staff and instructors at the Westminster Mall Learning Center.

Taylor gained confidence while earning her GED, and then decided to continue her education at HBAS in the Medical Assistant Program. She was a little nervous, but encouragement from David (and an HBAS scholarship award) helped her take the next step.



Taylor Scharbach

Being Someone for Someone

Taylor has always gravitated towards caring for others and likes *"being someone for someone."* After spending so much time on the receiving end of medical care, Taylor felt a strong pull towards a career in health care. Taylor joined Sunrise Senior Living three years ago and continued working as a Lead Care Manager throughout the Medical Assistant program. Taylor freely acknowledged the difficulties of completing the MA program while working full-time. Finding time between class and work to finish daily homework assignments took *"lots of self-discipline."* Taylor credits her family and HBAS staff for helping along the way and for believing she could do it even when she did not.

Career Readiness Skills instructor Nami Aoyagi remembers watching Taylor blossom in her class. Nami described how *"Taylor came into our program a little apprehensive and shy but now her smiles, posture, and the ability to mingle with others easily shows how much she has grown."*

Taylor is grateful for the in-person setting of the HBAS program. There was a lot to learn, but instructor Alan Bell was always willing to answer any questions and share his own experiences with the class. Mr. Bell paired lectures with hands-on activities, which helped Taylor retain what she was learning. Taylor was surprised by how close she became with her classmates in such a short time. She is excited to celebrate together at the upcoming CTE Pinning Ceremony.

The Adventure is Just Beginning

After earning her MA certification, Taylor plans to keep working with *"my old people."* Though it's hard when her patients struggle to communicate, and even harder when they pass away, her heart is filled with the *"glimpses of recognition,"* little seconds that make it all worth it. Taylor is already using skills gained in the MA program on the job such as taking vitals and charting. Next, Taylor plans to look into a Med Tech certification, and still has her sights on nursing school down the road. But first, Taylor is ready for some much-deserved R&R—well, as much R&R as you can enjoy while still working full-time! She is most excited to get her nails done, something she could not do during the MA Program.

Through her journey at HBAS, Taylor learned to push herself out of her comfort zone. She hesitated at first, *"scared of starting and not finishing it."* But now she has done things she never thought she would be able to do. Even with health issues that continue to this day, Taylor now knows that she can finish what she starts. Though nursing school seems daunting, *"now I know that I can do the MA Program, maybe I can do nursing school too."*

When asked for a message to share with future HBAS students, Taylor quickly replied, *"Don't let fear stop you from reaching your goals."* She added, *"Get into the right rhythm, then you'll get it done."* We know that with her self-discipline and passion, Taylor will knock down walls to reach her goals. The HBAS team will be cheering her on every step of the way!

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 for orientation schedule and
the most current operational hours.*

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

For more information on our
successes and how adult
education benefits
communities all across
California, go to
www.EducateandElevateCA.org



PRINCIPAL'S MESSAGE



Steve Curiel, Principal

I recently had the pleasure of attending the California state conference on Adult Education hosted by the California Council for Adult Education (CCAEE). Along with twelve other staff members, including teachers and support staff, we spent two days learning about new and innovative adult education practices, strategies, and trends. You could say we got to be students for two days. I always appreciate spending time with our staff, sharing what we have learned, brainstorming “what ifs,” to improve our school, and just getting to know them better.

I walk away from these conferences feeling proud of my staff. In thinking about why that is, I have realized it is mainly because of three key realities.

1. My staff dedicates themselves to self-improvement just like our students do.
2. Although we always learn a few new best practices, my staff is one of the best trained and experienced teams in the state. I know this because my colleagues from other schools tell me so.
3. My staff are great people who care about their students and each other. They are the heartbeat of HBAS and the reason why we are able to help so many students achieve their goals, whether that is learning English, earning a high school diploma or equivalent, or starting down the road to a new career in one of our career pathways.

HBAS is fortunate to have such a great group of people working together to serve our community and I'm blessed to be part of this team!

Sincerely, Steve Curiel, Principal, Huntington Beach Adult School

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HUNTINGTON
BEACH
ADULT
SCHOOL

HUNTINGTON BEACH ADULT SCHOOL MISSION STATEMENT

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

STUDENT SUPPORT SERVICES



Arlene Flores,
Job Developer

Our community has experienced so many changes these past two years during COVID, so as restrictions began to lift, we were thrilled to host an in-person JOB and COMMUNITY RESOURCE FAIR once again on April 5th for both our students and our community. What a wonderful day it was with 33 Employers, 18 Resource Partners, and over 250 job seekers attending. And to top it off, OC (Orange County) Workforce Development brought their beautiful high-tech Mobile Unit and had staff on site to connect our students to their services. We had job seekers who were offered multiple interviews, with some being hired on the spot. In addition, many students were able to connect with our resource partners and will now have

access to services they might not have even known were available before attending the event. We have received a lot of positive feedback from both our employers and resource partners. One employer partner said, *"I am impressed by the work that HBAS does. Everyone was helpful, and there were great candidates to connect with."*

We also received the following from an attendee.

"I wanted to take a few minutes out of my day to tell you how much I benefited from the Job Fair held on your campus April 5th. My mom takes Digital Media Arts classes with Nami Aoyagi at HBAS and passed on the information. I visited various booths, resulting in opportunities at three different companies. While interviewing at Surf & Sand for a part-time position, I was hired on the spot, and it was full-time! I cannot thank you enough for bringing this fair back after Covid and I hope you continue with this event for years to come... it can truly be life-changing for many." Michael M

The job market in 2022 offers enormous potential, but to take advantage of this favorable market one still needs to be skilled and qualified. This is where HBAS can come in to provide training in one of our many Career Training programs. You might even consider taking a computer class to refresh your skills. Per the Bureau of Labor Statics, Professional and Business Services added 102,000 jobs in March of 2022, and Healthcare jobs continue to be in high demand. I know it can seem overwhelming to return to school to achieve your career goals but doing so NOW can help you get there quicker AND an opportunity to earn more money down the road.

As a Job Developer with Huntington Beach Adult School, there is no greater joy than to be able to assist our students with their resumes, applications, and job search strategies. Did I mention I am built into our Career Training Programs, so you receive my one-on-one assistance? The jobs are there. Are you ready? Please attend an upcoming FREE Information Session on our website to learn more.

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 Specialists:

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



Melissa Alarcon has worked for HBAS for over 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 Fridays 8:00 am - 2:30 pm
ONLINE	Anytime (Strongly recommended)

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

Where can I enroll?

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

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

Diploma / GED Registration

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

1. New or returning student, go to www.hbas.edu/ASERegistration/
2. Fill out the **Online Enrollment Form**
3. Attend in person Assessment (allow 2 hours):
 - a. 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



Marco Velarde, School Custodian
HBAS Classified Employee of the Year

Marco is a dedicated and loyal employee who has served HBUHSD for over 20 years. He always goes above and beyond to assist both staff and students. Congratulations Marco!

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/
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/
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/
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.



CAREER TRAINING

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 2 hours for this step. Information Session will be held on Microsoft Teams.** A link will be emailed to participants before the meeting.

Information Session Schedule:

Friday Online	9:00 am – 11:00 am		Tuesday Online	6:00 pm – 8:00 pm	
0600401	09/02/22	Foreman	0600451	08/16/22	Ross
0600402	09/23/22	Foreman	0600452	08/30/22	Ross
0600403	10/07/22	Foreman	0600453	09/20/22	Ross
0600404	11/04/22	Foreman	0600454	10/11/22	Ross
0600405	12/16/22	Foreman	0600455	11/01/22	Ross
0600406	01/20/23	Foreman	0600456	11/15/22	Ross
0600407	02/03/23	Foreman	0600457	12/06/22	Ross
0600408	02/24/23	Foreman	0600458	01/10/23	Ross
0600409	03/03/23	Foreman	0600459	01/24/23	Ross
0600410	03/17/23	Foreman	0600460	02/14/23	Ross
0600411	03/31/23	Foreman	0600461	03/07/23	Ross
0600412	04/21/23	Foreman	0600462	03/28/23	Ross
0600413	05/05/23	Foreman	0600463	04/25/23	Ross
0600414	05/12/23	Foreman	0600464	05/16/23	Ross
0600415	06/09/23	Foreman	0600465	05/30/23	Ross
			0600466	06/13/23	Ross
			0600467	06/27/23	Ross

* 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.

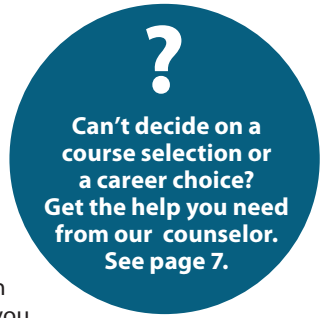
STEP 2 Register for the **Career Readiness Class.** You may also choose to register for **ONE** additional required class at this time.

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!

Certificate Program Information Continued:

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



How Can I Move Ahead with Adult Ed?

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

Enroll today! www.hbas.edu



It's Never Too Late!

Lori Dion lost her job of 11 years when the pandemic started. Finding a job without a high school diploma was almost impossible during this time. After putting her education on hold for 29 years to raise her family, Lori enrolled in the HBAS Diploma program. She was determined to finish high school before her two youngest boys graduated...

and she did! Lori looks forward to attending graphic design classes online through Golden West College in the fall.

Scan the QR code to learn more about Lori's story.



Left to Right: Steve Curiel, Lori Dion, Ann Cosgrove (ASE Teacher)





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.

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 Essentials & File Management • (See page 27) • Early Bird \$59, Regular \$79
- Beginning Word • (See pages 28, 29) • Early Bird \$59, Regular \$79
- Beginning Excel • (See pages 28, 30) • Early Bird \$59, Regular \$79
- Intermediate Excel Online • (See page 30) • Early Bird \$59, Regular \$79
- Accounting • Level 1 • (See page 13) • Early Bird \$169, Regular \$199
- Accounting • Level 2 • (See page 13) • Early Bird \$169, Regular \$199
- QuickBooks • Level 1 • (See page 13) • Early Bird \$99, Regular \$119
- QuickBooks • Level 2 • (See page 13) • Early Bird \$99, Regular \$119
- QuickBooks • Level 3 • (See page 14) • Early Bird \$99, Regular \$119
- Tax Preparer • (See page 14) • Early Bird \$99, Regular \$119

No class on school holidays. We observe all public school holidays. Please see page 50 for the 2022-2023 Holiday Schedule.

QUICK OCCUPATIONAL FACTS: Bookkeeping, Accounting, Accounting Clerk

Average Hourly Wage: **\$24**

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

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!



INSTRUCTOR: ESTHER NGUYEN

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

Accounting • Level 1

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

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

Instructor: Esther Nguyen

0676501	9/7/22-11/2/22	M/W
4:00pm-6:30pm	HBAS-G	Rm C123
0676502	3/11/23-6/17/23	Sat
8:30am-11:30am	HBAS-G	Rm C123



Accounting • Level 2

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

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

Instructor: Esther Nguyen

0676601	11/7/22-1/25/23	M/W
4:00pm-6:30pm	HBAS-G	Rm C123

QuickBooks • Level 1

Become a confident QuickBooks user by learning how businesses organize all their finances in one place. The key concepts of this course include how to create and manage a company, create invoices and track sales, pay bills and track purchases, banking and correct errors, and customize reports.

Minimum skill requirements: Before enrolling in this course, participants should possess basic computer skills including mouse operation, creating folders, creating files and saving files into folders; and some experience with browsing the Internet. We offer basic computer courses if you require acquisition of these skills. Students are advised to bring a USB Flash drive. This class will use the QuickBooks online program to access software. *Earn college credit at CCC.*

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

0670301	9/10/22-11/12/22	Sat
8:30am-11:30am	HBAS-G	Rm C123
0670302	1/30/23-3/15/23	M/W
4:00pm-6:30pm	HBAS-G	Rm C123

QuickBooks • Level 2

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

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

0670401	12/3/22-3/4/23	Sat
8:30am-11:30am	HBAS-G	Rm C123
0670402	3/20/23-5/3/23	M/W
4:00pm-6:30pm	HBAS-G	Rm C123

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

Connect with us!



Accounting Clerk Certificate Program *(continued)*



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

0676301 9/12/22-1/26/23 8:00am–5:00pm

0676302 1/31/23-6/13/23 8:00am–5:00pm

Open enrollment through each Semester.

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

QuickBooks • Level 3

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

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

0670501 5/8/23-6/19/23 M/W Rm C123
4:00pm-6:30pm HBAS-G

Tax Preparer

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

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

0624001 9/10/22-11/12/22 Sat Rm C123
12:00pm-3:00pm HBAS-G

0624002 11/19/22-2/18/23 Sat Rm C123
12:00pm-3:00pm HBAS-G



Payroll Accounting

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

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

0676701 3/11/23-5/20/23 Sat Rm C123
12:00pm–3:00pm HBAS-G

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

Microsoft Word Beginning • (See pages 28, 29) •
Early Bird \$59, Regular \$79

Microsoft Excel Beginning • (See pages 28, 30) •
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 2nd Certificate Program Course.* To receive program certificate, students must complete all classes within a two-year time frame.

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

PROGRAM REQUIREMENTS:

Start in Medical Terminology!

Students must start their training in Medical Terminology and Career Readiness. Students may enroll concurrently with another course within the program.

Students are required to purchase scrubs.

Scrub cost: approximately \$26 per set.

Medical Terminology • (See pages 16, 20) •

Early Bird \$199, Regular \$229

Beginning Word • (See pages 28, 29) •

Early Bird \$59, Regular \$79

Beginning Excel • (See pages 28, 30) •

Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) • (See page 26) •

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

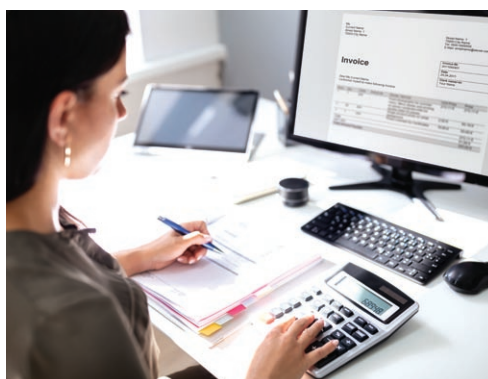
Typing Certificate \$25

Career Readiness • (See page 24) •

Early Bird \$89, Regular \$109

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

Early Bird \$199, Regular \$229



Medical Terminology

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field. ***This class will be taught primarily online. Lectures will be recorded. Students may access and complete lessons on own time. It is recommended, but not required, that student be online during scheduled hours. All work is due by end of course.***

Early Bird \$199, Regular \$229 (Includes book)

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

Instructor: Allison Iglesias

0679201	9/6/22-10/27/22	Tue/Thu
5:00pm–7:45pm	HBAS-G	Rm B104
0679202	1/10/23-3/2/23	Tue/Thu
5:00pm–7:45pm	HBAS-G	Rm B104

Medical Billing

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

Early Bird \$409, Regular \$439

Instructor: Nicole Craven

0680201	9/13/22-12/1/22	Tue/Thu
6:00pm–9:00pm	HBAS-G	Rm C122
0680202	3/6/23-5/24/23	Mon/Wed
6:00pm–9:00pm	HBAS-G	Rm C122

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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



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

0681701	11/28/22-2/22/23	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122
0681702	3/28/23-6/6/23	Tue/Thu
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

0681401	9/12/22-11/9/22	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122
0681402	1/10/23-3/23/23	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122

QUICK OCCUPATIONAL FACTS FOR ORANGE CO:

Average Hourly Wage : **\$22**

Average Job Openings

2016-2026: **7,050**

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!

Electronic Health Records

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. It is recommended, but not required, that student be online during scheduled hours. All work is due by end of course.***

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

Instructor: Allison Iglesia

0679601	1/30/23-3/15/23	Tue/Thu
5:00pm-7:30pm	HBAS-G	Rm B104
0679602	4/25/23-6/1/23	Tue/Thu
5:00pm-7:30pm	HBAS-G	Rm B104

ELECTIVES

Externship

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

Fee \$99 (No Early Bird)

Instructor: Tracy Foreman

0678701	9/12/22-1/26/23
0678702	1/30/23-6/15/23

Open enrollment through each Semester.

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



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.

CAREER TRAINING

Pharmacy Technician Certificate Program

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

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



Specialized training for Pharmacy Technician

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, 29) •
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 18) •
Early Bird \$529, Regular \$559

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

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

0678501	9/6/22-10/28/22		
Mon-Fri	8:30am-3:30pm*	HBAS-G	Rm B104
0678502	3/20/23-6/7/23		
Mon-Thu	8:30am-2:30pm*	HBAS-G	Rm B104

* Includes 30 minutes lunch.



INSTRUCTOR: ALLISON IGLESIA

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

Electronic Health Records

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. It is recommended, but not required, that student be online during scheduled hours. All work is due by end of course.***

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

Instructor: Allison Iglesias

0679601	1/30/23-3/15/23	Tue/Thu
5:00pm–7:30pm	HBAS-G	Rm B104
0679602	4/25/23-6/1/23	Tue/Thu
5:00pm–7:30pm	HBAS-G	Rm B104

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

0678701	9/12/22-1/26/23
0678702	1/30/23-6/15/23

Open enrollment through each Semester.

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

QUICK OCCUPATIONAL FACTS

Pharmacy Tech

Average Hourly Wage : **\$23.34**

Average Job Openings

2018-2028: **3,160**

Source: 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!

Manerva's Career 1-2 Punch

After working in customer service for several years, Manerva was ready for a new career. She completed her first Career Technical Education program in Medical Billing and Coding, and then returned to HBAS to pursue Pharmacy Technician training. She finished at the top of her class and was quickly offered a full-time position at her externship site. Manerva has already proven to be a valuable asset in the pharmacy workplace.



Minerva Brown and Allison Iglesias, Pharmacy Tech Instructor



Scan the QR code to learn more about Manerva's story.



Medical Assistant Certification - Front & Back Office

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

Required FREE Information Session for students considering enrollment!

See pages 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.

Medical Terminology • (See pages 16, 20) •
Early Bird \$199, Regular \$229

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

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

Beginning Word • (See pages 28, 29) •
Early Bird \$59, Regular \$79

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

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, 37) •
Early Bird \$49, Regular \$69

Medical Terminology

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field. ***This class will be taught primarily online. Lectures will be recorded. Students may access and complete lessons on own time. It is recommended, but not required, that student be online during scheduled hours. All work is due by end of course.***

Early Bird \$199, Regular \$229 (Includes book)
Note: This is a prerequisite for all other classes and can be taken separately or with any of the following courses. Test out is available – see instructor for details.

Instructor: Allison Iglesias

0679201	9/6/22-10/27/22	Tue/Thu
5:00pm–7:45pm	HBAS-G	Rm B104

0679202	1/10/23-3/2/23	Tue/Thu
5:00pm–7:45pm	HBAS-G	Rm B104

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

0679401	9/6/22-11/18/22	Mon-Fri
8:30am–2:30pm	HBAS-G	Rm C117

0679402	11/28/22-3/8/23	Mon-Fri
8:30am–2:00pm	HBAS-G	Rm C117

0679403	3/13/23-6/8/23	Mon-Fri
8:30am–2:00pm	HBAS-G	Rm C117

**REVISED,
FAST TRACK
PROGRAM**

Electronic Health Records

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

Lectures will be recorded. Students may access and complete lessons on own time. It is recommended, but not required, that student be online during scheduled hours. All work is due by end of course.

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

Instructor: Allison Iglesia

0679601	1/30/23-3/15/23	Tue/Thu
5:00pm-7:30pm	HBAS-G	Rm B104
0679602	4/25/23-6/1/23	Tue/Thu
5:00pm-7:30pm	HBAS-G	Rm B104

ELECTIVES

Externship

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

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

Prerequisites: Successful completion of all required coursework, and pass the State and/or the National Credentialing exam. Students must purchase malpractice insurance \$20.

Fee \$99 (No Early Bird)

Instructor: Tracy Foreman

0680101	9/12/22-1/26/23
0680102	1/30/23-6/15/23

Open enrollment through each Semester.

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

Externship is approximately 160 hours.

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

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 \$49, Regular \$69

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

Instructor: Megan Irvine/OC-CPR.NET

091401	9/24/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091402	11/5/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091403	12/17/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091404	1/21/23	Saturday
10:00am-3:00pm	HBAS-G	Rm C116



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

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

QUICK OCCUPATIONAL FACTS Medical Assistant

Average Hourly Wage: **\$19.68**

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

Source: www.labormarketinfo.edd.ca.gov



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, 29)
- Microsoft Word Intermediate Online •
Early Bird \$59, Regular \$79 • (See page 30)
- Microsoft Excel Beginning •
Early Bird \$59, Regular \$79 • (See pages 28, 30)
- Microsoft Excel Intermediate •
Early Bird \$59, Regular \$79 • (See page 30)
- Microsoft PowerPoint Beginning & Intermediate Online
Early Bird \$89, Regular \$109 • (See page 31)
- Windows 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 \$179, Regular \$209 • (See page 13)
- Accounting Level 2 •
Early Bird \$179, Regular \$209 • (See page 13)
- QuickBooks I & II •
Early Bird \$99, Regular \$119 • (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, 29)

Microsoft Excel Beginning •

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

Windows 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.

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

Fee \$99 (No Early Bird)

Instructor: Tracy Foreman Rm C123

0620201 9/12/22-1/26/23 8:00am–5:00pm

0620202 1/31/23-6/13/23 8:00am–5:00pm

Open enrollment through each Semester.

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

Externship is approximately 160 hours.

QUICK OCCUPATIONAL FACTS:

Receptionist/Data Clerk

Average Hourly Wage: **\$19.09**

2018-2028

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



Executive Secretary

Average Hourly Wage: **\$36.59**

2018-2028

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

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!



Notary Public Seminar

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

Bring with you to class:

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

Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Danny Perez dperez@hbas.edu

0680701	9/10/22		
Sat	8:00am–6:00pm*	HBAS-G	Rm B102
0680702	2/4/23		
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.



Career Readiness

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

ONLY 1 ABSENCE allowed! Prerequisite: Ability to type 25 wpm, basic computer skills. Coursework includes online instruction.

Earn 1.5 units of college credit at CCC.

Early Bird \$89, Regular \$109

Instructor: Nami Aoyagi

0680001	9/7/22-10/26/22	Mon, Wed
3:00pm–6:00pm	HBAS-G	Rm C122
0680002	11/7/22-1/18/23	Mon, Wed
3:00pm-6:00pm	HBAS-G	Rm C122
0680003	2/1/23-3/29/23	Mon, Wed
3:00pm-6:00pm	HBAS-G	Rm C122
0680004	4/17/23-6/17/23	Mon, Wed
3:00pm-6:00pm	HBAS-G	Rm C122

INSTRUCTOR: NAMI AOYAGI

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



Math Refresher

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

Early Bird \$49, Regular \$69

Instructor: Karan Shuster

060401	9/7/22-10/12/22		
Mon/Wed	12:00pm-3:00pm	HBAS-G	Rm B101
060402	12/5/22-1/25/23		
Mon/Wed	12:00pm-3:00pm	HBAS-G	Rm B101
060403	3/20/23-5/1/23		
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 CTE Reading Assessment at the end of the 6-week session. **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

060501	10/17/22-11/28/22		
Mon/Wed	12:15pm-3:15pm	HBAS-G	Rm B101
060502	2/1/23-3/15/23		
Mon/Wed	12:15pm-3:15pm	HBAS-G	Rm B101
060503	5/3/23-6/10/23		
Mon/Wed	12:15pm-3:15pm	HBAS-G	Rm B101

Committed to Learning English

ESL student Pablo Monroy exemplifies true commitment to learning a new language. He initially lacked the confidence to go back to school. With the support of his family, he overcame that obstacle and enrolled in our ESL program. A full-time construction worker, Pablo still makes it to class on time every evening. He knows that improving his English skills will give him an advantage in life.



Pablo Monroy, ESL Program



Scan the QR code to learn more about Pablo's story.

Computer Classes



Keyboarding

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

Earn 1.5 units of college credit at CCC/OCC.

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

Early Bird \$29, Regular \$39

Instructor: Nami Aoyagi

0670201	9/12/22-10/19/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670202	10/17/22-11/16/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670203	12/5/22-1/18/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670204	1/23/23-3/1/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670205	3/6/23-4/5/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670206	4/24/23-5/24/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122

Self Paced Lab

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

Early Bird \$29, Regular \$39

Instructor: Nami Aoyagi

0670011	9/12/22-10/19/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670012	10/17/22-11/16/22	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670013	12/5/22-1/18/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670014	1/23/23-3/1/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670015	3/6/23-4/5/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670016	4/24/23-5/24/23	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

Instructor: Nami Aoyagi

068401	9/6/22-6/8/23	Tue/Thu
12:00pm–1:30pm	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

0672101	9/7/22-10/5/22	Mon/Wed
8:30am–11:30am	HBAS-G	Rm C123
0672102	1/10/23-2/9/23	Tue/Thu
8:30am–11:30am	HBAS-G	Rm C123

We observe all public school holidays.

Please see page 50 for the 2022-2023 Holiday Schedule.

Connect with us!



Computer Classes *(continued)*

Computer Basics 2

Grasp the fundamentals of Windows 11 and Microsoft Word. Learn how to create a Word document, how to use the Quick Access Toolbar and Ribbons, how to add clip art to make flyers, write business letters, create envelopes, labels and more. After completing this class, students can successfully face the challenges presented in Word: Beginning, Windows File Management or Internet. **Prerequisite:** Completion of Computer Basics 1 or teacher recommendation.

FREE

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

Instructor: Tracy Foreman

0672201	10/10/22-11/9/22	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123
0672202	2/14/23-3/23/23	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123

Windows Essentials &

File Management

This class will explore features available in Windows 11 including the start menu, taskbar, and new desktop interface. Learn how to use the Snap Assist feature, how to upload photos from your phone to the computer, how to create folders and organize your files and folders. We will also learn how to customize your computer screen and change settings. **Prerequisite:** This class is for those with basic computer skills that wish to learn more about their computer operating system.

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

0635201	12/5/22-12/21/22	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C122
0635202	4/18/23-5/4/23	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C122

Windows File Management

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

Basic computer skills required.

Early Bird \$29, Regular \$39

Instructor: Tracy Foreman

0640101	9/9/22	Fri
8:30am-11:30am	HBAS-G	Rm C122
0640102	12/9/22	Fri
8:30am-11:30am	HBAS-G	Rm C122
0640103	6/13/23	Tue
8:30am-11:30am	HBAS-G	Rm C122



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

Learn to efficiently browse the web, search, bookmark, and use the various features of Microsoft Edge and Chrome. Gmail is the most popular free email service in offices today. Gmail topics such as creating folders, filters and signatures. Save and share documents, through Google Drive. This course will also cover Google Docs, Sheets + Slides which provide the ability to work from any internet connected computer even if proper software is not installed. **Prerequisites:** Mouse, keyboarding, and Windows File Management skills.

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

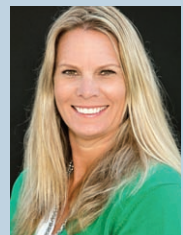
0677301	3/13/23-4/5/23	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

INSTRUCTOR: TRACY FOREMAN

Tracy is a highly qualified Vocational Education credentialed instructor in Computer Applications, Office Occupations and Business Management. She has a Master's Degree in Education Administration, a Bachelor's Degree in Business Management, and has been teaching at Huntington Beach Adult School for 20+ years. Tracy is also nationally recognized as an online instructor, completing the Leading Edge Certification course. She also earned the California Council for Adult Education award for Excellence in Teaching in 2008. In addition to teaching, Tracy is the current Department Coordinator and Externship Coordinator of the Career Technical Education department.



Computer Classes *(continued)*

Microsoft Word 2019: Beginning

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

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

0675621	9/6/22-10/13/22	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123
0675622	1/9/23-3/1/23	Mon/Wed
8:30am-11:30am	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 learn how to sort data and freeze columns and rows. This course is appropriate for those with some computer knowledge and those that are self-taught. After completing this class, students can successfully face the challenges presented in Excel: Intermediate. **Prerequisite:** Basic computer experience, File Management skills. **Earn 2 units of college credit at CCC.**

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

0673731	4/17/23-5/24/23	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

Microsoft Excel 2019: Intermediate

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

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

0673741	5/9/23-6/8/23	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123

Microsoft PowerPoint 2019: Beginning & Intermediate

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

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

0674401	10/18/22-12/22/22	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123



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

Hybrid Computer Classes

Hybrid Course Information

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

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

Hybrid courses meets in person on the Gothard campus 2 times throughout the entire course while the majority of the learning will be completed online. See the required in-class meeting dates and times listed below.

Session	First Day Meeting Date	Final Exam Date	Time
9/12/22-10/13/22	9/12/2022	10/13/2022	12:00 pm-1:30 pm
10/17/22-12/22/22	10/17/2022	12/22/2022	12:00 pm-1:30 pm
1/9/23-2/23/23	1/9/2023	2/23/2023	12:00 pm-1:30 pm
2/27/23-4/6/23	2/27/2023	4/6/2023	12:00 pm-1:30 pm
4/17/23-5/25/23	4/17/2023	5/25/2023	12:00 pm-1:30 pm



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

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

Instructor: Tracy Foreman

0684101	9/12/22-10/13/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684102	10/17/22-12/22/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684103	1/9/23-2/23/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684104	2/27/23-4/6/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684105	4/17/23-5/25/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

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

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

0684201	9/12/22-10/13/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684202	10/17/22-12/22/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684203	1/9/23-2/23/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684204	2/27/23-4/6/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684205	4/17/23-5/25/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

Hybrid Microsoft Excel 2019: Beginning*

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

Prerequisite: File Management and Internet skills.
IMPORTANT: Read the Hybrid Course Information located on page 29 **BEFORE** enrolling in a hybrid course. **Earn 1.5 units of college credit at CCC.**

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

0684301	9/12/22-10/13/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684302	10/17/22-12/22/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684303	1/9/23-2/23/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684304	2/27/23-4/6/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684305	4/17/23-5/25/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

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

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

0684401	9/12/22-10/13/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684402	10/17/22-12/22/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684403	1/9/23-2/23/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684404	2/27/23-4/6/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684405	4/17/23-5/25/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123





Hybrid Microsoft PowerPoint 2019: Beginning*

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

Prerequisite: Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 29 **BEFORE** enrolling in a hybrid course.

Earn 1.5 units of college credit at CCC.

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

Instructor: Tracy Foreman

0684501	9/12/22-10/13/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684502	10/17/22-12/22/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684503	1/9/23-2/23/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684504	2/27/23-4/6/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684505	4/17/23-5/25/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

Hybrid Microsoft PowerPoint 2019: Intermediate*

Move beyond the basics in this PowerPoint Intermediate class. Learn how to prepare, edit and print presentations, use hyperlinks in a presentation, use the slide show toolbar, add audio and video to your presentation, create slide show timings to automatically advance your presentation, add and customize tables, and use Slide Masters and Action buttons, link Excel charts, create Smart Art diagrams, use tables. **Prerequisite:** Completion of PowerPoint: Beginning, Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 29 **BEFORE** enrolling in a hybrid course.

Earn 1.5 units of college credit at CCC.

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

Instructor: Tracy Foreman

0684601	9/12/22-10/13/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684602	10/17/22-12/22/22	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684603	1/9/23-2/23/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684604	2/27/23-4/6/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684605	4/17/23-5/25/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

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: Coming in Spring 2023
Westminster High School

Contact the Adult Education Office at OCC:

Call/Text: (714) 432-6897

Email: adulthoodeducation@occ.cccd.edu

ESL Support Class for Early Childhood Education ONLINE

Dates: Coming in Spring 2023

Westminster High School

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

Pharmacy Technician Class with ESL Support

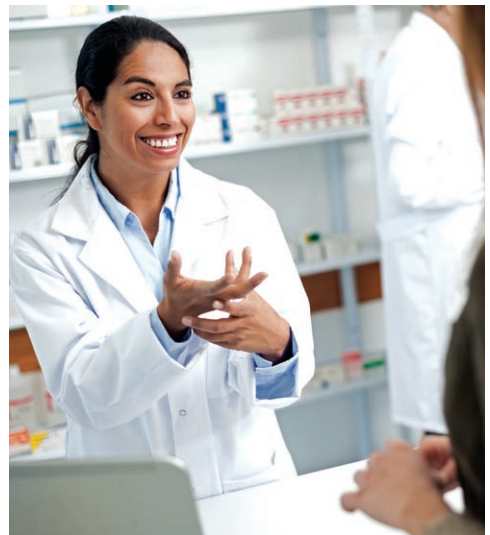
Pharmacy Technician Class

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.

Fee: NO COST FOR ESL Students

0678501 9/6/22-10/28/22 Mon-Fri
8:30am-3:30pm* HBAS-G Rm B104
Friday class hours are asynchronous and shall be done at home.

* Includes 30 minutes lunch.



Level 4 and 5 ESL students are welcome to enroll in these courses.

Contact HBAS at 714.842.4227 to sign up for the Pharmacy Technician Program and ESL Pharmacy Technician Support 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 10/5/22-11/7/22 Mon/Wed
4:00pm-7:00pm EHS Rm 111

0687002 4/17/23-5/17/23 Mon/Wed
4:00pm-7:00pm EHS Rm 111

HBAS ACCEPTS



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 pages 8-10 for ESL, Diploma/GED and CTE enrollment information.
Consulte la página 8-10 para obtener información sobre la inscripción.
Vui lòng xem trang 8-10 để biết thông tin ghi danh.

Orientation Schedule for ESL can be found on 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

Oak View Elementary Location 17241 Oak Lane, Huntington Beach

Evening

ESL Beginning Low & High (1/2)	6:00pm–8:30pm	M-Th
ESL Intermediate Low & Beginning High (3/4)	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
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BESST Center Campus - Online Only

6:00pm–8:30pm	Thu
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Westminster Campus

10:00am–1:00pm	Tue
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CAREER CERTIFICATIONS WITH ESL SUPPORT

EARLY CHILDHOOD EDUCATION CLASSES WITH ESL SUPPORT

CHILD GROWTH AND DEVELOPMENT ONLINE (3 UNITS)

8/30/22-11/17/22	Tue/Thu	12:15pm–2:15pm
Westminster High School		Rm A4

ESL SUPPORT CLASS FOR EARLY CHILDHOOD EDUCATION ONLINE

8/31/22-11/18/22	Wed	12:00pm–2:30pm
Westminster High School		Rm A4

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

HIGH SCHOOL DIPLOMA

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 and at the BESST Center in Costa Mesa.

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

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

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

All GED coursework is available online. 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?



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. Students who attended an HBUHSD high school within the past 10 years do not need their transcripts since we have access to them. Also, students must be 18 years old or older, and no longer attending high school, to enroll at HBAS.

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

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

HBAS Diploma Program Graduation Requirements:

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

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

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.

COMMUNITY EDUCATION CLASSES

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

PARENT SMART PRESCHOOL

SCHOOL YEAR 2022-2023

(Ongoing Enrollment)

5 STARS ON YELP—Check us out!



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

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

Teaching Staff: Lisa Marcinko

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

Parents will be contacted with orientation date and time.

- All parents are required to attend an Orientation.
- Parents attend one evening seminar on relevant Parenting topic per semester.
- New Parents must bring proof of parent TB test administered after 1/1/2020 before class starts, plus a copy of the child's immunizations and birth certificate.

Preschool Combo (3 and 4 years by 9/1/2022) Early Bird \$569, Regular \$599

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

Monday, Wednesday, Friday	9:00am–12:30pm
070711	9/12/22-11/9/22 MHS
070712	11/14/22-2/2/23 MHS
070713	2/6/23-4/7/23 MHS
070714	4/17/23-6/14/23 MHS

MARK YOUR CALENDARS!

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

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

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

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

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

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



PARENT SMART TODDLER

SCHOOL YEAR 2022-2023

Parent Smart Toddler Program (12-35 months old)

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

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

Teacher: Lisa Marcinko

- Register online at www.hbas.edu
- Ongoing registration can be done in-person at HBAS Main Campus (17231 Gothard Street).
- Parents attend one evening seminar on relevant parenting topic per fall semester. Parents must bring proof of parent TB test administered after 1/1/2020 before class starts, plus a copy of the child's immunizations and birth certificate.

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

Parents will be contacted with orientation date and time.

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

Sneak Peek Program Preview:

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

FALL 2022:

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

Early Bird \$279, Regular \$309

071301 Thursday 9:15am-11:45am
9/15/22-2/2/23

SPRING 2023:

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

Early Bird \$279, Regular \$309

071402 Thursday 9:15am-11:45am
2/9/23-6/8/23

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

Instructor: Megan Irvine/OC-CPR.NET

091401	9/24/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091402	11/5/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091403	12/17/22	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091404	1/21/23	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.

COMMUNITY EDUCATION CLASSES

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

Digital Media Arts

Digital Media Arts - Basics 1

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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0887101	9/8/22-10/6/22	Tue/Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Filters 1

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

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

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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0887601	9/7/22-11/2/22	Wed
8:30am-11:30am	HBAS-G	C122

0887602	3/7/23-4/4/23	Tue/Thu
8:30am-11:30am	HBAS-G	C122



Digital Media Arts - Beginning

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

Early Bird \$179, Regular \$209

Instructor: Nami Aoyagi

0888001	10/11/22-11/10/22	Tue, Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Filters 2

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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0887701	11/9/22-2/1/23	Wed
8:30am-11:30am	HBAS-G	C122

0887702	4/25/23-5/23/23	Tue/Thu
8:30am-11:30am	HBAS-G	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!

Digital Media Arts *(continued)*

Digital Media Arts: Holiday Projects

Just in time for the holidays! Come and learn how to create one of a kind, personalized gifts and projects using photo hybrid styles.

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

Early Bird \$149, Regular \$179

Instructor: Nami Aoyagi

0888301	11/15/22-12/22/22	Tue/Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Intermediate

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

Prerequisites: Completion and understanding of Digital Media Arts: Basics & Beginning and Windows File Management.

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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0887301	1/12/23-2/9/23	Tue/Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Blenders 1

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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0889901	2/8/23-4/5/23	Wed
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Mini Books & Templates

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

Early Bird \$119, Regular \$149

Instructor: Nami Aoyagi

0887501	2/14/23-3/2/23	Tue/Thu
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Blenders 2

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

Early Bird \$149, Regular \$179

Instructor: Nami Aoyagi

0890001	4/26/23-6/7/23	Wed
8:30am-11:30am	HBAS-G	C122

Digital Media Arts: Composites

Take your techniques acquired in the DMA Blenders class and learn to make better composites. A composite is the building of different elements to make a comprehensive image. You will work with filters, blending modes, adjustment layers and photo blending to create breathtaking pieces worthy of framing.

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

Early Bird \$119, Regular \$149

Instructor: Nami Aoyagi

0888201	5/25/23-6/13/23	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C122

COMMUNITY EDUCATION CLASSES

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

Floral Classes

Intro to Floral Design: Boutonniere Boot Camp

Come have fun learning the basics of floral design, including the use of floral wire and tape. Students will make unique corsages and boutonnieres, hairpieces, and many types of bows. Create your own pieces for that upcoming dance or special event.

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

Instructor: Heidi Ross

240601	9/24/22	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Intro to Floral Design: Fall Wreath & Halloween Arrangement

We will be creating our own unique fall harvest arrangements and wreaths that will definitely make your door and room more festive. This class is exactly what you need to add a little extra homemade flair this fun fall season.

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

Instructor: Heidi Ross

240701	10/22/22	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Fall Holiday Centerpieces

Whether you are new to floral design or just want to get a few new ideas, this class is just what you are looking for! Participants will learn to use fall flowers to create their own unique holiday centerpieces that will catch the eye of everyone at the holiday table!

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

Instructor: Heidi Ross

240801	11/19/22	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Winter Holiday Centerpieces

Come have fun making your own unique winter holiday centerpiece that is sure to wow your friends and family this holiday season. We will discuss which flowers are in season and the best ways to preserve your centerpiece after you finish creating it!

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

Instructor: Heidi Ross

240301	12/10/22	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Spring Holiday Bouquets

It is time to hop into Spring and get our tables ready for that special holiday dinner. Learn to create beautiful hand bouquets to bring that extra zing into Spring. Participants will create a “European” hand bouquet and drop it into a vase, just like they do in Holland!

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

Instructor: Heidi Ross

240901	3/25/23	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Spring Lei's and Flower Crowns

Graduation and promotion ceremonies are just around the corner. Learn to make colorful flower leis, hairpieces and crowns for your special graduate that are sure to wow on the special day!

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

Instructor: Heidi Ross

250101	5/20/23	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Wedding Bouquets and More!

Romance is in the air and summer and fall weddings are approaching quickly. Learn how to make your own wedding bouquets and hair pieces in this step-by-step hands-on class.

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

Instructor: Heidi Ross

240501	6/3/23	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

Culinary Arts and Nutrition

Cooking Basics

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

Early Bird \$59, Regular \$69

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

Instructor: Melissa Browder

232001	10/1/22	Saturday
9:00am–12:00pm	EHS	Rm 246
232002	2/18/23	Saturday
9:00am–12:00pm	EHS	Rm 246

Instant Pot® I

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

Early Bird \$59, Regular \$69

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

Instructor: Melissa Browder

231401	10/22/22	Saturday
9:00am–12:00pm	EHS	Rm 246
231402	2/4/23	Saturday
9:00am–12:00pm	EHS	Rm 246

Instant Pot® II

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

Early Bird \$59, Regular \$69

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

Instructor: Melissa Browder

231501	1/14/23	Saturday
9:00am–12:00pm	EHS	Rm 246
231502	4/22/23	Saturday
9:00am–12:00pm	EHS	Rm 246



Tamale Making 101

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

Early Bird \$59, Regular \$69

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

Instructor: Melissa Browder

231701	11/12/22	Saturday
9:00am–12:00pm	EHS	Rm 246
231702	12/10/22	Saturday
9:00am–12:00pm	EHS	Rm 246

Holiday Cookie Decorating

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

Early Bird \$39, Regular \$49

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

Instructor: Maria Georgakopoulos

Ages: 12 to 17 years old

231301	12/3/22	Saturday
10:00am–1:00pm	HBHS	Rm C3

Connect with us!



COMMUNITY EDUCATION CLASSES

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

Financial Planning

Successful Retirement Strategies!

Planning for retirement is more important than ever. This unique course focuses on the concerns, issues, and needs of today's retirees and pre-retirees. In this class, we discuss the following topics: how to avoid the 10 biggest retirement planning mistakes, how to reduce taxes, ways to manage investment risk in your portfolio, addressing the question of "How long will my money last?", IRA to Roth IRA conversions, how to maximize your benefits when filing for Social Security, how to protect your assets from long-term health-care expenses and so much more.

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 in a few years or are currently in retirement, the valuable information you will learn in this class can deliver rewards throughout your lifetime.

Early Bird \$59, Regular \$79

Instructor: Ian Wardle

0853451	10/11/22-10/18/22	Tue
6:30pm-8:30pm	HBAS-G	C116
0853452	1/10/23-1/17/23	Tue
6:30pm-8:30pm	HBAS-G	C116
0853453	3/28/23-4/4/23	Tue
6:30pm-8:30pm	HBAS-G	C116
0853454	5/16/23-5/23/23	Tue
6:30pm-8:30pm	HBAS-G	C116

Early Bird \$59, Regular \$79

Instructor: Alex Goldberg

0853455	9/13/22-9/15/22	Tue, Thu
1:00pm-3:00pm	HBAS-G	C116
0853456	11/15/22-11/17/22	Tue, Thu
9:30am-11:30am	HBAS-G	C116
0853457	2/28/23-3/2/23	Tue, Thu
9:30am-11:30am	HBAS-G	C116
0853458	6/20/23-6/22/23	Tue, Thu
9:30am-11:30am	HBAS-G	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!

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 \$119

Instructor: Antonia Zupancich

0853101	9/28/22-11/16/22	Wed
10:00am-12:00pm	FVSCC	
0853102	1/11/23-3/1/23	Wed
10:00am-12:00pm	FVSCC	
0853103	4/19/23-6/7/23	Wed
10:00am-12:00pm	FVSCC	



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.



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.

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

0856251	9/28/22-11/2/22	Wed
5:00pm–6:30pm	HBHS	Rm D3
0856252	1/25/23-3/1/23	Wed
5:00pm–6:30pm	HBHS	Rm D3
0856253	4/19/23-5/24/23	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

0853001	9/28/22-11/2/22	Wed
6:30pm–8:00pm	HBHS	Rm D3
0853002	1/25/23-3/1/23	Wed
6:30pm–8:00pm	HBHS	Rm D3
0853002	4/19/23-5/24/23	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

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

The Arts

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

085121	9/12/22-12/5/22	Mon
5:00pm-8:00pm	HBHS	Rm 1-6
085141	9/14/22-12/7/22	Wed
5:00pm-8:00pm	HBHS	Rm 1-6
085122	12/12/22-3/20/23	Mon
5:00pm-8:00pm	HBHS	Rm 1-6
085142	12/14/22-3/15/23	Wed
5:00pm-8:00pm	HBHS	Rm 1-6
085123	3/27/23-6/26/23	Mon
5:00pm-8:00pm	HBHS	Rm 1-6
085143	3/22/23-6/21/23	Wed
5:00pm-8:00pm	HBHS	Rm 1-6

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

Instructor: Matthew Harward

085131	9/13/22-12/6/22	Tue
5:30pm-8:30pm	HBHS	Rm 1-6
085151	9/15/22-12/8/22	Thu
5:30pm-8:30pm	HBHS	Rm 1-6
085132	12/13/22-3/14/23	Tue
5:30pm-8:30pm	HBHS	Rm 1-6
085152	12/15/22-3/16/23	Thu
5:30pm-8:30pm	HBHS	Rm 1-6
085133	3/21/23-6/20/23	Tue
5:30pm-8:30pm	HBHS	Rm 1-6
085153	3/23/23-6/22/23	Thu
5:30pm-8:30pm	HBHS	Rm 1-6
085164	7/3/23-8/8/23	Mon, Wed
5:30pm-8:30pm	HBHS	Rm 1-6
085174	7/6/23-8/10/23	Tue, Thu
5:30pm-8:30pm	HBHS	Rm 1-6

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!

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 \$149, Regular \$169

Instructor: Beth Chilcott

0852301	9/21/22-12/14/22	Wed
2:30pm-4:30pm	VaVHS	Rm 22
0852302	1/11/23-3/29/23	Wed
2:30pm-4:30pm	VaVHS	Rm 22
0852303	4/5/23-6/28/23	Wed
2:30pm-4:30pm	VaVHS	Rm 22



Woodworking

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

Early Bird \$249, Regular \$279*

Instructor: Rick Jordan

084401	9/8/22-12/1/22	Thu
6:00pm-9:00pm	MHS	Rm 312
084402	12/8/22-3/9/23	Thu
6:00pm-9:00pm	MHS	Rm 312
084403	3/16/23-6/8/23	Thu
6:00pm-9:00pm	MHS	Rm 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 \$89, Regular \$109

Instructor: Harmony Soliz

085701	9/12/22-10/31/22	Mondays
4:00pm-5:30pm	EHS	Rm 202
085702	1/23/23-3/27/23	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 \$89, Regular \$109

Instructor: Harmony Soliz

085601	11/7/22-1/16/23	Mondays
4:00pm-5:30pm	EHS	Rm 202
085602	4/17/23-6/12/23	Mondays
4:00pm-5:30pm	EHS	Rm 202

Connect with us!



Photography Classes

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



Because of the unique scenery and wildlife, the Bolsa Chica Wetlands attract photographers from all over; pros and amateurs alike. In this workshop we will focus on how to capture interesting and beautiful photos at the wetlands no matter your photography experience or camera. Forget about f stops and shutter speed – this is not a technical class. You will have fun learning insider tips about the wetlands, finding out the best locations and times to spot your favorite birds and wildlife, and examining what makes a great nature photo! We will meet 2 Saturdays in a row: The first Saturday will be in the classroom and the second Saturday we will have a fun photo walk on location at the Bolsa Chica Wetlands.

Early Bird \$59, Regular \$79

Instructor: Tammy Asaki

1st Saturday: Classroom Photo Workshop

2nd Saturday: Bolsa Chica Photo Walking Tour
Students will meet at the Bolsa Chica Conservancy Interpretive Center off Warner near PCH.

0851401	HBAS-G	Rm B102
10/22/22	9:00am-11:00am	Saturday
10/29/22	8:00am-11:00am	Saturday
0851402	HBAS-G	Rm C116
3/18/23/23	9:00am-12:00pm	Saturday
3/25/23	8:00am-11:00am	Saturday

INSTRUCTOR: TAMMY ASAKI

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



COMMUNITY EDUCATION CLASSES

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

Health & Fitness

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



Morning Yoga • 2-Days per week

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

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$189, Regular \$219

096011	9/7/22-12/7/22	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096012	9/7/22-12/7/22	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$179, Regular \$209

096021	12/12/22-3/29/23	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096022	12/12/22-3/29/23	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$159, Regular \$189

096031	4/3/23-6/21/23	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096032	4/3/23-6/21/23	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

SUMMER SESSION

Early Bird \$59, Regular \$79

096041	7/3/23-7/26/23	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096042	7/3/23-7/26/23	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

Morning Yoga • 1-Day per week

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$99, Regular \$119

0963091	9/7/22-12/7/22	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963101	9/7/22-12/7/22	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$109, Regular \$129

0963092	12/12/22-3/29/23	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963102	12/12/22-3/29/23	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$79, Regular \$99

0963093	4/3/23-6/21/23	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963103	4/3/23-6/21/23	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

SUMMER SESSION

Early Bird \$39, Regular \$49

0963094	7/3/23-7/26/23	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
0963104	7/3/23-7/26/23	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

Line Dancing 101 (*All Genres*)

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

Early Bird \$79, Regular \$99

Instructor: Lenora Mitchell

0874101	9/7/22-10/26/22	Wed
5:00pm-6:30pm	HBAS-G	Rm C116
0874102	1/11/23-3/1/23	Wed
5:00pm-6:30pm	HBAS-G	Rm C116
0874103	3/15/23-5/17/23	Wed
5:00pm-6:30pm	HBAS-G	Rm C116

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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COMMUNITY EDUCATION CLASSES

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

Water Aerobics for Fitness • 2-Days per week

Use a variety of pool “props” in the shallow side of the pool to assist in performing exercises that focus on various areas of the body. Choose one day a week (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

FALL SESSION

Early Bird \$289, Regular \$309

087801	9/7/22-12/14/22	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

WINTER SESSION

Early Bird \$269, Regular \$299

087802	1/9/23-4/5/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SPRING SESSION

Early Bird \$229, Regular \$259

087803	4/17/23-6/28/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SUMMER SESSION

Early Bird \$169, Regular \$189

087804	7/10/23-8/30/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

Water Aerobics for Fitness • 1-Day per week

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$149, Regular \$169

087901	9/7/22-12/14/22	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

WINTER SESSION

Early Bird \$139, Regular \$159

087902	1/9/23-4/5/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SPRING SESSION

Early Bird \$119, Regular \$139

087903	4/17/23-6/28/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SUMMER SESSION

Early Bird \$79, Regular \$99

087904	7/10/23-8/30/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

Lap Swimming for Fitness • 2-Days per week

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

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$289, Regular \$309

087701	9/7/22-12/14/22	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

WINTER SESSION

Early Bird \$269, Regular \$299

087702	1/9/23-4/5/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SPRING SESSION

Early Bird \$229, Regular \$259

087703	4/17/23-6/28/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SUMMER SESSION

Early Bird \$169, Regular \$189

087704	7/10/23-8/30/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

Lap Swimming for Fitness • 1-Day per week

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$149, Regular \$169

087601	9/5/22-12/14/22	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

WINTER SESSION

Early Bird \$139, Regular \$159

087602	1/9/23-4/5/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SPRING SESSION

Early Bird \$119, Regular \$139

087603	4/17/23-6/28/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SUMMER SESSION

Early Bird \$79, Regular \$99

087604	7/10/23-8/30/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

COMMUNITY EDUCATION CLASSES

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

Health & Fitness *(continued)*

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

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$149, Regular \$169

088001 9/10/22-12/10/22 Sat
7:30am-8:30am OVHS Pool

WINTER SESSION

Early Bird \$149, Regular \$169

088002 1/7/23-4/8/23 Sat
7:30am-8:30am OVHS Pool

SPRING SESSION

Early Bird \$109, Regular \$129

088003 4/22/23-6/24/23 Sat
7:30am-8:30am OVHS Pool

SUMMER SESSION

Early Bird \$79, Regular \$99

088004 7/8/23-8/19/23 Sat
7:30am-8:30am OVHS Pool

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.

Early Bird \$99, Regular \$119

Instructor: Brandon Futagaki

099301 9/12/22-11/2/22 Mon/Wed
4:15pm-5:15pm VaVHS Rm 16

099302 11/7/22-1/18/23 Mon/Wed
4:15pm-5:15pm VaVHS Rm 16

099303 1/23/23-3/22/23 Mon/Wed
4:15pm-5:15pm VaVHS Rm 16

099304 3/27/23-5/24/23 Mon/Wed
4:15pm-5:15pm VaVHS Rm 16

Intro to Weight Training

NEW!

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.

Early Bird \$99, Regular \$119

Instructor: Brandon Futagaki

099001 9/12/22-11/2/22 Mon/Wed
3:00pm-4:00pm VaVHS Rm 16

099002 11/7/22-1/18/23 Mon/Wed
3:00pm-4:00pm VaVHS Rm 16

099003 1/23/23-3/22/23 Mon/Wed
3:00pm-4:00pm VaVHS Rm 16

099004 3/27/23-5/24/23 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 17th 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.

Mission Statement

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

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

School Board

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

Superintendent

Dr. Clint Harwick

HBAS: Here to Help

Steve Curiel, *Principal*
714.842.4227

Jason Ross, *Assistant Principal*
714.842.4227

Philip Villamor, *Assistant Principal*
714.894.1018

Courtney Winford, *Assistant Principal*
714.842.4227

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

No refund for classes less than \$49.

Returned Check fee

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

Attendance

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

Enrollment Confirmation

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

GENERAL INFORMATION / POLICIES

2022-2023 Holiday Schedule

No classes on these dates.

Labor Day Monday, September 5, 2022

Veterans Day Friday, November 11, 2022

Thanksgiving Recess

Monday, November 21, 2022–

Friday, November 25, 2022

Winter Recess

Friday, December 23, 2022–

Friday, January 6, 2023

Martin Luther King's Birthday

Monday, January 16, 2023

Professional Staff Development Day

Monday, January 30, 2023

Lincoln's Birthday

Monday, February 13, 2023

Washington's Birthday

Monday, February 20, 2023

Spring Recess

Monday, April 10, 2023–Friday, April 14, 2023

Memorial Day Monday, May 29, 2023

Independence Day Tuesday, July 4, 2023

Code of Conduct

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

Dress Code

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

Zero Tolerance

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

No smoking including electronic cigarettes and vapes.

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

No biking or skateboarding on campus.

Publicity and Photo Release

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

Non-Discrimination Notice

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

GENERAL INFORMATION / POLICIES

HBUHSD Uniform Complaint Procedures

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

Parking by HBAS Permit only

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

Equal Opportunity

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

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

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

Main Campus Locations

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

Class Locations

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

Huntington Beach Union High School District

Huntington Beach Adult School

17231 Gothard Street
Huntington Beach, CA 92647



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

Register online @ hbas.edu

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

CLASS OF 2022 CTE PINNING CEREMONY

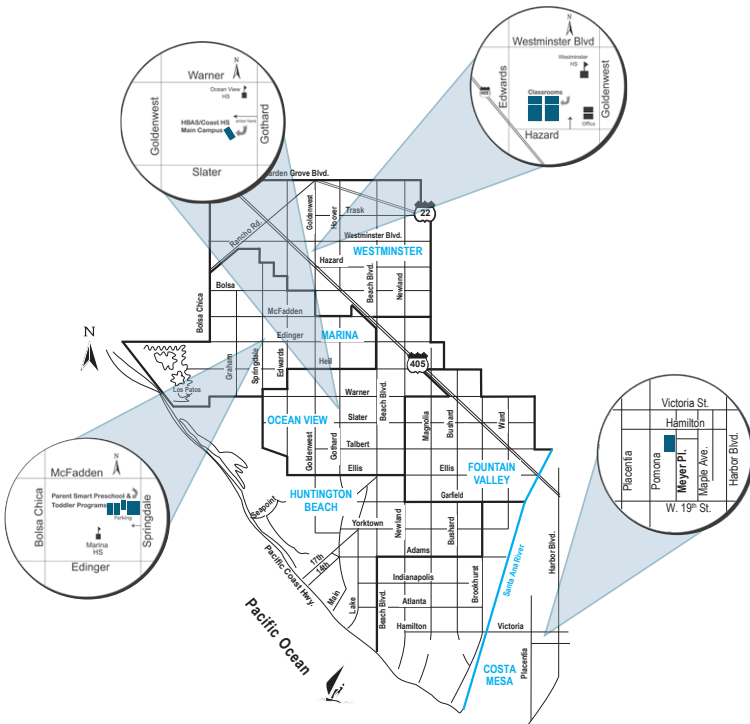


**Photos represent only a portion of our 2022 CTE Pinning graduates.*

FINANCIAL ASSISTANCE AVAILABLE FOR QUALIFYING STUDENTS.



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
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- 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

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