



HUNTINGTON BEACH ADULT SCHOOL

Start Stronger at HBAS!



Train to be a Pharmacy Technician

Financial assistance available!

Complete training in as
little as 9 months.



APA Jr. / APA Kids Visual and Performing Arts Summer Camp

Enroll Now!

See inside back cover
for more info.



SPRING-SUMMER 2023 CATALOG OF CLASSES

www.hbas.edu | 17231 Gothard Street Huntington Beach CA 92647 | **714.842.4227**

Huntington Beach Union High School District

Nancy: I'm Just Getting Started!

Our celebrations for recent HBAS grad Nancy are threefold: she finished our Medical Billing & Coding Program, passed the challenging AAPC exam, AND started a new job! We reached out to Nancy to get a firsthand account of her experience at HBAS and the next steps on her career path:

"I first heard about HBAS in 2018 when I received a school catalog in the mail. At that time, I was looking to enter the medical field because it's constantly evolving. I saw a lot of opportunities, especially in the field of Medical Billing and Coding. However, I was holding a full-time job—it didn't look possible. Then the pandemic hit. This was my chance: HBAS was offering online classes."



Nancy Sneed

Back to School

"In October 2020, I finally enrolled in the Medical Billing and Coding Program. I was excited and a little nervous; it had been a long time since I attended classes/school. My first class, Medical Terminology, was intimidating because the language is very different than regular verbiage. Instructor Pamela Canlas made it easy for us to understand."

"When classes resumed in-person, I had to juggle a full-time job with my class schedule. Thankfully, my manager allowed me the flexibility to attend class. I'm especially grateful to HBAS instructors Nami Aoyagi, Nicole Craven and Tracy Foreman. Without their knowledge, expertise, and patience, I would have had a difficult time passing the program."

A Step Further

"I completed the Medical Billing & Coding Program in Fall 2022, but I didn't stop there. To give myself an edge in the field, I decided to also take the AAPC exam. I consider passing this exam as my finest accomplishment along with finishing my HBAS program."

"A week after finishing my last class at HBAS, I was hired as a Medical Billing Assistant by Oak Health Center. I would like to acknowledge HBAS Job Developer Arlene Flores. By preparing me to take the next step in my career journey, Arlene encouraged me to have confidence in myself."

Still Looking Forward

"As a Certified Professional Coder-Apprentice, my goal is to become a full-fledged certified professional coder and earn other credentials along the way. I am just getting started!"

"To anyone interested in furthering their education or starting a new career, I highly recommend enrolling at HBAS. If you have a passion in life, go for it! Today you can make the beginning of that promise..."

Thanks to Nancy for sharing her story with us. Students like her keep us excited and inspired! Are you interested in the medical field? Learn more about the Medical Billing & Coding Program.

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

Bolsa

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

With each new year, we look forward to new opportunities and/or a chance to start over. Sometimes they are one and the same, a new start full of opportunities. That's the way we see our new location for one of our satellite campuses. After seven years of providing high school diploma, GED, and ESL classes at the Westminster Mall, the campus has moved to a new location on Bolsa. With the support of our district's Maintenance and Operations Team we have a new facility that will offer all services we had previously offered. The new environment has the advantage of more convenient parking, more easily accessible restrooms, and a quieter learning environment. Keep an eye out for an open house invitation to see our new digs in person.

As we continue into this new year our community can expect to see more locations added. This is part of how we do business; we go where are students are. In fact, student surveys over the last decade continue to tell us why they choose HBAS, the location. We get it - doing school as adults is hard enough without having to face traffic and or try to find parking.

I look forward to seeing you at one of our sites soon.

Sincerely, Steve Curiel, Principal, Huntington Beach Adult School

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Based on 500+ Survey Responses from Students:

- 94% feel HBAS online registration system is easy to use.
- 95% feel they have taken classes that provide value to them.
- 99% feel HBAS campus and classrooms are clean, safe, and well-maintained.
- 99% feel HBAS provides a caring environment to help them reach their goals.
- 99% feel HBAS offers relevant courses for the community.

SAVE THE DATE!

HBAS Job Fair Coming Soon

Tuesday, April 4, 2023

HBAS has a Job Developer to help you with your job search. As the Job Developer, I have the privilege of collaborating with our students, employers and community partners in support of our students' success. I credit our teachers and our courses that make placement of our students so successful. Over the last year, we have hosted several successful "On-Campus Recruitment Days" which provide opportunities for our many students and employers to connect via on campus interviews and other networking opportunities. This school year we are also partnering with the **OC WORKFORCE** mobile unit where they will be visiting our campus monthly to provide services to both our students and the community.



Arlene Flores,
Job Developer

On April 4th, in collaboration with our Support Services Team, we will host a JOB and RESOURCE FAIR at our Gothard Campus. We are so excited to host another event as last years was very successful. Why should you attend a JOB and RESOURCE Fair? It is an opportunity to meet multiple employers at one time. Some employers will be hiring on the spot, so come prepared. If it has been some time since you last interviewed, a job fair is a great place to hone your skills and increase your confidence. It is also an opportunity to learn about community resources that you may not have considered, but which may benefit you.

The job market for 2023 offers enormous potential, but to take advantage of this favorable market one still needs to be skilled and qualified. This is where HBAS can provide training in one of our many Career Training programs. Are you seeking to improve your computer skills or want to take an ESL course to strengthen your confidence? I know it can seem scary, or even a little overwhelming to return to school, but at HBAS we offer friendly support staff to help guide you.

As the Job Developer with Huntington Beach Adult School, I have the privilege to help our students with resumes, applications, interviews, connecting with employers, and I help ease the stress/fear of job searching. It is such a joy when I hear our students have successfully obtained employment.

Are you ready? The jobs are there. Please attend an upcoming FREE Information Session on our website to learn more.

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



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 x 49472

Happy New Year from the HBAS Admin Team!



Jason Ross,
Asst. Principal, CTE

Courtney Winford,
Asst. Principal, ASE

Steve Curiel,
Principal, HBAS

Phil Villamor,
Asst. Principal, ESL

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 two 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 one on one meeting with staff member, or a group orientation.
4. Take a CASAS reading Assessment.
5. Check out a computer if needed for online instruction.
6. Call (714) 592-1005 with questions.

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.



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.



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.



HBAS is Partnering with Coast Community College District!

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

COASTLINE COMMUNITY COLLEGE:

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

ORANGE COAST COMMUNITY COLLEGE:

- Keyboarding


Coast Colleges
Inspiration. Innovation. Graduation.



Are you ready to start a new career?

HBAS offers eight Certificate Programs: Accounting Clerk, Business Information Worker, Medical Assistant, Medical Billing/Coding, Pharmacy Technician, Administrative Assistant, Data Entry Clerk and Paraprofessional. If you are interested in one or more of our programs, enroll online and register to attend a FREE Information Session. The schedule for the Information Sessions can be found below.

Please note: All students must be 18 years of age or older, possess a high school diploma or GED, TASC, or HiSET, must attend a required Information Session prior to being accepted into a certificate program, and pass a reading and math exam.

You can complete training for a new career in two 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			Tuesday Online		
9:00 am – 11:00 am			6:00 pm – 8:00 pm		
0600408	02/24/23	Foreman	0600460	02/21/23	Ross
0600409	03/10/23	Foreman	0600461	03/07/23	Ross
0600411	03/31/23	Foreman	0600462	03/28/23	Ross
0600416	04/07/23	Foreman	0600463	04/25/23	Ross
0600413	05/05/23	Foreman	0600464	05/23/23	Ross
0600415	05/26/23	Foreman	0600466	06/13/23	Ross
			0600467	06/27/23	Ross
			0600468	06/20/23	Ross
			0600469	07/11/23	Ross

** Information sessions will be conducted virtually over Microsoft Teams.*

*** 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!

EARLY BIRD

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.



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



HUNTINGTON
BEACH
ADULT
SCHOOL



MISSION STATEMENT

Huntington Beach Adult School promotes lifelong learning by providing relevant and innovative programs that thoroughly prepare students for success in postsecondary education, the workforce, and the community.

SCHOOLWIDE LEARNER OUTCOMES

Set Goals:

- Students define goals and set short and long-term objectives.

Achieve Skills and Knowledge:

- Students achieve measurable increases in skills and knowledge. Students acquire relevant technical skills.

Apply Acquired Skills and Knowledge:

- Students transition successfully to postsecondary education, the workforce, and the community. Students become active citizens.

**FINANCIAL
ASSISTANCE
AVAILABLE!**

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 49 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.

ME - YEAR-TO-SUMMARY		
Average	Total	Rank
\$666,457	\$7,997,484	2
\$420,615	\$5,047,377	38
\$422,552	\$5,070,623	37
\$4138	\$6,649,651	12
	\$7,760,443	4
		16

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

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. **Prerequisites:** Accounting Level 1. **Earn college credit at CCC.**

Instructor: Esther Nguyen

Returning Fall 2023

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.**

Instructor: Esther Nguyen

Returning Fall 2023

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

0670402 3/20/23-5/3/23 M/W
4:00pm-6:30pm HBAS-G Rm C123



Very professional, knowledgeable, and patient teachers who care about their students and want to see us all succeed.”

CAREER TRAINING

Accounting Clerk Certificate Program *(continued)*

**FINANCIAL
ASSISTANCE
AVAILABLE!**



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 \$139

Instructor: Esther Nguyen

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

Tax Preparer

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

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

Returning Fall 2023

Connect with us!



ELECTIVES

Externship

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

Fee \$99 (No Early Bird)

Instructor: Tracy Foreman

0676302 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.



Payroll Accounting

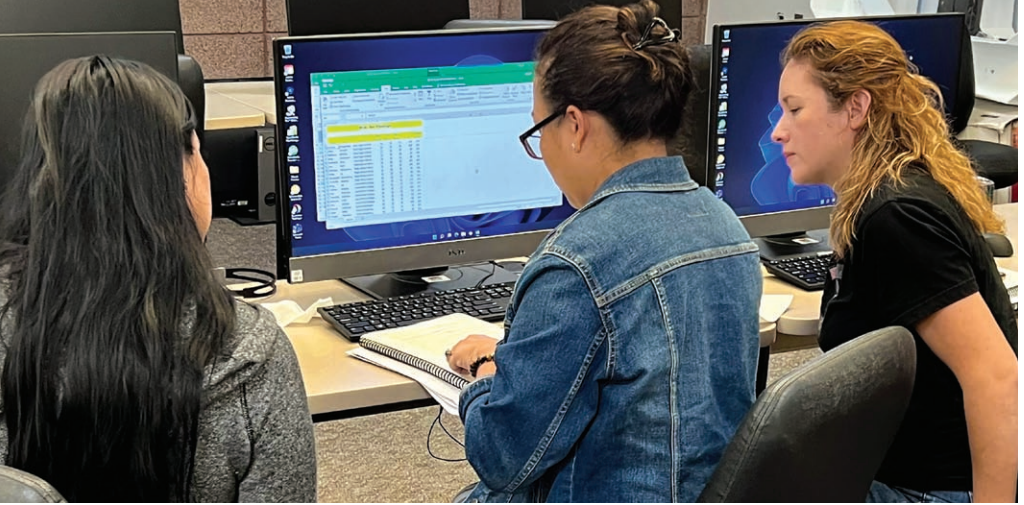
This course is designed for those students seeking employment as payroll clerks. The course will cover fundamental principles of payroll tax law as defined by Federal, State, and local government. It will also include discussion of Social Security, Federal and State Unemployment Insurance, Workmen's 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
12:00pm–3:00pm	HBAS-G	Rm C123

Business Information Worker Certificate Program



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

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

BIW Stage 1 Certification

Required Coursework

Keyboarding • (See page 26) •

Early Bird \$29, Regular \$39

Career Readiness Skills • (See page 24) •

Early Bird \$89, Regular \$109

Computer Basics 1: Introduction to Computers •

(See page 26) • **Early Bird \$59, Regular \$79**

Windows 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!**

EARLY BIRD

*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 a reading 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; however, students may choose to attend in person. 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

0679203	6/20/23-7/27/23	Tue/Thu
4:00pm–7:15pm	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

0680202	3/6/23-5/24/23	Mon/Wed
6:00pm–9:00pm	HBAS-G	Rm C122

**CLASSES
IN PERSON OR
ONLINE**

**CLASSES
IN PERSON OR
ONLINE**

Diagnostic Coding (ICD-10)

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

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

Early Bird \$409, Regular \$439

Instructor: Nicole Craven

0681702	3/28/23-6/6/23	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122

**CLASSES
IN PERSON OR
ONLINE**

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; however, students may choose to attend in person. 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

0679602	4/24/23-5/31/23	Mon/Wed
5:00pm-7:30pm	HBAS-G	Rm B104

**CLASSES
IN PERSON OR
ONLINE**

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

Returning Fall 2023

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

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.



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!

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.*

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.

**FINANCIAL
ASSISTANCE
AVAILABLE!**



Specialized training for Pharmacy Technician

Pharmacy Technician Community Pharmacy Practice

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

Early Bird \$529,

Regular \$559

Instructor: Allison Iglesia

0678502 3/20/23-6/8/23

Mon-Thu 8:30am–2:45pm* 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 primarily online; however, students may choose to attend in person. 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

0679602 4/25/23-6/1/23 Mon/Wed
5:00pm-7:30pm HBAS-G Rm B104

**CLASSES
IN PERSON OR
ONLINE**

ELECTIVES

Externship

Prerequisite: Instructor recommendation.

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

Fee \$99 (No Early Bird)

Instructor: Tracy Foreman

0678702 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



EARLY BIRD

TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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



HBAS is looking for Community Education teachers!

Do you have a skill or hobby that you think others would want to learn? Have you always wanted to share your expertise with others and get paid doing it? HBAS is looking to start new classes and

wants to talk to you. Scan QR code and complete form if interested.



CAREER TRAINING

Medical Assistant Certification - Front & Back Office

Medical Assistants greet patients in medical offices or other medical settings where they help doctors with examinations and treatments. They run routine lab tests such as urinalysis and take vital signs and run EKGs. They may give injections or perform 'finger sticks' to draw small amounts of blood if they are properly trained. Assistants may instruct patients about medication and self-treatment. High School Diploma or equivalent required. **All students must pass 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



**CLASSES
IN PERSON OR
ONLINE**

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; however, students may choose to attend in person. 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

0679203

6/20/23-7/27/23

Tue/Thu

4:00pm–7:15pm

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: TBD

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

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; however, students may choose to attend in person. 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

0679602	4/25/23-6/1/23	Mon/Wed
5:00pm–7:30pm	HBAS-G	Rm B104

QUICK OCCUPATIONAL FACTS Medical Assistant

Average Hourly Wage: \$19.68

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

Source: www.labormarketinfo.edd.ca.gov



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

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.

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

091405	3/11/23	Saturday
10:00am–3:00pm	HBAS-G	Rm C116

091406	5/13/23	Saturday
10:00am–3:00pm	HBAS-G	Rm C116

Administrative Assistant Certificate Program

**FINANCIAL
ASSISTANCE
AVAILABLE!**

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)

QUICK OCCUPATIONAL FACTS:

Receptionist/Data Clerk

Average Hourly Wage: **\$19.09**

2018-2028

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



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

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.



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: Tom Peevyhouse

0680703 3/31/23

Fri 8:00am–6:00pm* HBAS-G Rm C116
* Includes a lunch break

0680704 7/7/23

Fri 8:00am–6:00pm* HBAS-G Rm C116
* Includes a lunch break

Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Danny Perez dperez@hbas.edu

0680705 5/20/23

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

0680004 4/17/23-6/7/23 Mon/Wed
3:00pm–6:00pm HBAS-G Rm C122

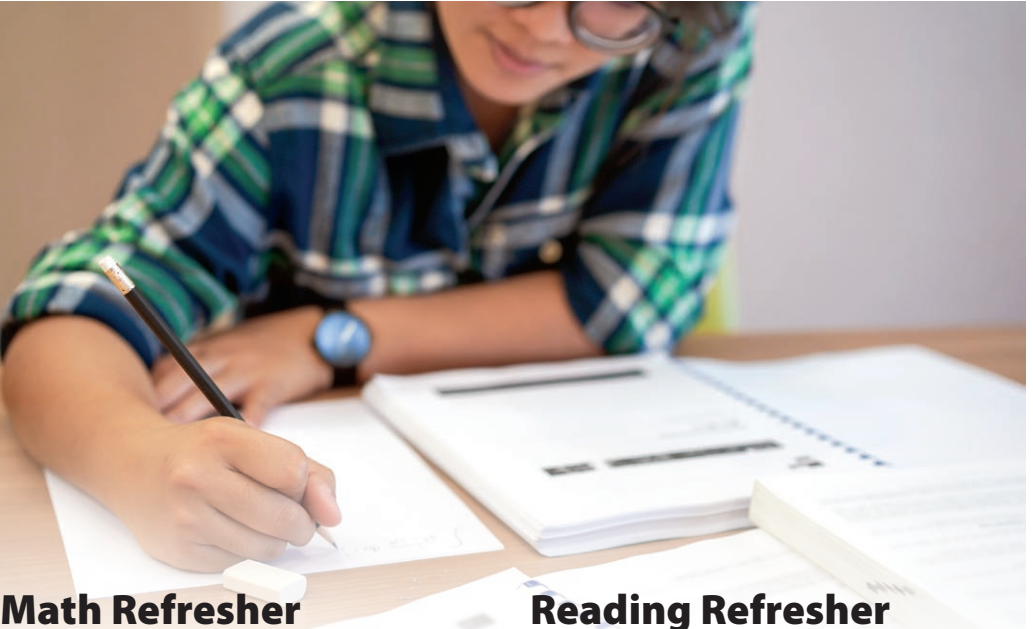
0680005 6/20/23-7/6/23 Mon-Thur
8:30am–11:30am HBAS-G Rm C123

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.



Classes are straightforward and help individuals with gaining new skills and learn more about the programs.”



Math Refresher

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

Early Bird \$49, Regular \$69

Instructor: Karan Shuster

060403 3/20/23-5/1/23

Mon/Wed 12:00pm–2:30pm 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

060503 5/3/23-6/10/23

Mon/Wed 12:30pm–3:00pm HBAS-G Rm B101

Spanish for the Workplace

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

Early Bird \$129, Regular \$149

Instructor: Rosalba Barbosa

085902 4/18/23-6/8/23

Tue/Thur 6:30pm–8:30pm 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!

EARLY BIRD

Computer Classes

Keyboarding

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

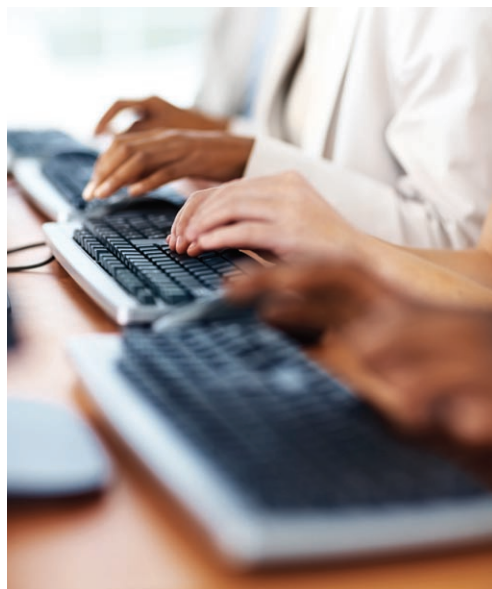
Earn 1.5 units of college credit at CCC/OCC.

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

Early Bird \$29, Regular \$39

Instructor: Nami Aoyagi

0670205	3/6/23-4/5/23	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

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

**FINANCIAL
ASSISTANCE
AVAILABLE!**

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/Thur
12:00pm–1:30pm	HBAS-G	Rm C122

No testing on Holidays.

See page 49 for Holiday dates.

Computer Basics 1 - Introduction to Computers

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

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

Returning Fall 2023

We observe all public school holidays.

Please see page 49 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.

FREE

This class is offered in collaboration with Orange Coast College at no cost.
Instructor: Tracy Foreman

Returning Fall/Winter 2023

Windows Essentials & File Management

We will explore features available in Windows 11 including the start menu, taskbar, and desktop interface. Learn to back up your files, create folders and organize your files and photos, create movies from your pictures and videos folder. **Prerequisite:** This class is designed for individuals who have some basic computer knowledge and wish to prepare for more experience using their computer.

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

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

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
0677302	7/10/23-7/27/23	Mon-Thu
12:00pm-3:00pm	HBAS-G	Rm C123

INSTRUCTOR: TRACY FOREMAN

Tracy is a highly qualified Vocational Education credentialed instructor in Computer Applications, Office Occupations and Business Management. She has a Master's Degree in Education Administration, a Bachelor's Degree in Business Management, and has been teaching at Huntington Beach Adult School for 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.



TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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



Computer Classes (continued)

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, typing speed 25wpm+. **Earn 2 units of college credit at CCC.**

Early Bird \$59, Regular \$79

Instructor: Tracy Foreman

0675623	6/20/23-7/6/23	Mon-Thur
12:00pm–3:00pm	HBAS-G	Rm C122

Microsoft Excel 2019: Beginning

This hands-on class is designed as an introduction to Excel with an emphasis on applying realistic office/business examples. Learn to create, modify, format and print worksheets by entering and editing text and number values. Enter and apply basic formulas and functions, insert and delete rows and columns, change fonts and use conditional formatting. Create, modify and print charts and graphs, as well as 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
0673732	7/10/23-7/27/23	Mon-Thur
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

Returning Fall 2023

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
2/27/23-4/6/23	2/27/2023	4/6/2023	12:00pm-1:30pm
4/17/23-5/25/23	4/17/2023	5/25/2023	12:00pm-1:30pm

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. Ability to upload files and use a flash drive.

IMPORTANT: Read the Hybrid Course Information located above **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

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 12:00pm - 1:30pm, 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

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

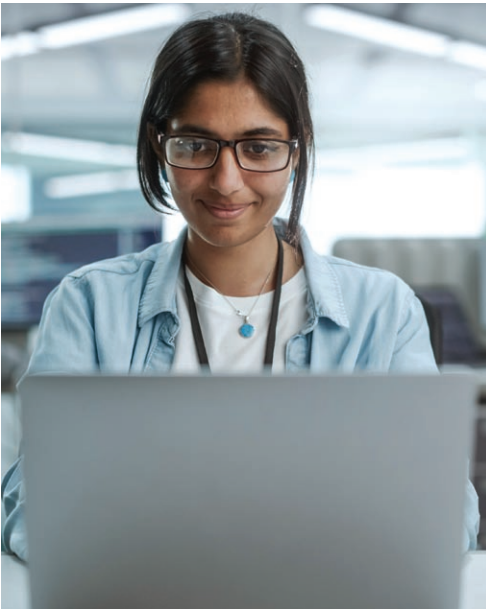
Hybrid Microsoft Excel 2019: Beginning*

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

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



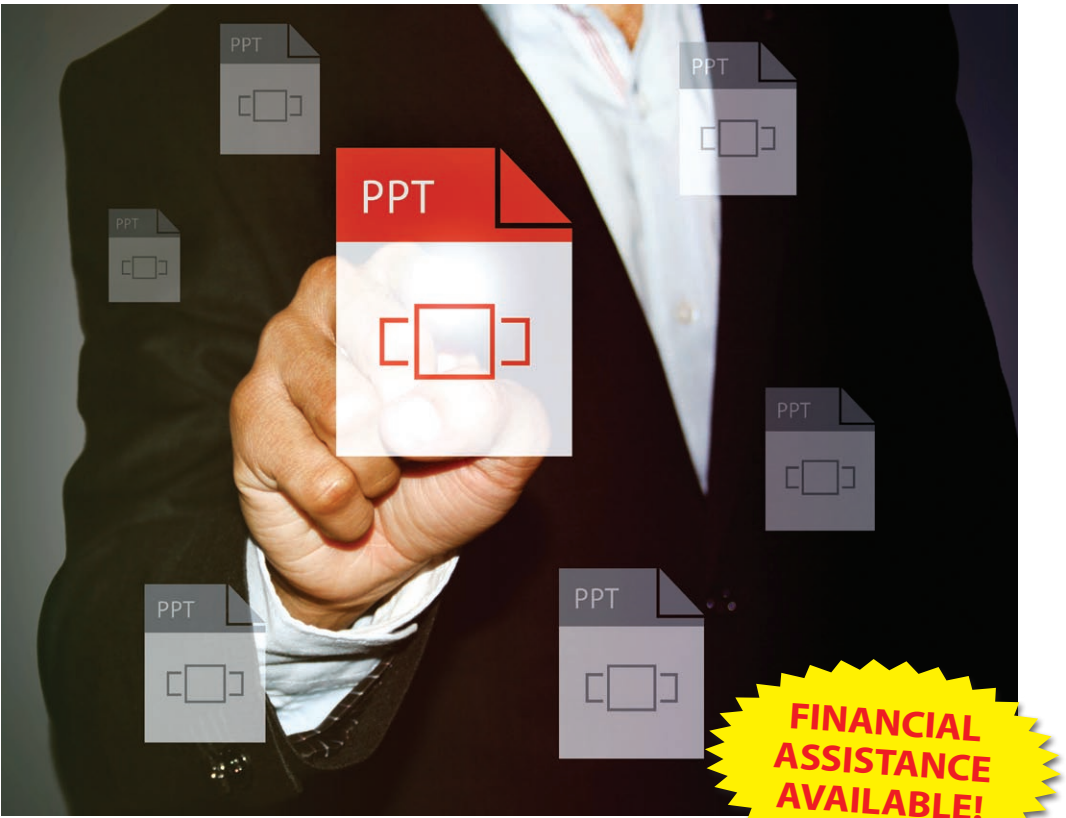
Hybrid Microsoft Excel 2019: Intermediate*

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

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

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

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

Early Childhood Education Program

In partnership with Orange Coast Community College!



- Train to become an Assistant Preschool Teacher.
- 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.

CDE 180 - Child Growth and Development ONLINE (3 units)

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

Instructor: Lisa Sciabica

Dates: 3/7/23-5/23/23

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

This is a hybrid course and requires additional online assignments.

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

Instructor: Rebecca Spohr

Dates: 3/8/23-5/24/23

Wed 12:15pm–2:15pm Westminster High School Rm A4

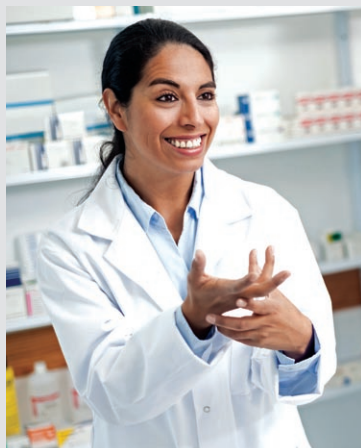
This is a hybrid course and requires additional online assignments.

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

Please visit the California Commission on Teacher Credentialing for the most updated information on teacher permits: www.ctc.ca.gov.



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: Career Readiness.

Fee: No cost for ESL students

0678501 3/20/23-6/7/23 Mon-Fri 8:30am–2:30pm*
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.

Official High School Diploma required. Live Scan clearance required.

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 hour 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.

FREE
Instructor: Joe Loomis
0687002 4/19/23-5/18/23 Wed/Thu
4:00pm-7:00pm EHS Rm 509



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.

CITIZENSHIP CLASSES

For Students ESL Level 2, 3, 4

BESST Center Campus - Room 127

6:00pm–8:30pm Tue

BESST Center Campus - Online Only

6:00pm–8:30pm Thu

Westminster Campus

10:00am–1:00pm Tue

ESL 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

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

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

HBAS Bolsa Campus

5832 Bolsa Avenue, Suite 100, HB

Morning

ESL Transitions 10:00am–12:30pm M-Th

Evening

ESL Transitions 5:30pm–8:00pm 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

CAREER CERTIFICATIONS WITH ESL SUPPORT

EARLY CHILDHOOD EDUCATION CLASSES WITH ESL SUPPORT

CHILD GROWTH AND DEVELOPMENT ONLINE (3 UNITS)

3/7/23-5/23/23 Tue/Thu 12:15pm–2:15pm
Westminster High School Rm A4

ESL SUPPORT CLASS FOR EARLY CHILDHOOD EDUCATION ONLINE

3/8/23-5/24/23 Wed 12:00pm–2:30pm
Westminster High School Rm A4

Enroll at one of the sites: Gothard site **714.842.4227**

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 may be able to 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 in person, with the option to complete their course work online once the student proves regular attendance.

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.

New Bolsa Site open!
5832 Bolsa Avenue
Suite 100
Huntington Beach

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 our new Bolsa 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 in person, with the option to work online once the student proves regular attendance.

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
070714 4/17/23-6/14/23 MHS

MARK YOUR CALENDARS!

Pre-Registration Preview Day for Parent Smart Programs for Spring 2023

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



COMMUNITY EDUCATION CLASSES

FOR COURSE DESCRIPTIONS VISIT THE HBAS WEBSITE AT WWW.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.

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

FALL 2023:

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

Early Bird \$279, Regular \$309

Returning Fall 2023

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

091405	3/11/23	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091406	5/13/23	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

Returning Fall 2023

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

0887602 3/7/23-4/4/23

8:30am-11:30am HBAS-G

Tue/Thu

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 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

Returning Fall 2023

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 Digital Media Arts: Filters 1 and Windows File Management.

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0887702 4/25/23-5/23/23

8:30am-11:30am HBAS-G

Tue/Thu

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!

EARLY BIRD

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

Returning Fall 2023

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

Returning Winter 2023

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 and 2.

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

Early Bird \$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

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 Leis 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

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

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

231402	5/20/23	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

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



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

0853462	5/11/23-5/18/23	Thu
9:30am-11:30am	Zoom	
0853454	5/16/23-5/23/23	Tue
6:30pm-8:30pm	HBAS-G	C116

Early Bird \$59, Regular \$79

Instructor: Alex Goldberg

0853457	2/28/23-3/2/23	Tue, Thu
6:30pm-8:30pm	HBAS-G	C116
0853461	3/7/23-3/9/23	Tue, Thu
6:30pm-8:30pm	Zoom	



INSTRUCTOR: ALEX GOLDBERG

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

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

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

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.

COMMUNITY EDUCATION CLASSES

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

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

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

0853003	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

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**DON'T DELAY.
ENROLL TODAY!
CLASSES FILL UP FAST!**

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

085123	3/20/23-6/26/23	Mon
5:00pm-8:00pm	HBHS	Rm I-6
085143	3/22/23-6/21/23	Wed
5:00pm-8:00pm	HBHS	Rm I-6

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

Instructor: Matthew Harward

085133	3/21/23-6/20/23	Tue
5:30pm-8:30pm	HBHS	Rm I-6
085153	3/23/23-6/22/23	Thu
5:30pm-8:30pm	HBHS	Rm I-6

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

Instructors: Garrett Stryker & Matthew Harward

085164	7/3/23-8/7/23	Mon, Wed
5:30pm-8:30pm	HBHS	Rm I-6
085174	7/6/23-8/10/23	Tue, Thu
5:30pm-8:30pm	HBHS	Rm I-6

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

0852303	4/5/23-6/28/23	Wed
2:30pm-4:30pm	VaVHS	Rm 22

Exploration of Drawing

Find your inner artist while learning to draw through a variety of instructor demonstrations and guided exercises. This class is designed for all levels from basic to advanced.

Students will be given individual help as they learn to draw in a variety of drawing mediums from dry to wet. Bring your favorite medium and experiment with new ones as we journey into creative expression.

Early Bird \$129, Regular \$159

Instructor: Matt Marward

0852202	3/15/23-6/7/23	Wed
5:00pm-7:00pm	HBHS	Rm I4

Woodworking

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

Early Bird \$249, Regular \$279*

Instructor: Rick Jordan

084403	3/16/23-6/8/23	Thu
6:00pm-9:00pm	MHS	Rm 312



COMMUNITY EDUCATION CLASSES

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

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

Returning Fall 2023



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

085602	4/17/23-6/12/23	Mondays
4:00pm-5:30pm	EHS	Rm 202

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.

0851402	HBAS-G	Rm C116
3/18/23	9:00am-12:00pm	Saturday
3/25/23	8:00am-11:00am	Saturday
0851403	HBAS-G	Rm C116
7/8/23	9:00am-12:00pm	Saturday
7/15/23	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

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

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

0874103	3/22/23-5/24/23	Wed
5:00pm-6:30pm	HBAS-G	Rm C116

COMMUNITY EDUCATION CLASSES

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

Health & Fitness *(continued)*

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/Wed) or attend both days for maximum benefit. Class held at EHS pool (21400 Magnolia St, 92646 HB). Times may vary due to High School competitions.

Instructor: Kelly Pointer

SPRING SESSION

Early Bird \$229, Regular \$259

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

SUMMER SESSION

Early Bird \$169, Regular \$189

087804 7/10/23-8/30/23 Mon, Wed
6:00pm-7:00pm EHS Pool

Water Aerobics for Fitness • 1-Day per week

Instructor: Kelly Pointer

SPRING SESSION

Early Bird \$119, Regular \$139

087903 4/17/23-6/28/23 Mon or Wed
6:00pm-7:00pm EHS Pool

SUMMER SESSION

Early Bird \$79, Regular \$99

087904 7/10/23-8/30/23 Mon or Wed
6:00pm-7:00pm EHS 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 EHS pool (21400 Magnolia St, 92646 HB). Times may vary due to High School competitions.

Instructor: Kelly Pointer

SPRING SESSION

Early Bird \$229, Regular \$259

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

SUMMER SESSION

Early Bird \$169, Regular \$189

087704 7/10/23-8/30/23 Mon, Wed
6:00pm-7:00pm EHS Pool

Lap Swimming for Fitness • 1-Day per week

Instructor: Kelly Pointer

SPRING SESSION

Early Bird \$119, Regular \$139

087603 4/17/23-6/28/23 Mon or Wed
6:00pm-7:00pm EHS Pool

SUMMER SESSION

Early Bird \$79, Regular \$99

087604 7/10/23-8/30/23 Mon or Wed
6:00pm-7:00pm EHS Pool

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

Instructor: Kelly Pointer

SPRING SESSION

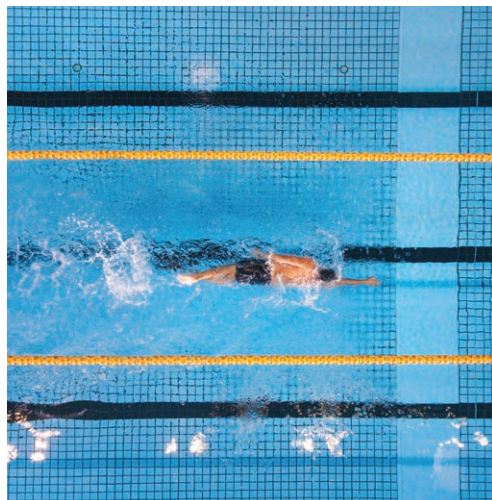
Early Bird \$109, Regular \$129

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



Health & Fitness *(continued)*

Personal Fitness

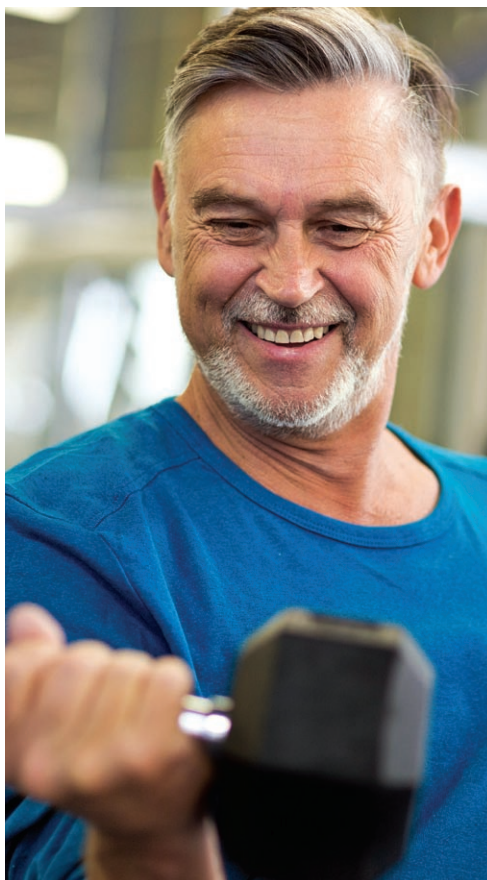
Over the course of the program, athletes will work through a multitude of movement variations, from bodyweight to loaded medicine balls, dumbbells, kettlebells and more. Workouts will be individualized by varying weight, volume, and intensity. Each day's focus "workout" will be unique, keeping things 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

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

NEW!



Intro to Weight Training

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

Early Bird \$99, Regular \$119

Instructor: Brandon Futagaki

099004	3/27/23-5/24/23	Mon/Wed
3:00pm-4:00pm	VaVHS	Rm 16

NEW!



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.

GENERAL INFORMATION / POLICIES

MISSION STATEMENT

Huntington Beach Adult School promotes lifelong learning by providing relevant and innovative programs that thoroughly prepare 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.

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.hbuhsd.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-B	Bolsa Campus • 5832 Bolsa Avenue, Suite 100, Huntington Beach 92649
HBAS-W	Westminster Campus (ESL classes only) • 14325 Goldenwest Street, 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 Street, 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

APA KIDS & APA JR.



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AT
HBAS.EDU**



APA JR. / APA KIDS IS THE PREMIERE SUMMER ARTS CAMP IN ORANGE COUNTY!

With over 20 years of experience teaching the visual and performing arts to kids at the beautiful Huntington Beach High School campus, your student is sure to have a blast as they learn to love the arts from our many talented teachers and APA students. They will experience the arts through active participation in art, music, dance and theater.

To cap off the two-week camp, parents, friends, and family are invited to see their students perform on stage in the historic HBHS Auditorium (1905 Main St., Huntington Beach 92648).



APA Goes Prehistoric July 10 – July 21, 2023

Monday – Friday, 8:45 am – 12:30 pm
Showcase Performance: July 21, 2023

APA Surfs the Web July 24 – August 4, 2023

Monday – Friday, 8:45 am – 12:30 pm
Showcase Performance: August 4, 2023

Huntington Beach Union High School District

Huntington Beach Adult School

17231 Gothard Street
Huntington Beach, CA 92647



HUNTINGTON
BEACH
ADULT
SCHOOL



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

Register online @ hbas.edu

*****ECRWSEDDM*****

Residential Customer

Learn English



Học Anh Ngữ



Aprenda
Inglés



Community Education

Parent Smart Preschool / Toddler
Floral Classes
Culinary Arts and Nutrition
Financial Planning
Arts / Photography
Health & Fitness



CALIFORNIA
ADULT EDUCATION
PROGRAM



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